



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

Date: Thursday, 6 June 2024
Time: 6pm
Meeting room: Southland District Council Otautau Office
Venue: 176 Main Street
Otautau

Wallace Takitimu Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Tony Philpott
Deputy chairperson	Colin Lawry
Members	Edwin Mabonga
	Bridget Mason
	Gretchen Wilson
	Lester Wilson
	Councillor Jaspreet Boparai

IN ATTENDANCE

Community partnership leader	Kelly Tagg
Committee advisor	Rachael Poole
Community liaison officer	Kathryn Cowie

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Website: www.southlanddc.govt.nz

Full agendas are available on Council's website
www.southlanddc.govt.nz

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

Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

Community board terms of reference

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	Boards are responsible to Council Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	Oreti and Waihopai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council. The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	<p>Governance</p> <p>Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).</p> <p>The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions.</p> <p>Roles outlined in the Local Government Act 2002</p> <ul style="list-style-type: none"> • appoint a chairperson and deputy chairperson • represent, and act as an advocate for, the interests of its community • consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board • maintain an overview of services provided by the territorial authority within the community • prepare an annual submission to the territorial authority for expenditure within the community • communicate with community organisations and special interest groups within the community • undertake any other responsibilities that are delegated to it by the territorial authority. <p>Additional roles of boards</p>

	<p>Community wellbeing</p> <ul style="list-style-type: none"> a) promote the social, economic, environmental and cultural well-being of local communities b) monitor the overall well-being of local communities. <p>Community leadership</p> <ul style="list-style-type: none"> a) to provide leadership to local communities on the strategic issues and opportunities that they face b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations. <p>Engagement and relationships</p> <ul style="list-style-type: none"> a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community. <p>Advocacy</p> <ul style="list-style-type: none"> a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities⁽ⁱ⁾ if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally). <p>Local activities</p> <p>For local activities⁽ⁱⁱ⁾</p> <ul style="list-style-type: none"> a) recommend to Council levels of service⁽ⁱⁱⁱ⁾ and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process b) recommend to Council rates, user charges and fees to fund local activities
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	<ul style="list-style-type: none"> c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000 d) recommend to Council or a relevant committee unbudgeted capital expenditure e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service f) support the development of local management plans where required by statute or in support of the district plan, or other plans (reserves, harbours, or other community facilities). <p>These plans should then be recommended to Council. There are times when local management plans^(iv) should not be developed:</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> a) provide comment on resource consent applications referred to the community board for comment b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback d) provide input into regulatory activities not otherwise specified above, where process allows e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.
DELEGATIONS	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity. <p>1) Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers^(v).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified) b) to develop local community outcomes that reflect the desired goals for their community or place.

	<p>Community board plans</p> <p>a) Regularly review and update the community board plan to keep the plan relevant.</p> <p>Decisions on locally funded assets and services</p> <p>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</p> <p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p>Unbudgeted expenditure</p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan</p> <p>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</p> <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation^(vi) of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters that are not delegated</p>

	<p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>

- (i) **District activities include:**
- a) community leadership at a district level (including district community grants)
 - b) wastewater
 - c) waste services
 - d) water supply
 - e) district open spaces (parks and reserves)
 - f) roading
 - g) district community services (library services, cemeteries, community housing and heritage/culture)
 - h) district community facilities (public toilets, library buildings, offices and amenity buildings)
 - i) environmental services (building services, resource management, environmental health, animal services, emergency management)
 - j) stormwater
 - k) corporate support services
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- (ii) **Local activities include:**
- a) community leadership at a local board level (including local community grants)
 - b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
 - c) water facilities (boat ramps, wharves, jetties and harbour facilities)
 - d) local open spaces (parks and reserves, playgrounds and streetscapes)
 - e) parking limits, footpaths and streetlights
 - f) Te Anau/Manapouri Airport (Fiordland board)
 - g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
 - h) for the above two local activities only
 - i) recommend levels of service and annual budget to Council or a relevant committee
 - j) monitor the performance and delivery of the service
 - k) naming reserves, structures and commemorative places
 - l) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
 - m) naming roads
 - n) authority to decide on the naming for public roads, private roads and rights of way
 - o) assisting the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.
- (iii) Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.
- (iv) Local management plans should not be developed where powers:
- a) have been delegated to Council staff
 - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
 - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
- (v) Local Government Act 2002, s.53
- (vi) A preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Extraordinary/urgent items

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

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

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

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

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

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

5 Confirmation of minutes

5.1 Meeting minutes of Wallace Takitimu Community Board, 04 April 2024

6 Public participation

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at www.southlanddc.govt.nz or by phoning 0800 732 732.



Wallace Takitimu Community Board

OPEN MINUTES

(Unconfirmed)

Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office, 176 Main Street, Otautau on 04 April 2024 at 6pm. (6pm – 7.27pm).

PRESENT

Chairperson	Tony Philpott
Deputy chairperson	Colin Lawry
Members	Edwin Mabonga
	Lester Wilson
	Councillor Jaspreet Boparai

APOLOGIES

Bridget Mason
Gretchen Wilson

IN ATTENDANCE

Committee advisor	Rachael Poole
Community partnership leader	Kelly Tagg

1 Apologies

Apologies for non attendance were received from Bridget Mason and Gretchen Wilson.

Moved Cr Boparai, seconded Edwin Mabonga and **resolved:**

That the Wallace Takitimu Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Resolution

Moved Deputy Chair Lawry, seconded Lester Wilson **and resolved:**

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 1 February 2024 as a true and correct record of that meeting.

6 Public participation

Geoff, the bee man spoke to the board and informed them that he has found six wasp nests in Holt Park that he is currently dealing with. There will need to be some filling in of holes once he is finished.

There are less nests about this year than last year which is pleasing to see.

Reports

7.1 Proposed Regional Climate Change Strategy consultation

Record No: R/24/3/22805

Climate change lead, Rochelle Francis spoke to this report. The purpose of this report was to provide information about consultation on the Proposed Regional Climate Change Strategy for Murihiku Southland (Proposed Strategy) and to run through the four questions that form the consultation.

Ms Francis also shared a word document that can be used by those who do not have access to a computer, or who find the online submission a challenge and staff will distribute these to our offices and libraries. The consultation closes on 8 May 2024.

Resolution

Moved Edwin Mabonga, seconded Deputy Chair Lawry **and resolved:**

That the Wallace Takitimu Community Board:

- a) **receives the report titled "Proposed Regional Climate Change Strategy consultation".**

Cr Boparai voted against the above resolution.

7.2 Financial Report for the period ended 29 February 2024

Record No: R/24/3/23494

Community partnership lead, Kelly Tagg spoke to this report. The purpose of the report was to update the board on the final financial results and supporting information for local activities within the board area. Ms Tagg explained that budgets are tracking as expected.

Resolution

Moved Cr Boparai, seconded Edwin Mabonga **and resolved:**

That the Wallace Takitimu Community Board

- a) **Receives the report titled "Financial Report for the period ended 29 February 2024" dated 22 March 2024.**

7.3 Councillor update

Record No: R/24/3/11146

Councillor Boparai spoke to this report. Cr Boparai presented the board with information (appended) on climate change reporting. Cr Boparai also spoke on the following:

- Rates rise – looking to limit the percentage of the increase through not funding depreciation
- Long Term Plan is out for consultation from May this year

- Water reforms – discussion around possibility of a council controlled trading organisation

Resolution

Moved Deputy Chair Lawry, seconded Lester Wilson **and resolved:**

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Councillor update”.**

7.4 Chairperson's Report

Record No: R/24/3/22704

Chair Philpott spoke to his report and highlighted the following:

- Resident who reported that power cuts prevented them from contacting emergency services – chair will look to educate the community about options through the local fire brigade
- Behind the scenes work is happening with Bathurst and the Council around the rehabilitation
- Members also raised the opportunity to speak with KiwiRail about a concept bike track from Ohai to Lorneville on the established railway line no longer in use.

Resolution

Moved Chairperson Philpott, seconded Edwin Mabonga **and resolved:**

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Chairperson's Report”.**

7.5 Community board reporting

Record No: R/24/3/22535

Purpose

Community partnership lead, Kelly Tagg spoke to this report. The purpose of this report was to inform the board of the community leadership, operational and Council activities in the board area and across the district. Ms Tagg highlighted the following:

- Five RFI responses have been received and all received responses will be reviewed in the coming weeks
- Spatial planning is occurring alongside updating the community board plans
- Current projects are tracking well and Council is working with Active Southland and Te Oruanui Marare regarding the installation of basketball hoops and upgrading the tennis courts.

Resolution

Moved Edwin Mabonga, seconded Cr Boparai **and resolved:**

That the Wallace Takitimu Community Board:

- a) receives the report titled "Community board reporting" dated 22 March 2024.

7.6 Next meeting

Record No: R/24/3/22703

Resolution

Moved Cr Boparai, seconded Edwin Mabonga **and resolved:**

That the Wallace Takitimu Community Board:

- a) receives the report titled "Next meeting".
- b) confirms that the next meeting of the Board is at 6pm on Thursday 6 June 2024 to be held in the Southland District Council Otautau office, 176 Main Street, Otautau.

The meeting concluded at 7.27pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE WALLACE TAKITIMU COMMUNITY
BOARD HELD ON 4 APRIL 2024.

DATE:.....

CHAIRPERSON:.....

Chairperson's Report

Record no: R/24/5/34923

Author: Rachael Poole, Committee advisor

Approved by: Michael Aitken, GM strategy & partnerships (interim)

☐ Decision

☐ Recommendation

☒ Information

- 1 The purpose of this report is to update the board on activities that the chairperson has been involved with since the previous meeting. It is also an opportunity to discuss progress on current projects.

Hi everyone - well winter has arrived!

While writing this report I'm a couple of days away from going to a Chairs' meeting in Winton which is always a good night catching up on what is going on in Southland and hearing what is going on with other boards, I will give you an update on this at the meeting.

Senior staff have been working away slowly with the Bathurst Mine at Nightcaps on the concept plan for the mine closure, hopefully they are thinking of the future of Nightcaps and not what may be possible to go wrong!!!

After the board workshop at the start of May, drainage issues were brought up along with the overgrowth on the footpaths. Both Kelly and I made plans to have a good look around Nightcaps and Ohai to see for ourselves the maintenance that needed done. After a good drive around both towns I put in a few RFS's which kicked things into gear.

The Nightcaps footpaths have all been cleaned and widened. I will talk on the drainage at the meeting. I will also talk on the progress of the refurb of the Ohai playground.

See you at the meeting

Tony Philpott

Chairman

Board member updates

This is an opportunity for board members to update on areas of interest.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled “Chairperson's Report”.**

Attachments

There are no attachments for this report.

Community Partnership Fund allocations - March 2024 funding round

Record no: R/24/3/24777

Author: Kathryn Cowie, Community liaison officer

Approved by: Sam Marshall, Group manager customer and community wellbeing

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Wallace Takitimu Community Board to allocate funding for the March 2024 round of the Wallace Takitimu Community Partnership Fund.

Executive summary

- 2 A total of two applications have been received for the March 2024 funding round of the Wallace Takitimu Community Partnership Fund. The applications are included in this report. Please note that the attachments to the applications (including financials) are not included in this report as they contain information sensitive to applicants' privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Wallace Takitimu Community Board has \$5,588 remaining to allocate through the Wallace Takitimu Community Partnership Fund for the 2023/2024 financial year.
- 4 \$4,984 in requests have been received for this round of funding.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled “Community Partnership Fund allocations - March 2024 funding round”.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) receives applications from the following:**
 - 1. Otautau Golf Club**
 - 2. Otautau Community Health Trust**
- e) approves/declines a grant of \$2,721 to the Otautau Golf Club to assist with the costs of purchasing weed sprayer and fuel for the course mower.**
- f) approves/declines a grant of \$2,263 to the Otautau Community Health Trust to assist with the costs to replace windows in the property owned by the trust to house locum doctors.**

Background

- 5 Southland District Council’s community assistance activity seeks to contribute to a district of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 6 A review of the community assistance activity was completed in early 2019, which resulted in the establishment of the community partnership fund whereby the nine community boards in the district allocate funding directly to their communities.
- 7 The Wallace Takitimu Community Board set the following criteria for the Wallace Takitimu Community Partnership Fund:
 - Consideration will be given to all funding requests on a case by case basis. The board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes.

- There is no cap on the amount applicants can request.
- Co-funding is preferable, but not essential.
- Two quotes are preferable for capital works, but if it is not possible to get more than one quote an explanation why will be sufficient.
- If appropriate, applicants are to come to a board meeting and speak to their application.
- Groups do not have to be a legal entity to apply.

Priority consideration will be given to projects that meet the community board's vision and community outcomes as outlined in their community board plan:

Vision – A self-reliant, tidy, safe, thriving community – a great place to visit and live.

Outcomes:

- A vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth.
- Wallace Takitimu is a strong, connected and inclusive community.
- A healthy, safe community with access to quality facilities, amenities and services.
- A community whose Council fosters leadership, transparency and community engagement.

Applications received

Applications received	2
Total amount requested	\$4,984
Funds available	\$5,588

1 Otautau Golf Club

Request assistance towards costs to purchase weed sprayer and mower fuel for the club.

Total project cost	\$2,721
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Amount requested	\$2,721
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2 Otautau Community Health Trust

Request assistance towards costs to replace the windows in the property owned by the trust to house locum doctors.

Total project cost	\$5,263
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Amount requested	\$2,263
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Issues

- 8 There are no issues to consider.

Factors to consider**Legal and statutory requirements**

- 9 There are no legal and statutory requirements to consider.

Community views

- 10 The board, as representatives of the Wallace Takitimu Community Board area will consider each application and how it benefits their communities and aligns with the community board's vision and community outcomes.

Costs and funding

- 11 The Wallace Takitimu Community Board has \$5,588 remaining to allocate through the Wallace Takitimu Community Partnership Fund in the 2023/2024 financial year.
- 12 \$4,984 in requests have been received for this round of funding.

Policy implications

- 13 There are no policy implications.

Analysis

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

Analysis of Options

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

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

Option 2 – declines the applications

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

Assessment of significance

- 15 Not considered significant.

Recommended option

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

Next steps

- 17 Inform the applicants of the allocation decisions.

Attachments

- A Wallace Takitimu CPF applications for agenda - March 2024

Wallace Takitimu Community Partnership Fund Application Form

YOUR DETAILS

Name of organisation **OTAUTAU GOLF CLUB**
 Postal address **PO BOX 55, OTAUTAU**
 Street address **55 SLAUGHTERHOUSE ROAD, OTAUTAU**

CONTACT NAMES **JOHN LOWREY**

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

Name	John Lowrey	Phone	(day)
Email	jlowrey@slingshot.co.nz		(evening)
Name	Jimmy McDougal	Phone	(day)
Email			(evening)

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

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

PROJECT DETAILS

How many members belong to your club/organisation?

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

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

The Otautau Golf Club is maintained by a group of volunteers who also operate the three mowers we use. These volunteers are also responsible for the ongoing program of controlling the weeds at blackberry bushes on the course. We would like to apply for funds to purchase chemicals for spraying and diesel to run the mowers, which is a great help to our club.

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

The Otautau golf course is frequently (at least once weekly) used by players from far and wide. It is known as one of the most challenging courses in Southland. The clubrooms are also used often by members and the public as a meeting and social function venue.

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

☒ Yes

☐ No

How will your project benefit the organisation or community?

By subsidising these costs, this allows us to keep paying for our other bills and to keep the club running for the community. It also allows us to maintain the course to a high standard by spraying weeds and mowing when needed.

How does your project align with the Wallace Takitimu Community Board's community outcomes?
(please tick all that apply)

☐ A vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth

☒ Wallace Takitimu is a strong, connected and inclusive community

☒ A healthy, safe community with access to quality facilities, amenities and services

☐ A community whose Council fosters leadership, transparency and community engagement

Start date of your project **ongoing** Finish date of your project **All year round**

FINANCIAL DETAILS

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

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

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

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

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$	
Project costs	GST-inclusive or GST exclusive	Your contribution		
Spray	\$547	Fees/subs		
		Fundraising		
Diesel	\$2,174	Loan/mortgage		
		Cash savings		
		Other		
		Sub-total		
		Other grants and sponsorship applied for		
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
		Sub-total		
Total cost of the project is	\$2,721	Total Income		
How much money are you applying for?		\$2,721		

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

Voluntary effort (eg number of hours)

Volunteer hours involved with mowing & spraying – approx. 35 hours per week.

Donated materials (eg approximate \$ value)


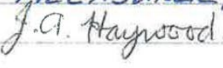
N/A

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

The Otautau Golf Club is funded by members subscription, green fees, hire of clubrooms and volunteer labour. We fundraise to pay for things, but any assistance really helps the club to keep going.

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)

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

Name	ANDRE BEKHUIS		
Position in organisation	PRESIDENT		
Signature		Date	25-2-24
Name	JOHN HAYWOOD		
Position in organisation	TREASURER		
Signature		Date	25-2-24
Please attach	Check		
a current statement of income and expenditure	<input checked="" type="checkbox"/>		
a current bank statement from your organisation	<input checked="" type="checkbox"/>		
quotations, where relevant	<input checked="" type="checkbox"/>		
letters of support (if applicable)	<input type="checkbox"/>		
These items will complete your application			

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

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

Wallace Takitimu Community Partnership Fund Application Form

YOUR DETAILS

Name of organisation **OTAUTAU COMMUNITY HEALTH TRUST**
 Postal address **PO BOX 82, OTAUTAU 9641**
 Street address **246 MAIN STREET, OTAUTAU 9610**

CONTACT NAMES **JAN LOWREY & NATALIE CARRAN**

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

Name	Jan Lowrey	Phone	(day)
Email	jlowrey@slingshot.co.nz		(evening)
Name	Natalie Carran	Phone	(day)
Email	Natalie.carran@otautauhealth.co.nz		(evening)

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

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

PROJECT DETAILS

How many members belong to your club/organisation? **11 trustees**

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

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

In December 2023 the Trust purchased a small one bedroom flat on the corner of Rochdale and Main Streets in Otautau for the purpose of accommodation when we employ a locum doctor to allow full-time doctors and the nurse practitioner to attend training and when taking holidays. This accommodation has been renovated to a high standard but we still need to replace the old aluminium windows that are in poor condition.

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

Locom doctors and this can be as often as monthly.

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

☒ No

How will your project benefit the organisation or community?

Having a warm and comfortable residence for locum doctors to stay in, allows us to be able to easily obtain locums, which allows us to give continued care to our 3100 registered patients while our permanent staff are on leave.

How does your project align with the Wallace Takitimu Community Board's community outcomes?
(please tick all that apply)

- ☒ A vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth
- ☒ Wallace Takitimu is a strong, connected and inclusive community
- ☒ A healthy, safe community with access to quality facilities, amenities and services
- ☐ A community whose Council fosters leadership, transparency and community engagement

Start date of your project

ASAP

Finish date of your project

ASAP

FINANCIAL DETAILS

Are you registered for GST?

☐ No

☒ Yes

GST number

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

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

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

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

EXPENDITURE	\$	INCOME	\$	
Project costs	GST-inclusive or GST exclusive	Your contribution		
Retro double glazing	\$5,263	Fees/subs		
		Fundraising		
		Loan/mortgage		
		Cash savings		
		Other		
		Sub-total		
		Other grants and sponsorship applied for		
		Sponsorship		
		Grants (successful and proposed)	Amount requested	Result date
		CTS	\$3,000	15 06 24
		Sub-total		
Total cost of the project is	\$5,263	Total Income	\$3,000	
How much money are you applying for?		\$2,263		

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

Voluntary effort (eg number of hours)

To get this flat to the standard that it is now, has mostly been by voluntary work by the trustees. The ongoing maintenance, cleaning etc is also done voluntarily by the trustees.

Donated materials (eg approximate \$ value)

N/A

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

N/A

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)

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

Name

JAN LOWREY

Position in organisation

TREASURER

Signature

J Lowrey

Date

27.03.2024

Name

NATLIE CARRAN

Position in organisation

TRUSTEE

Signature

NRLaman

Date

27.03.2024

Please attach

Check

a current statement of income and expenditure

☒

a current bank statement from your organisation

☒

quotations, where relevant

☒

letters of support (if applicable)

☐

These items will complete your application

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

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

Project scope confirmation - 2024/2027 locally funded projects

Record No: R/24/4/26737

Author: Lance Spencer, Contracts and programme lead

Approved by: Sam Marshall, Group manager customer and community wellbeing

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek approval from the Wallace Takitimu Community Board for the scope of the locally funded projects within their board area that will be delivered in the first three years of the 2024/2034 Long Term Plan.

Executive summary

- 2 The Wallace Takitimu Community Board has a number of community funded projects that have been proposed in the 2024/2034 Long Term Plan to be delivered in the first three years of the 2024/2034 Long Term Plan.
- 3 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 4 With an increase in the number of both locally and district funded projects identified in the 2024/2034 Long Term Plan, staff are working to improve the efficiency of delivery.
- 5 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 6 The scoping documents relevant to the Wallace Takitimu Community Board delegation are attached to this report.

Recommendation

That the Wallace Takitimu Community Board:

- a) **receives the report titled “Project scope confirmation - 2024/2027 locally funded projects” dated 24 May 2024.**
- b) **determines that this matter or decision be recognised as not significant in terms of section 76 of the Local Government Act 2002.**
- c) **determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **agrees to approve the scope of the projects identified in the attachments to this report.**
 - **Drummond Recreation Reserve - Removal of trees on the northern boundary of the rugby fields FPARK022 2024-2025**
 - **Nightcaps – McGregor Park development P-11201 2024-2025**
 - **Nightcaps – McGregor Park development P-11201 2025-2026**
 - **Nightcaps – McGregor Park development P-11201 2026-2027**
 - **Nightcaps Hall – Repairs to exterior wall and minor repairs FHALL054 2026-2027**
 - **Otautau - Concept Plan for new playground FPARK016 2025-2026**
 - **Otautau Centennial Park Playground - Equipment renewal P-10786 2026 - 2027**
 - **Otautau Holt Park Camping Ground – Renewal P-11085 2024-2025**
 - **Otautau - Camping ground development P-11199 2024-2026**
 - **Otautau - War Memorial replacement P-11202 2024-2025**
 - **Otautau - War Memorial replacement P-11202 2025-2026**
 - **Otautau - Tennis court resurfacing P-11203 2025-2026**
 - **Otautau Plunket Rooms - Exterior repaint FPROP001 2024-2025.**

Background

- 7 The Wallace Takitimu Community Board has a number of community funded projects that have been proposed in the 2024/2034 Long Term Plan to be delivered in the first three years of the 2024/2034 Long Term Plan.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the policy implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2024/2034 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies

enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.

- 11 The scoping documents relevant to the Wallace Takitimu Community Board delegation are attached to this report.
- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2024/2034 Long Term Plan.
- 13 The community board were sent the list of the projects that the community facilities team are responsible for in the first three years of the 2024/2034 Long Term Plan for their information at their March and May 2024 workshops.
- 14 The projects will be consulted on through the 2024/2034 Long Term Plan review process and will not be able to proceed until the Long Term Plan is approved by Council.
- 15 The district funded projects within the Wallace Takitimu community board have also been attached to this report so that if the board wants to make recommendations on these to Council it has the information required to support this process. These are:
 - 1) P-10530 - Nightcaps Community Housing – Replace roofs on all five units carry forward from 2023/2024
 - 2) FBUILD011 – Otatau Office Internal refurbishment 2026/2027
 - 3) FHOUS001 – Community Housing – Interior repaint five units 2024/2025
 - 4) FHOUS002 – Community Housing – Exterior repaint 25 units 2025/2026
 - 5) FHOUS023 – Community Housing – Bathroom 2025/2026
 - 6) FHOUS003 – Community Housing – Internal repaint 21 units 2026/2027
 - 7) P-10639A – District Wide Toilets – Renewal preparation 2025/2026
 - 8) P-10649B – District Wide Toilets – Renewal construction 2026/2027

Factors to consider

Legal and statutory requirements

- 16 None.

Community views

- 17 The projects that are covered in the attached scoping documents have been included within the 2021/2031 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the Long Term Plan in conjunction with the community board. As such, community views are considered to have been well canvassed.

Costs and funding

- 18 These projects have all been identified in the approved 2024/2034 Long Term Plan and will be funded by way of reserves, loans or a combination of both.

Policy implications

- 19 For projects within the Long Term Plan the delegation manual under section 8.2 Community Boards, subsection Advocacy states:

- a As part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest
- b As part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities) if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).

Subsection Local Activities states:

- c Recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000.

Subsection Decisions on locally funded assets and services states:

- d approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.

Analysis of options

Option 1 - Agrees to approve the scope of the projects identified in the attachments to this report.

- **Drummond Recreation Reserve - Removal of trees on the northern boundary of the rugby fields FPARK022 2024-2025**
- **Nightcaps – McGregor Park development P-11201 2024-2025**
- **Nightcaps – McGregor Park development P-11201 2025-2026**
- **Nightcaps – McGregor Park development P-11201 2026-2027**
- **Nightcaps Hall – Repairs to exterior wall and minor repairs FHALL054 2026-2027**
- **Otautau - Concept Plan for new playground FPARK016 2025-2026**
- **Otautau Centennial Park Playground - Equipment renewal P-10786 2026 -2027**
- **Otautau Holt Park Camping Ground – Renewal P-11085 2024-2025**
- **Otautau - Camping ground development P-11199 2024-2026**
- **Otautau - War Memorial replacement P-11202 2024-2025**
- **Otautau - War Memorial replacement P-11202 2025-2026**
- **Otautau - Tennis court resurfacing P-11203 2025-2026**
- **Otautau Plunket Rooms - Exterior repaint FPROP001 2024-2025.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • all projects have an approved scope and can be procured and delivered appropriately. 	<ul style="list-style-type: none"> • none identified.

Option 2 – Does not agree to approve the scope of the projects identified in the attachments to this report.

- **Drummond Recreation Reserve - Removal of trees on the northern boundary of the rugby fields FPARK022 2024-2025**
- **Nightcaps – McGregor Park development P-11201 2024-2025**
- **Nightcaps – McGregor Park development P-11201 2025-2026**
- **Nightcaps – McGregor Park development P-11201 2026-2027**
- **Nightcaps Hall – Repairs to exterior wall and minor repairs FHALL054 2026-2027**
- **Otautau - Concept Plan for new playground FPARK016 2025-2026**
- **Otautau Centennial Park Playground - Equipment renewal P-10786 2026 -2027**
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- **Otautau - Tennis court resurfacing P-11203 2025-2026**
- **Otautau Plunket Rooms - Exterior repaint FPROP001 2024-2025.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • none identified. 	<ul style="list-style-type: none"> • the projects may not be able to be delivered within the designated financial year.

Assessment of significance

- 20 The assessment of significance needs to be carried out in accordance with Council's Significance and Engagement Policy. The Significance and Engagement Policy requires consideration of the impact on social, economic or cultural wellbeing of the region and consequences for people who are likely to be particularly affected or interested. Community views have been considered throughout this process thus the proposed decision is not considered significant.

Recommended option

- 21 The staff recommendation is option 1.

Attachments

- A Drummond Recreation Reserve - Removal of trees on the northern boundary of the rugby fields FPARK022 2024-2025
- B Nightcaps - McGregor Park development P-11201 2024-2025
- C Nightcaps - McGregor Park development P-11201 2025-2026
- D Nightcaps - McGregor Park development P-11201 2026-2027
- E Nightcaps Hall - Repairs to Exterior wall and minor repairs FHALL054 2026-2027
- F Otautau - Concept Plan for new playground FPARK016 2025-2026
- G Otautau - Centennial Park Playground Equipment Renewal P-10786 2026-2027
- H Otautau Holt Park Camping Ground -Renewal P-11085 2024-2025
- I Otautau - Holt Park Camping Ground development P-11199 2024-2026
- J Otautau - War Memorial replacement P-11202 2024-2025
- K Otautau - War Memorial replacement P-11202 2025-2026

Wallace Takitimu Community Board

6 June 2024

L	Otautau - Tennis Court Resurfacing P-11203 2025-2026
M	Otautau - Plunket rooms exterior repaint FPROP001 2024-2025
N	P-10530 - Nightcaps Community Housing roofs on all five units
O	FBUILD011 Otautau Office interior decoration 2026-2027
P	FHOUS001 Community Housing Interior repaint 5 units 2024-2025
Q	FHOUS002 Community Housing Exterior repaint 25 units 2025-2026
R	FHOUS023 - A - Community Housing - Bathroom 2025-2026
S	FHOUS003 Community Housing Interior repaint 21 units 2026-2027
T	P-10639 - A - District Wide Renewal preparation 2025-2026
U	P-10649 - B - District Wide Renewal construction 2026-2027



Combined project scope, G1.0 and G2.0

Drummond Recreation Reserve - Removal of trees on the northern boundary of the rugby fields

PHOTOS	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	FPARK022
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
30 Domain Road, Drummond Land is owned by SDC		
SCOPE		
Remove large trees on the northern boundary of the reserve and leave area tidy. Repair any fences that are damaged during removal. Talk to the rugby club as they may be interested in using the wood for fundraising. They may also do the cleanup.		
COMMUNICATION		
Community board and the rugby club will need to be advised when the work is being undertaken. The rugby club will need to be consulted with so the work does not impact on their season.		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 may not be available while the works are being carried out. The site will be set up as a works site with all health and safety and signage required	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)		

Combined project scope, G1.0 and G2.0
25/10/2022

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

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📍 southlanddc.govt.nz



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				
Are there any links to the Corporate Performance Framework		<input type="checkbox"/> Yes <input type="checkbox"/> No		
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What team members will make up the Project Control Group (PCG)				
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)		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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Nightcaps - McGregor Park development stage 1

PHOTOS	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	P-11201
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
<p>SCOPE</p> <p>Design and construct a Pump Track with an asphalt surface.</p> <p>Consents and design for new toilet (\$20,000 from district funded toilets budget. This has not been added to the total budget).</p>		
COMMUNICATION		
CONSENT		
Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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		
What are the strategic and activity links		

Combined project scope, G1.0 and G2.0
25/10/2022

Southland District Council
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Are there any links to the Corporate Performance Framework		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$100,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$90,000	
	Contingency	\$10,000	(typically, 10% of project)
	Total Budget	\$100,000	
How is the project being funded (loan or reserves)		Loans 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	



FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Nightcaps - McGregor Park Development Stage 2

PHOTOS	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-11201
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
SCOPE		
Construction of new toilet Water supply Shelter and BBQ		
COMMUNICATION		
CONSENT		
Building	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input type="checkbox"/> 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		
What are the strategic and activity links		

Combined project scope, G1.0 and G2.0
25/10/2022

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Are there any links to the Corporate Performance Framework		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
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)		Loans 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Nightcaps - McGregor Park Development Stage 3

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-11201
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
SCOPE		
BBQ tables Landscaping Play components / Slides on hill		
COMMUNICATION		
CONSENT		
Building	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input type="checkbox"/> 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		
What are the strategic and activity links		
Are there any links to the Corporate Performance Framework	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Combined project scope, G1.0 and G2.0
25/10/2022

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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		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do we have approvals for land use		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a procurement plan required		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a communication plan required		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a draft risk register been prepared		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$521,220	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$469,098	
	Contingency	\$52,122	(typically, 10% of project)
	Total Budget	\$521,220	
How is the project being funded (loan or 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Nightcaps Hall - Repairs to exterior wall and minor repairs

PHOTOS 	<table border="1"> <tr> <td>FINANCIAL YEAR</td><td>2024/2025 - 2025/2026</td></tr> <tr> <td>PROJECT NUMBER</td><td>FHALL054</td></tr> <tr> <td>ACTIVITY</td><td>Community Facilities</td></tr> <tr> <td>COMMUNITY BOARD</td><td>Wallace Takitimu</td></tr> <tr> <td>CHAIRPERSON</td><td>Tony Philpott</td></tr> <tr> <td>COUNCILLOR</td><td>Jaspreet Boparai</td></tr> <tr> <td>CPL</td><td>Kelly Tagg</td></tr> </table>	FINANCIAL YEAR	2024/2025 - 2025/2026	PROJECT NUMBER	FHALL054	ACTIVITY	Community Facilities	COMMUNITY BOARD	Wallace Takitimu	CHAIRPERSON	Tony Philpott	COUNCILLOR	Jaspreet Boparai	CPL	Kelly Tagg
FINANCIAL YEAR	2024/2025 - 2025/2026														
PROJECT NUMBER	FHALL054														
ACTIVITY	Community Facilities														
COMMUNITY BOARD	Wallace Takitimu														
CHAIRPERSON	Tony Philpott														
COUNCILLOR	Jaspreet Boparai														
CPL	Kelly Tagg														
DESCRIPTION <p>13 Johnston Road, Nightcaps Land is owned by SDC</p> 															
SCOPE <p>The trees and shrubs will require trimming back to allow scaffolding around the building.</p> <p>Preparation:</p> <ol style="list-style-type: none"> 1. Clean up: Pressure-wash off any debris, chalk, old paint residues, cobwebs, and dirt on the sandstone walls. Use bleach to remove mildew or fungus. 2. Have the cracks in the sandstone filled and the minor repairs done 3. Fix the steps and re-plastered at the entry to the hall 4. Replace or repair the barge boards on the gable ends of the roof 5. Paint the RSA door into the hall 6. Fix the leak above the projection room and remove the damaged floor coverings (This work will need to be done in (24/25) (30K) 7. Paint the window jambs in the store room. <p>Painting:</p> <p>Apply 1 undercoat as required and 2 top coats of premium paint to exterior timber 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.</p>															

Combined project scope, G1.0 and G2.0
25/10/2022

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**Cleanup:**

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

Paint Colors:

RSA door

Barge Boards

Window Jambs

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 committee will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.



➤ What is the status (high/ medium/ low)	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	<input type="checkbox"/> Yes <input type="checkbox"/> No			
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is a communication plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Has a draft risk register been prepared	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
What team members will make up the Project Control Group (PCG)				
BUDGETS				
Approved budget	\$93,820			
What is the initial cost made up of:	Design	\$	(typically, 10% of project)	
	Consents	\$	(typically, 2% of project)	
	Consultation	\$		
	Project	\$84,438		
	Contingency	\$9,382	(typically, 10% of project)	
	Total Budget	\$93,820		
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				



FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Otautau - Concept Plan for new playground

PHOTOS	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FPARK016
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
CPL		Kelly Tagg
DESCRIPTION		
SCOPE		
Create a concept plan for a new playground in Otautau. 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.		
COMMUNICATION		
Community board are going to hold a drop-in session and canvas the community on what they want in the area.		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 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		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$10,200	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$9,180	
	Contingency	\$1,020	(typically, 10% of project)
	Total Budget	\$10,200	
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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Otautau - Centennial Park Playground Equipment Renewal

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-10786
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
SCOPE		
Delivery of playground from concept plans		
COMMUNICATION		
Communication will need to happen with the community board.		
Communication will need to go out to the Te Anau community well in advance of this work being undertaken		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS		
What are the project risks that have been identified to date	The playground may be unavailable while the work is in progress.	
<ul style="list-style-type: none"> ➤ 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.	
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		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$119,881	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$107,893	
	Contingency	\$11,988	(typically, 10% of project)
	Total Budget	\$119,881	
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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W/	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Otautau Holt Park Camping Ground - Renewal

PHOTOS	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	P-11085
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
Holt Park		
SCOPE		
BOF Money. (This is to be used first)		
Re-establishment of the Otautau camping ground. Stage 1		
Consents, Civil works, Access, Future proofing, Basic amenity building		
COMMUNICATION		
The community board and the local community will need to be kept informed with progress.		
CONSENT		
Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS		
What are the project risks that have been identified to date	Potential public interest could be high. Good communication will be required with the community board and the public.	
➤ What mitigation is in place		
➤ What is the status (high/ medium/ low)		
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		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$245,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$220,500	
	Contingency	\$24,500	(typically, 10% of project)
	Total Budget	\$245,000	
How is the project being funded (loan or reserves)		Grant Better of Funding	
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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W/	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Otautau - Camping ground development

PHOTOS	FINANCIAL YEAR	2024/2025 - 2025/2026
	PROJECT NUMBER	P-11199
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
Holt Park		
SCOPE		
Re-establishment of the Otautau camping ground. Stage 2		
Remainder of stage 1 and the commencement of stage 2. Ablution Block.		
COMMUNICATION		
The community board and the local community will need to be kept informed with progress.		
CONSENT		
Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	Potential public interest could be high. Good communication will be required with the community board and the public.	
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	

Combined project scope, G1.0 and G2.0
25/10/2022

Southland District Council
Te Rohe Pōtae o Murihiku

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Are there any links to the Corporate Performance Framework		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$150,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$	
	Contingency	\$	(typically, 10% of project)
	Total Budget	\$150,000	
How is the project being funded (loan or reserves)		Holt Park Forestry Reserve	
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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Otautau - War Memorial replacement stage 1

PHOTOS 	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	P-11202
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
188 Main Street, Otautau		
SCOPE		
<p>A condition assessment was undertaken in 2015 and identified repairs that were needed on the war memorial. Have a new condition assessment done and identify any actions required.</p> <p>There are 2 options to consider and after consultation with the RSA a plan will be presented to the community board. The RSA president has been contacted and this is their preferred option.</p> <p>Option 1: keep with the original structure and use the condition assessment that was created in 2015.</p> <p>Option 2: Design a new structure that is lower and has the plaques attached to it. This would require a design and build. The RSA are going to be consulted on this option to see if there is any interest.</p> <p>The Plan at the moment is to keep plans and projects where they are in the LTP. Planning in 24/25 and construction in 25/26.</p>		
COMMUNICATION		
The RSA needs to be consulted with and the community board needs to be kept updated with any decisions and actions. Keeping the community informed also is required.		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 medium risk activity	
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		<input type="checkbox"/> Yes <input type="checkbox"/> No		
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What team members will make up the Project Control Group (PCG)				
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)		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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W/	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Otautau - War Memorial Replacement stage 2

PHOTOS	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-11202
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
CPL	Kelly Tagg	
DESCRIPTION		
188 Main Street, Otautau		
SCOPE		
<p>Work based on report that has been done in 2024/2025</p> <p>There are 2 options to consider and after consultation with the RSA a plan will be presented to the community board. The RSA president has been contacted and this is their preferred option.</p> <p>Option 1: keep with the original structure and use the condition assessment that was created in 2015.</p> <p>Option 2: Design a new structure that is lower and has the plaques attached to it. This would require a design and build. The RSA are going to be consulted on this option to see if there is any interest.</p> <p>The Plan at the moment is to keep plans and projects where they are in the LTP. Planning in 24/25 and construction in 25/26.</p>		
COMMUNICATION		
The RSA needs to be consulted with and the community board needs to be kept updated with any decisions and actions. Keeping the community informed also is required.		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS		
<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high/ medium/ low) 	<p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a medium risk activity</p>	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)		



The RSA needs to be consulted with and the community board needs to be kept updated with any decisions and actions. Keeping the community informed also is required.				
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		<input type="checkbox"/> Yes <input type="checkbox"/> No		
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What team members will make up the Project Control Group (PCG)				
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)		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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Otautau - Tennis court resurfacing

PHOTOS 	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-11203
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION 12 Hulme Street, Otautau Land is owned by SDC 		
SCOPE Look into the option of changing the court layouts. It is important that there are no trip hazards between the playing surfaces of the courts. The board are wanting the 4 courts closest to the pavilion being resurfaced. Prepare surface to receive new coating on 4 courts (tiger turf) Repaint lines on tennis courts New nets for the courts		
COMMUNICATION The community board and the tennis club will need to be informed well in advance that the work is going to be undertaken. The contractor will need to work with the tennis club who will manage the court bookings to determine the timeframe for resurfacing work so that it doesn't impact on major scheduled events.		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



Resource		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS			
What are the project risks that have been identified to date		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.	
➤ What mitigation is in place			
➤ What is the status (high/ medium/ low)			
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		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
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)		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				



FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Otautau - Plunket rooms exterior re-paint

PHOTOS 	<table> <tr> <td>FINANCIAL YEAR</td><td>2025/2026</td></tr> <tr> <td>PROJECT NUMBER</td><td>FPROP001</td></tr> <tr> <td>ACTIVITY</td><td>Community Facilities</td></tr> <tr> <td>COMMUNITY BOARD</td><td>Wallace Takitimu</td></tr> <tr> <td>CHAIRPERSON</td><td>Tony Philpott</td></tr> <tr> <td>COUNCILLOR</td><td>Jaspreet Boparai</td></tr> <tr> <td>CPL</td><td>Kelly Tagg</td></tr> </table>	FINANCIAL YEAR	2025/2026	PROJECT NUMBER	FPROP001	ACTIVITY	Community Facilities	COMMUNITY BOARD	Wallace Takitimu	CHAIRPERSON	Tony Philpott	COUNCILLOR	Jaspreet Boparai	CPL	Kelly Tagg
FINANCIAL YEAR	2025/2026														
PROJECT NUMBER	FPROP001														
ACTIVITY	Community Facilities														
COMMUNITY BOARD	Wallace Takitimu														
CHAIRPERSON	Tony Philpott														
COUNCILLOR	Jaspreet Boparai														
CPL	Kelly Tagg														
DESCRIPTION 															
SCOPE <p>The trees and shrubs will require trimming back to allow scaffolding around the building.</p> <p>Preparation:</p> <ol style="list-style-type: none"> 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. 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. 															

Combined project scope, G1.0 and G2.0
25/10/2022

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

**Painting:**

Apply 1 undercoat as required and 2 top coats of premium paint to exterior 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

Paint Colors:

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 at the building.

COMMUNICATION

The community board and the Plunket committee will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the Plunket committee who manages the building to determine the timeframe for painting work that doesn't impact on their day to day running's.

CONSENT

Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RISKS

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

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)

The site and building 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		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a communication plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)			
BUDGETS			
Approved budget		\$25,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$22,500	
	Contingency	\$2,500	(typically, 10% of project)
	Total Budget	\$25,000	
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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		

Project – Nightcaps Community Housing Roof Replacement

	BUDGET	\$47,555
	ACTIVITY	Community Housing Code: P-10530
	COMMUNITY BOARD	Wallace Takitimu Community Board
	PROGRAMME	July 2023 – June 2024

DESCRIPTION

Location: 12 Annan Street, Nightcaps

This is council owned land and does not require a boundary survey (Lot 2 DP 11229).



SCOPE

Reroof all five units at Nightcaps if a prior inspection identifies significant deterioration since the previous condition report in 2022.

If the existing roofing material's is still in reasonable condition and does not warrant complete replacement investigate the option of putting a sealing coat over the tiles. If it needs replacing then remove the existing roof material off the five 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. Colour to match as much as possible the existing colour.

COMMUNICATION

This Nightcaps 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RISKS

<ul style="list-style-type: none"> What are the risks that have been identified to date <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high / medium / low) 	<p>The units may be unavailable while the re-roofing is in progress.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a medium risk activity.</p>
---	---

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
• Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
• 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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2023 – 2024 and the Corporate Performance Framework
• Is the project on Council owned land?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

OVERVIEW	
• Do we have approvals for land use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are consents and permits required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement plan required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement process required for the design phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	This will be a public tender.
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Nightcaps

Budgets			
• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$0.00	
	Project contingency	\$4,755	(typically 10% of project)
	Total Budget	\$47,555	
• How is the project being funded (ie, LTP, locally funded, other?)	Loan		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED		Date	
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	20/01/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED		Date	
COMMUNITY BOARD	SIGNED		Date	

APPENDICES



Combined project scope, G1.0 and G2.0

Otautau Office – interior decoration

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FBUILD011
	ACTIVITY	Community Housing
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
CPL	Kelly Tagg	
DESCRIPTION		
<p>176 Main Street, Otautau</p> 		
SCOPE		
<p>Remove all rubbish and items that are to be disposed of from the office block.</p> <p>Interior decoration of the Otautau office</p>		
COMMUNICATION		
<p>Office staff will need to be communicated with in the design and construction phases so not to interfere with daily tasks.</p>		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS		
What are the project risks that have been identified to date	The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	

Combined project scope, G1.0 and G2.0
25/10/2022

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➤ 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)	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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	\$250,000		
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$	
	Contingency	\$25,000	(typically, 10% of project)
	Total Budget	\$250,000	
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)	Interest on loan		
	(if applicable)		



WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
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.	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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Community Housing – Interior repaint 5 units

PHOTOS	FINANCIAL YEAR	2024/2025
	PROJECT NUMBER	FHOUS001
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
CPL		Kelly Tagg
DESCRIPTION		
100 Birchwood Road, Ohai		
Location: This is council owned land and does not require a boundary survey (Lots 5 6 DP 2435 BLK III Wairio SD).		
		
SCOPE		
This depends on when and where units become available and the condition they are left in by exiting tenants.		
Clear the internal areas where work is going to be undertaken.		
Preparation:		
<ol style="list-style-type: none"> 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. 		

Combined project scope, G1.0 and G2.0
25/10/2022

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<p>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.</p> <p>5. Undertake internal repairs to ensure the wall and ceiling linings are in good condition to receive decoration.</p>	
<p>Painting:</p> <p>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.</p>	
<p>Cleanup:</p> <p>All surfaces that aren't being painted are to be paint free at the end of the project.</p>	
<p>Areas: This will be based on the information gathered through the exit inspection.</p>	
<p>All paint colors and brands used are to be recorded into community facilities IPS system (include paint codes if available). Paint colors are to uniform across the district at all community housing units.</p>	
<p>All left over paint is to be left with the project manager.</p>	
<p>COMMUNICATION</p>	
<p>This Ohai 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.</p>	
<p>CONSENT</p>	
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>RISKS</p>	
<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high/ medium/ low) 	<p>The units may be unavailable while the re-roofing is in progress.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a medium risk activity.</p>
<p>COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)</p>	
<p>The site will have restricted access while this work is being undertaken.</p>	
<p>OVERVIEW</p>	
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	\$36,000		
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$32,400	
	Contingency	\$3,600	(typically, 10% of project)
	Total Budget	\$36,000	
How is the project being funded (loan or reserves)	Loan		
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
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	Full capital cost		
	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			
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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



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	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
<p>12 Annan Street, Nightcaps</p> <p>Location: This is council owned land and does not require a boundary survey (Lot 2 DP 11229)</p> 		
SCOPE		
<p>Community Housing units in Edendale, Nightcaps, Tuatapere have been identified as requiring painting.</p> <p>The trees and shrubs will require trimming back to allow scaffolding around the building.</p> <p>Preparation:</p> <ol style="list-style-type: none"> 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. 		



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

This Nightcaps 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.			
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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		
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.	Full capital cost	
	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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



Combined project scope, G1.0 and G2.0

Community Housing – Bathroom

PHOTOS	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	FHOUS0023
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
<p>50 King Street, Otautau</p> <p>Location: This is council owned land and does not require a boundary survey (Section 18 Blk V TN OF Otautau).</p> 		
SCOPE		
<p>Replace the showers cubicles in two of the units. This will involve removing the existing ceratone sheets, undertaking any remedial work and then replacing with new ceratone.</p>		
COMMUNICATION		
<p>This Otautau 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.</p>		
CONSENT		
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Combined project scope, G1.0 and G2.0
25/10/2022

Southland District Council
Te Rohe Pōtae o Murihiku

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RISKS			
What are the project risks that have been identified to date		The units may be unavailable while the bore replacement is in progress.	
➤ What mitigation is in place		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	
➤ What is the status (high/ medium/ low)		This is a medium 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		\$9,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$8,100	
	Contingency	\$900	(typically, 10% of project)
	Total Budget	\$9,000	



How is the project being funded (loan or reserves)		Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
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.	Full capital cost		
	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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		



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	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION 12 Annan Street, Nightcaps Location: This is council owned land and does not require a boundary survey (Lot 2 DP 11229) 		
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 This Nightcaps 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Combined project scope, G1.0 and G2.0
25/10/2022

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Resource		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS			
What are the project risks that have been identified to date		The units may be unavailable while the re-roofing is in progress.	
➤ What mitigation is in place		The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	
➤ What is the status (high/ medium/ low)		This is a medium 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		\$120,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$108,000	



	Contingency	\$12,000	(typically, 10% of project)
	Total Budget	\$120,000	
How is the project being funded (loan or reserves)		Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
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.	Full capital cost		
	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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		




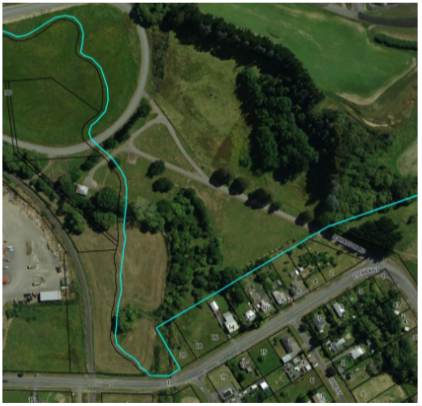
PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		

Combined project scope, G1.0 and G2.0

Toilet Renewal Preparation

PHOTOS	FINANCIAL YEAR	2025/2026
	PROJECT NUMBER	P-10639A
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
McGregor Park, 39 Company Road, Nightcaps.		
Location: This is council owned land and does not require a boundary survey (Pt Sec 7 Wairio SD).		
		
SCOPE		
<p>Funding has been allowed for in the long term plan to look at installing a public toilet at McGregor Park. The Wallace Takitimu community board approved to use the funding that had been allocated for the toilet at the Otatau arboretum to install a new toilet at McGregor park.</p>		
<p>This piece of work will work through identifying an appropriate site, building consents, plans, resource consents, quotes, everything required for construction. Construction will be undertaken in the 2026/2027 financial year.</p>		
COMMUNICATION		
<p>This Nightcaps community centre committee will need to be involved as the first point of contact to determine if this project needs to proceed. A wider community engagement process will need to be carried out if the project proceeds.</p>		



CONSENT			
Building		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
RISKS			
What are the project risks that have been identified to date		This is a low risk activity as in terms of physical harm however there may be a reputational risk associated with the community engagement process.	
➤ What mitigation is in place		Low to medium risk.	
➤ What is the status (high/ medium/ low)			
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
This Nightcaps 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		\$19,000	
What is the initial cost made up of:	Design	\$1,900	(typically, 10% of project)
	Consents	\$380	(typically, 2% of project)
	Consultation	\$	
	Project	\$14,820	
	Contingency	\$1,900	(typically, 10% of project)



	Total Budget	\$19,000	
How is the project being funded (loan or reserves)		Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
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.	Full capital cost		
	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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W/	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		

Combined project scope, G1.0 and G2.0

Toilet Renewal Preparation

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-10649B
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
<p>McGregor Park, 39 Company Road, Nightcaps.</p> <p>Location: This is council owned land and does not require a boundary survey (Pt Sec 7 Wairio SD).</p> 		
SCOPE		
<p>Funding has been allowed for in the long term plan to look at installing a public toilet at McGregor Park. The Wallace Takitimu community board approved to use the funding that had been allocated for the toilet at the Otautau arboretum to install a new toilet at McGregor park.</p> <p>This piece of work will include site preparation, installation of the toilet and connection to existing underground utilities.</p>		
COMMUNICATION		



This Nightcaps community centre committee will need to be involved as the first point of contact to determine if this project needs to proceed. A wider community engagement process will need to be carried out if the project proceeds.			
CONSENT			
Building		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Resource		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
RISKS			
What are the project risks that have been identified to date		This is a low risk activity as in terms of physical harm however there may be a reputational risk associated with the community engagement process.	
➤ What mitigation is in place		Low to medium risk.	
➤ What is the status (high/ medium/ low)			
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
This Nightcaps 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		\$76,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)



	Consultation	\$	
	Project	\$68,400	
	Contingency	\$7,600	(typically, 10% of project)
	Total Budget	\$76,000	
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 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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> 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		<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does design meet SDC/ NZTA design standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> 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/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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		

Drummond Golf Club Rent Review - Drummond Recreation Reserve

Record no: R/24/5/33071

Author: Sara-Jane Milne, Property advisor

Approved by: Sam Marshall, Group manager customer and community wellbeing

☐ Decision

☒ Recommendation

☐ Information

Drummond Golf Club Rent Review

- 1 Drummond Golf Club Incorporated hold a lease over the land at 567 Boundary Road, Drummond which is part of the Drummond Recreation Reserve. The lease area is shown and defined on the attached aerial map.
- 2 567 Boundary Road, Drummond is legally known as Lots 2 to 12 DP 276, Sections 271, 272 and 278 Oreti Hundred. The land was declared a Recreation Reserve in 1980.
- 3 The lease held by Drummond Golf Club Incorporated was for a term of 15 years commencing 1 January 2004 with a right of renewal for a further term of 15 years. The golf club has exercised its right of renewal and the lease now has an expiry date of 31 December 2033. The lease allows for the rent to be reviewed every 5 years from the date of commencement.
- 4 The annual rental when the original lease was entered into was \$39.15 plus GST and remains at this same rate currently. Under the rent review clause of the lease, the rent was due for review on 1 January 2024.
- 5 The Drummond Recreation Reserve Committee were asked for their comment in regards to this rent review and as the benefactors of the rental have advised staff they are happy with the current rental and wish for it to remain at the status quo.
- 6 The income from the golf club and the other lessees of the Drummond Recreation Reserve is receipted into the 'Drummond rec reserve committee' reserve account. These funds can be made available to the Drummond Recreation Reserve Committee for expenditure on the reserve, upon application to Council.
- 7 For comparison and consideration, the following rural golf clubs lease land from Council:
Hedgehope are charged an annual rental of \$300.00 + GST.
Tuatapere are charged an annual rental of \$217.39 + GST and pay annual rates of \$1,551.87.
Waikaia are charged an annual rental of \$86.96 + GST and pay annual service charges of \$912.88, this rental is due for review.
- 8 Under Council's manual of delegations, community boards have authority to accept leases and licences for rentals of \$10,000 or more per annum for land and buildings for local activities within their area. Below that value, the decision-making delegation sits at a staff level. Given the lease is within the Wallace Takitimu Community Board area and the land is a local reserve, staff are seeking comment from the Community Board prior to contacting the golf club and entering into a Deed of Variation.

- 9 Given the current and historic occupation of the recreation reserve by the golf club, the thoughts of the Drummond Recreation Reserve Committee and the comparisons to other golf courses, staff are seeking the Community Board's recommendation on a reviewed annual rental for the Drummond Golf Club, which staff recommend be increased to \$250.00 + GST per annum.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled "Drummond Golf Club Rent Review - Drummond Recreation Reserve".**
- b) recommends to staff their suggestion of a new annual rental for the Drummond Golf Club for their lease over the Drummond Recreation Reserve.**

Attachments

- A Lease area of Drummond Golf Club - 567 Boundary Road, Drummond

Lease area of Drummond Golf Club – 567 Boundary Road, Drummond



Wallace Takitimu Community Board submission to the proposed climate change strategy

Record no: R/24/5/32744

Author: Rachael Poole, Committee advisor

Approved by: Michael Aitken, GM strategy & partnerships (interim)

☒ Decision

☐ Recommendation

☐ Information

Purpose of report

1. The purpose of this report is to:
 - present a submission prepared by the Wallace Takitimu Community Board (the board) on a proposed Regional Climate Change Strategy (the strategy)
 - ratify the submission that was lodged on behalf of the board on 8 May 2024.

Executive summary

2. On 4 April 2024 staff attended a board meeting and informed the board about a consultation process Environment Southland was undertaking on the strategy.
3. The board prepared a draft submission on the strategy, taking into consideration their knowledge of community views on this matter. The draft submission was circulated to provide an additional opportunity for members to have input.
4. A proforma submission was lodged with Environment Southland on 8 May 2024 to enable the board to provide feedback on the strategy before the end of the consultation period.
5. At this meeting, staff are recommending the board formally ratify the submission.
6. The options available to the board at this time are to decide to ratify the submission, to alter the submission, or to withdraw the submission. The advantage of lodging (the attached or an amended submission) are that the board can express its views on the strategy and potentially influence the final regional strategy. If the board decides to withdraw the submission, a disadvantage will be not having the opportunity to influence strategic direction.
7. If the board would like to make changes to the submission at this time or to withdraw the submission, staff will action the decision by liaising with staff from Environment Southland.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled “Wallace Takitimu Community Board submission to the proposed climate change strategy”.**
- b) ratifies the submission on the proposed Regional Climate Change Strategy (included with this report as Attachment A) that was lodged with Environment Southland on 8 May 2024.**

Attachments

- A Submission from Wallace Takitimu Community Board**

Submission from Wallace Takitimu Community Board.

Do you agree with the aspirations for Southland Councils to generate regional climate change action? No

Comment:

We believe the science being used isn't correct and the impact of human induced climate change is grossly overstated. The impact on the local economy any decarbonising to Net Zero will hurt more than any perceived effect of climate change.

Do you support Southland becoming a Net Zero region by 2050 or earlier? No

Comment:

The current race to Net Zero is only causing foreseen and unforeseen issues in other areas of the environment and life in general.

What local climate change impact are you most concerned about?

Southlands flood plain topography has been formed by water and will always be at risk of flooding events through heavy rainfall events.

Do you have any other comments regarding the strategy and/or Southland council responses to a changing climate?

We agree that the climate is changing. Over time it always has and always will. The species on earth either adapt to it or become extinct. Even if we agree that human CO2 emissions have been and continue to have a major impact on climate change, you have to agree that trying to slow or stop the climate from changing is like doing a rain dance in a drought or stopping the tide from coming in or going out. Pointless.

Adaptation is the only long-term solution. If the Net Zero argument was focused on our general overuse of natural resources and our throw away society mentality, instead of climate change we would have a different view.

Community board reporting

Record no: R/24/5/33654

Author: Kelly Tagg, Community partnership leader

Approved by: Sam Marshall, Group manager customer and community wellbeing

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to inform the board of the community leadership, operational and Council activities in the board area and across the district.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled “Community board reporting” dated 24 May 2024.

Attachments

- | | |
|---|--|
| A | Wallace Takitimu Community Leadership Report - 6 June 2024 |
| B | Draft Speed Management Plan - Pages 29-30 |
| C | Wallace Takitimu Operational Report - 6 June 2024 |
| D | Active Southland Report (June) |



What's happening in your area

Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Camping ground in Otautau	\$275,000	Staff have met with a drafts person and are in the process of engaging them to prepare the plans for this project. The contractors who replied to the RFI have been contacted and advised we will be back in touch soon.
Nightcaps to Ohai railway walking track investigation	\$11,500	The draft McGregor Park Master Plan (which includes the railway walking track investigation) has been received and has been circulated to board members for comment prior to finalisation.
McGregor Park, Nightcaps – spatial/ masterplan	\$11,500	As above.

Otautau Speed Management Plan proposal decision

Council received mixed responses from consultation regarding the proposal to reduce speed limits on Main Street from the bridge to Chester Street. Of those who submitted on this proposal, only 55% (12) respondents were in favour of the change with 45% (10) opposed. Of nine submitters who provided comments, seven were clearly opposed, with comments including that there are issues with fluctuating speed limits along Main Street, along with the existing speed calming infrastructure, its issues, risks, value and the need for both measures in this location.

This feedback indicated that opinion in the community for this proposal and speed management in this location is divided and worthy of reconsideration to identify whether there are other options to enhance safety and meet the needs of road users by integrating speed calming infrastructure and speed limits together. There may be benefit from reviewing the effectiveness of existing speed calming infrastructure to determine if it is achieving the desired outcomes and whether adjustments need to be made either in isolation or in combination with speed restrictions. This review could be conducted by roading engineers with further input from the community during the next three-year cycle for the speed management plan and if changes are needed will be proposed for consideration as part of the next Speed Management Plan for 2027-2030.

As a result of this assessment, on 10 April Council passed resolution 7.6 f) iii) agreeing to the proposed speed limit reduction between the Bridge and Chester street in Otautau being removed from the Speed Management Plan and staff undertake further analysis of the speed management activities in this location for consideration as part of the next Speed Management Plan.

The changes proposed around the school remained in the plan as feedback was 78.57% (11/14) in favour of this proposal.

Council adopted the final draft Speed Management Plan at the same meeting on 10 April, with implementation scheduled to commence once certification is granted by the Director of Land Transport.

Ohai toilet mural

Engagement with the community took place during April to determine which was the preferred option (A or B) for the new mural on the Ohai toilet.

Options for voting were via facebook or by filling out a hardcopy voting form at the Ohai Medical Centre. The children at Takitimu Primary School also voted for option B as a whole.

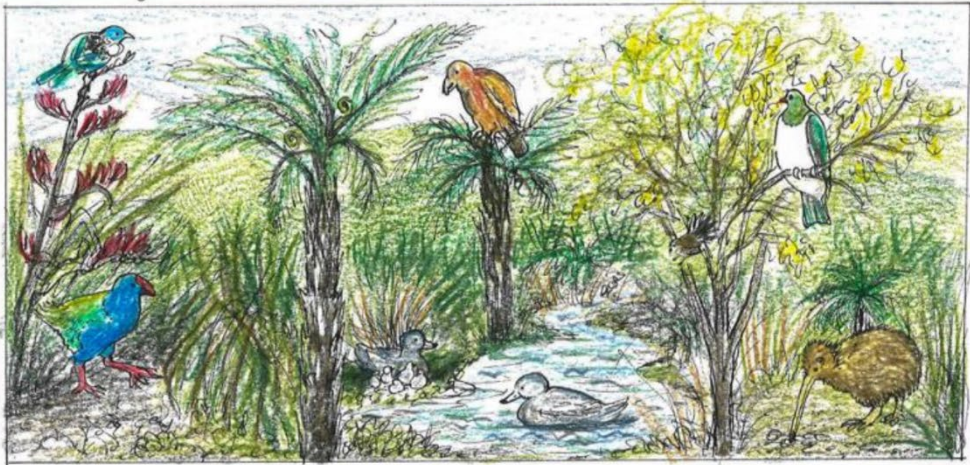
The results were as follows:

Where	Option A	Option B
Facebook	14	9
Ohai Medical Centre	7	9
Takitimu Primary School		1
Total	21	19

Next steps include engaging the artist, undertaking the preparation work and confirming the budget for this project.

Staff will also respond to any submitters (that we hold contact details for) from the last engagement process where suggestions from the community were called for to provide an update on this project.

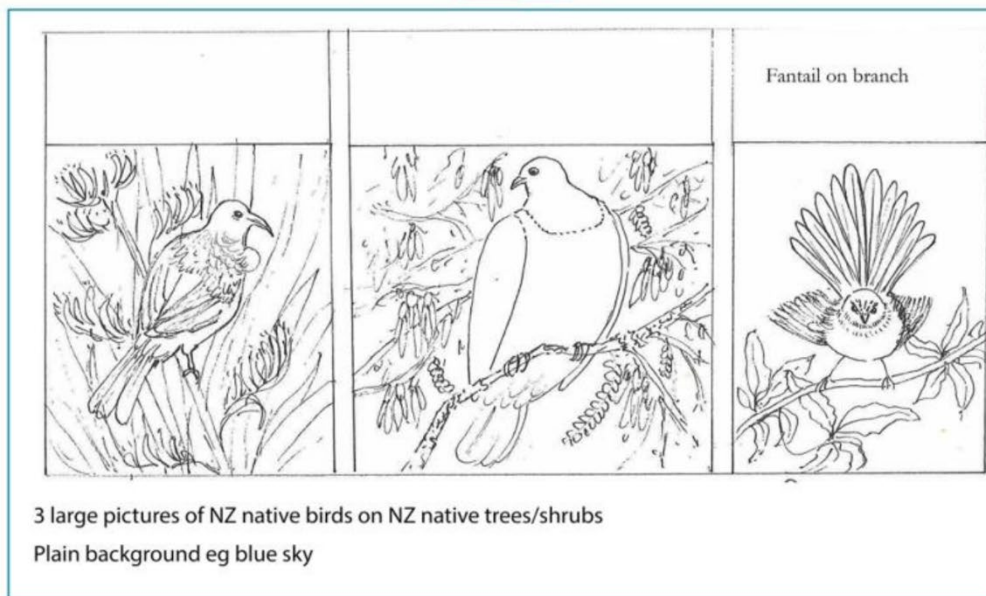
A



A landscape featuring the Takitimu mountains in the distance, native bush in middle ground and a variety of native birds in the foreground. Each of the gutter downpipes becomes a tree trunk (Punga + Kowhai).

Tui on flaxflowers, Takahe, Blue duck family, Kaka, Fantail, Kereru, Kiwi. Flax bushes, Pungo tree ferns, native grasses, ferns, Kowhai tree, stream.

B



Nightcaps drop-in session

The board held a drop-in session at the Nightcaps Hall on Thursday, 2 May. This session was well attended by local residents with around a dozen people attending during the course of the drop-in session.

Some common themes emerged from the discussion;

- concern around a perceived lack of services being provided in Nightcaps with regards to drains, culverts and creeks being overdue for maintenance and footpaths needing their edges trimmed
- tensions caused by individuals in the community
- people struggling financially at present and concern about possible further rates increases
- concern was also expressed about the funding available through the rates rebate scheme (which is administered through Department of Internal Affairs) not keeping with the rates increases
- the need for another community worker in the area
- discussions also took place about the state of the roads in the area – it was noted that many of the issues were on state highways
- comment was also made about the long-term plan submission process that was being undertaken by Environment Southland at the time of the meeting.

Updates by the board and staff were also provided to those in attendance about a proposal to waive the hire fees for the Ohai and Nightcaps Hall – to be implemented once the 2024-2034 long term plan is confirmed.

A reminder was given to the community to log problems in the community such as blocked drains, culverts, creeks, overgrown footpaths, roading issues etc with Council via the request for service function as these issues wouldn't be attended to by Council unless it was aware of them.

Following the workshop, the board chair and CPL undertook a tour of Nightcaps and Ohai to observe the issues raised at the meeting. Several service requests were entered and work is planned to address these concerns in the future.

A campaign will also be run to educate the community about the importance of lodging requests for service and how to go about that.

Ohai basketball court update

Active Southland have been working with Te Oruanui Marae in Ohai to secure funding for a basketball hoop for the tennis courts that are located in between the marae and swimming pool. They have managed to secure \$10,000 through the Te Manawa Active Aotearoa fund for the hoop, line painting, equipment, and event. Families in Ohai asked for a basketball hoop some time ago and Active Southland have been able to assist the marae in realising this project for the community.

SDC provided materials to the marae, who have been key drivers of this project in the community, to enable them to hold a working bee to tidy the courts. The hoop has been ordered and the project is well under way.

What's happening across the district

ANZAC Day 2024

Community board representatives placed wreaths at a number of locations around the district as part of Anzac Day commemorations.

Pictured below are snippets from the Tuatapere and Orepuki services that took place.





Te Hikoi – Art Challenge 2024

In 2023 Te Hikoi Museum in Riverton held its inaugural Art Challenge thanks to funding from Creative Communities NZ, which is administered by Southland District Council. This year the challenge is back again thanks to funding from Creative Communities NZ. Artists anywhere are invited to view the museum's collection online and use it as inspiration to create any work of art (paintings, photography, pottery, carvings, sculpture, creative writing, music, textiles etc). The process includes artists submitting an expression of interest form so Te Hikoi can engage with experts and provide advice on cultural sensitivity around their concept. Entries are due by 23 August 2024, with the exhibition showing the art work alongside the object of inspiration to be held September – October 2024. Last year 21 art works, provided by professionals alongside first-time exhibitors, from as far away as Australia, provided around 400 visitors a delightful experience of seeing history inspire art. The museum is asking people to spread the word and encourage people to embrace the challenge over winter, with all the relevant information to be found on www.tehikoi.co.nz.

Te Araroa Trail update

SDC staff met with Matt Claridge, the Executive Director of the Te Araroa Trail recently to gain an overview of how the trail is operating. Matt advised that approximately 2,500 people walk the full trail each year and up to 250,000 will walk sections of the trails. 70% of the walkers are international and 70% of walker will travel SOBO or south bound which is from Cape Reinga to Bluff. Staff were advised that the Trust is in the process of developing story panels for parts of the trails and conversations took place about local funds that could be applied to for installation of panels in the Southland District area.

Recent works have also been undertaken at Martins Hut in conjunction with the Backcountry Trust and DoC with the timber being donated by Lindsay and Dixon in Tuatapere. This hut is located on the Longwood Forest Track in Western Southland as part of the trail network. The area of the track near this hut gets very muddy in the winter time and the Trust would like to build a peg board walkway and add some aggregate to help with this in the future.

Waihopai Toetoe Community Board Community Service Award – Sandra Earwaker

Tokanui turned out to honour the staggering service of Sandra Earwaker. Mrs Earwaker is a tireless and passionate advocate for her community and has been heavily involved behind the scenes in nearly every

aspect of life in her area for many years. She continues to lead the way in working to make her community a better place.

She was presented with a Southland District Council/Waihopa Toetoe Community Board Community Service Award by Southland District Mayor Rob Scott at a function at the Tokanui Golf Course on Saturday 23 March.

Mrs Earwaker has been involved in many local groups as a volunteer, committee member or coach, and rarely misses an opportunity to lend a hand in working bees, or assist with fundraising and catering.

Some of the community groups she has been involved in are Tokanui Plunket, Playcentre, Toy Library, Toi Tois Guides and Scouts, the Tokanui Netball Club, Home and School, Toe Toes Community Pool, the Tokanui Memorial Hall, Enwood Hostel Parents Association and the Menzies Netball Centre.

Mrs Earwaker has been a driving force in Tokanui's community swimming pool since 1997. She has gone above and beyond the call of duty, most of those years in the role of secretary. She takes pride in having the pool ready for the coming season, organises maintenance, working bees, supplies, carries out water testing and manages cleaning teams. She also takes responsibility for ensuring that health and safety requirements are met and gets the community on board to help fundraise or provide help when required.

She has been involved in running the Tokanui Memorial Hall since 2004, being responsible for hall bookings and ensuring that all required jobs are done.

Mrs Earwaker's contribution has enabled key facilities to keep ticking over, ensuring access for the future.

She was part of the organising committee for the Tokanui School's 125th jubilee, including the Tokanui, Fortrose, Otara and Quarry Hills areas. As a result of her involvement she wrote a book titled *From There to Here*.

Mrs Earwaker consistently has the community in her thoughts and is always brainstorming ways to improve and sustain local community historical events and resources.

In 2020, Mrs Earwaker and her husband Selwyn were named among the KiwiBank Local Heroes for services to their community.



Fiordland Community Board Community Services Award - Abi James

Passionate volunteer Abi James has been honoured with a Community Service Award.

Ms James has dedicated many hours to creating events for the Te Anau and Fiordland community. Despite being in the area for a short time, her tireless dedication has made an impact that will be felt for years to come.

She was presented with a Southland District Council/Fiordland Community Board Community Service Award by Southland District Mayor Rob Scott at Ivon Wilson Park during one of her Fiordland Outdoor Playgroups on Monday 6 May.

Ms James has organised and facilitated a multitude of different events to the benefit of not only the tamariki and rangatahi of Fiordland, but also the wider community.

Some of the events she has facilitated include the creation of the Fiordland Outdoor Playgroup, which promotes unstructured free play for families and young children.

Thanks to her generosity of time and skills the Fiordland Community Fun Day has grown into a regular Te Anau event.

Ms James facilitated the Pukapuka party, focusing on getting children involved in fun games and activities, and the Kite and Kēmu event in 2023, where kites were made and traditional Māori games were played to celebrate Matariki.

She supported Te Anau's Story Walk open day by volunteering her time to share equipment for the event.

Ms James ensures the local environment benefits too from her initiatives. Participating whānau of Fiordland Outdoor Playgroup make a small donation which is then given to local environmental projects. In all the events and activities Ms James has been involved in, she has done everything with heart and continues to shape the minds of Fiordland's tamariki.

"Fiordland's a better place for the countless hours of time and energy that Abi has put into this place," Mayor Scott said.



Oraka Aparima Community Board Recognition of Service Award - Lynley and Stuart Shaw

Thornbury hall custodians Lynley and Stuart Shaw have received a rare Recognition of Service Award after 33 years of working for their community.

Oraka Aparima Community Board chair Michael Weusten said the board was proud to present the award for only the second time in Southland's history. The first was in 2019, when a Recognition of Service Award was presented to Isobel Pearson who worked as an amenities cleaner in Otautau for 32 years.

Lynley and Stuart Shaw took over from Fay Conlon as custodians of the Thornbury Centennial Hall in 1991.

As custodians they took hall bookings, arranged payments, ensured the hall key was available to users, made sure hall equipment was available, cleaned the hall, stocked up supplies, carried out maintenance and groundskeeping, were in charge of security and responded to emergencies.

Mr Weusten said their cleaning of the hall was "exemplary".

As local community members, Mr and Mrs Shaw were always helping at hall working bees, whether it was painting or planting rhododendrons.

Former Thornbury Community Development Area subcommittee chair Annette Horrell said the Shaws were very conscientious and provided a wonderful service for the local area. "The key was always available in the mailbox if they were not at home and now they are spending time with family."

Southland District Mayor Rob Scott said the Shaws' voluntary service should not be underestimated, as halls were the lifeblood of many small communities, providing many happy memories. They had done a "fantastic job" for Thornbury.



Feeding Murihuku launch

The launch of Feeding Murihuku: Our Good Food Road Map took place on 30 April.

The Good Food Road Map is a curation of the voices of chefs, producers, small business owners, food resilience organisations, volunteers, cooks, growers, and the voices of the communities they serve - a document that asks us all to revisit how we're thinking (or not thinking) about our food.

It's inspiring, heart-breaking, and practical - all in one sitting. The report includes local stories of initiatives taking place across the Southland region and a call to act on pressing problems in our food system. Please see the link for the full report:

<https://www.sporty.co.nz/asset/downloadasset?id=0b09e50b-1211-4493-a12c-c066c8c10506>

What About You Murihuku

The What About You Murihuku movement launched in May through the Healthy Attitudes Towards Alcohol group (HATA). The movement is dedicated to promoting low-risk drinking and drug use, alongside enhancing mental health supports and strategies for wellbeing in Southland.

It takes a whole community to stand up and support our wellbeing. To join the movement please check out the Facebook page and website links: <https://whataboutyoumurihuku.co.nz/>.

Trees that Count

The Te Waiau Mahika Kai Trust (www.tewaiaumahikakaitrust.co.nz) has secured funding from Trees that Count for a planting project with schools that involves planting up to 1600 native plants before May 2025. The trust intends partnering with schools and early learning services in the Te Anau/Fiordland area to assist with improving water quality, protecting land from erosion, enhancing biodiversity and creating shared green spaces, the bulk of this occurring in Ivon Wilson Park.

This latest project sits alongside another project the trust is involved in – the comprehensive ecological and mahinga kai restoration project to restore the 445ha Māori-owned land at Te Kōawa Tūroa o

Takitimu, just north of Blackmount Hill. The restoration of this site will provide a wildlife refuge including habitat, a food source and protection of our indigenous flora and fauna from introduced pests, providing a wildlife corridor from the Takitimu Conservation Area through to Fiordland National Park and the Te Wāhipounamu Unesco World Heritage Area.

Get a Life | Get Southland campaign

Great South have launched a new initiative aimed at attracting professional and their families to consider Southland as an exceptional destination for both work and lifestyle.

The campaign includes a toolbox for businesses and links to job vacancies in the South.

More information can be found here <https://getalife.nz/>

Community funding

Community Partnership Fund

The latest funding round of the Wallace Takitimu Community Partnership Fund closed on 31 March 2024. Two applications were received and the board will allocate funding in a report later in this agenda.

Other funding opportunities

The following funding was granted for the March 2024 funding rounds:

Sport NZ Rural Travel Fund

Fiordland College	\$1,500
Central Southland College	\$1,500
Takitimu United Netball Club	\$400
Winton Football Club	\$1,000
Menzies College Netball Club	\$1,500
Northern Southland College	\$1,500
Mossburn School	\$1,000
Netball Fiordland	\$1,000

District Initiatives Fund

Citizens Advice Bureau Invercargill	\$5,000
The South Island Branch of Muscular Dystrophy Assn	\$2,000
Royal NZ Plunket Trust	\$4,000
Amateur Radio Emergency Communications Southland	\$12,000
Southland Land Search & Rescue	\$11,000
Otago Museum Trust Board	\$8,946

Creative Communities Scheme

The Glow Show Company:	
Bad Jelly the Witch production in Te Anau	\$3,000

Cathy Irons – Douce Ambiance: Jazz, classical and folk quartet concerts in Riverton and Te Anau	\$1,500
Folkinfusion: Children’s ukelele workshop followed by an evening concert on Rakiura Stewart Island	\$1,000
The Lodge 223: Bringing Arts on Tour “Red Heavens” show to Waikaia	\$500
Manapouri Art Group Incorporated: Weekend art workshop with Gore artist Julie Duncan	\$1,234
Te Hikoi (Riverton Heritage Museum and Tourist Centre Trust): Artist Challenge 2024 – a creative challenge and exhibition	\$2,660
Toi Rakiura Arts Trust : Series of eight workshops held by a variety of artists on Rakiura between April and September 2024	\$3,000
Rakiura Dance – Karin Lewis: Two weekend workshops on Rakiura for children aged 3.5-13 years with Jess Henwood from Fiordland Dance	\$1,472
Te Anau Waitangi Charitable Trust: Performance of Nga Herenga Waka group at Te Anau Waitangi Day Festival 2025	\$3,000
Wahine Waveriders: Making of a micro surf documentary celebrating wahine surfers of Southland with a focus on Pou family of Riverton to enter into multiple film competitions	
The Ohai Railway Fund committee will meet to allocate the March 2024 round of funding on Friday 7 June.	

All application forms are on the SDC website: <https://www.southlanddc.govt.nz/council/funding-and-grants/> or email funding@southlanddc.govt.nz

Council department updates

Governance

Staff are busy on a number of work streams including:

The representation review - As you will be aware, representation review work has been delayed slightly to work around the altered long term plan timetable. Staff will now present a report to Council in June outlining general feedback received about representation in the District and feedback received about four representation options. The report will also outline what will be presented to Council as the initial proposal. It is anticipated Council will adopt an initial proposal on 17 July, it will be consulted on through August, and a final proposal will be endorsed in October. A final decision on representation will be made by the Local Government Commission by 10 April 2025.

Pecuniary and other conflicts of interests – staff are compiling the register of elected members' interests and this will be circulated to elected members prior to it becoming publicly available on Council's website.

A governance guide – staff are preparing a guidance document relating to Great South.

Reviewing the report template for meetings – staff are still reviewing the template used to produce reports for formal meetings. There is still a chance to provide feedback on the current template - please email michal.gray@southlanddc.govt.nz or let your community partnership leader know if you have any suggestions or comments.

Akona learning platform – we encourage you to use this learning tool – there are currently sessions/modules available on:

- governance – focusing on the big picture
- navigating local government meetings
- managing conflicts of interest
- engaging with your local community
- remuneration and tax for elected members
- and there are also videos and articles available.

Strategy and Policy

Bylaw review

The Dog Control Bylaw and the Freedom Camping Bylaw are both coming up for review and the Strategy and Policy Team would like to hear from the board about whether or not they would like their team to run workshops with the board on either or both of these bylaws.

The purpose of the workshops will be to receive initial comments, understand local issues and discuss potential solutions.

The Dog Control Bylaw came into force on 29 August 2015 and the Freedom Camping Bylaw came into force on 12 December 2015. Councils are required to review existing bylaws every 10 years.

Copies of the current bylaws can be found here:

<https://www.southlanddc.govt.nz/assets/Bylaws-policies-and-strategies/bylaws/Dog-Control-Bylaw-2015.pdf>

<https://www.southlanddc.govt.nz/assets/Bylaws-policies-and-strategies/bylaws/Freedom-Camping-Bylaw-2015.pdf>

This is just the start of the bylaw review process and next steps will include wider engagement with stakeholders and the public. This will be followed with the bylaw being drafted, work shopped and endorsed for public consultation by Council. Then a formal public consultation process will occur with hearings and submissions being received by Council and then deliberation and adoption of the bylaws by Council.

Stakeholder updates

Active Southland update

Active Southland has provided an update on its current community involvement in an attached report.

Otautau School

The existing and proposed speed limits for Otautau School are explained in Table 1. The proposed speed limits are shown in Figure 1.

Table 1 Existing and proposed speed limits for Otautau School.

Roads	Average operating speeds (km/h)	Existing speed limit (km/h)	Proposed speed limit (km/h)	Rationale
Macandrew Street	17	50	30 permanent	We are proposing a permanent 30km/h speed limit on Macandrew Street where there will be a high volume of pedestrians and the pick-up/drop-off area. The average speed that people are travelling on this street is already less than 30km/h, so this proposed speed is anticipated to align with how the road operates currently.
Elles Road	22	50	30 VSL	We are proposing a VSL that will only operate during school pick-up and drop-off times on Elles Road and Main Street. The VSL on Main Street will capture the zebra crossing where there will be kids crossing. The speeds that people are travelling on Main Street are quite high, and having a VSL means we can support safety of people during these peak school times, but during off-peak hours, the 50km/h speed limit will remain to maintain the main purpose of the road being travel efficiency.
Main Street	51	50	30 VSL	



Figure 1: Proposed speed limit changes for Otautau School.



Wallace Takitimu Community Board

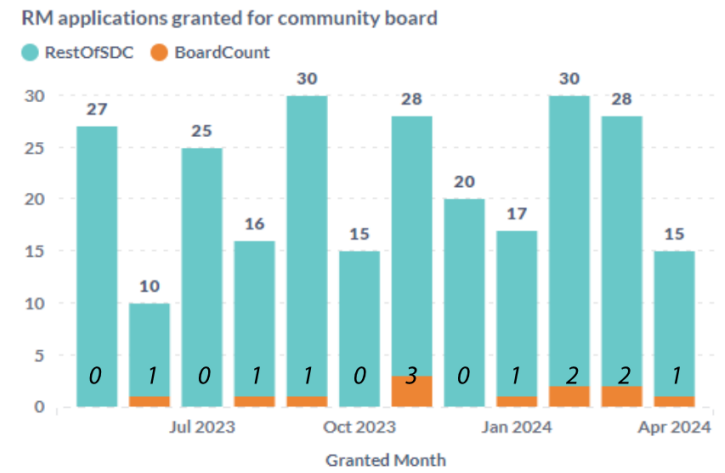
Tracker – ongoing

Ohai community engagement for toilet mural is now complete.
Dog waste bags for Nightcaps.
Installation of basketball hoop at Ohai tennis courts (in progress)
Otautau camping ground – currently in process of engaging drafts person.

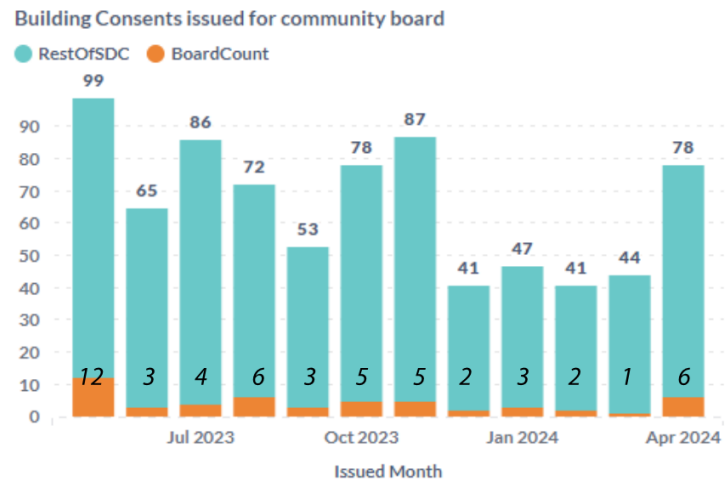
Upcoming priorities

Community board plan review/familiarisation.
Ohai to Nightcaps walking track project (draft masterplan received)
McGregor Park spatial plan project (draft masterplan received)

Resource consents issued (June-April)



Building consents issued (June-April)



Service contracts

Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract is running smoothly across the Wallace Takitimu Community Board region. Water and wastewater services across the area have continued to operate with no significant increase to RFSs or SRs outside of ordinary functions being submitted to Council or Downer. With the summer months being milder than previous years there has not been the same amount of pressure on Council's three waters infrastructure, as a result, all aspects of three waters delivery have functioned well. Council have been made aware of several ditches across Ohai and Nightcaps that require clearing. Downer are investigating the extent of clearing required before actioning. Wastewater surcharge was recorded on the sewer line to the rear of 96 Birchwood Street, this was identified and actioned by Downer late Friday afternoon/evening on 12 April. No surcharge entered any waterways and contaminated material was removed from site. Cause of the surcharge was from tree roots entering the main. This line has been highlighted for CCTV investigation to confirm its condition. A significant water main burst outside 15 Queen Street in Otautau on 1 April which forced water restrictions to be enforced in Otautau as the town nearly ran out of water. Due to the location and timing of the burst it was difficult for operators to locate initially. Once located this was resolved quickly and the water supply managed to get the township supplied again.

Mowing for the Wallace Takitimu areas

The wetter than usual weather in the last few months has restricted the mowing in several areas so the frequency will now drop off.

Central area gardening (Otautau)

Council staff have met with the existing gardening contractor and are working through some issues to progress a contract extension.

General gardening

Ohai has missed a gardening maintenance round due to staff shortages but will be caught up as soon as possible.

Central Alliance roading contract

Throughout the month of April, we completed most of the pre reseal repair faults including the depressions, edge breaks and stabilising. This sits the central contract over 50% complete for the reseal programme in total and the rest of the sites are just waiting on water channel cleaning and one service cover adjustment. We have commenced the last round of the sealed road spraying. McDonough's are working through the final round of mowing, they have completed about half of this, there are delays due to weather but they will get it done. The cyclic crew are ticking away doing routine works, they have just completed another full round ending on the level one roads. The digger crew has completed English Road culvert extensions, Benmore Otapiri Road culvert replacement and Matthews Road slip and culvert extension. Dean, our drainage foreman, carried on with his drainage programme, sign repairs and helping deal with requests for service that come in.

Service requests

Across the district there were 897 requests for service lodged during the period March – April 2024, of which 133 were related to 3 waters. 52 of the total requests belonged to this board area. A full summary of those requests follows:



Service requests – breakdown by type

Request Type	Count
Community facilities - halls - repairs/maintenance	2
Community housing - current tenant enquires	1
Community housing - repairs and maintenance	4
Culverts blocked - rural	2
Footpaths	1
Gravel road faults	1
Paper roads	1
Parks and reserves - playground repairs/maintenance	1
Sealed road faults	1
Sewer overflow	1
Signs repairs (not stop/give way)	3
Stormwater asset damaged or undefined issue	1
Streetscape -vegetation	4
Transport general enquiries	2
Water and waste general	3
Water rural no water in tank	4
Water rural non-urgent weeping water	1
Water urban asset damaged or undefined issue	1
Water urban low pressure	1
Water urban no water	1
Water urban non-urgent weeping water	2
Water urban toby leaking or unable to be used non-urgent	3
Water urban urgent leak	1
Wheelie bin cancel/damaged/stolen	3
Wheelie bin collection complaints	5
Wheelie bin general enquiry	1
Wheelie bin new/additional	1
TOTAL	52

Local project updates

Activity	Name	Current Phase	Current Progress	Budget actual ytd
PARKS AND RESERVES	Ohai playground – equipment replacement	Delivery phase	On track	\$122,681 \$103,777 P-10779
	Works temporarily on hold while the drainage issues in the playground are investigated and rectified to enable works to recommence.			
WASTEWATER	Nightcaps wastewater – treatment upgrade	Pre-delivery phase	On track	\$224,879 \$23,743 P-10462
	Harrison Grierson have been appointed as lead designer and will renew the consent. They will create an option assessment outlining future treatment options that will involve disposal to land. The disposal to land option may also incorporate Ohai, thus removing the water discharge to both townships. Construction is likely to be programmed for 2031 to 2034 (subject to the current Long Term Plan approval).			
WATER SUPPLY	Ohai Nightcaps Wairio water – renewal upgrade works	Delivery phase	On track	\$44,004 \$95,153 P-10506
	The 2023/2024 construction to meet consent conditions is being undertaken by Downer. This is a carry forward project from 2022/2023. Regrettably we will need to submit for unbudgeted expenditure for 2024/2025 construction period to complete the works fully to meet all the new consenting conditions. Our new consent has been granted to 2042.			

Local budget information

Wallace-Takitimu - Local Business Units for period ended 30 April 2024

	Income	Operating expenses	Capital expenses
Actual	\$342,595	\$322,996	\$121,546
Projection	\$354,521	\$371,297	\$237,763
AP Budget	\$359,797	\$382,186	\$252,940

Projection includes the approved Annual Plan budget adjusted for budget phasing, carry forwards and approved unbudgeted expenditure reports

Budget notes

Income is \$12k under projection to date. This is largely due to the timing of Better off Funding grant for McGregor Park and interest on reserve to be processed as part of year end.

Operating expenses are \$48k under projection to date. This is largely due to less general maintenance and the timing of mowing costs.

Capital expenses are showing as \$116k under projection due to \$81k underspend in Parks and Reserves. Most of this relates to Dr Woods Memorial Park Playground, equipment was upgraded in 2022 meaning the project this year is no longer required and has been removed as part of forecasting approved by Council on the 1st of May.

Otautau footpaths are \$35k under projection. This project has been completed within budget however costs are yet to be allocated to this business unit.

2024 Community Board calendar

JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
	1 Feb - board meeting at Otautau @ 6pm	14 March - board workshop and drop-in at Ohai Hall.	4 April - board meeting at Otautau @ 6pm	2 May – board workshop and drop in at Nightcaps Hall	6 June - board meeting at Otautau @ 6pm	4 July - board workshop	1 August - meeting at Otautau @ 6pm	5 September - board workshop	3 October - board meeting at Otautau @ 6pm	7 November – board workshop	5 December - board meeting at Otautau @ 6pm
	Community Partnership fund applications close 28 Feb	District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March					Community Partnership fund applications close 31 August	Community service award nominations close 30 September			Scholarships and bursary applications close 20 December
		Ohai Railway Fund applications close 31 March			Ohai Railway fund meeting – 7 June 2024			Ohai Railway Fund applications close 30 September			
								District Initiative fund, Creative Communities fund, Sport New Zealand Rural Travel fund applications close 30 September			



Community Leadership Board Update Active Southland

Tunatuna

The portable pump track, Tunatuna, has been extremely popular wherever it lands. It spent eight weeks in Nightcaps in spring 2023 and has just completed 10 weeks in Wyndham. It was used in abundance by both Southland District communities. The track provides learning opportunities for all ages and promotes a safe active transport environment. The track is a great way to gain insights if your community is discussing using funds to put one in as there is a counter inside the track so you can see how many laps tamariki/whānau do. Insights and usage data from the track can help to support the case for a permanent track in the community. Booking the track happens via your Community Partnership Lead liaising with the track owners Cycling Southland. Moving forward, the track is only bookable approximately 2–3 times a year, with a moving cost involved.

Active Southland compiled mapping across the Southland District of where there are pump tracks in the district. We know that having Tunatuna in communities has fostered a lot of encouraging feedback from whānau about the positive impact of having it in their town. We also know there are gaps within the district where areas that don't have pump tracks would really like one. If you would like more information on this, please contact Jenna at Active Southland.





Stencils

Active Southland now has stencils that can be hired by communities to use to brighten footpaths, playgrounds, open spaces, and schools. They can be used anywhere. The stencils are a joint Play & Healthy Active Learning initiative. They are free to hire, the community just needs to supply the paint and equipment to paint. If this is something you would like to explore within your community in a particular space, please contact Jenna and we can work with communities to explore the stencils.

EXAMPLES

Recommended Equipment & tips

- Paint
- Brushes
- Sponges
- Old rags
- Containers
- Get the kids involved and help plan
- Plan and mark with chalk before painting

Preparing surfaces for Painting

- Sweep surface
- Waterblast/scrub surface (preferably acid wash for best results)
- Allow surface to dry completely
- Use stencils to organise shapes/course (could chalk first or paint straight on)
- Paint into stencil or chalk shape/outline
- A finer brush for edges and smaller elements
- 3+ layers of paint (House paint, should be fine)
- Paint with a grit added to it could be better for non-slip
- Allow to dry completely, touch up as required

HOW TO BOOK

Talk to your Healthy Active Learning Facilitator to book stencils or email: play@activesouthland.co.nz
www.activesouthland.co.nz

Epic Stencils

STENCILS AVAILABLE TO BOOK

MAZE (overall size - 4 pieces) 120 x 440mm Each section: 120mm w x 110mm high Stencil size: 120 x 120mm each piece	LETTERS AND NUMERALS Capital Letters: 100mm high Stencil Area: 800 x 700mm Lowercase Letters: Stencil Area: 800 x 700mm NUMERALS: 100mm high Stencil Area: 800 x 400mm	WIGGLY LINE Line: 800 x 175mm Stencil Area: 800 x 300mm	FOOTPRINTS Footprints: 235 x 210mm Stencil Area: 350 x 350mm
VARIOUS LINES Three sizes: 120 x 200, 120 x 150 and 120 x 100mm Stencil size: 120 x 100mm	RECTANGLES Outline: 230 x 114mm Outline: 230 x 79mm Solid: 230 x 100mm Solid: 230 x 70mm Solid: 230 x 40mm Stencil Area: 350 x 750mm	TE REO CIRCLES SET OF 6 Pū / Skip: 120 x 110mm Stencil size: 120 x 100mm Pēke Whero / Jumping Jacks: 120 x 110mm Stencil Size: 120 x 100mm Hurihuru / Spin: 120 x 110mm Stencil Size: 120 x 100mm Tōpeke / Jump: 120 x 110mm Stencil Size: 120 x 100mm Pēkepeke / Hop: 120 x 110mm Stencil Size: 120 x 100mm Wāwae Porowhiri / Feet Circles: 120 x 110mm Stencil Size: 120 x 100mm	TE REO HOPSCOTCH (overall size - 2 pieces): 110 x 435mm Top Half: 110 x 215mm Stencil Size: 120 x 230mm Bottom Half: 110 x 270mm Stencil Size: 120 x 230mm
SPLAT 744 x 680mm Stencil size: 850 x 800mm	SQUARE/CIRCLE Square: 230mm Circle: 230mm Stencil: 350 x 850mm	ARROWHEADS Three sizes: 70 x 52, 110 x 82 and 165 x 124mm Stencil Area: 550 x 350mm	
CIRCLE TARGET Each quarter section: 120mm x 110mm Stencil Size: 120 x 120mm each	HALF CIRCLE 454mm diameter Stencil: 600 x 350mm		
NUMBERS Target Numbers: 100mm high Hopscotch Numbers: 300mm high Stencil Size: 120 x 120mm	KORU & CIRCLE Koru: 134mm diameter Circle: 223mm diameter Stencil Area: 550 x 350mm		
BOX 400mm Stencil Size: 500 x 800mm			



Healthy Active Learning update

Southern Zone schools, consisting of Tokanui, Gorge Road, Rimu, Tisbury, Woodlands, Ascot, Myross Bush, and Bluff, introduced a Kī O Rahi tournament in 2022 for Year 5–8 tamariki. In 2023 they added Tapa Ae for Year 3–4 tamariki to expand and allow more tamariki to participate in the tournament. Southern Zone have made this an annual event and they anticipate it will grow each year with the number of teams and tamariki involved.

The purpose of this project is to get permanent Kī O Rahi fields for each of the Southern Zone schools. Kaiako asked the question about getting permanent fields and markings so tamariki at their schools could head out at break times and play without spending time setting up equipment.

Tamariki and kaiako would be developing their use of te reo while playing the game, as well as demonstrating school values.

The aims of this project are to:

1. Improve access to culture and language
2. Improve access to play, active recreation or sporting opportunities
3. Improve skills to be physically more active

Each school have been able to design their pou coverings and tupu cover to represent their school, so each of the eight schools will have unique Kī O Rahi fields. The official opening of each schools' fields will coincide with Matariki celebrations.



*Mahi within Active Southland that benefits the Southland District*

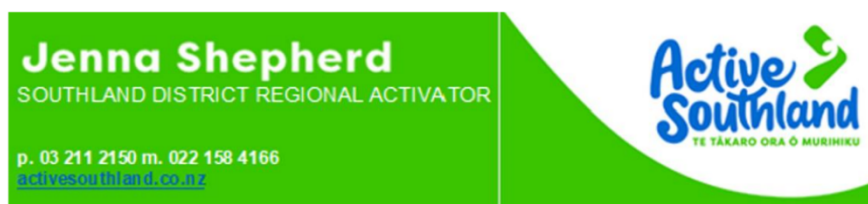
The formation of the Central Southland Hub is coming to fruition. The hub aims to increase coordination and collaboration of current sport, recreation, and other organisations in the Central Southland community to improve their future sustainability and create a thriving environment, serving the community now and into the future. Applications for committee members are being advertised, while organisations and clubs are in the process of confirming commitment to becoming founding members of this community driven project.

Active Southland has created a pool collective to support the committees of community pools in what can be a challenging beast. The collective currently meets twice a year to discuss assets, health & safety, products (if we buy in bulk can we get them cheaper?) maintenance plans etc. The collective has been up taken by half the 31 pools in the Southland District, which is extremely positive. Again, get in contact with Jenna if you have any questions or would like to join. We do still email out all correspondence to all community pools, whether they come to meetings or not.

Active Southland have been supporting Te Oruanui Marae in Ohai for a basketball hoop for the community on the court that already exists and is owned by SDC. We secured \$10,000 through the Te Manawa Active Aotearoa fund for the hoop, line painting, equipment, and event. Rangatahi originally petitioned for a basketball hoop so, with the support of SDC, we have been able to support the community to get a hoop for the tamariki and rangatahi of the community. The marae committee have been key drivers for this asset for their community. The hoop has been ordered and the project is well under way. This is an example of how Active Southland can support communities to make changes to the environment that can support tamariki, rangatahi, and whānau to be more active in the ways they want.

Active Southland values the partnership we have with Southland District Council. If you have new projects in your community around play, active transport, or open spaces, we are happy to support the community boards and the community to gain valuable insights to support their projects. We are happy to come to your hui to discuss anything that you might have in the pipeline and promote people engaging with surveys and other forms of community engagement that you have for up and coming projects in your communities.

Ngā mihi nui



jenna@activesouthland.co.nz

Representation Review update

Record no: R/24/5/35361

Author: Michal Gray, Democracy advisor

Approved by: Michael Aitken, GM strategy & partnerships (interim)

☐ Decision

☐ Recommendation

☒ Information

- 1 The purpose of this report is to update the Wallace Takitimu Community Board (the board) on the representation review and to make the board aware of the revised timeline.
- 2 Staff had previously informed the board that the representation proposal would be decided on by Council in May 2024. Staff had planned to inform the board of the representation proposal at this meeting and explain the submission process. The board would have been able to approve any submission it decided to make at the August board meeting.
- 3 The representation review timeline has been altered because of the long term plan.
- 4 Staff will be presenting an information report to Council at its meeting on 19 June 2024 outlining options for representation that may provide for the effective and fair representation for individuals and communities.
- 5 Staff anticipate that Council will make the decision on the representation proposal at its meeting on 17 July 2024. After the Council decision the representation proposal will be publicly notified and public consultation will take place from 26 July – 2 September 2024.
- 6 The new timeline is within the statutory time frames prescribed by the Local Electoral Act 2001.
- 7 Staff plan to email board members the representation proposal shortly after the Council decision on 17 July. This will include information on the public consultation Staff will formally report to the community board with the representation proposal at the August meeting of the board.
- 8 If the community board want to make a submission on the representation proposal, staff encourage the board to hold a workshop towards the end of July to discuss what it would like to submit, and to then approve the submission via a formal report at the August meeting of the board.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled “Representation Review update”.

Attachments

There are no attachments for this report.

Next meeting

Record no: R/24/5/34922
Author: Rachael Poole, Committee advisor
Approved by: Robyn Rout, Governance legal manager

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 For the Board to confirm that their next meeting is at 6pm on Thursday 8 August 2024 to be held in the Southland District Council Otautau office, 176 Main Street, Otautau.

Recommendation

That the Wallace Takitimu Community Board:

- a) receives the report titled "Next meeting".
- b) confirms that the next meeting of the Board is at 6pm on Thursday 8 August 2024 to be held in the Southland District Council Otautau office, 176 Main Street, Otautau.

Attachments

There are no attachments for this report.