SOUTHLAND DISTRICT COUNCIL
Te Rohe Pōtae O Murihiku

Date: Tuesday, 25 June 2024
Time: 7pm
Venue: Memorial Hall Wyndham
44 Balaclava Street
Wyndham

Waihopai Toetoe Community Board
OPEN ATTACHMENTS

ATTACHMENTS UNDER SEPARATE COVER

TABLE OF CONTENTS

ITEM			PAGE
7.3	**Project scope confirmation - 2024/2027 locally funded projects**		
	A.	Edendale - Proposed Dog Park Investigation P-11098 2025-2026	3
	B.	Edendale and Wyndham - Creation of Multi-Use Track P-10864 2024-2025 (Year 1)	9
	C.	Edendale and Wyndham - Creation of Multi-Use Track P-10864 2025-2026 (Year 2)	15
	D.	Edendale and Wyndham - Creation of Multi-Use Track P-10864 2026-2027 (Year 3)	21
	E.	Edendale Recreation Reserve Playground - Equipment Renewal P-10761 2024-2025	27
	F.	Edendale Wyndham Hall - Install LED lighting P-10591 2025-2026	33
	G.	Edendale Wyndham Hall - Interior painting FHALL037 2025-2026	39
	H.	Edendale Wyndham Hall - Upgrade Carparking FHALL036 2025-2026	47
	I.	Tokanui Hall - Window replacement FHALL073 2025-2026	55
	J.	Tokanui Hall - Window replacement FHALL073 2026-2027	61
	K.	Tokanui Rata Park Playground - Equipment Renewal P-10820 2025-2026	67
	L.	Woodlands - Interpretation Panels P-11117 2024-2025 (year 1)	73
	M.	Woodlands - Interpretation Panels P-11117 2025-2026 (year 2)	79
	N.	Woodlands - Reconstruction of the track to Kingswood Bush FPARK010 2025-2026 (Stage 1)	85

O.	Woodlands - Reconstruction of the track to Kingswood Bush FPARK010 2026-2027 (Stage 2)	91
P.	Wyndham and Tokanui Playground - Redevelopment Concept Design P-11206 2024-2025	97
Q.	Wyndham Camping Ground - Upgrade construction P-11222 2024-2025 (Stage 1)	103
R.	Wyndham Camping Ground - Upgrade construction P-11222 2025-2026 (Stage 2)	109
S.	Wyndham Playground Redevelopment P-11206 2025-2026	115
T.	Wyndham Recreation Reserve and Wildlife Refuge - Development of the master plan FPARK008 2025-2026	121
U.	Wyndham Recreation Reserve and Wildlife Refuge - Renewal of the reserve management plan FPARK009 2026-2027	127
V.	Community Housing - Paths FHOUS015 2025-2026 (Edendale)	133
W.	Community Housing - Exterior repaint 25 units FHOUS002 2025-2026 (Edendale)	141
X.	Community Housing - Interior repaint 21 units FHOUS003 2026-2027 (Edendale)	149
Y.	Community Housing - Replace Roof FHOUS017 2025-2026 (Wyndham)	157
Z.	District Wide Toilet - Renewal Preparation P-10637 2025-2026 (Curio Bay)	165
AA.	District Wide Toilet - Renewal construction P-10649 2026-2027 (Curio Bay)	173
BB.	District Wide Toilet - Renewal preparation P-10637 2025-2026 (Edendale)	181
CC.	District Wide Toilet - Renewal preparation P-10637 2025-2026 (Fortrose)	189
DD.	District Wide Toilet - Renewal construction P-10649 2026-2027 (Fortrose)	197
EE.	District Wide Toilets - Refurbishment of four toilets FTOIL003 2026-2027 (Gorge Road)	205
FF.	District Wide Toilet - Renewal Preparation P-10637 2024-2025 (Tokanui)	213
GG.	District Wide Toilet - Renewal construction P-10642B 2025-2026 (Tokanui)	221

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Edendale - Proposed dog park investigation

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-11098
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

37 Morton street (Ferry Road)

Lots 69 - 75, 82 - 85 DP 106 Edendale Township - Plantation Reserve

Land is owned by SDC

SCOPE

This will need to be designed and constructed.

Suitable fencing need to be used. Eg. deer fence and sheep netting at the bottom

Double gates

Rubbish bin and dog bag holder

Current lease of the land needs to be checked and the lease holder needs to be consulted with.

COMMUNICATION

Communication will need to happen with the community board.

Communication will need to go out to the Edendale community well in advance of this work being undertaken.

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

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RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)		The site may be unavailable while the work is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site will have restricted access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒ Yes ☐ No
Do we have approvals for land use			☒ Yes ☐ No
Is a procurement plan required			☒ Yes ☐ No
Is a communication plan required			☒ Yes ☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No
Has a draft risk register been prepared			☐ Yes ☒ No
What team members will make up the Project Control Group (PCG)		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
BUDGETS			
Approved budget		$51,000	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$45,900	
	Contingency	$5,100	(typically, 10% of project)
	Total Budget	$51,000	
How is the project being funded (loan or reserves)		Loan	
APPROVALS			

Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

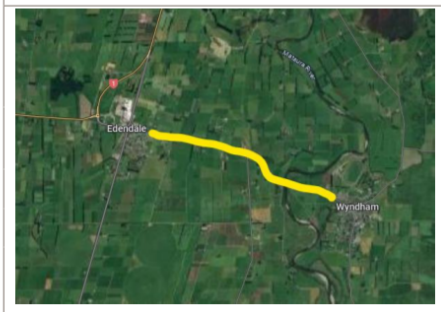
PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Edendale - Wyndham Multi-Use Track year 1

PHOTOS		
	**FINANCIAL YEAR**	2024/2025
	PROJECT NUMBER	P-10864
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

SCOPE
Work to be identified from the Edendale-Wyndham multiuse track masterplan

COMMUNICATION

CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☐ No

RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☐ Yes ☐ No

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How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☐ Yes ☐ No	
Do we have approvals for land use			☐ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No	
Has a draft risk register been prepared			☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$600,000		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$540,000		
	Contingency	$60,000		(typically, 10% of project)
	Total Budget	$600,000		
How is the project being funded (loan or reserves)		Reserves, loans and grants		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				

Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

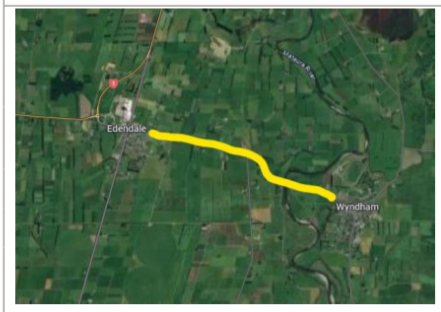
PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Edendale - Wyndham Multi-Use Track year 2

PHOTOS		
	**FINANCIAL YEAR**	2025/2026
	PROJECT NUMBER	P-10864
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

SCOPE
Work to be identified from the Edendale-Wyndham multiuse track masterplan

COMMUNICATION

CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☐ No

RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☐ Yes ☐ No

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How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☐ Yes ☐ No	
Do we have approvals for land use			☐ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No	
Has a draft risk register been prepared			☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$408,000		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$367,200		
	Contingency	$40,800		(typically, 10% of project)
	Total Budget	$408,000		
How is the project being funded (loan or reserves)		Total project funded by Reserves, Loans and Grants. This year currently funded by loan only.		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				

Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

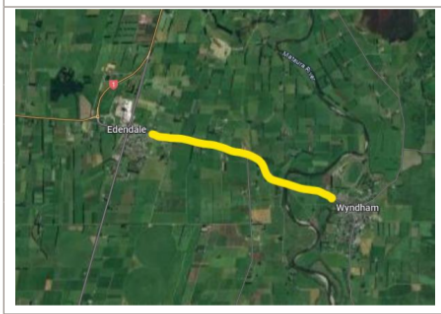
PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Edendale - Wyndham Multi-Use Track year 3

PHOTOS		
	**FINANCIAL YEAR**	2026/2027
	PROJECT NUMBER	P-10864
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION	
SCOPE	
Work to be identified from the Edendale-Wyndham multiuse track masterplan	
COMMUNICATION	
CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☐ No
RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit

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Are there any links to the Corporate Performance Framework			☐ Yes ☐ No	
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☐ Yes ☐ No	
Do we have approvals for land use			☐ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No	
Has a draft risk register been prepared			☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$215,003		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$193,503		
	Contingency	$21,500		(typically, 10% of project)
	Total Budget	$215,003		
How is the project being funded (loan or reserves)		Total project funded by Reserves, Loans and Grants. This year currently funded by loan only.		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				

What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Edendale Rec Reserve Playground - Equipment renewal

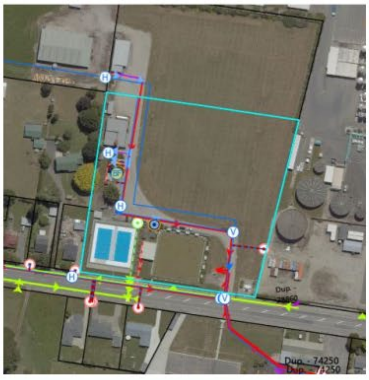
PHOTOS		
	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	P-10761
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

23 Salford Street, Edendale

Pt Lot 235 DP 128

Land is owned by SDC



SCOPE

The existing fort structure is being replaced. The board have indicated they would like twig stack play element.

COMMUNICATION

Communication will need to happen with the community board.

Communication will need to go out to the Waihopi community well in advance of this work being undertaken

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

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RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The playground may be unavailable while the work is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.		
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site will have restricted access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)	Capital		
Is this a one-off project or works programme	One off		
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
Are there any links to the Corporate Performance Framework	☐ Yes ☐ No		
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land	☒ Yes ☐ No		
Do we have approvals for land use	☒ Yes ☐ No		
Is a procurement plan required	☒ Yes ☐ No		
Is a communication plan required	☒ Yes ☐ No		
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	☐ Yes ☒ No		
Has a draft risk register been prepared	☐ Yes ☒ No		
What team members will make up the Project Control Group (PCG)	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
BUDGETS			
Approved budget		$30,000	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$	
	Contingency	$3,000	(typically, 10% of project)
	Total Budget	$27,000	
How is the project being funded (loan or reserves)	Loan		
APPROVALS			

Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Wyndham- LED lighting

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10591
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

42 and 44 Balaclava Street, Wyndham

Section 10 Blk V TN OF Wyndham

Section 11 Blk V TN OF Wyndham

Land is owned by SDC

SCOPE

Remove existing lighting throughout the hall and replace with LED lighting

Check distribution board and all other wiring to ensure its compliant and suitable.

COMMUNICATION

The community board and the hall custodian will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the hall custodian who manages the hall to determine the timeframe for this work so that doesn't impact on any major events scheduled at the hall

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

RISKS

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What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The hall may be unavailable while the LED lighting is being installed. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
The site and hall will have restricted access while this work is being undertaken.	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework	☐ Yes ☐ No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	☒ Yes ☐ No
Do we have approvals for land use	☒ Yes ☐ No
Is a procurement plan required	☒ Yes ☐ No
Is a communication plan required	☒ Yes ☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	☐ Yes ☒ No
Has a draft risk register been prepared	☐ Yes ☒ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager

BUDGETS			
Approved budget		$9,180	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$	
	Contingency	$918	(typically, 10% of project)
	Total Budget	$9,180	
How is the project being funded (loan or reserves)		Reserves	
APPROVALS			

Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Wyndham Hall - Interior repaint

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FHALL037
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

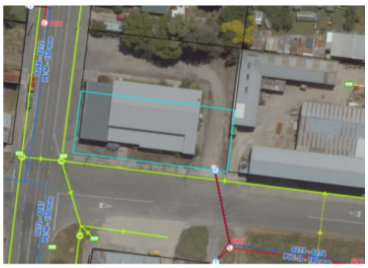
DESCRIPTION

42 and 44 Balaclava Street, Wyndham

Section 10 Blk V TN OF Wyndham

Section 11 Blk V TN OF Wyndham

Land is owned by SDC



SCOPE

Clear the internal areas where work is going to be undertaken.

This project will be combined with P-10591 LED lighting in 25/26

Look into using carpet or other acoustic tiles on the old asbestos wall.

Preparation:

1. Clean up: wash surfaces with sugar soap, remove cobwebs, flaking paint and dirt. Use bleach to remove any mildew or fungus.
2. Test internal power outlets and taps: Painters will need access to water or power for tools, depending on the type of job. Ensuring that these are all in good working order before they arrive can avoid delays and unnecessary frustration.
3. Cover areas that are not receiving decoration, floor surfaces, glass on windows etc.
4. Repair wall damage: Ready for internal commercial painting, make sure you repair any damage to the internal surfaces, such as holes, rot, decay, mould, and other common commercial property problems. Remove staples, nails and picture hooks.
5. Undertake internal repairs to ensure the wall and ceiling linings are in good condition to receive decoration.
6. Install a dado (250X50) to protect the wall linings. (Check the height, it's where the most damage is occurring to the walls from chairs and items leaning against it).

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Painting:

Apply 1 undercoat as required and 2 top coats of premium paint to interior surfaces of the hall in a color(s) that is agreed upon by the community board and the hall group. Ensure the paint specified is used and not substituted for a different brand.

Cleanup:

All surfaces that aren't being painted are to be paint free at the end of the project.

Areas: Need to confirm what areas are to be decorated.

The hall committee will agree that the paint colors will be: Need to confirm colors.

Paint Colors:

Skirtings and scotia

Doors

Ceilings

Walls

Window trim and revels

All paint colors and brands used are to be recorded into community facilities IPS system (include paint codes if available).

All left over paint is to be left with the hall group or custodian.

COMMUNICATION	
The community board and the hall custodian will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the hall custodian who manages the hall to determine the timeframe for painting work that doesn't impact on any major events scheduled at the hall	
CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No
RISKS	
What are the project risks that have been identified to date	The hall may be unavailable while the painting is in progress.

➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
The site and hall will have restricted access while this work is being undertaken.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Maintenance	
Is this a one-off project or works programme	One off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☐ Yes ☐ No
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land		☒ Yes ☐ No
Do we have approvals for land use		☒ Yes ☐ No
Is a procurement plan required		☒ Yes ☐ No
Is a communication plan required		☒ Yes ☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		☐ Yes ☒ No
Has a draft risk register been prepared		☐ Yes ☒ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager	

BUDGETS			
Approved budget		$62,546	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$56,291	
	Contingency	$6,255	(typically, 10% of project)
	Total Budget	$62,546	
How is the project being funded (loan or reserves)		Loan	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	

Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Edendale-Wyndham - Upgrade carparking

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FHALL036
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

42 and 44 Balaclava Street, Wyndham

Section 10 Blk V TN OF Wyndham

Section 11 Blk V TN OF Wyndham

Land is owned by SDC

SCOPE

- Mark out exact locations of new chip-seal and gardens. Define the area on Scutari St if anything is to happen along here.
- Remove timber garden edging and install new at the correct height to receive a coating of chip seal.
- Install suitable stormwater drainage so the carpark does not flood and connect into existing services.
- Remove existing plants that are creeping onto the paths and replace with low maintenance plants
- Paint carparks onto the new seal with quality road marking paint.

COMMUNICATION

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PO Box 903
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The community board and the hall custodian will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the hall custodian who manages the hall to determine the timeframe for this work so that doesn't impact on any major events scheduled at the hall	
CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No
RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The carpark will be unavailable while the works are being carried out. Hall hire will need to be checked as the emergency exits will open directly onto the worksite. Hall hire may not be able to happen during these works. The area will be setup as a worksite with the correct health and safety plans, signage and equipment in place.
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
The site and some entry into the hall will have restricted access while this work is being undertaken.	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework	☐ Yes ☐ No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	☒ Yes ☐ No
Do we have approvals for land use	☒ Yes ☐ No
Is a procurement plan required	☒ Yes ☐ No
Is a communication plan required	☒ Yes ☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	☐ Yes ☒ No
Has a draft risk register been prepared	☐ Yes ☒ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager

BUDGETS			
Approved budget		$61,200	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$55,080	
	Contingency	$6,120	(typically, 10% of project)
	Total Budget	$61,200	
How is the project being funded (loan or reserves)		Reserves and Rates	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	

ASSUMPTIONS	
What if any assumptions have been made on the project to date	

OTHER

Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Tokanui Hall - Window Replacement year 1

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FHALL073
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

42 Tokanui Haldane Road, Tokanui

Lot 19 DP 4057

Land is owned by SDC

SCOPE

Remove and replace windows along the carpark side of the hall with new double-glazed windows.

Talk to the community board and hall custodian as to what windows they want as opening ones. (these maybe need to be sliding so not to create a H&S problem).

Current windows are in a steel reveal. It maybe more practicable to add timber around the opening before the new windows are installed.

New head flashings to be installed to keep the hall weather tight.

Finish the interior in a suitable and tidy manner.

COMMUNICATION

The community board and the hall custodian will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the hall custodian who manages the hall to determine the timeframe for painting work that doesn't impact on any major events scheduled at the hall

CONSENT

Building	☐ Yes ☒ No

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Archaeology/ Heritage			☐ Yes ☒ No
Resource			☐ Yes ☒ No
RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)		The hall may be unavailable while the window replacement is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site and hall will have restricted access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Maintenance	
Is this a one-off project or works programme		One off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒ Yes ☐ No
Do we have approvals for land use			☒ Yes ☐ No
Is a procurement plan required			☒ Yes ☐ No
Is a communication plan required			☒ Yes ☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No
Has a draft risk register been prepared			☐ Yes ☒ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$30,600	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$27,540	

	Contingency	$3,060		(typically, 10% of project)
	Total Budget	$30,600		
How is the project being funded (loan or reserves)		Loan		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Tokanui Hall - Window Replacement year 2

PHOTOS		
	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FHALL073
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

42 Tokanui Haldane Road, Tokanui

Lot 19 DP 4057

Land is owned by SDC

SCOPE

Remove and replace windows that were not completed in the previous year, with new double-glazed windows.

Talk to the community board and hall custodian as to what windows they want as opening ones. (these maybe need to be sliding so not to create a H&S problem).

Current windows are in a steel reveal. It maybe more practicable to add timber around the opening before the new windows are installed.

New head flashings to be installed to keep the hall weather tight.

Finish the interior in a suitable and tidy manner

COMMUNICATION

The community board and the hall custodian will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the hall custodian who manages the hall to determine the timeframe for painting work that doesn't impact on any major events scheduled at the hall

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CONSENT			
Building		☐ Yes	☒ No
Archaeology/ Heritage		☐ Yes	☒ No
Resource		☐ Yes	☒ No
RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)		The hall may be unavailable while the window replacement is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site and hall will have restricted access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Maintenance	
Is this a one-off project or works programme		One off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☐ Yes	☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		☒ Yes	☐ No
Do we have approvals for land use		☒ Yes	☐ No
Is a procurement plan required		☒ Yes	☐ No
Is a communication plan required		☒ Yes	☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		☐ Yes	☒ No
Has a draft risk register been prepared		☐ Yes	☒ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$31,273	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)

	Consultation	$	
	Project	$28,146	
	Contingency	$3,127	(typically, 10% of project)
	Total Budget	$31,273	
How is the project being funded (loan or reserves)		Loan	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Tokanui Rata Park Playground - Equipment Renewal

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10820
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

4 McEwan Street, Tokanui

Lot 10 DP 1211, Lot 9 DP 1211

Land is owned by SDC

SCOPE

Work identified from the concept plan done in 2024/2025

COMMUNICATION

Communication will need to happen with the community board.

Communication will need to go out to the Waihopi community well in advance of this work being undertaken

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

RISKS

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What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The playground may be unavailable while the work is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
The site will have restricted access while this work is being undertaken.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework	☐ Yes ☐ No	
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land	☒ Yes ☐ No	
Do we have approvals for land use	☒ Yes ☐ No	
Is a procurement plan required	☒ Yes ☐ No	
Is a communication plan required	☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	☐ Yes ☒ No	
Has a draft risk register been prepared	☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	

BUDGETS			
Approved budget		$51,000	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$45,900	
	Contingency	$5,100	(typically, 10% of project)
	Total Budget	$51,000	
How is the project being funded (loan or reserves)		Loan and Reserves	

APPROVALS				
Communications	Signed		Date	

Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Woodlands - Interpretation Panels year 1

PHOTOS		
	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	P-11117
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION	
Location to be confirmed	
SCOPE	
The Comms team will run this project. This stage is gathering the information and designing the panels. Design interpretation panels for install next year. Maybe Village Green? Location	
COMMUNICATION	
The community board and the heritage group from woodlands need to be consulted.	
CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No
RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	Check all information that is going onto the interpretation panels are correct. This is a low risk activity.
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
No impact identified at this stage.	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit

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Are there any links to the Corporate Performance Framework			☐ Yes ☐ No	
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☒ Yes ☐ No	
Do we have approvals for land use			☒ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No	
Has a draft risk register been prepared			☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$10,000		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$9,000		
	Contingency	$1,000		(typically, 10% of project)
	Total Budget	$10,000		
How is the project being funded (loan or reserves)		Reserves		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				

What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Woodlands - Interpretation Panels year 2

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-11117
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION	
Location to be confirmed.	
SCOPE	
The Comms team will run this project. This stage is the installation of the panels at a location still to be determined.	
COMMUNICATION	
The community board, local community and the heritage group from Woodlands, need to be kept informed.	
CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No
RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The location maybe unavailable to the public while the work is being carried out. The area will be setup as a worksite with the correct health and safety plans, signage and equipment in place.
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
The location maybe unavailable to the public while the work is being carried out.	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital

DRAFT

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Is this a one-off project or works programme		One off		
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No	
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☒ Yes ☐ No	
Do we have approvals for land use			☒ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No	
Has a draft risk register been prepared			☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$30,600		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$27,540		
	Contingency	$3,060		(typically, 10% of project)
	Total Budget	$30,600		
How is the project being funded (loan or reserves)		Reserves and Loans		

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	

Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Woodlands - Reconstruction of the track to Kingswood Bush stage 1

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FPARK010
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

Woodlands-Morton Mains Road

This in on road reserve

SCOPE

Widen existing track to allow two people to walk side by side

Add weed matting

COMMUNICATION

The community board and the woodlands community will need to be communicated with as the track will be unavailable while the work is in progress.

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

RISKS

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The walking track be unavailable while the construction is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity.

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COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)				
Track will be unavailable while it is being widened.				
OVERVIEW				
What is this project (ie, capital, consent, operating or procurement)		Maintenance		
Is this a one-off project or works programme		One off		
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No	
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☒ Yes ☐ No	
Do we have approvals for land use			☒ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No	
Has a draft risk register been prepared			☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$51,000		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$45,900		
	Contingency	$5,100		(typically, 10% of project)
	Total Budget	$51,000		
How is the project being funded (loan or reserves)		Loan		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	

Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Woodlands - Reconstruction of the track to Kingswood Bush stage 2

PHOTOS		
	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FPARK010
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

Woodlands-Morton Mains Road

This in on road reserve

SCOPE

Widen existing track to allow two people to walk side by side

Add weed matting

COMMUNICATION

The community board and the woodlands community will need to be communicated with as the track will be unavailable while the work is in progress

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

RISKS

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The walking track be unavailable while the construction is in progress.

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		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity.		
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)				
Track will be unavailable while it is being widened.				
OVERVIEW				
What is this project (ie, capital, consent, operating or procurement)		Maintenance		
Is this a one-off project or works programme		One off		
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No	
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☒ Yes ☐ No	
Do we have approvals for land use			☒ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☒ Yes ☐ No	
Has a draft risk register been prepared			☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$52,122		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$46,910		
	Contingency	$5,212		(typically, 10% of project)
	Total Budget	$52,122		
How is the project being funded (loan or reserves)		Loan		
APPROVALS				
Communications	Signed		Date	

Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	

ASSUMPTIONS	
What if any assumptions have been made on the project to date	

OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Wyndham and Tokanui Playground Redevelopment concept design

PHOTOS		
	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	P-110206
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION
Concept design only

SCOPE
Create a concept plan for a new playground's in Wyndham and Tokanui. Delivery will be next year. This will include community consultation. Go to market with a design and build package with what the community have identified. The community board will have the final sign off on designs.

COMMUNICATION
The community board and the communities in Wyndham and Tokanui will need to be consulted as to what play outcomes they want to achieve. This will be relayed to the preferred tenderers to price.

CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	This is just the concept design stage. No physical works are happening.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
Concept design only.

OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off

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What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No	
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☒ Yes ☐ No	
Do we have approvals for land use			☒ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No	
Has a draft risk register been prepared			☐ Yes ☒ No	
What team members will make up the Project Control Group (PCG)		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
BUDGETS				
Approved budget		$20,000		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$18,000		
	Contingency	$2,000		(typically, 10% of project)
	Total Budget	$20,000		
How is the project being funded (loan or reserves)		Reserves		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	

Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Wyndham Camping Ground - Upgrade construction

PHOTOS		
	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	P-11222
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

135 Cardigan Road, Wyndham

Lot 1 DP 4536

Land is owned by SDC

SCOPE

Stage 1

Options are being considered from the Wyndham camping ground review.

COMMUNICATION

CONSENT

Building	☐ Yes ☐ No
Archaeology/ Heritage	☐ Yes ☐ No
Resource	☐ Yes ☐ No

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RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)			
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)			
Is this a one-off project or works programme		One off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒ Yes ☐ No
Do we have approvals for land use			☒ Yes ☐ No
Is a procurement plan required			☒ Yes ☐ No
Is a communication plan required			☒ Yes ☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No
Has a draft risk register been prepared			☐ Yes ☒ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$50,000	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$45,000	
	Contingency	$5,000	(typically, 10% of project)
	Total Budget	$50,000	
How is the project being funded (loan or reserves)		Loan	
APPROVALS			

Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Wyndham Camping Ground - Upgrade construction

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-11222
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

135 Cardigan Road, Wyndham

Lot 1 DP 4536

Land is owned by SDC

SCOPE

Stage 2

Options are being considered from the Wyndham camping ground review.

COMMUNICATION

CONSENT

Building	☐ Yes ☐ No
Archaeology/ Heritage	☐ Yes ☐ No

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

Resource			☐ Yes ☐ No
RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)			
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)			
Is this a one-off project or works programme		One off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒ Yes ☐ No
Do we have approvals for land use			☒ Yes ☐ No
Is a procurement plan required			☒ Yes ☐ No
Is a communication plan required			☒ Yes ☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☒ No
Has a draft risk register been prepared			☐ Yes ☒ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$153,000	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$137,700	
	Contingency	$15,300	(typically, 10% of project)
	Total Budget	$153,000	
How is the project being funded (loan or reserves)		Loan	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	

ASSUMPTIONS	
What if any assumptions have been made on the project to date	

OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Wyndham Playground - Redevelopment

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-11206
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

2 Balaclava Street, Wyndham

Section 30 Blk XIV TN OF Wyndham, Section 31 Blk XIV TN OF Wyndham, Section 32 Blk XIV TN OF Wyndham

Land is owned by SDC

SCOPE

Work identified from the concept plan done in 2024/2025

COMMUNICATION

Communication will need to happen with the community board.

Communication will need to go out to the Waihopi community well in advance of this work being undertaken

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

RISKS

Southland District Council
Te Rohe Pōtae o Murihiku
PO Box 903
15 Forth Street
Invercargill 9840
0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The playground may be unavailable while the work is in progress The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
The site will have restricted access while this work is being undertaken.	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework	☐ Yes ☐ No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	☒ Yes ☐ No
Do we have approvals for land use	☒ Yes ☐ No
Is a procurement plan required	☒ Yes ☐ No
Is a communication plan required	☒ Yes ☐ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	☐ Yes ☒ No
Has a draft risk register been prepared	☐ Yes ☒ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager

BUDGETS			
Approved budget		$76,500	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$68,850	
	Contingency	$7,650	(typically, 10% of project)
	Total Budget	$76,500	
How is the project being funded (loan or reserves)		Loan	

APPROVALS				
Communications	Signed		Date	

Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	

ASSUMPTIONS	
What if any assumptions have been made on the project to date	

OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Wyndham Recreation Reserve and Wildlife Refuge - Development of the master plan

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FPARK008
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

71 Redan Street, Wyndham

Section 66 Blk VI TN OF Wyndham, Section 80 Blk VI TN OF Wyndham

Land is owned by SDC

SCOPE

Develop the master plan for the wildlife refuge and Wyndham recreation reserve

COMMUNICATION

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

RISKS

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)

OVERVIEW

Southland District Council
Te Rohe Pōtae o Murihiku
PO Box 903
15 Forth Street
Invercargill 9840
0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

What is this project (ie, capital, consent, operating or procurement)				
Is this a one-off project or works programme		One off		
What are the strategic and activity links				
Are there any links to the Corporate Performance Framework			☐ Yes ☐ No	
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☒ Yes ☐ No	
Do we have approvals for land use			☒ Yes ☐ No	
Is a procurement plan required			☒ Yes ☐ No	
Is a communication plan required			☒ Yes ☐ No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes ☐ No	
Has a draft risk register been prepared			☐ Yes ☐ No	
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$15,300		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$13,770		
	Contingency	$1,530		(typically, 10% of project)
	Total Budget	$15,300		
How is the project being funded (loan or reserves)		Rates		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	

Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Wyndham Recreation Reserve and Wildlife Refuge - Renewal of the reserve management plan

PHOTOS		
	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FPARK009
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION		
71 Redan Street, Wyndham		
SCOPE		
Development of the reserve management plan for the wildlife refuge and Wyndham recreation reserve.		
COMMUNICATION		
CONSENT		
Building	☐ Yes	☒ No
Archaeology/ Heritage	☐ Yes	☒ No
Resource	☐ Yes	☒ No
RISKS		
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)		
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)		
OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Consent	

Southland District Council
Te Rohe Pōtae o Murihiku
PO Box 903
15 Forth Street
Invercargill 9840
0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

Is this a one-off project or works programme		One off		
What are the strategic and activity links				
Are there any links to the Corporate Performance Framework			☐ Yes	☐ No
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land			☒ Yes	☐ No
Do we have approvals for land use			☒ Yes	☐ No
Is a procurement plan required			☐ Yes	☐ No
Is a communication plan required			☐ Yes	☒ No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☐ Yes	☐ No
Has a draft risk register been prepared			☐ Yes	☐ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager		
BUDGETS				
Approved budget		$15,637		
What is the initial cost made up of:	Design	$		(typically, 10% of project)
	Consents	$		(typically, 2% of project)
	Consultation	$		
	Project	$14,074		
	Contingency	$1,563		(typically, 10% of project)
	Total Budget	$15,637		
How is the project being funded (loan or reserves)		Rates		
APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	

Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Community Housing - Edendale – Concrete strips and paths

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FHOUS015
	ACTIVITY	Community Housing
	COMMUNITY BOARD	
	CHAIRPERSON	
	COUNCILLOR	
	CPL	

DESCRIPTION

1 – 10 Pioneer Place, Edendale

Location: This is council owned land and doesn't require a boundary survey (Lot 5 DP 5316, Lot 6 DP 5316)

SCOPE

Repairs and new paths in Edendale

COMMUNICATION

The contractor will need to work with the tenants to determine the timeframe for replacement that doesn't impact on the normal use of these units.

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No

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Resource			☐ Yes ☒ No
RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a low risk activity.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Operating	
Is this a one-off project or works programme		One Off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☒ Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒ Yes ☐ No
Do we have approvals for land use			☒ Yes ☐ No
Is a procurement plan required			☒ Yes ☐ No
What type of communication plan is required		Light	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☒ Yes ☐ No
Has a draft risk register been prepared			☒ Yes ☐ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$15,300	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$13,770	
	Contingency	$1,530	(typically, 10% of project)
	Total Budget	$15,300	
How is the project being funded (loan or reserves)			

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		☐ Yes ☐ No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	

Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Community Housing – Exterior repaint 25 units

PHOTOS		
	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	FHOUS002
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

1 – 10 Pioneer Place, Edendale

Location: This is council owned land and doesn't require a boundary survey (Lot 5 DP 5316, Lot 6 DP 5316)

SCOPE

Community Housing units in Edendale, Nightcaps, Tuatapere have been identified as requiring painting.

The trees and shrubs will require trimming back to allow scaffolding around the building.

Preparation:

1. Clean up: Pressure-wash off any debris, chalk, old paint residues, cobwebs, and dirt on the walls. Use bleach to remove mildew or fungus.
2. Trim Vegetation: Make sure that any plants or trees that could get in the way of your painting contractors are trimmed back to provide adequate room. Cover leaves of nearby trees and plants with plastic to prevent unsightly paint splatters.
3. Test external power outlets and taps: Painters will need access to water or power for tools, depending on the type of job. Ensuring that these are all in good working order before they arrive can avoid delays and unnecessary frustration.

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4. Repair wall damage: As with internal commercial painting, make sure you repair any damage to the external surfaces, such as holes, rot, decay, mould, and other common commercial property problems.

Painting:

Apply 1 undercoat as required and 2 top coats of premium paint to exterior of the units in a color(s) that is agreed upon by the SDC maintenance office and project manager. Ensure the paint specified is used and not substituted for a different brand.

Cleanup:

All surfaces that aren't being painted are to be paint free at the end of the project.

Paint Colors: Paint colors are to be uniform across the district at all community housing units.

Foundation

Doors

Hand Rails

Down Pipes

Walls

Windows

All paint colors and brands used are to be recorded into community facilities IPS system (include paint codes if available).

All left over paint is to be left with the SDC Maintenance Officer.

COMMUNICATION	
The contractor will need to work with the tenants to determine the timeframe for replacement that doesn't impact on the normal use of these units.	
CONSENT	
Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No
RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The units may be unavailable while the painting is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a low risk activity.
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	

The site will have restricted access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Operating	
Is this a one-off project or works programme		One Off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☒ Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒ Yes ☐ No
Do we have approvals for land use			☒ Yes ☐ No
Is a procurement plan required			☒ Yes ☐ No
What type of communication plan is required		Light	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☒ Yes ☐ No
Has a draft risk register been prepared			☒ Yes ☐ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$127,000	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$114,300	
	Contingency	$12,700	(typically, 10% of project)
	Total Budget	$127,000	
How is the project being funded (loan or reserves)		Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs.	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		☐ Yes ☐ No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	

ASSUMPTIONS	
What if any assumptions have been made on the project to date	

OTHER

Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Community Housing – Internal repaints 21 units

PHOTOS		
	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FHOUS003
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

1 – 10 Pioneer Place, Edendale

Location: This is council owned land and doesn't require a boundary survey (Lot 5 DP 5316, Lot 6 DP 5316)

SCOPE

This depends on when and where units become available and the condition they are left in by exiting tenants.

Paint colors are to uniform across the district at all community housing units.

Edendale, Nightcaps, Lumsden have been identified

COMMUNICATION

The Edendale community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the tenants to determine the timeframe for replacement that doesn't impact on the normal use of these units.

CONSENT

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Building			☐ Yes ☒ No
Archaeology/ Heritage			☐ Yes ☒ No
Resource			☐ Yes ☒ No
RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)		The units may be unavailable while the re-roofing is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a low risk activity.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
The site will have restricted access while this work is being undertaken.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Operating	
Is this a one-off project or works programme		One Off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒Yes ☐ No
Do we have approvals for land use			☒Yes ☐ No
Is a procurement plan required			☒Yes ☐ No
What type of communication plan is required		Light	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☒Yes ☐ No
Has a draft risk register been prepared			☒Yes ☐ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$125,093	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	

	Project	$112,584	
	Contingency	$12,509	(typically, 10% of project)
	Total Budget	$125,093	
How is the project being funded (loan or reserves)		Loan	

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		☐ Yes ☐ No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	

Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Community Housing – Replace roof

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FHOUS017
	ACTIVITY	Community Housing
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

Reroofs at Riverton

SCOPE

Reroof all units at Riverton if a prior inspection deterioration since the previous condition report in 2022.

Remove the existing roof material off the two units, install new purlins to allow for the installation of insulation to meet the current building standards. Replace the roofing iron with long run corrugated colour steel that matches the existing colour. Replace the spouting with colour steel continuous spouting.

COMMUNICATION

This Wyndham community will need to be informed well in advance that this work will be undertaken. The contractor will need to work with the tenants to determine the timeframe for replacement that doesn't impact on the normal use of these units.

CONSENT

Building	☐ Yes ☒ No
Archaeology/ Heritage	☐ Yes ☒ No
Resource	☐ Yes ☒ No

RISKS

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The units may be unavailable while the re-roofing is in progress. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)

The site will have restricted access while this work is being undertaken.

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OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One Off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☒ Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒ Yes ☐ No
Do we have approvals for land use			☒ Yes ☐ No
Is a procurement plan required			☒ Yes ☐ No
What type of communication plan is required		Light	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☒ Yes ☐ No
Has a draft risk register been prepared			☒ Yes ☐ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$102,000	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$91,800	
	Contingency	$10,200	(typically, 10% of project)
	Total Budget	$102,000	
How is the project being funded (loan or reserves)		Loan	

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
	Full capital cost	
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per	Interest on loan (if applicable)	
	Useful life (in years)	
	Residual value	
	Annual maintenance costs	
	Annual operating costs	

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
annum over the useful life and multiply this % to the end TOC figure you get.	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		☐ Yes ☐ No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	

ASSUMPTIONS	
What if any assumptions have been made on the project to date	

OTHER	
Any other items relating to this project	

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Toilet Renewal – Preparation

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10642B
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

32 Seaward Road, Edendale

Location: This is Council owned land and doesn't require a boundary survey. (Lot 2 DP 13883, Lot 7 DP 13883)

SCOPE

This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. This is for three toilets at Curio Bay, Edendale (Seaward Road) and Tokanui. Construction will be undertaken in the 2026/2027 financial year.

COMMUNICATION

The community will need to be informed that this work will be undertaken. A wider community engagement process will need to be carried out through the resource consent process.

CONSENT

Building	☒Yes ☐ No
Archaeology/ Heritage	☒Yes ☐ No
Resource	☒Yes ☐ No

RISKS

Southland District Council
Te Rohe Pōtae o Murihiku
PO Box 903
15 Forth Street
Invercargill 9840
0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The toilet will not be available while the work is being undertaken. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
There may be a period when the area will need to be cordoned off to allow work to be undertaken. The toilet will not be available to the public while the work is being undertaken. Stakeholders include: The community, tourist operators and Iwi.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One Off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land		☒Yes ☐ No
Do we have approvals for land use		☒Yes ☐ No
Is a procurement plan required		☒Yes ☐ No
What type of communication plan is required	Medium	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		☒Yes ☐ No
Has a draft risk register been prepared		☒Yes ☐ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager	

BUDGETS			
Approved budget		$81,600	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$1,632	(typically, 2% of project)
	Consultation	$	
	Project	$71,808	
	Contingency	$8,160	(typically, 10% of project)
	Total Budget	$81,600	
How is the project being funded (loan or reserves)			

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		☐ Yes ☐ No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	

Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Toilet Renewal – Construction

PHOTOS		
	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-10639
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

46 Moray Terrace, Curio Bay

Location: This is Council owned land and doesn't require a boundary survey. (Sec 2 SO 532228, Sec 5 SO 532228, Sec 6 SO 532228, Sec 9 Blk VIII Waikawa SD)

SCOPE

This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. This is for three toilets at Curio Bay and Fortrose. Construction will be undertaken in the 2026/2027 financial year.

COMMUNICATION

The community will need to be informed that this work will be undertaken. A wider community engagement process will need to be carried out through the resource consent process.

CONSENT

Building	☒ Yes ☐ No
Archaeology/ Heritage	☒ Yes ☐ No
Resource	☒ Yes ☐ No

RISKS

Southland District Council
Te Rohe Pōtae o Murihiku
PO Box 903
15 Forth Street
Invercargill 9840
0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The toilet will not be available while the work is being undertaken. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
There may be a period when the area will need to be cordoned off to allow work to be undertaken. The toilet will not be available to the public while the work is being undertaken. Stakeholders include: The community, tourist operators and Iwi.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One Off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land		☒Yes ☐ No
Do we have approvals for land use		☒Yes ☐ No
Is a procurement plan required		☒Yes ☐ No
What type of communication plan is required	Medium	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		☒Yes ☐ No
Has a draft risk register been prepared		☒Yes ☐ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager	

BUDGETS			
Approved budget		$271,034	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$243,931	
	Contingency	$27,103	(typically, 10% of project)
	Total Budget	$271,034	
How is the project being funded (loan or reserves)			

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		☐ Yes ☐ No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	

Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Toilet Renewal - Preparation

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10637
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

32 Seaward Road, Edendale

Location: This is Council owned land and does not require a boundary survey. (Lot 2 DP 13883, Lot 7 DP 13883)

SCOPE

This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. This is for three toilets at Curio Bay, Edendale (Seaward Road) and Tokanui. Construction will be undertaken in the 2026/2027 financial year.

COMMUNICATION

Iwi will need to be involved in this project from the outset. A wider community engagement process will need to be carried out through the resource consent process.

CONSENT

Southland District Council
Te Rohe Pōtae o Murihiku
PO Box 903
15 Forth Street
Invercargill 9840
0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

Building			☒Yes ☐ No
Archaeology/ Heritage			☒Yes ☐ No
Resource			☒Yes ☐ No
RISKS			
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)		This is a low risk activity as in terms of physical harm however the may be a reputational risk associated with the community engagement process. Low to medium risk.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
Iwi and the Riverton community will need to be informed well in advance that this work will be undertaken..			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Capital	
Is this a one-off project or works programme		One off	
What are the strategic and activity links		1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework			☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land			☒Yes ☐ No
Do we have approvals for land use			☒Yes ☐ No
Is a procurement plan required			☒Yes ☐ No
What type of communication plan is required		Medium	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc			☒Yes ☐ No
Has a draft risk register been prepared			☒Yes ☐ No
What team members will make up the Project Control Group (PCG)		Community facilities asset owner and project delivery team project manager	
BUDGETS			
Approved budget		$81,600	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$1,632	(typically, 2% of project)
	Consultation	$	
	Project	$71,808	
	Contingency	$8,160	(typically, 10% of project)

	Total Budget	$81,600	
How is the project being funded (loan or reserves)		Rates	

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		☐ Yes ☐ No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	

Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Toilet Renewal - Preparation

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10637
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

46 Moray Terrace, Fortrose

Location: This is Council owned land and does not require a boundary survey. (Legal Road)

SCOPE

This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. This is for three toilets at Curio Bay, Edendale (Seaward Road) and Fortrose. Construction will be undertaken in the 2026/2027 financial year.

COMMUNICATION

Iwi will need to be involved in this project from the outset. A wider community engagement process will need to be carried out through the resource consent process.

CONSENT	
Building	☒Yes ☐ No
Archaeology/ Heritage	☒Yes ☐ No
Resource	☒Yes ☐ No

RISKS

Southland District Council
Te Rohe Pōtae o Murihiku
PO Box 903
15 Forth Street
Invercargill 9840
0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	This is a low risk activity as in terms of physical harm however the may be a reputational risk associated with the community engagement process. Low to medium risk.
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
Iwi and the Riverton community will need to be informed well in advance that this work will be undertaken..	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework	☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	☒Yes ☐ No
Do we have approvals for land use	☒Yes ☐ No
Is a procurement plan required	☒Yes ☐ No
What type of communication plan is required	Medium
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	☒Yes ☐ No
Has a draft risk register been prepared	☒Yes ☐ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager

BUDGETS			
Approved budget		$81,600	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$1,632	(typically, 2% of project)
	Consultation	$	
	Project	$71,808	
	Contingency	$8,160	(typically, 10% of project)
	Total Budget	$81,600	
How is the project being funded (loan or reserves)		Rates	

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		☐ Yes ☐ No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	
Construction or delivery	

Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Toilet Renewal – Construction

PHOTOS		
	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-10639
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

46 Moray Terrace, Fortrose

Location: This is Council owned land and does not require a boundary survey. (Legal Road)

SCOPE

This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. This is for three toilets at Curio Bay and Fortrose. Construction will be undertaken in the 2026/2027 financial year.

COMMUNICATION

The community will need to be informed that this work will be undertaken. A wider community engagement process will need to be carried out through the resource consent process.

CONSENT

Building	☒Yes ☐ No
Archaeology/ Heritage	☒Yes ☐ No
Resource	☒Yes ☐ No

RISKS

Southland District Council
Te Rohe Pōtae o Murihiku
PO Box 903
15 Forth Street
Invercargill 9840
0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz

What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The toilet will not be available while the work is being undertaken. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
There may be a period when the area will need to be cordoned off to allow work to be undertaken. The toilet will not be available to the public while the work is being undertaken. Stakeholders include: The community, tourist operators and Iwi.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One Off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land		☒Yes ☐ No
Do we have approvals for land use		☒Yes ☐ No
Is a procurement plan required		☒Yes ☐ No
What type of communication plan is required	Medium	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		☒Yes ☐ No
Has a draft risk register been prepared		☒Yes ☐ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager	

BUDGETS			
Approved budget		$271,034	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$243,931	
	Contingency	$27,103	(typically, 10% of project)
	Total Budget	$271,034	

How is the project being funded (loan or reserves)		
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
	Full capital cost	
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)	
	Useful life (in years)	
	Residual value	
	Annual maintenance costs	
	Annual operating costs	
	Other cost (renovations) and at what intervals?	
	Disposal costs	
	Total cost of ownership?	
What is the impact on rates going forward for the TCO?		
Is this affordable?		☐ Yes ☐ No

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	
Procurement	

Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Refurbishment of four toilets

PHOTOS		
	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FTOIL003
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

1242 Seaward Downs Gorge Road, Gorge Road

Location: This land owned by the Gorge Road Country Club. They are providing access to the toilet facilities to the public.

SCOPE

Internal and external refurbishment to include fixing defects identified prior to painting.

COMMUNICATION

The Gorge Road Country Club committee will need to be consulted with prior to any work being undertaken as work may not be able to be undertaken during opening hours.

CONSENT

Building	☐ Yes	☒ No
Archaeology/ Heritage	☐ Yes	☒ No
Resource	☐ Yes	☒ No

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RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The toilet will not be available while the work is being undertaken. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a low risk activity.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
There may be a period when the area will need to be cordoned off to allow work to be undertaken. The toilet will not be available to the public while the work is being undertaken. Stakeholders include: The community.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Operating	
Is this a one-off project or works programme	One Off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land		☒Yes ☐ No
Do we have approvals for land use		☒Yes ☐ No
Is a procurement plan required		☒Yes ☐ No
What type of communication plan is required	Light	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		☒Yes ☐ No
Has a draft risk register been prepared		☒Yes ☐ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager	

BUDGETS			
Approved budget		$51,100	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$45,990	

	Contingency	$5,110	(typically, 10% of project)
	Total Budget	$51,100	
How is the project being funded (loan or reserves)			

WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
	Full capital cost	
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)	
	Useful life (in years)	
	Residual value	
	Annual maintenance costs	
	Annual operating costs	
	Other cost (renovations) and at what intervals?	
	Disposal costs	
	Total cost of ownership?	
What is the impact on rates going forward for the TCO?		
Is this affordable?		☐ Yes ☐ No

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	

Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Toilet Renewal – Preparation

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10637
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

4 McEwan Street, Tokanui

Location: This is Council owned land and doesn't require a boundary survey. (Lot 10 DP 1211, Lot 9 DP 1211)

SCOPE

This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. This is for three toilets at Curio Bay, Edendale (Seaward Road) and Tokanui. Construction will be undertaken in the 2026/2027 financial year.

COMMUNICATION

The community will need to be informed that this work will be undertaken. A wider community engagement process will need to be carried out through the resource consent process.

CONSENT

Building	☒Yes ☐ No
Archaeology/ Heritage	☒Yes ☐ No
Resource	☒Yes ☐ No

Southland District Council
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15 Forth Street
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SOUTHLAND DISTRICT COUNCIL

RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The toilet will not be available while the work is being undertaken. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a medium risk activity.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
There may be a period when the area will need to be cordoned off to allow work to be undertaken. The toilet will not be available to the public while the work is being undertaken. Stakeholders include: The community, tourist operators and Iwi.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One Off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land		☒Yes ☐ No
Do we have approvals for land use		☒Yes ☐ No
Is a procurement plan required		☒Yes ☐ No
What type of communication plan is required	Medium	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		☒Yes ☐ No
Has a draft risk register been prepared		☒Yes ☐ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager	

BUDGETS			
Approved budget		$20,000	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$400	(typically, 2% of project)
	Consultation	$	
	Project	$17,600	
	Contingency	$2,000	(typically, 10% of project)
	Total Budget	$20,000	

How is the project being funded (loan or reserves)		
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
	Full capital cost	
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)	
	Useful life (in years)	
	Residual value	
	Annual maintenance costs	
	Annual operating costs	
	Other cost (renovations) and at what intervals?	
	Disposal costs	
	Total cost of ownership?	
What is the impact on rates going forward for the TCO?		
Is this affordable?		☐ Yes ☐ No

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	

Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		

SOUTHLAND DISTRICT COUNCIL

Combined project scope, G1.0 and G2.0

Toilet Renewal – Construction

PHOTOS		
	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10642B
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Waihopai Toetoe
	CHAIRPERSON	Pam Yorke
	COUNCILLOR	Julie Keast
	CPL	Karen Purdue

DESCRIPTION

4 McEwan Street, Tokanui

Location: This is Council owned land and doesn't require a boundary survey. (Lot 10 DP 1211, Lot 9 DP 1211)

SCOPE

This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. This is for three toilets at Curio Bay, Edendale (Seaward Road) and Tokanui. Construction will be undertaken in the 2025/20276 financial year.

COMMUNICATION

The community will need to be informed that this work will be undertaken.

CONSENT

Building	☒Yes ☐ No
Archaeology/ Heritage	☒Yes ☐ No
Resource	☒Yes ☐ No

Southland District Council
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sdc@southlanddc.govt.nz
southlanddc.govt.nz

RISKS	
What are the project risks that have been identified to date ➢ What mitigation is in place ➢ What is the status (high/ medium/ low)	The toilet will not be available while the work is being undertaken. The area will be set up as a work site with the correct health and safety plans, signage and equipment in place. This is a mediam risk activity.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)
There may be a period when the area will need to be cordoned off to allow work to be undertaken. The toilet will not be available to the public while the work is being undertaken. Stakeholders include: The community. Tourist operators.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One Off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework		☒Yes ☐ No
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land		☒Yes ☐ No
Do we have approvals for land use		☒Yes ☐ No
Is a procurement plan required		☒Yes ☐ No
What type of communication plan is required	Medium	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		☒Yes ☐ No
Has a draft risk register been prepared		☒Yes ☐ No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager	

BUDGETS			
Approved budget		$81,600	
What is the initial cost made up of:	Design	$	(typically, 10% of project)
	Consents	$	(typically, 2% of project)
	Consultation	$	
	Project	$73,440	
	Contingency	$8,160	(typically, 10% of project)
	Total Budget	$81,600	

How is the project being funded (loan or reserves)		
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
	Full capital cost	
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)	
	Useful life (in years)	
	Residual value	
	Annual maintenance costs	
	Annual operating costs	
	Other cost (renovations) and at what intervals?	
	Disposal costs	
	Total cost of ownership?	
What is the impact on rates going forward for the TCO?		
Is this affordable?		☐ Yes ☐ No

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	

PROGRAMME DATES	
What are the key project milestones	
Planning	
Design	
Consent	

Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	

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BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	☐ Yes ☐ No
Confirm work order is approved	W	☐ Yes ☐ No
Components of budget	External funding	$
	District funding	$
	Local funding	$
	NZTA funding	$
	Loan	$
	Other	$
How was the budget developed	Contingency	$
	Risk	$
	Consultants fees	$
	Investigation fees	$
Total budget		$
Committed budget (what has been committed or spent to date)	Consultants fee	$
	Consent charges	$
	Design costs	$
	Other	$
Are there any constraints for external funding		☐ Yes ☐ No
If yes, give details		
If the project if over $2 million, has finance been informed to inform insurance company		☐ Yes ☐ No
Has ongoing maintenance costs been allowed for		☐ Yes ☐ No
If yes, annual costs		$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		☐ Yes ☐ No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		

PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		☐ Yes ☐ No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		☐ Yes ☐ No
Does design meet SDC/ NZTA design standards		☐ Yes ☐ No
Deliverables/outcomes		
Design and drawings in RM8	R/	☐ Yes ☐ No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	☐ Yes ☐ No
Change control • delegated authority for scope and budget changes • variations to scope and budget		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		

(RFP, RFIP, RFT, three quotes)		
Timeline for procurement • tender open date • tender close date • award of contract date		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	$
	Vehicle	$
	Plant	$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		