



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

Date: Thursday, 1 May 2025
Time: 4pm
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 liaison officer	Kathryn Cowie
Committee advisor	Rachael Poole
Community partnership leader	Kelly Tagg

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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

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

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.

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

Phones – Please turn your mobile devices to silent mode.

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>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)

	<p>b) to develop local community outcomes that reflect the desired goals for their community or place.</p> <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)
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- i) environmental services (building services, resource management, environmental health, animal services, emergency management)
 - j) stormwater
 - k) corporate support services
- (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
 - recommend levels of service and annual budget to Council or a relevant committee
 - monitor the performance and delivery of the service
 - i) naming reserves, structures and commemorative places
 - j) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
 - k) naming roads
 - l) authority to decide on the naming for public roads, private roads and rights of way
 - m) 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, 03 April 2025

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 Thursday, 3 April 2025 at 4pm. (4pm – 5.36pm)

PRESENT

Chairperson	Tony Philpott
Deputy chairperson	Colin Lawry
Members	Edwin Mabonga (4.24pm – 5.36pm)
	Bridget Mason
	Gretchen Wilson
	Lester Wilson
	Councillor Jaspreet Boparai (Video link)

APOLOGIES

IN ATTENDANCE

Committee advisor	Rachael Poole
Community partnership leader	Kelly Tagg
Community facilities manager	Mark Day

1 Apologies

There was an apology for lateness from Edwin Mabonga.

Moved Gretchen Wilson, seconded Lester Wilson 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 Gretchen Wilson **and resolved:**

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 20 March 2025 as a true and correct record of that meeting.

6 Public participation

Alessandra Keighley spoke about trees on Ohai reserve land by the pool that were cut down and has requested to know the process around the removal of the trees. Ms Keighley also asked the board what their plans for community development in Ohai are.

Alana Barrett gave the board some background on her families involvement with the purchase of buildings for Marae's in Ohai and Tuatapere. Joanne McKenzie spoke about her involvement with the previous Marae at Ohai.

Reports

7.1 Financial Report for the period ended 28 February 2025

Record No: R/25/3/12036

Community partnership leader, Kelly Tagg spoke to this report and updated the board on where the projects are at. Income and capital expenses are lower than projected and these are mainly due to timing. They should correct themselves by the end of the financial year.

Resolution

Moved Deputy Chair Lawry, seconded Bridget Mason **and resolved:**

That the Wallace Takitimu Community Board:

- a) **Receives the report titled "Financial Report for the period ended 28 February 2025".**

During the above report, Edwin Mabonga arrived at 4.24pm.

7.2 Ohai Recreation Reserve - Te Oruanui Marae Ohai Incorporated

Record No: R/25/3/13000

Community partnership leader, Kelly Tagg spoke to this report and Chair Philpott requested that more information is received from the Te Oruanui Marae Ohai Incorporated committee before proceeding any further with this report.

Staff will work with the Te Oruanui Marae Ohai Incorporated committee to gather and include the additional information into the report.

Resolution

Moved Chairperson Philpott, seconded Cr Boparai **and resolved:**

That the Wallace Takitimu Community Board:

- a) **that the board leaves the report on the table to be reconsidered at the meeting of the board at either their June or August 2025 meeting.**

7.3 Community board reporting

Record No: R/25/3/11080

Community partnership leader, Kelly Tagg spoke to this report and tabled an update from Active Southland on the holiday programme that was run in January and February this year. (copy appended to the minutes).

Ms Tagg has shared the concept plans for the Otautau camping ground with the board. The final version of the masterplan has been circulated and the board are keen to communicate with the community where this is at.

Resolution

Moved Gretchen Wilson, seconded Edwin Mabonga **and resolved:**

That the Wallace Takitimu Community Board:

- a) receives the report titled “Community board reporting”.**

7.4 Councillor update

Record No: R/25/3/13846

Councillor Boparai spoke to the board on what has been happening at Council and specifically updated the board on the speed limit report that Council left on the table as they would like more information and an explanation from NZTA on the need for the change.

Cr Boparai advised the board that she has joined the Regional Climate Change Group.

Resolution

Moved Edwin Mabonga, seconded Lester Wilson **and resolved:**

That the Wallace Takitimu Community Board:

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

7.5 Chairperson's Report

Record No: R/25/3/13566

Chair Philpott updated the board on the following:

- Spatial planning is starting with Stewart Island/Rakiura, then Riverton and Te Anau before moving to the wider district.
- Local water done well consultation starting and an information booklet, including submission form will be delivered to all mailboxes shortly. Mayor Scott is holding public meetings and it is important that we encourage as many people as possible to attend and make a submission.
- Ohai toilet has been water blasted and Lester Wilson has kindly offered to prepare the surface for the mural.

Resolution

Moved Chairperson Philpott, seconded Gretchen Wilson **and resolved:**

That the Wallace Takitimu Community Board:

- a) receives the report titled "Chairperson's Report".**
- b) confirms that the next meeting of the Wallace Takitimu Community Board is at 4pm on Thursday 1 May 2025 to be held in the meeting room at the SDC Otautau office.**

Public excluded**Exclusion of the public: Local Government Official Information and Meetings Act 1987****Resolution**

Moved Chairperson Philpott, seconded Gretchen Wilson **and resolved:**

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Renewal of lease for Otautau and District Community Charitable Trust - 176 Main Street, Otautau

C8.2 Renewal of Plunket lease - 181 Main Street, Otautau

C8.3 Renewal of lease for New Zealand Post - 176 Main Street, Otautau

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Renewal of lease for New Zealand Post - 176 Main Street, Otautau Renewal of Plunket lease - 181 Main Street, Otautau Renewal of lease for Otautau and District Community Charitable Trust - 176 Main Street, Otautau	s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

The public were excluded at 5.02pm.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 5.36pm

Confirmed as a true and correct record of a meeting of the Wallace Takitimu Community Board held on 3 April 2025.

DATE:

CHAIRPERSON

Community Partnership Fund applications - March 2025 round

Record no: R/25/4/16467
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 2025 round of the Wallace Takitimu Community Partnership Fund.

Executive summary

- 2 A total of seven applications have been received for the March 2025 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 \$20,998 to allocate through the Wallace Takitimu Community Partnership Fund for the 2024/2025 financial year, over two funding rounds. \$14,900 was allocated in the August 2024 funding round, leaving \$6,098 remaining to distribute.
- 4 \$22,871 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 applications - March 2025 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 Primary School**
 - 2. Otautau Golf Club**
 - 3. Otautau Combined Sports Complex**
 - 4. The South Island Branch of the Muscular Dystrophy Assn of NZ**
 - 5. The Southern Cancer Society Trust**
 - 6. Nathalie Sterkens**
 - 7. The Otautau St Johns 60th Jubilee Committee**
- e) approves/declines a grant of \$5,347 to Otautau Primary School towards costs for the school production.**
- f) approves/declines a grant of \$865 to the Otautau Golf Club to assist with maintenance costs for the green mowers.**
- g) approves/declines a grant of \$10,000 to the Otautau Combined Sports Complex to assist with operational costs to run the centre.**
- h) approves/declines a grant of \$2,000 to the South Island Branch of the Muscular Dystrophy Association of New Zealand to assist with operational costs to support those in the Wallace Takitimu area living with muscular dystrophy.**
- i) approves/declines a grant of \$500 to the Southern Cancer Society Trust to assist with purchasing grocery vouchers for cancer patients in the Wallace Takitimu area.**
- j) approves/declines a grant of \$2,044 to Nathalie Sterkens to assist with costs to run the 2 day KidsFest event in July 2025.**
- k) approves/declines a grant of \$2,115 to the Otautau St Johns 60th Jubilee Committee to assist with costs associated with their jubilee event.**

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:

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

Application summary

Applications received		7
Total amount requested		\$22,871
Funds available		\$6,098
1	Otautau Primary School	
	To assist with the costs of the school production.	
	Total project cost	\$6,972
	Amount requested	\$5,347
2	Otautau Golf Club	
	To assist with operational costs – specifically for the green mowers, one that needs a new battery and others that need bearings checked, reels ground and bedknives fitted.	
	Total project cost	\$4,865
	Amount requested	\$865
3	Otautau Combined Sports Complex	
	To assist with operational costs for the complex.	
	Total project cost	\$36,836
	Amount requested	\$10,000
4	The South Island Branch of the Muscular Dystrophy Assn of NZ	
	Requests assistance towards operational costs to support those in the Wallace Takitimu area living with muscular dystrophy. The in home fieldworkers work with them to ensure that they have the equipment and services in place that are required for sustainable and safe daily living.	
	Total project cost	\$16,880
	Amount requested	\$2,000
5	The Southern Cancer Society Trust	
	Requests assistance to purchase grocery vouchers for cancer patients living in the Wallace Takitimu area.	
	Total project cost	\$5,000
	Amount requested	\$500
6	Nathalie Sterkens	
	Requests assistance towards the cost to put on a two day KidsFest event in the July school holidays at the Otautau Primary School. This is in response to the cancellation of KidZone in Invercargill this year.	
	Total project cost	\$5,500
	Amount requested	\$2,044
7	Otautau St Johns 60th Jubilee Committee	
	Requests assistance towards the cost to host a Jubilee event recognising 60 years of St Johns in Otautau.	
	Total project cost	\$4,115
	Amount requested	\$2,115

Criteria matrix for applications

Criteria matrix for applications		Criteria			
		Benefits community board area	Co funding proposed	Two quotes sought	Legal entity
Applicants	Otautau Primary School – school production	Yes	Yes	No	Yes
	Otautau Golf Club	Yes	Yes	No	Yes
	Otautau Combined Sports Complex – operational costs	Yes	Yes	n/a	Yes
	The South Island Branch of the Muscular Dystrophy Assn – operational costs	Yes	Yes	n/a	Yes
	The Southern Cancer Society Trust – grocery vouchers	Yes	Yes	n/a	Yes
	Nathalie Sterkens – KidsFest event	Yes	Yes	No	No
	The Otautau 60 th Jubilee Committee – jubilee event	Yes	Yes	No	No

Community board plan outcomes matrix

Community board plan outcomes matrix		Community board plan outcomes			
		A vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth	Wallace Takitimu is a strong, connected & inclusive community	A healthy, safe community with access to quality facilities, amenities and services	A community whose Council fosters leadership, transparency & community engagement
Applicants	Otautau Primary School – school production	n/a	Yes	n/a	n/a
	Otautau Golf Club	Yes	Yes	Yes	n/a
	Otautau Combined Sports Complex – operational costs	Yes	Yes	Yes	n/a
	The South Island Branch of the Muscular Dystrophy Assn – operational costs	n/a	Yes	Yes	n/a
	The Southern Cancer Society Trust – grocery vouchers	n/a	Yes	n/a	n/a
	Nathalie Sterkens – KidsFest event	n/a	Yes	Yes	n/a
	The Otautau 60 th Jubilee Committee – jubilee event	n/a	Yes	n/a	n/a

Applicants	Previous funding and accountability	Previous CPF funding received	Accountability received
	Otautau Primary School – school production	March 2021 – \$1,586 - new cabinets	Yes
		August 2020 - \$5,400 – new netball/basketball hoops	Yes
	Otautau Golf Club	March 2024 – \$2,721 - fuel & oil for mowers	Yes
		March 2023 - \$3,000 – fuel & oil for mowers	Yes
		March 2022 - \$2,109 – spray for weeds	Yes
		March 2021 - \$960 – new cutter bars for mower	Yes
		August 2020 - \$1,490 – spray	Yes
	Otautau Combined Sports Complex – operational costs	No	n/a
	The South Island Branch of the Muscular Dystrophy Assn – operational costs	No	n/a
	The Southern Cancer Society Trust – grocery vouchers	No	n/a
	Nathalie Sterkens – KidsFest event	No	n/a
	The Otautau 60 th Jubilee Committee – jubilee event	No	n/a

Issues

- 8 There are no issues to consider.

Factors to consider

Legal and statutory requirements

- 9 There are no legal and statutory requirements.

Community views

- 10 The board, as representatives from the Wallace Takitimu 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 There is \$20,998 available to allocate for the Wallace Takitimu Community Partnership Fund for the 2024/25 financial year, over two rounds.
- 12 \$14,900 was allocated in the August 2024 funding round, leaving a total of \$6,098 available to distribute.

- 13 There is a total of \$22,871 in requests for this funding round.

Policy implications

- 14 There are no policy implications.

Analysis

Options considered

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

Analysis of options

Option 1 – Approve and allocate funding pursuant to the funding criteria set by the community board

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

Option 2 – Decline 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 the lack of financial support.

Assessment of significance

- 16 Not considered significant.

Recommended option

- 17 Option 1 - Approve and allocate funding pursuant to the funding criteria set by the community board.

Next steps

- 18 Inform the applicants of the allocation decisions.

Attachments

- A Wallace CPF applications for agenda - March 2025

①

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF001MAR25 From Otautau Primary School**

Form Submitted 13 Mar 2025, 12:24PM NZDT

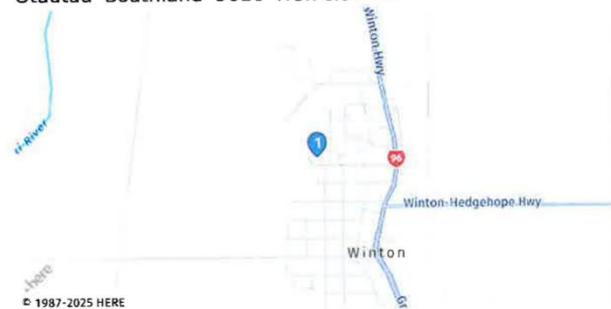
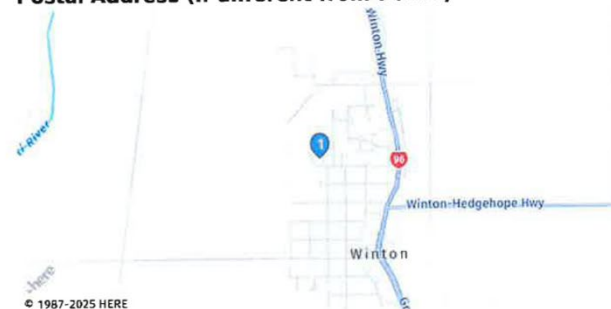
Applicant details*** indicates a required field****Applicant details****Applicant name ***

Otautau Primary School

Street Address

17 Elles Rd

Otautau Southland 9610 New Zealand

**Postal Address (if different from above)****Phone Number ***

03 225 8320

Must be a New Zealand phone number.

Email *

office@otautau.school.nz

Must be an email address.

Purpose/main activity of your organisation?

School

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF001MAR25 From Otautau Primary School**

Form Submitted 13 Mar 2025, 12:24PM NZDT

How many members belong to your club/organisation?

150

Must be a number.

Contact details for this application

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 this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name 1 *

Julie Guttery

Phone Number *

03 225 8320

Must be a New Zealand phone number.

Email *

office@otautau.school.nz

Must be an email address.

Name 2 *

Simon Bell

Phone Number *

03 225 8320

Must be a New Zealand phone number.

Email *

simonbell@otautau.school.nz

Must be an email address.

Application details*** indicates a required field****Project details**

Please assume that we know nothing about your project. Give as much information as possible.

What are you applying for? (pick one) *

- ☐ The development of community facilities or amenities
- ☐ Sport & recreational opportunities
- ☒ Community programmes, activities or events
- ☐ Operational costs
- ☐ Other

No more than 1 choice may be selected.

Please provide a short title for your project: *

Page 2 of 9

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF001MAR25 From Otautau Primary School**

Form Submitted 13 Mar 2025, 12:24PM NZDT

School Production

What is the location of your project? *

Otautau Sports Complex

What does your organisation want funding for? (please describe fully) *

Lighting, sound, staging and the filming of the school production.

What is your project? What specific purpose will the funding be used for?

How will your project benefit the Wallace Takitimu community? *

To give the opportunity for a wide range of ages to come together to be entertained. (Our last production had students/adults from all round Wallace Takitimu Community - with 600 attended over the 2 shows) Education benefit to the child that gives them the opportunity to perform on a big stage in front of a large audience.

i.e. improvements/events that will enable the community to be more connected, or improvements to a facility that will enable it to run more efficiently etc

Project start date

14/07/2025

Must be a date.

Project end date

19/09/2025

Must be a date.

Community Board plan alignment

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Wallace Takitimu Community Board's community board plan 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
- ☐ N/A

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

To enhance wellbeing of the community of school children and members of the public

Outcome 2

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF001MAR25 From Otautau Primary School**

Form Submitted 13 Mar 2025, 12:24PM NZDT

To promote and develop the performing arts in the community

How will you know you are achieving the above outcome(s)?

Positive feedback evaluations after the performance and large number attending.

What data/information will you collect that shows your progress?

Are there any similar projects or services in your area?☐ yes☒ no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

600

Must be a number.

Additional comments on numbers benefiting:

based on our last production

What age group will predominantly benefit? *☐ All ☐ Early years (pre-natal - 4yrs) ☒ Children (5-13yrs) ☐ Youth (14-24yrs) ☐ Adults (25-64yrs) ☐ Older persons (65+yrs)

No more than 1 choice may be selected.

Does your project mainly focus on any of the following:☒ Parents/families ☐ People with a disability ☐ Rural communities ☐ At risk families ☐ People who are not currently participating and those experiencing barriers to participation ☐ Volunteers ☐ At risk youth ☐ New migrants ☐ Refugees ☐ High needs populations

No more than 1 choice may be selected.

The following are the main ethnic groups in our region - please indicate who will predominantly benefit? *☐ All ☒ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ Other

No more than 1 choice may be selected.

Building & facility information**Does your application relate to a building or facility?**☐ Yes☒ No

No more than 1 choice may be selected.

Project Budget & Financial Details

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF001MAR25 From Otautau Primary School**

Form Submitted 13 Mar 2025, 12:24PM NZDT

*** indicates a required field****Financial details****Bank Account ***Account Name: Otautau Primary
School Board of
Truste

Account Number:

Must be a valid New Zealand bank account format.

Please upload verification of your organisation's bank account details *

Filename: Bank deposit slip.pdf

File size: 10.2 kB

i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *☒ Yes☐ No

No more than 1 choice may be selected.

If yes, GST number:

11296122

Must be a number.

Please upload your organisation's latest financial statements *

Filename: Otautau Annual Accounts 2023 FINAL.pdf

File size: 408.2 kB

Please upload a current bank statement from your organisation *

Filename: Bank Statement.pdf

File size: 67.3 kB

Total project cost *

6972

Must be a number.

Amount you are requesting from the Wallace Takitimu Community Partnership Fund? *

5347

Must be a number.

Please indicate your current level of reserves: *

\$600,000.00

Must be a dollar amount.

At the time of this application

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *

\$400,000 is roofing monies received (project at present) \$200,000 is held for maintenance / teacher salary and cannot be used for curriculum activities

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form

Application No. WallaceCPF001MAR25 From Otautau Primary School

Form Submitted 13 Mar 2025, 12:24PM NZDT

Briefly describe any voluntary effort or donated materials provided for this project:

Costumes, props - voluntary labour setting up hall

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

Our of school funds

Budget

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
Door Donations	\$1,000.00	Sono Sound systems	\$5,347.00
Community Partner-ship Fund	\$5,347.00	Complex Hire	\$650.00
school funds	\$625.00	Seat Hire	\$150.00
		Copyright licence	\$175.00
		Incidentals	\$650.00

Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$6,972.00	\$6,972.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Quotes

You should obtain two quotes where practical. If this is not possible, please just explain why below.

Have you sought at least two quotes?

- ☐ yes
☒ no

No more than 1 choice may be selected.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF001MAR25 From Otatau Primary School**

Form Submitted 13 Mar 2025, 12:24PM NZDT

Please upload quote(s)

Filename: 2509001 Otatau Primary Production.pdf

File size: 617.4 kB

Quotes**If you have not provided more than one quote, please explain why:**

Sono Sounds are the only large sound company in Invercargill that could do this production

Supporting documentation**Supporting documentation**

Attach any other relevant information, e.g. covering letter, letters of support, or other documents.

Attach documents here*No files have been uploaded***Feedback****Feedback****How did you find out about the Wallace Takitimu Community Partnership Fund?**☒ Have applied previously ☐ Southland District Council website ☐ Council or Community Board Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by another funder ☐ Word of mouth ☐ Council staff ☐ Other

No more than 1 choice may be selected.

Please rate the following statements**The time required to prepare and complete the application was reasonable**☐ Strongly agree ☒ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

The application process is very straightforward☐ Strongly agree ☒ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process**Declaration**

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF001MAR25 From Otautau Primary School**

Form Submitted 13 Mar 2025, 12:24PM NZDT

*** indicates a required field****Declaration**

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

I am authorised to complete this application and I have read and understood this declaration and privacy statement:

Name *

Julie Guttery

Position in organisation *

Office Administrator

Date *

13/03/2025

Must be a date.

Submitting your form

There is a review and submit button at the bottom of the navigation box to the right of the screen.

You need to review your form before you submit it - you won't be able to submit your form until all required questions (marked with an *) are completed.

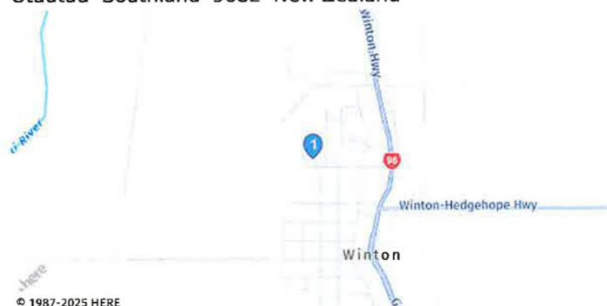
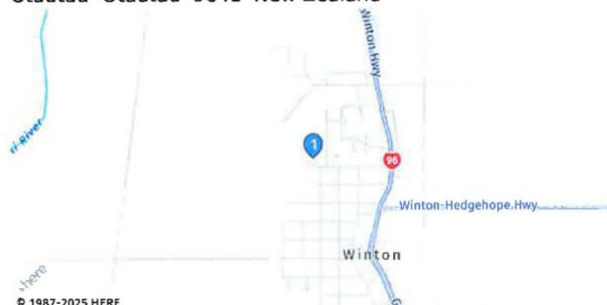
Once reviewed you can submit your form by clicking on 'submit' at the top of the screen or on the navigation box.

**Wallace Takitimu Community Partnership Fund - March 2025 round****Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF002MAR25 From Otautau Golf Club**

Form Submitted 31 Mar 2025, 3:13PM NZDT

Applicant details*** indicates a required field****Applicant details****Applicant name ***

Otautau Golf Club

Street Address55 Slaughterhouse Rd
Otautau Southland 9682 New Zealand**Postal Address (if different from above)**P O Box 55
C/- SDC
Otautau Otautau 9641 New Zealand**Phone Number ***

Must be a New Zealand phone number.

Email *

Must be an email address.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF002MAR25 From Otatau Golf Club**

Form Submitted 31 Mar 2025, 3:13PM NZDT

Purpose/main activity of your organisation?

Golf Club

How many members belong to your club/organisation?

42

Must be a number.

Contact details for this application

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 this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name 1 *

Kelly Tagg

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Name 2 *

Andre Bekhuis

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Application details*** indicates a required field****Project details**

Please assume that we know nothing about your project. Give as much information as possible.

What are you applying for? (pick one) *

- ☐ The development of community facilities or amenities
- ☐ Sport & recreational opportunities
- ☐ Community programmes, activities or events
- ☒ Operational costs
- ☐ Other

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF002MAR25 From Otautau Golf Club**

Form Submitted 31 Mar 2025, 3:13PM NZDT

No more than 1 choice may be selected.

Please provide a short title for your project: *

Mower servicing

What is the location of your project? *

Otautau

What does your organisation want funding for? (please describe fully) *

The club operates three mowers for maintaining the greens. Two need their bearings checked, reels ground and bedknives fitted and the other needs a new battery.

What is your project? What specific purpose will the funding be used for?

How will your project benefit the Wallace Takitimu community? *

By properly maintaining mowers it will allow our club to continue to provide a manicured golf course for the wider community to enjoy.

i.e. improvements/events that will enable the community to be more connected, or improvements to a facility that will enable it to run more efficiently etc

Project start date

01/04/2025

Must be a date.

Project end date

31/07/2025

Must be a date.

Community Board plan alignment

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Wallace Takitimu Community Board's community board plan 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
- ☐ N/A

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

Well maintained mowers makes the job of mowing the fairways easier for the volunteers and

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF002MAR25 From Otautau Golf Club**

Form Submitted 31 Mar 2025, 3:13PM NZDT

prolongs the life of the mowers.

Outcome 2**How will you know you are achieving the above outcome(s)?**

The greens continue to be well maintained for the benefit of our members and the wider community.

What data/information will you collect that shows your progress?

Are there any similar projects or services in your area?☐ yes☒ no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

100

Must be a number.

Additional comments on numbers benefiting:

We have approx 41 members but a number of casual players who play green fees. The course is able to be used recreationally by walkers. It is difficult to guesstimate the number of people that will benefit.

What age group will predominantly benefit? *☐ All ☐ Early years (pre-natal - 4yrs) ☐ Children (5-13yrs) ☐ Youth (14-24yrs) ☒ Adults (25-64yrs) ☐ Older persons (65+yrs)

No more than 1 choice may be selected.

Does your project mainly focus on any of the following:☐ Parents/families ☐ People with a disability ☒ Rural communities ☐ At risk families ☐ People who are not currently participating and those experiencing barriers to participation ☐ Volunteers ☐ At risk youth ☐ New migrants ☐ Refugees ☐ High needs populations

No more than 1 choice may be selected.

The following are the main ethnic groups in our region - please indicate who will predominantly benefit? *☒ All ☐ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ Other

No more than 1 choice may be selected.

Building & facility information**Does your application relate to a building or facility?**☐ Yes

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF002MAR25 From Otautau Golf Club**

Form Submitted 31 Mar 2025, 3:13PM NZDT

☒ No

No more than 1 choice may be selected.

Project Budget & Financial Details*** indicates a required field****Financial details****Bank Account ***

Account Name: Otautau Golf Club Inc

Account Number:

Must be a valid New Zealand bank account format.

Please upload verification of your organisation's bank account details *

Filename: Bank account.JPG

File size: 60.3 kB

i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *☒ Yes☐ No

No more than 1 choice may be selected.

If yes, GST number:

10861705

Must be a number.

Please upload your organisation's latest financial statements *

Filename: 2024 Annual accounts.pdf

File size: 194.0 kB

Please upload a current bank statement from your organisation *

Filename: Feb 2025 Bank statement.pdf

File size: 131.7 kB

Total project cost *

4865

Must be a number.

Amount you are requesting from the Wallace Takitimu Community Partnership Fund? *

865

Must be a number.

Please indicate your current level of reserves: *

\$10,000.00

Must be a dollar amount.

At the time of this application

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form

Application No. WallaceCPF002MAR25 From Otautau Golf Club

Form Submitted 31 Mar 2025, 3:13PM NZDT

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *

Our operating costs are around \$15-\$20K per annum. Our income via membership, green fees, clubhouse hire, fundraising etc is around \$13,000 per annum. We need to maintain a level of reserves to ensure the financial viability of our club.

Briefly describe any voluntary effort or donated materials provided for this project:

Our volunteers will be able to remove the reels from the mowers, clear and prepare them for grinding and to have new bedknives fitted. They will also transport the 8 reels to Cromwell and back to Otautau. We anticipate this will be about 25 hours of labour plus transport to Cromwell x 2. In addition, our volunteers spend around 30 hours a week mowing the greens during the season which is about 8 months.

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

Fundraising.

Budget

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
Aotearoa Gaming Trust	\$4,000.00	New battery	\$322.00
SDC CPF	\$865.00	Bedknives & labour	\$4,543.00

Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$4,865.00	\$4,865.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF002MAR25 From Otautau Golf Club**

Form Submitted 31 Mar 2025, 3:13PM NZDT

Quotes

You should obtain two quotes where practical. If this is not possible, please just explain why below.

Have you sought at least two quotes?☐ yes☒ no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: Central Garage battery quote.pdf

File size: 32.2 kB

Filename: Parkland Bedknife quote.pdf

File size: 44.2 kB

Quotes**If you have not provided more than one quote, please explain why:**

Bedknife replacement is a specialist skill and Parkland in Crowmell is the closest business able to do it.

Supporting documentation**Supporting documentation**

Attach any other relevant information, e.g. covering letter, letters of support, or other documents.

Attach documents here

No files have been uploaded

Feedback**Feedback****How did you find out about the Wallace Takitimu Community Partnership Fund?**

☒ Have applied previously ☐ Southland District Council website ☐ Council or Community Board Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by another funder ☐ Word of mouth ☐ Council staff ☐ Other

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

Page 7 of 9

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF002MAR25 From Otatau Golf Club**

Form Submitted 31 Mar 2025, 3:13PM NZDT

☒ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

The application process is very straightforward☒ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

Bigger text boxes please :)

Declaration*** indicates a required field****Declaration**

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

I am authorised to complete this application and I have read and understood this declaration and privacy statement:**Name ***

Kelly Tagg

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF002MAR25 From Otautau Golf Club**

Form Submitted 31 Mar 2025, 3:13PM NZDT

Position in organisation *

Secretary - Otautau Golf Club

Date *

31/03/2025

Must be a date.

Submitting your form

There is a review and submit button at the bottom of the navigation box to the right of the screen.

You need to review your form before you submit it - you won't be able to submit your form until all required questions (marked with an *) are completed.

Once reviewed you can submit your form by clicking on 'submit' at the top of the screen or on the navigation box.

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.

Wallace Takitimu Community Partnership Fund - March 2025 round

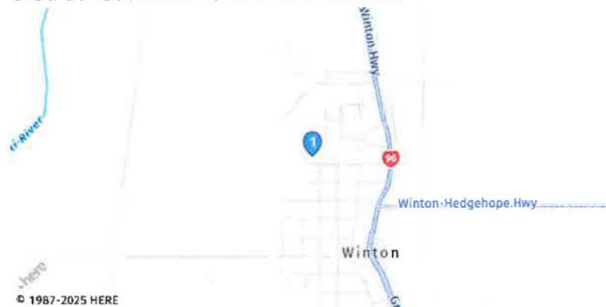
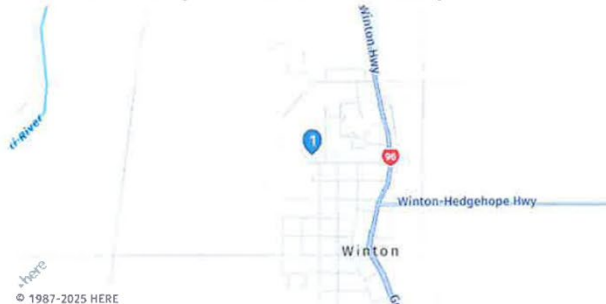
3

Wallace Takitimu Community Partnership Fund application form
Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.

Form Submitted 2 Apr 2025 12:09PM NZDT

Applicant details*** indicates a required field****Applicant details****Applicant name ***

Otautau Combined Sports Complex Inc.

Street Address20 Hulme St
Otautau Southland 9610 New Zealand**Postal Address (if different from above)****Phone Number ***

03 218 6179

Must be a New Zealand phone number.

Email *

otautaucomplex@gmail.com

Must be an email address.

Purpose/main activity of your organisation?

Sports Complex for the Otautau community

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form**
Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.

Form Submitted 2 Apr 2025 12:09PM NZDT

How many members belong to your club/organisation?

Must be a number.

Contact details for this application

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 this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name 1 *

Sarah McDonald

Phone Number *

Must be a New Zealand phone number.

Email *

otautaucomplex@gmail.com

Must be an email address.

Name 2 *

Peter Morris

Phone Number *

Must be a New Zealand phone number.

Email *

otautaucomplex@gmail.com

Must be an email address.

Application details*** indicates a required field****Project details**

Please assume that we know nothing about your project. Give as much information as possible.

What are you applying for? (pick one) *

- ☐ The development of community facilities or amenities
- ☐ Sport & recreational opportunities
- ☐ Community programmes, activities or events
- ☒ Operational costs
- ☐ Other

No more than 1 choice may be selected.

Please provide a short title for your project: *

Page 2 of 9

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form**
Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.Form Submitted 2 Apr 2025, 12:09PM NZDT
Complex operating expenses**What is the location of your project? ***

20 Hulme Street, Otautau

What does your organisation want funding for? (please describe fully) *

The organisation has faced difficulty meeting operating expenses for some time now. Operating in a deficit and overdraft mean that not only are the operating costs difficult to stay on top of, but the maintenance of the building is slipping. Money was borrowed from another organisation (\$6,000) in 2024 to cover insurance and rates, and this has yet to be repaid.

What is your project? What specific purpose will the funding be used for?

How will your project benefit the Wallace Takitimu community? *

The facility benefits the Otautau and surrounding community by providing a space for various sporting competitions, community events and gatherings, and meeting spaces for organisations etc.

i.e. improvements/events that will enable the community to be more connected, or improvements to a facility that will enable it to run more efficiently etc

Project start date

01/01/2025

Must be a date.

Project end date

31/12/2025

Must be a date.

Community Board plan alignment

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Wallace Takitimu Community Board's community board plan 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
- ☐ N/A

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form
Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.**

Form Submitted 2 Apr 2025, 12:09PM NZDT

We want the facilities to remain a community asset rather than (if the society is wound up due to lack of funds) be forfeited back to the Council.

Outcome 2

Increase the amount of bookings at the facility

How will you know you are achieving the above outcome(s)?

What data/information will you collect that shows your progress?

Are there any similar projects or services in your area?

☐ yes

☒ no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

770

Must be a number.

Additional comments on numbers benefiting:

number is the Otautau population, but there will be more from surrounds that benefit too

What age group will predominantly benefit? *

☒ All ☐ Early years (pre-natal - 4yrs) ☐ Children (5-13yrs) ☐ Youth (14-24yrs) ☐ Adults (25-64yrs) ☐ Older persons (65+yrs)

No more than 1 choice may be selected.

Does your project mainly focus on any of the following:

☐ Parents/families ☐ People with a disability ☒ Rural communities ☐ At risk families ☐ People who are not currently participating and those experiencing barriers to participation ☐ Volunteers ☐ At risk youth ☐ New migrants ☐ Refugees ☐ High needs populations

No more than 1 choice may be selected.

The following are the main ethnic groups in our region - please indicate who will predominantly benefit? *

☒ All ☐ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ Other

No more than 1 choice may be selected.

Building & facility information**Does your application relate to a building or facility?**

☒ Yes

☐ No

No more than 1 choice may be selected.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form**
Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.Form Submitted 2 Apr 2025, 12:09PM NZDT
Building & facility information**If yes, who owns the building?**

Otautau Combined Sports Complex Inc.

Council owned buildings are not eligible for funding

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

No more than 1 choice may be selected.

How often is the building used and by what organisations?

The facility is a functional multi-purpose community space for residents of Otautau, surrounding districts or anyone who wishes to hire the space for a private event. Activities include sports, social events, community and recreational activities. There is a social room, gymnasium, kitchen and bar available.

In March 2025 there were 17 separate bookings. Bookings can fluctuate depending on the sports seasons.

Has your project received all the necessary statutory approvals such as resource consent or building consent?☐ Yes☐ No☒ not applicable

No more than 1 choice may be selected.

Is your facility accessible to the elderly and disabled?☒ Yes☐ No

No more than 1 choice may be selected.

Project Budget & Financial Details*** indicates a required field****Financial details****Bank Account ***Account Name: Otautau Combined
Sports Complex Inc

Account Number:

Must be a valid New Zealand bank account format.

Please upload verification of your organisation's bank account details *

Filename: Otautau Combined Sports Complex - bank account details - March 2025.pdf

File size: 67.5 kB

i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.

Form Submitted 2 Apr 2025, 12:09PM NZDT

☒ Yes

☐ No

No more than 1 choice may be selected.

If yes, GST number:

50821587

Must be a number.

Please upload your organisation's latest financial statements *

Filename: Otautau Combined Sports Complex - Financial report - March 2025.pdf

File size: 1.8 MB

Please upload a current bank statement from your organisation *

Filename: Otautau Combined Sports Complex - bank account details - March 2025.pdf

File size: 67.5 kB

Total project cost *

36836

Must be a number.

Amount you are requesting from the Wallace Takitimu Community Partnership Fund? *

10000

Must be a number.

Please indicate your current level of reserves: *

\$2,954.76

Must be a dollar amount.

At the time of this application

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *

We need anything we have to go towards operational costs and maintenance.

Briefly describe any voluntary effort or donated materials provided for this project:

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

The committee has sat down and discussed the viability of the future of the Sports Complex, there has been earlier discussions with the SDC about funding/striking of a rate, these were never progressed but are currently in the works subject to updates to the constitution. Funding in the interim will be used for OPEX purposes and paying back the \$6k loan mentioned earlier. The proposed rate strike has initially been discussed at \$20,000 per annum.

Budget

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.

Form Submitted 2 Apr 2025, 12:09PM NZDT

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
Revenue	\$26,559.00	Expenses	\$36,836.00
Community Partner-ship Fund	\$10,000.00		
Community Trust South	\$10,000.00		

Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$46,559.00 This number/amount is calculated.	\$36,836.00 This number/amount is calculated.	\$9,723.00 This number/amount is calculated.

Quotes

You should obtain two quotes where practical. If this is not possible, please just explain why below.

Have you sought at least two quotes?

- ☐ yes
☐ no

No more than 1 choice may be selected.

Please upload quote(s)

No files have been uploaded

Supporting documentation

Supporting documentation

Attach any other relevant information, e.g. covering letter, letters of support, or other documents.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form**
Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.

Form Submitted 2 Apr 2025, 12:09PM NZDT

Attach documents here*No files have been uploaded***Feedback****Feedback****How did you find out about the Wallace Takitimu Community Partnership Fund?**

☐ Have applied previously ☐ Southland District Council website ☐ Council or Community Board Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by another funder ☐ Word of mouth ☒ Council staff ☐ Other

No more than 1 choice may be selected.

Please rate the following statements**The time required to prepare and complete the application was reasonable**

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☒ N/A

No more than 1 choice may be selected.

The application process is very straightforward

☐ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☒ N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process**Declaration***** indicates a required field****Declaration**

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF003MAR25 From Otautau Combined Sports Complex Inc.

Form Submitted 2 Apr 2025, 12:09PM NZDT

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

I am authorised to complete this application and I have read and understood this declaration and privacy statement:

Name *

Sarah McDonald

Position in organisation *

Treasurer

Date *

31/03/2025

Must be a date.

Submitting your form

There is a review and submit button at the bottom of the navigation box to the right of the screen.

You need to review your form before you submit it - you won't be able to submit your form until all required questions (marked with an *) are completed.

Once reviewed you can submit your form by clicking on 'submit' at the top of the screen or on the navigation box.

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

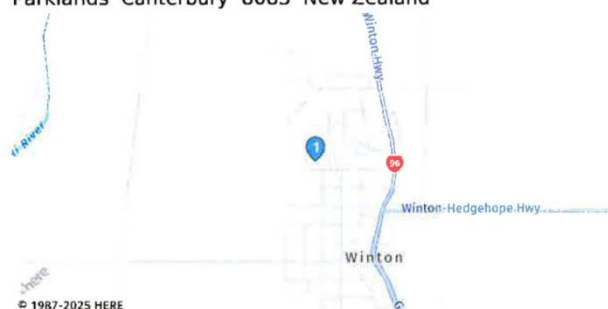
If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc**

Form Submitted 26 Mar 2025, 10:51AM NZDT

Applicant details*** indicates a required field****Applicant details****Applicant name ***

The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc

Street Address78 Lamorna Rd
Parklands Canterbury 8083 New Zealand**Postal Address (if different from above)**PO Box 80025
Parklands
Riccarton Christchurch 8440 New Zealand**Phone Number ***

Must be a New Zealand phone number.

Email *Southern@mda.org.nz
Must be an email address.

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form
Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc

Form Submitted 26 Mar 2025 10:51AM NZDT

Purpose/main activity of your organisation?

To provide fieldwork services and social support to people affected by neuromuscular conditions.

How many members belong to your club/organisation?

638

Must be a number.

Contact details for this application

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 this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name 1 *

Vivienne Fitzgerald

Phone Number *

Must be a New Zealand phone number.

Email *

southern@mda.org.nz

Must be an email address.

Name 2 *

Trevor Jenkin

Phone Number *

Must be a New Zealand phone number.

Email *

chairperson@mdn.org.nz

Must be an email address.

Application details

*** indicates a required field**

Project details

Please assume that we know nothing about your project. Give as much information as possible.

What are you applying for? (pick one) *

- ☐ The development of community facilities or amenities
- ☐ Sport & recreational opportunities
- ☐ Community programmes, activities or events
- ☒ Operational costs

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form**
Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc

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☐ Other

No more than 1 choice may be selected.

Please provide a short title for your project: *

Opportunity to Impact

What is the location of your project? *

Night Caps, Otautau

What does your organisation want funding for? (please describe fully) *

We Seek a contribution towards the costs of reaching our remote and isolated members in your region through our in-home fieldwork services.

What is your project? What specific purpose will the funding be used for?

How will your project benefit the Wallace Takitimu community? *

Disabled people benefit from diverse communities and vice versa. Active communities which are inclusive and adaptive allow disabled people enjoy their rights of citizenship and develop self confidence to participate in wider community events and activities. Our services bridge the gaps in the public health service by facilitating referrals to DHB's, Medical and allied health professionals. We advocate for members when dealing with housing, benefits and entitlements, education and employment. We assist members with individual funding applications and support letters.

i.e. improvements/events that will enable the community to be more connected, or improvements to a facility that will enable it to run more efficiently etc

Project start date

12/05/2025

Must be a date.

Project end date

13/04/2026

Must be a date.

Community Board plan alignment

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Wallace Takitimu Community Board's community board plan 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
- ☐ N/A

What is the difference you expect to make through your work or project?

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc

Form Submitted 26 Mar 2025, 10:51AM NZDT

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

To ensure our members have the equipment and services in place that required for sustainable and safe daily living.

Outcome 2

To ensure members are engaging in services and receiving social support necessary to achieve full rights of citizenship and feel connected to MDA and their wider local communities.

How will you know you are achieving the above outcome(s)?

We will know if members have equipment and services in place through our in-home fieldwork services conducted by our fieldworker who is a social worker. We liaise with DHB and allied health staff to achieve these goals.

We assess connectness through how members engage with our services and through discussion around how they feel about venturing into wide community activities.

What data/information will you collect that shows your progress?

Are there any similar projects or services in your area?

☐ yes

☒ no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

8

Must be a number.

Additional comments on numbers benefiting:

Connecting members to other members experiencing similar challenges often helps by removing the stigma that you are the only person with this rare condition.

What age group will predominantly benefit? *

☒ All ☐ Early years (pre-natal - 4yrs) ☐ Children (5-13yrs) ☐ Youth (14-24yrs) ☐ Adults (25-64yrs) ☐ Older persons (65+yrs)

No more than 1 choice may be selected.

Does your project mainly focus on any of the following:

☐ Parents/families ☒ People with a disability ☐ Rural communities ☐ At risk families ☐ People who are not currently participating and those experiencing barriers to participation ☐ Volunteers ☐ At risk youth ☐ New migrants ☐ Refugees ☐ High needs populations

No more than 1 choice may be selected.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form**
Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc

Form Submitted 26 Mar 2025 10:51AM NZDT

The following are the main ethnic groups in our region - please indicate who will predominantly benefit? *☒ All ☐ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ Other

No more than 1 choice may be selected.

Building & facility information**Does your application relate to a building or facility?**☐ Yes☒ No

No more than 1 choice may be selected.

Project Budget & Financial Details*** indicates a required field****Financial details****Bank Account ***Account Name: The South Island Te
Waipounamu Branch
of the Muscular
Dystrophy Assn of NZ
Inc

Account Number:

Must be a valid New Zealand bank account format.

Please upload verification of your organisation's bank account details *

Filename: Account Number Confirmation.pdf

File size: 66.1 kB

i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *☒ Yes☐ No

No more than 1 choice may be selected.

If yes, GST number:

26001791

Must be a number.

Please upload your organisation's latest financial statements *

Filename: 2024 MDASI reviewed FS and review report.pdf

File size: 1.6 MB

Please upload a current bank statement from your organisation *

Filename: 02 00 Statement.pdf

File size: 523.6 kB

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form
Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc

Form Submitted 26 Mar 2025, 10:51AM NZDT

Total project cost *

16880

Must be a number.

Amount you are requesting from the Wallace Takitimu Community Partnership Fund? *

2000

Must be a number.

Please indicate your current level of reserves: *

\$4,880.00

Must be a dollar amount.

At the time of this application

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *

We have funds tagged for all regions across the South Island where it was raised. We have small reserves for emergencies.

Briefly describe any voluntary effort or donated materials provided for this project:

Nil

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

We continue to apply to funders and seek donations.

Budget

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
COGS Southland	\$3,000.00	Wages	\$15,360.00
Com trust South	\$5,000.00	Fuel	\$300.00
ILT	\$2,000.00	Accommodation	\$800.00
Southland DC	\$2,000.00	Meals	\$420.00
Current Reserves	\$4,880.00		

Budget Totals

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc**

Form Submitted 26 Mar 2025, 10:51AM NZDT

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$16,880.00	\$16,880.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Quotes

You should obtain two quotes where practical. If this is not possible, please just explain why below.

Have you sought at least two quotes?☐ yes☒ no

No more than 1 choice may be selected.

Please upload quote(s)*No files have been uploaded***Quotes****If you have not provided more than one quote, please explain why:**

We can supply Staff IEA and PD, the other operational expenses are yet to be determined

Supporting documentation**Supporting documentation**

Attach any other relevant information, e.g. covering letter, letters of support, or other documents.

Attach documents here

Filename: Annual Remuneration Review_Lisa Mora 010224 (1).pdf
File size: 74.7 kB

Filename: Lisa Mora MDANZ - Fieldworker Role Description 2023 South Island Branch.pdf
File size: 200.7 kB

Filename: Signed Lisa Mora Completed IEA 270723.pdf
File size: 1.4 MB

Feedback**Feedback**

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form
Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc

Form Submitted 26 Mar 2025 10:51AM NZDT

How did you find out about the Wallace Takitimu Community Partnership Fund?

☒ Have applied previously ☐ Southland District Council website ☐ Council or Community Board Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by another funder ☐ Word of mouth ☐ Council staff ☐ Other

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

☒ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

The application process is very straightforward

☒ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

Declaration

*** indicates a required field**

Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF004MAR25 From The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ Inc**

Form Submitted 26 Mar 2025, 10:51AM NZDT
application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

I am authorised to complete this application and I have read and understood this declaration and privacy statement:

Name *

Vivienne Fitzgerald

Position in organisation *

Branch Manager

Date *

26/03/2025

Must be a date.

Submitting your form

There is a review and submit button at the bottom of the navigation box to the right of the screen.

You need to review your form before you submit it - you won't be able to submit your form until all required questions (marked with an *) are completed.

Once reviewed you can submit your form by clicking on 'submit' at the top of the screen or on the navigation box.

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)****Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust**

Form Submitted 27 Mar 2025, 2:23PM NZDT

Applicant details*** indicates a required field****Applicant details****Applicant name ***

Southern Cancer Society Trust

Street Address149 Spey St
Invercargill Southland 9810 New Zealand**Postal Address (if different from above)****Phone Number ***

03 218 4108

Must be a New Zealand phone number.

Email *

heather.locke@southerncancer.org.nz

Must be an email address.

Purpose/main activity of your organisation?

Any person, any cancer. The Cancer Society is the lead NGO dedicated to reducing the impact and incidence of cancer and advocating for the best cancer care for everyone in New

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)****Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust**

Form Submitted: 27 Mar 2025 2:23PM NZDT

Zealand. The Cancer Society is committed to working with our community by providing our core services of Patient Support, Cancer Prevention, and Research.

How many members belong to your club/organisation?

700

Must be a number.

Contact details for this application

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 this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name 1 *

Heather Locke

Phone Number *

-

Must be a New Zealand phone number.

Email *

heather.locke@southerncancer.org.nz

Must be an email address.

Name 2 *

Jonet Warhurst

Phone Number *

-

Must be a New Zealand phone number.

Email *

jonet.warhurst@southerncancer.org.nz

Must be an email address.

Application details*** indicates a required field****Project details**

Please assume that we know nothing about your project. Give as much information as possible.

What are you applying for? (pick one) *

- ☐ The development of community facilities or amenities
- ☐ Sport & recreational opportunities
- ☒ Community programmes, activities or events
- ☐ Operational costs
- ☐ Other

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)****Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust**

Form Submitted 27 Mar 2025, 2:23PM NZDT

Please provide a short title for your project: *
Voucher Assistance for Wallace-Takitimu Cancer Patients

What is the location of your project? *
The Wallace-Takitimu area

What does your organisation want funding for? (please describe fully) *
We would like to purchase grocery and petrol vouchers, which we distribute to local cancer patients who need a bit of financial support, often due to lost wages from illness or getting treatment in Dunedin Hospital. Many of our patients describe their heartbreaking decision between stopping work to get treatment, or paying bills. Often they choose paying bills. This is a critical time for their financial and mental wellbeing, and this temporary assistance with food for their family and petrol for their drives to and from appointments is a vital component of our service.

What is your project? What specific purpose will the funding be used for?

How will your project benefit the Wallace Takitimu community? *
Cancer is the #1 killer in New Zealand and looking out for resident patients in our primary concern. When they either call or come see us in our Southland office, patients are helped from Day One. Cancer Society offers them expert advice on the healthcare sector, what to expect, information on their specific cancer, free counselling, free drives to appointments, free accommodation in Dunedin while in hospital.... and grocery and petrol vouchers to help make ends meet.

i.e. improvements/events that will enable the community to be more connected, or improvements to a facility that will enable it to run more efficiently etc

Project start date

Must be a date.

Project end date

Must be a date.

Community Board plan alignment

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Wallace Takitimu Community Board's community board plan 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
- ☐ N/A

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)

Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust

Form Submitted: 27 Mar 2025 2:23PM NZDT

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

Our patients do not suffer financial stress due to their diagnosis and subsequent illness.

Outcome 2

Our patients do not end their treatment prematurely due to financial hardship.

How will you know you are achieving the above outcome(s)?

- 1) Patients receiving this financial aid
- 2) Patients reporting less stress
- 3) Patients reporting that their treatment is going well and/or complete
- 4) Patients giving feedback that the vouchers made a difference.

What data/information will you collect that shows your progress?

Are there any similar projects or services in your area?

☐ yes

☒ no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

40

Must be a number.

Additional comments on numbers benefiting:

This number reflects patients and their families for 2025/2026.

What age group will predominantly benefit? *

☒ All ☐ Early years (pre-natal - 4yrs) ☐ Children (5-13yrs) ☐ Youth (14-24yrs) ☐ Adults (25-64yrs) ☐ Older persons (65+yrs)

No more than 1 choice may be selected.

Does your project mainly focus on any of the following:

☐ Parents/families ☐ People with a disability ☒ Rural communities ☐ At risk families ☐ People who are not currently participating and those experiencing barriers to participation ☐ Volunteers ☐ At risk youth ☐ New migrants ☐ Refugees ☐ High needs populations

No more than 1 choice may be selected.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)****Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust**

Form Submitted 27 Mar 2025, 2:23PM NZDT

The following are the main ethnic groups in our region - please indicate who will predominantly benefit? *☒ All ☐ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ Other

No more than 1 choice may be selected.

Building & facility information**Does your application relate to a building or facility?**☐ Yes☒ No

No more than 1 choice may be selected.

Project Budget & Financial Details*** indicates a required field****Financial details****Bank Account ***

Account Name: Southern Cancer Society Trust

Account Number:

Must be a valid New Zealand bank account format.

Please upload verification of your organisation's bank account details *

Filename: ANZ - Confirmation of Bank account details.pdf

File size: 254.3 kB

Filename: Notification of Amalgamation.pdf

File size: 136.4 kB

i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *☒ Yes☐ No

No more than 1 choice may be selected.

If yes, GST number:

144641744

Must be a number.

Please upload your organisation's latest financial statements *

Filename: Cancer Society of NZ Otago Southland Financial Statements 2024.pdf

File size: 742.8 kB

Please upload a current bank statement from your organisation *

Filename: ANZ Bank Deposit slip-JP 2021.pdf

File size: 15.1 kB

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)

Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust

Form Submitted 27 Mar 2025 2:23PM NZDT

Filename: OS Bank Statement 25.03.2025_Redacted.pdf

File size: 44.8 kB

Total project cost *

5000

Must be a number.

Amount you are requesting from the Wallace Takitimu Community Partnership Fund? *

500

Must be a number.

Please indicate your current level of reserves: *

\$0.00

Must be a dollar amount.

At the time of this application

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *

As an essential service, we are required to keep 6 months' worth of reserves for 3 reasons: another pandemic-like event that hinders our fundraising abilities, keeping enough payroll should the charity need to wind down, and if our owned buildings require emergency maintenance.

Briefly describe any voluntary effort or donated materials provided for this project:

We have hundreds of volunteers who donate baking, patient appointment drives, and event coordination.

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

Through public donations and grants.

Budget

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
Public donations (projected)	\$4,500.00	Vouchers	\$5,000.00
This grant	\$500.00		

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)****Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust**

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Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount

\$5,000.00

This number/amount is calculated.

Total Expenditure Amount

\$5,000.00

This number/amount is calculated.

Income - Expenditure

\$0.00

This number/amount is calculated.

Quotes

You should obtain two quotes where practical. If this is not possible, please just explain why below.

Have you sought at least two quotes?☐ yes☒ no

No more than 1 choice may be selected.

Please upload quote(s)*No files have been uploaded***Quotes****If you have not provided more than one quote, please explain why:**

Vouchers are sold as is, no quotes are needed.

Supporting documentation**Supporting documentation**

Attach any other relevant information, e.g. covering letter, letters of support, or other documents.

Attach documents hereFilename: Patient Testimonials- Grocery Vouchers.pdf
File size: 113.2 kB

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)

Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust

Form Submitted 27 Mar 2025, 2:23PM NZDT

Feedback

Feedback

How did you find out about the Wallace Takitimu Community Partnership Fund?

☐ Have applied previously ☐ Southland District Council website ☐ Council or Community Board Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by another funder ☐ Word of mouth ☒ Council staff ☐ Other

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

☒ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

The application process is very straightforward

☒ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

This process was simple and clear, thank you. And thank you for the opportunity to support the Wallace-Takitimu cancer community!

Declaration

* indicates a required field

Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)

Application No. WallaceCPF005MAR25 From Southern Cancer Society Trust

Form Submitted 27 Mar 2025, 2:23PM NZDT

do not advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

I am authorised to complete this application and I have read and understood this declaration and privacy statement:

Name *

Heather Locke

Position in organisation *

Grant and Bequest Specialist

Date *

26/03/2025

Must be a date.

Submitting your form

There is a review and submit button at the bottom of the navigation box to the right of the screen.

You need to review your form before you submit it - you won't be able to submit your form until all required questions (marked with an *) are completed.

Once reviewed you can submit your form by clicking on 'submit' at the top of the screen or on the navigation box.

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

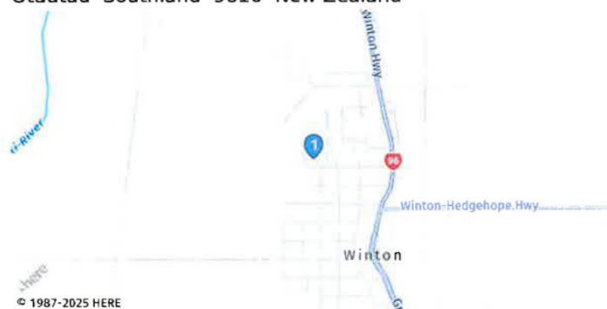
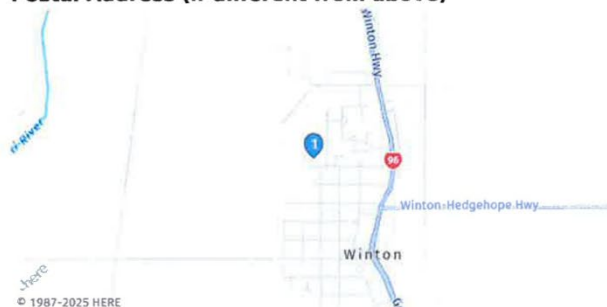
If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF006MAR25 From Nathalie Sterkens**

Form Submitted 2 Apr 2025, 6:55PM NZDT

Applicant details*** indicates a required field****Applicant details****Applicant name ***

Nathalie Sterkens

Street Address25 Devon St
Otautau Southland 9610 New Zealand**Postal Address (if different from above)****Phone Number ***

Must be a New Zealand phone number.

Email *

kidsfest2025@gmail.com

Must be an email address.

Purpose/main activity of your organisation?

giving kids a fun day out

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF006MAR25 From Nathalie Sterkens**

Form Submitted 2 Apr 2025, 6:55PM NZDT

How many members belong to your club/organisation?

1

Must be a number.

Contact details for this application

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 this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name 1 *

Nathalie Sterkens

Phone Number *

Must be a New Zealand phone number.

Email *

kidsfest2025@gmail.com

Must be an email address.

Name 2 *

Toni Auld

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Application details*** indicates a required field****Project details**

Please assume that we know nothing about your project. Give as much information as possible.

What are you applying for? (pick one) *

- ☐ The development of community facilities or amenities
- ☐ Sport & recreational opportunities
- ☒ Community programmes, activities or events
- ☐ Operational costs
- ☐ Other

No more than 1 choice may be selected.

Please provide a short title for your project: *

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Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF006MAR25 From Nathalie Sterkens**

Form Submitted 2 Apr 2025, 6:55PM NZDT

KidsFest 2025

What is the location of your project? *

Otautau

What does your organisation want funding for? (please describe fully) *

The event I want to organise needs funding for Stationary (making instruction sheets, laminating, rules, tickets, posters etc), craft supplies for various activities- including card making, ocean and ocean creatures, painting and spooky art, chrochet square, letter decorating- , 3mm thinline mdf sheets to build a maze and bouncy castle hire

What is your project? What specific purpose will the funding be used for?

How will your project benefit the Wallace Takitimu community? *

With the decision to not have a Kidszone for Southland this year many kids in our region will miss out on a fun day out to break through the cold winter. This event was much loved and looked forward to by many. KidsFest is offering a day out for kids in Western Southland using the Otautau School as location.

i.e. improvements/events that will enable the community to be more connected, or improvements to a facility that will enable it to run more efficiently etc

Project start date

04/07/2025

Must be a date.

Project end date

05/07/2025

Must be a date.

Community Board plan alignment

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Wallace Takitimu Community Board's community board plan 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
- ☐ N/A

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form

Application No. WallaceCPF006MAR25 From Nathalie Sterkens

Form Submitted 2 Apr 2025, 6:55PM NZDT

Kids having a fun and affordable day out and having something to look forward to in the gloom of winter

Outcome 2

Connecting people, businesses and groups to the event. I would like to get groups, schools and businesses involved

How will you know you are achieving the above outcome(s)?

Outcome 1: When kids are walking away with a smile on their face! Secondly, Practically we can measure this by the amount of tickets bought.

Outcome 2: We hope to ask businesses, groups and individuals for donations and assistance. We don't expect businesses and groups to hand over money in this difficult financial times. However we do think people generally would like to help. We are looking for 'goods' donations instead, eg the hairdresser donating some hairties or brushes, the plumber or garage donating some washers to make bracelets etc. This will help set up our event, but also installs a sense of community involvement. Local groups like playcentre for under 5's can be involved and showcase what they are doing at the festival by letting us use their toys, making playdough, the scouts can be involved in setting up an activity or having a stall. People visiting the event can then see these clubs in action.

What data/information will you collect that shows your progress?

Are there any similar projects or services in your area?

☐ yes

☒ no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

700

Must be a number.

Additional comments on numbers benefiting:

We plan to organize Kidsfest for 2 days limited to 350 tickets/kids a day

What age group will predominantly benefit? *

☐ All ☐ Early years (pre-natal - 4yrs) ☒ Children (5-13yrs) ☐ Youth (14-24yrs) ☐ Adults (25-64yrs) ☐ Older persons (65+yrs)

No more than 1 choice may be selected.

Does your project mainly focus on any of the following:

☒ Parents/families ☐ People with a disability ☐ Rural communities ☐ At risk families ☐ People who are not currently participating and those experiencing barriers to participation ☐ Volunteers ☐ At risk youth ☐ New migrants ☐ Refugees ☐ High needs populations

No more than 1 choice may be selected.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF006MAR25 From Nathalie Sterkens**

Form Submitted 2 Apr 2025, 6:55PM NZDT

The following are the main ethnic groups in our region - please indicate who will predominantly benefit? *☒ All ☐ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ Other

No more than 1 choice may be selected.

Building & facility information**Does your application relate to a building or facility?**☐ Yes☒ No

No more than 1 choice may be selected.

Project Budget & Financial Details*** indicates a required field****Financial details****Bank Account ***

Account Name: NS Sterkens - Kidsfest

Account Number:

Must be a valid New Zealand bank account format.

Please upload verification of your organisation's bank account details *

Filename: 487843464_1040450601289138_2365898001325043754_n.jpg

File size: 52.3 kB

Filename: Proof-of-Account-01-0249-0180932-46.pdf

File size: 45.1 kB

i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *☐ Yes☒ No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements *

Filename: 487843464_1040450601289138_2365898001325043754_n.jpg

File size: 52.3 kB

Please upload a current bank statement from your organisation *

Filename: 487843464_1040450601289138_2365898001325043754_n.jpg

File size: 52.3 kB

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form

Application No. WallaceCPF006MAR25 From Nathalie Sterkens

Form Submitted 2 Apr 2025, 6:55PM NZDT

Total project cost *

5500

Must be a number.

Amount you are requesting from the Wallace Takitimu Community Partnership Fund? *

2043.81

Must be a number.

Please indicate your current level of reserves: *

\$2,043.81

Must be a dollar amount.

At the time of this application

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *

This is a new event, not done in our area before. We are starting from scratch, but do intend to use existing resources where available

Briefly describe any voluntary effort or donated materials provided for this project:

I am happy to donate my time to orginase this project. I expect the more I talk to people about it, the more people will get enthousiatic and wnat to help. I will be asking individuals, groups, businesses and the college for assistance and maybe donations of goods, money and time where appropriate. I expect many people have things at home they no longer use that we can use at the festival. The other day someone gave me abig bag container full of Loom bands. combine these with left over washer from a garage, , eft over machinery, etc, and they will be great bracelet making materials. I think many people have a bit of wool in a leftover drawer, All those bits of wool together can be our letter decorating area or be used for hair braiding.

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

I will be asking a \$5 entree fee per child. This will cover most of the operational costs. It will also be a reasonable amount for families to pay for a days event.

Budget

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
WTCPF	\$547.50	maze MDF	\$547.50
WTCPF	\$240.00	A3 waterproof printing	\$240.00
WTCPF	\$300.00	A4 printing	\$300.00
WTCPF	\$756.31	Craft Supplies	\$756.31

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form

Application No. WallaceCPF006MAR25 From Nathalie Sterkens

Form Submitted 2 Apr 2025, 6:55PM NZDT

WTCPF	\$200.00	Bouncy castle hire	\$200.00
Raffle	\$200.00	Supplies	\$200.00
ticket sales	\$3,000.00	Supplies and operations	\$3,000.00

Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount

\$5,243.81

This number/amount is calculated.

Total Expenditure Amount

\$5,243.81

This number/amount is calculated.

Income - Expenditure

\$0.00

This number/amount is calculated.

Quotes

You should obtain two quotes where practical. If this is not possible, please just explain why below.

Have you sought at least two quotes?

☐ yes

☒ no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: Quote Board Bunnings.png

File size: 23.3 kB

Filename: QUOTE Board Mitre10.png

File size: 32.3 kB

Filename: Quote Warehouse Stationary 300 A4 colour prints.png

File size: 121.2 kB

Filename: Quote Warehouse Stationary 40x3 =120 A3 waterproof.png

File size: 147.5 kB

Filename: QUOTE Warehouse Stationery, craft supplies.pdf

File size: 246.6 kB

Quotes

If you have not provided more than one quote, please explain why:

There are more than 1 company to get craft supplies from and I will certainly do my due diligence in getting the cheapest one. However for the simplicity of the quote I have looked at getting most supplies from 1 supplier. Most likely some items will be more expensive others will be cheaper somewhere else. Each item will have to be reviewed carefully.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF006MAR25 From Nathalie Sterkens**

Form Submitted 2 Apr 2025, 6:55PM NZDT

Supporting documentation**Supporting documentation**

Attach any other relevant information, e.g. covering letter, letters of support, or other documents.

Attach documents here

Filename: KidsFest 2025.pdf

File size: 54.4 kB

Filename: Map KidsFest.xlsx

File size: 59.9 kB

Feedback**Feedback****How did you find out about the Wallace Takitimu Community Partnership Fund?**

☐ Have applied previously ☐ Southland District Council website ☐ Council or Community Board Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by another funder ☒ Word of mouth ☐ Council staff ☐ Other

No more than 1 choice may be selected.

Please rate the following statements**The time required to prepare and complete the application was reasonable**

☐ Strongly agree ☒ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

The application process is very straightforward

☒ Strongly agree ☐ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

Declaration

*** indicates a required field**

Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form****Application No. WallaceCPF006MAR25 From Nathalie Sterkens**

Form Submitted 2 Apr 2025, 6:55PM NZDT

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

I am authorised to complete this application and I have read and understood this declaration and privacy statement:

Name *

Nathalie Sterkens

Position in organisation *

organiser

Date *

01/04/2025

Must be a date.

Submitting your form

There is a review and submit button at the bottom of the navigation box to the right of the screen.

You need to review your form before you submit it - you won't be able to submit your form until all required questions (marked with an *) are completed.

Once reviewed you can submit your form by clicking on 'submit' at the top of the screen or on the navigation box.

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

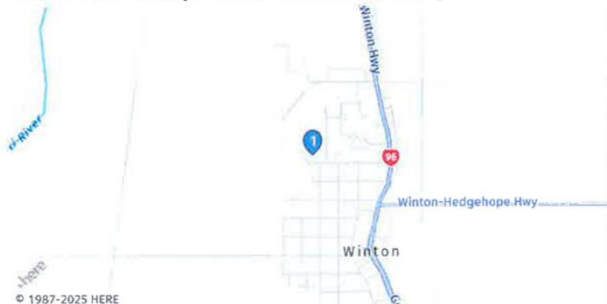
If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form**
Application No. WallaceCPF007MAR25 From Otautau St John 60th Reunion Committee

Form Submitted 8 Apr 2025 3:26PM NZST

Applicant details*** indicates a required field****Applicant details****Applicant name ***

Otautau St John 60th Reunion Committee

Street Address22 Chester St
Otautau Southland 9610 New Zealand**Postal Address (if different from above)****Phone Number ***

Must be a New Zealand phone number.

Email *

Must be an email address.

Purpose/main activity of your organisation?

organising committee for the St John's Otautau 60th reunion

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How many members belong to your club/organisation?

9

Must be a number.

Contact details for this application

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 this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name 1 *

Janice Crawford

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Name 2 *

Leigh-ann Bekhuis

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Application details*** indicates a required field****Project details**

Please assume that we know nothing about your project. Give as much information as possible.

What are you applying for? (pick one) *

- ☐ The development of community facilities or amenities
- ☐ Sport & recreational opportunities
- ☒ Community programmes, activities or events
- ☐ Operational costs
- ☐ Other

No more than 1 choice may be selected.

Please provide a short title for your project: *

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Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form
Application No. WallaceCPF007MAR25 From Otautau St John 60th Reunion Committee**

Form Submitted 8 Apr 2025 3:26PM NZST
Otautau St John's 60th Reunion

What is the location of your project? *

Otautau

What does your organisation want funding for? (please describe fully) *

The Otatautau St John Reunion Committee has been established in February 2024, with the aim and focus of organising a 60th reunion celebration on 7th June 2025.

We are hoping to have up to 100 past and present members and associates of Otatautau St John join us in our celebrations. The purpose of applying for this fund is to assist us with venue hire, drycleaning costs of past uniforms, and the set up costs involved with the displays at the venue.

What is your project? What specific purpose will the funding be used for?

How will your project benefit the Wallace Takitimu community? *

It will be a celebration of the community working together over the last 60 years to provide emergency medical services to Otatautau and our wider communities.

i.e. improvements/events that will enable the community to be more connected, or improvements to a facility that will enable it to run more efficiently etc

Project start date

07/06/2025

Must be a date.

Project end date

07/06/2025

Must be a date.

Community Board plan alignment

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Wallace Takitimu Community Board's community board plan 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
- ☐ N/A

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

Wallace Takitimu Community Partnership Fund - March 2025 round**Wallace Takitimu Community Partnership Fund application form
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We would like to provide an event for our community that celebrates the longevity and success of St Johns in Otautau and the effort and time put in by all the members and volunteers over the last 60 years.

Outcome 2**How will you know you are achieving the above outcome(s)?**

What data/information will you collect that shows your progress?

Are there any similar projects or services in your area?

- ☐ yes
☒ no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

100

Must be a number.

Additional comments on numbers benefiting:

estimated past and present members who will attend

What age group will predominantly benefit? *

- ☒ All ☐ Early years (pre-natal - 4yrs) ☐ Children (5-13yrs) ☐ Youth (14-24yrs) ☐ Adults (25-64yrs) ☐ Older persons (65+yrs)

No more than 1 choice may be selected.

Does your project mainly focus on any of the following:

- ☐ Parents/families ☐ People with a disability ☐ Rural communities ☐ At risk families ☐ People who are not currently participating and those experiencing barriers to participation ☐ Volunteers ☐ At risk youth ☐ New migrants ☐ Refugees ☐ High needs populations

No more than 1 choice may be selected.

The following are the main ethnic groups in our region - please indicate who will predominantly benefit? *

- ☐ All ☒ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ Other

No more than 1 choice may be selected.

Building & facility information**Does your application relate to a building or facility?**

- ☐ Yes
☒ No

No more than 1 choice may be selected.

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Project Budget & Financial Details*** indicates a required field****Financial details****Bank Account ***

Account Name: J S K McMillan

Account Number:

Must be a valid New Zealand bank account format.

Please upload verification of your organisation's bank account details *

Filename: Otautau St Johns 60th Reunion - bank details.pdf

File size: 22.9 kB

i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *☐ Yes☒ No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements *

Filename: Otautau St Johns 60th Reunion - bank details.pdf

File size: 22.9 kB

Please upload a current bank statement from your organisation *

Filename: Otautau St Johns 60th Reunion - bank details.pdf

File size: 22.9 kB

Total project cost *

4115

Must be a number.

Amount you are requesting from the Wallace Takitimu Community Partnership Fund? *

2115

Must be a number.

Please indicate your current level of reserves: *

\$0.00

Must be a dollar amount.

At the time of this application

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *

This committee has no reserves - set up especially to organise this event.

Wallace Takitimu Community Partnership Fund - March 2025 round

Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF007MAR25 From Otatau St John 60th Reunion Committee

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Briefly describe any voluntary effort or donated materials provided for this project:

The reunion committee consists of 9 volunteers. We have been having monthly meetings since Feb 2020 to set up and organise this celebration. Many hours have gone into this including hundreds of hours collating the history of St Johns in Otatau.

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

n/a

Budget

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
Wallace Takitimu CPF	\$2,115.00	Venue hire	\$320.00
Fonterra Hapori Fund	\$2,000.00	Dry cleaning	\$295.00
		Cake	\$150.00
		Function set up	\$2,500.00
		Historical documentation of St John records	\$600.00
		Photographer	\$250.00

Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$4,115.00 This number/amount is calculated.	\$4,115.00 This number/amount is calculated.	\$0.00 This number/amount is calculated.

Quotes

You should obtain two quotes where practical. If this is not possible, please just explain why below.

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Have you sought at least two quotes?☐ yes☒ no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: Otatau St Johns 60th Reunion - quotes.pdf

File size: 231.4 kB

Quotes**If you have not provided more than one quote, please explain why:**

No other options in our small town

Supporting documentation**Supporting documentation**

Attach any other relevant information, e.g. covering letter, letters of support, or other documents.

Attach documents here*No files have been uploaded***Feedback****Feedback****How did you find out about the Wallace Takitimu Community Partnership Fund?**☐ Have applied previously ☐ Southland District Council website ☐ Council or Community Board Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by another funder ☐ Word of mouth ☒ Council staff ☐ Other

No more than 1 choice may be selected.

Please rate the following statements**The time required to prepare and complete the application was reasonable**☐ Strongly agree ☒ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

The application process is very straightforward☐ Strongly agree ☒ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

Wallace Takitimu Community Partnership Fund - March 2025 round
Wallace Takitimu Community Partnership Fund application form
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Declaration

*** indicates a required field**

Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

I am authorised to complete this application and I have read and understood this declaration and privacy statement:

Name *

Janice McMillan

Position in organisation *

Chairperson

Date *

31/03/2025

Must be a date.

Submitting your form

There is a review and submit button at the bottom of the navigation box to the right of the screen.

Contract renewal agreed levels of service

Record No: R/25/3/12628

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 levels of service and areas to be included in the future mowing, toilet cleaning and gardening contracts.

Executive summary

- 2 The current contracts for mowing, gardening and toilet cleaning within the Wallace Takitimu Community Board area will expire 30 June 2026.
- 3 The primary focus of this report is to receive feedback from community boards and confirm any changes to levels of service and any maintenance areas in the contracts. This is part of reviewing the current maintenance contracts in preparation to going to market.
- 4 The community boards will receive a briefing on the revised contract content and structure proposed for the contract(s) to cover the three work areas, prior to a tender being released to the market.
- 5 Staff have worked with the community board to identify the areas and levels of service associated with the contracts that will be included in the tender documents for the renewal of the contracts.
- 6 Council has indicated that various contractors (including local contractors) should be provided opportunity to be part of contract renewal process.
- 7 Staff are proposing to release the tender to the market in the final quarter of the 2025 calendar year to provide sufficient time to work through this process, and to allow successful contractors time to mobilise to start the new contracts on 1 July 2026

Recommendation

That the Wallace Takitimu Community Board:

- a) **Receives the report titled “Contract renewal agreed levels of service”.**
- 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) **Staff request that the Fiordland community board provide the contact details of any contractors who may be interested in the upcoming contract renewal or carrying out general maintenance and improvement works for Council.**
- e) **Agrees to approve the areas and levels of service identified in the attachments to this report:**
 - **Contract renewal map – Wallace Takitimu community board towns**
 - **Community Facilities Levels of Service for Contract Renewal 2025**
 - **Wallace Takitimu community board mowing analysis**
 - **Contract renewal timeline.**

Background

- 8 The mowing, gardening and toilet cleaning contracts for the Wallace Takitimu Community Board area were renewed in 2020. These contracts were for a four-year term with the provision for up to a two-year extension.
- 9 The contracts are due to expire 30 June 2026.
- 10 The community board has had the opportunity to review the existing levels of service and areas that the current contracts cover.
- 11 Boards have provided feedback on the changes that they would like to see in the tender documents that go out to market.
- 12 These changes have been made and the areas updated based on the latest aerial photography. This has allowed staff to refine the contract areas due to the increased resolution of the aerial photography and provides a more accurate definition of the areas than was available when the contracts originally went out for tender. The revised areas are included in the maps attached to this report.
- 13 The levels of service (Quality Standards) are defined in the document attached to this report and are those that were developed for Council in 2019. These are based on New Zealand Recreation criteria and supported by Recreation Aotearoa.
- 14 For the Nightcaps township mowing, the community board have made some area minor area changes but retained the same levels of service.

- 15 For Ohai, the community board has taken the same approach, however they would like to include the ability to cut baillage from the Ohai recreation.
- 16 For Otautau, the community board has decided to retain the same areas and levels of service.
- 17 For Wairio, the community board has decided to retain the same areas and levels of service.
- 18 Staff have had discussions with the community board about what the contract structure could look like in the future. There is a strong preference for these to be by available for local contractors and where possible combine the activities into a single contract.
- 19 In some areas separate mowing, gardening and cleaning contracts may be more practical in terms of the scale of the contract works to be completed within settlements/community board areas to recognise contractor capability and availability.
- 20 This thinking also aligns with the direction that Council has indicated to staff they would like for future contracts.
- 21 It is proposed that when the tender documents are released to the market they will include separable portions. This will provide prospective tenders the ability to tender for all of the work or only portions of the work.
- 22 The indicative timeline for the contract renewal is attached to the report.

Factors to consider

Legal and statutory requirements

- 23 None.

Community views

- 24 Staff have worked with the community board in the preparation of the information that is included in this report.

Costs and funding

- 25 The current contracts have been operational for five years with only Council's CPI rate increase added each year. With the changes that have taken place in the economic environment over the last five years it is expected that the cost of providing these services will increase.
- 26 The budgets that have been allocated have been approved through the 2024-2034 Long Term Plan (LTP).
- 27 Once community board feedback on levels of service and areas is confirmed, staff will review the contract documents, levels of service and the structure of the contracts in preparation for going to market.
- 28 Community boards will be briefed on the contract changes and proposed contracting approach prior to the new maintenance contract(s) being released to the market.
- 29 Once the tenders have been evaluated staff will be in a position to provide the community board with information on the costs associated with the new contracts.

Policy implications

- 30 The tender process will follow Council procurement policy.

Analysis of options

Option 1 - Agrees to approve the areas and levels of service identified in the attachments to this report that will be included in the tender documents.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the tender documents can be prepared and released to the market.	<ul style="list-style-type: none">none identified.

Option 2 – Does not agree to approve the areas and levels of service identified in the attachments to this report that will be included in the tender documents.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">none identified.	<ul style="list-style-type: none">the contract renewal may not meet the 1 July 2026 timeframe for renewal.

Assessment of significance

- 31 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

- 32 The staff recommendation is option 1.

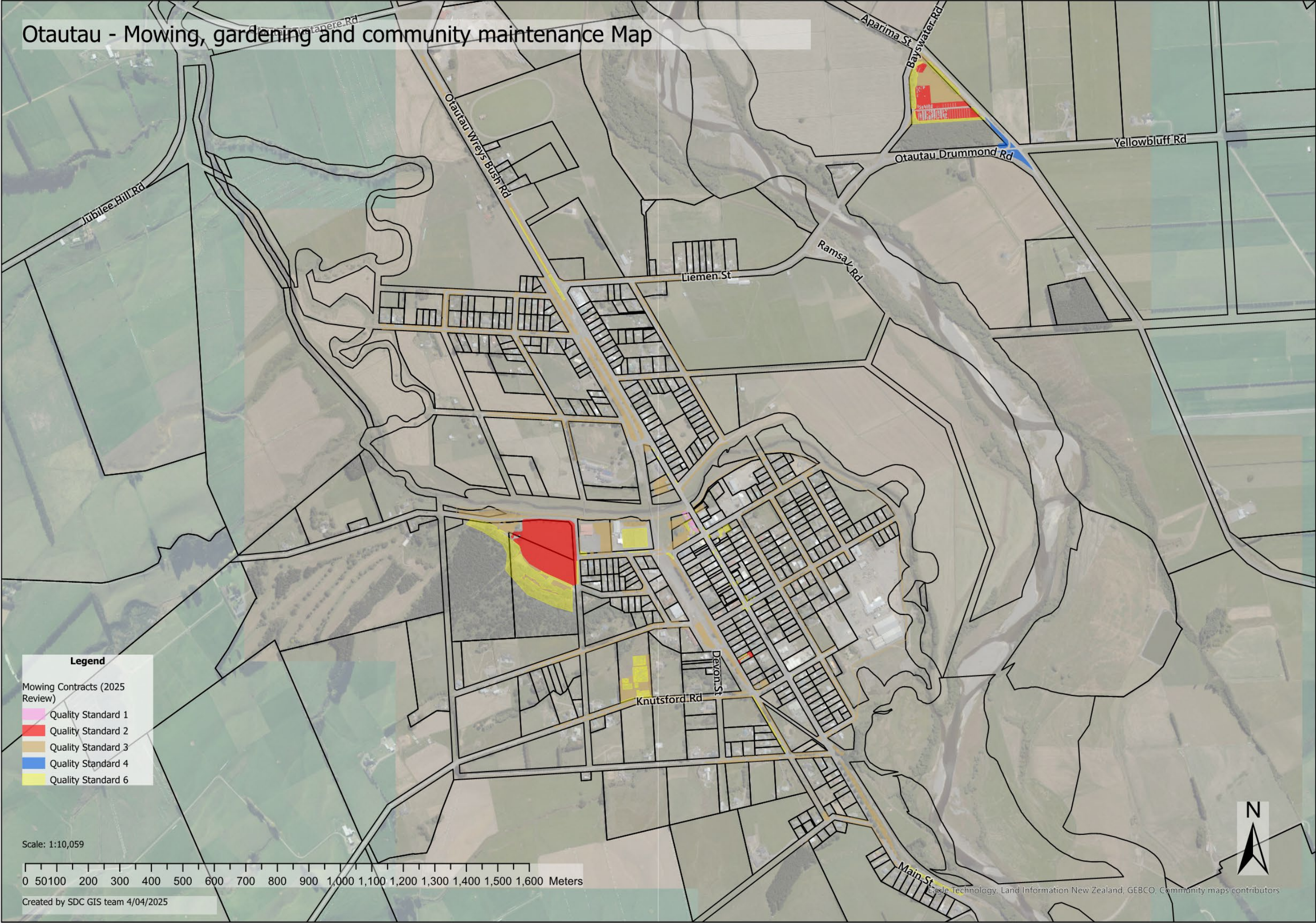
Attachments

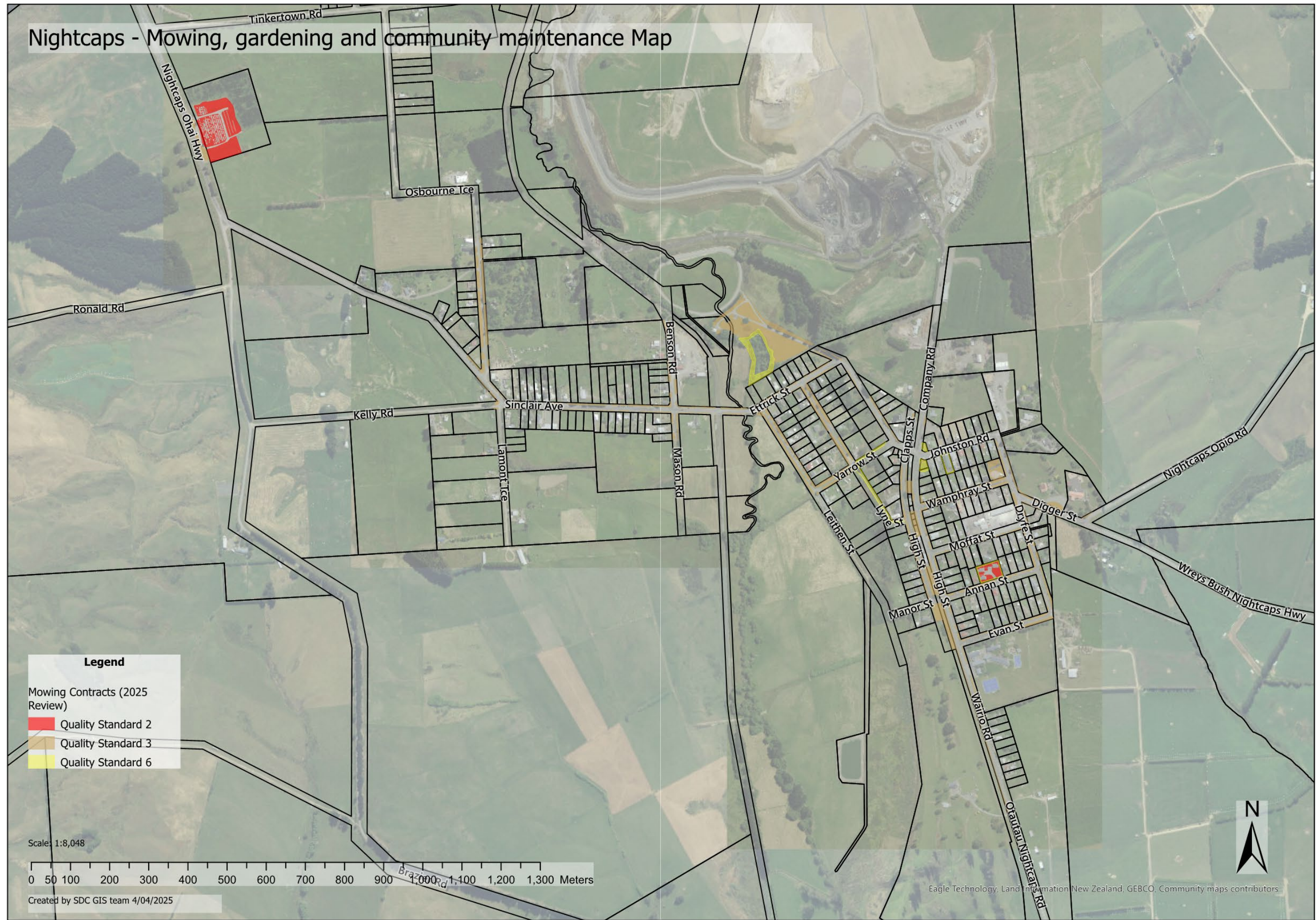
- A Contract Renewal Map - Wallace Takitimu community board towns
- B Community Facilities Levels of Service for Contract Renewal 2025
- C Wallace Takitimu Community Board Mowing Analysis
- D Contract Renewal Timeline

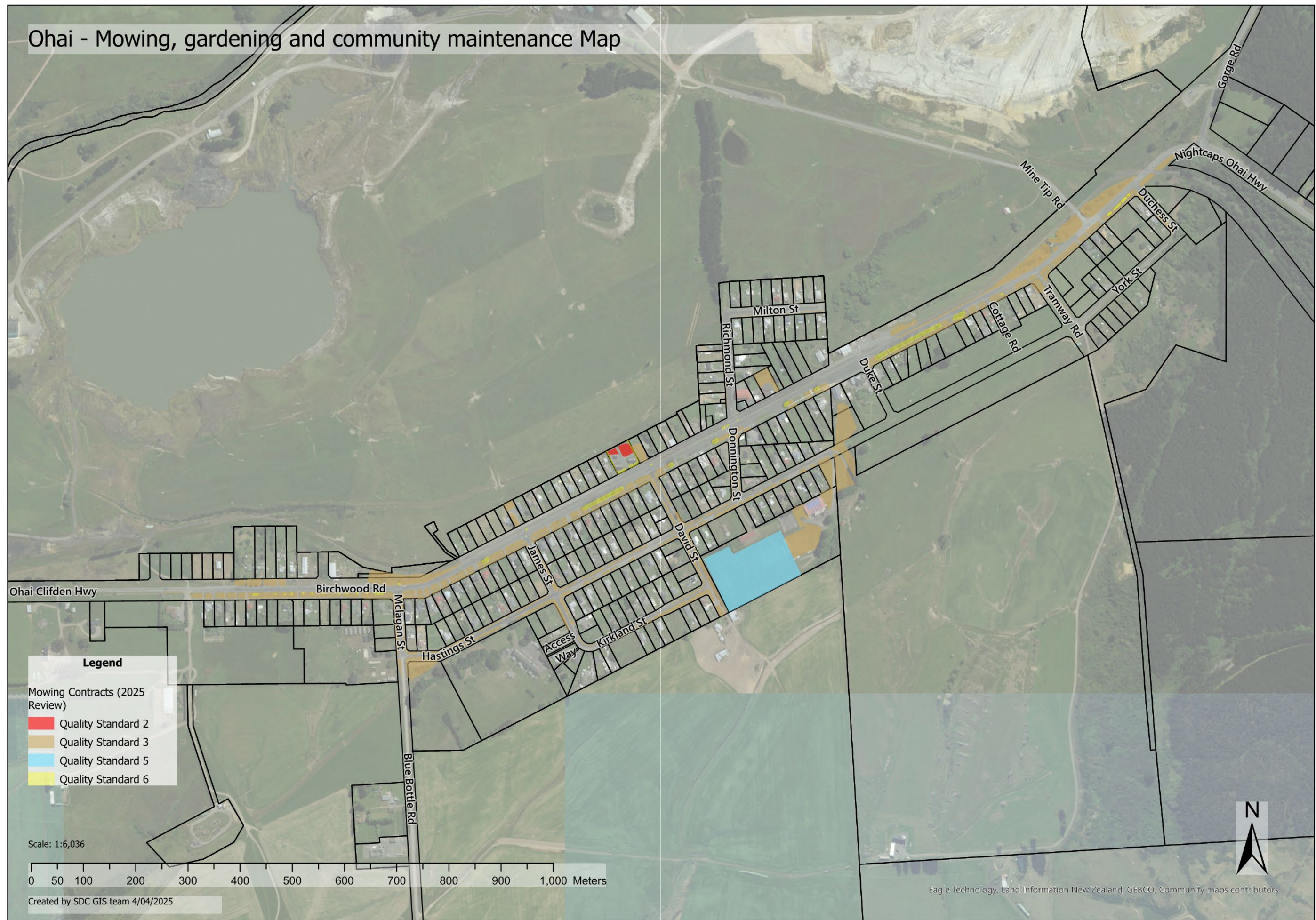












Community Facilities Levels of Service		
Operations and Maintenance	Task	Quality Standard 1
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 20mm and 40mm Stalks no more than 100mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm Frequency of mowing is every 5 – 7 days
Operations and Maintenance	Task	Quality Standard 2
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm Frequency of mowing is every 5 – 7 days
Maintenance Operations	Task	Quality Standard 3
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 50mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm Frequency of mowing is every 5 – 10 days
Maintenance Operations	Task	Quality Standard 4
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 80mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm
Maintenance Operations	Task	Quality Standard 5
All Categories	Amenity grass mowing (Bailage)	<ul style="list-style-type: none"> After bailage has been cut the area is to be maintained at Quality Standard 4
Maintenance Operations	Task	Quality Standard 6

All Categories	Vegetation Control	<ul style="list-style-type: none"> Gorse, broom noxious weed control
Maintenance Operations	Task	Quality Standard 2
All Categories	Garden maintenance	<ul style="list-style-type: none"> Annual beds, perennials and roses <ul style="list-style-type: none"> checked weekly and maintained to a high-quality presentation at all times. weeds are removed manually before they become noticeable. annual application of suitable fertiliser (and mulch for roses). Dead-heading and pruning in accordance with best horticultural practice. Edges are neat and tidy with no overspill For all other gardens <ul style="list-style-type: none"> Top up mulch every three years Annual trim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines. Weeds are sprayed or manually removed before they become noticeable. Edges are maintained to same standard as turf with no incremental creep.
Maintenance Operations	Task	Quality Standard 3
All Categories	Garden maintenance	<ul style="list-style-type: none"> Mixed shrubs and ground-covers <ul style="list-style-type: none"> Top up mulch as required to control weed growth Trim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines. Weeds are sprayed or manually removed before they become noticeable. Edges are maintained to same standard as turf with no incremental creep.

Wallace Takitimu Community Board Mowing Analysis

CB	Town	Quality Standard	2025 Review (sqm)	Current (sqm)	Difference (Review - current) sqm	% of reduction or accretion
Wallace Takitimu	Isla Bank	QS1	0.00	6,704.97		
Wallace Takitimu	Isla Bank	QS2	5,263.13	0.00		
Wallace Takitimu	Isla Bank	QS3	1,562.22	1,558.06		
		TOTAL	6,825.35	8,263.03	-1,437.68	-17%

Wallace Takitimu	Nightcaps	QS1	0.00	2,424.62		
Wallace Takitimu	Nightcaps	QS2	1,301.81	10,848.10		
Wallace Takitimu	Nightcaps	QS3	50,060.97	48,156.40		
		TOTAL	51,362.78	61,429.12	-10,066.34	-20%

Wallace Takitimu	Ohai	QS1	0.00	1,574.35		
Wallace Takitimu	Ohai	QS2	664.54	2,247.45		
Wallace Takitimu	Ohai	QS3	54,382.82	57,304.04		
Wallace Takitimu	Ohai	QS5	15,729.81	0.00		
		TOTAL	70,777.17	61,125.84	9,651.33	16%

Wallace Takitimu	Otautau	QS1	0.00	615.85		
Wallace Takitimu	Otautau	QS2	41,082.52	57,407.14		
Wallace Takitimu	Otautau	QS3	140,356.53	140,821.92		
Wallace Takitimu	Otautau	QS4	3,436.32	0.00		
		TOTAL	184,875.37	198,844.91	-13,969.54	-7%

Wallace Takitimu	Wairio	QS3	4,625.65	4,612.55	13.10	0%
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Wallace Takitimu	Wairio Cemetery	QS2	10,466.60	9,423.97		
Wallace Takitimu	Wairio Cemetery	QS3	997.92	3,472.01		
		TOTAL	11,464.52	12,895.98	-1,431.46	-12%

Contract Timeline

