



Notice is hereby given that an Ordinary meeting of the Southland Regional Heritage Joint Committee will be held on:

Date: Thursday, 21 August 2025
Time: 1pm
Meeting room: Gore District Council
Venue: Council Chamber, Level One,
29 Bowler Avenue,
Gore

Southland Regional Heritage Joint Committee Agenda OPEN

MEMBERSHIP

Chair	Councillor Paul Duffy	Southland District Council
	Councillor Christine Menzies	Southland District Council
	Councillor Neville Phillips	Gore District Council
	Councillor Browyn Reid	Gore District Council
	Reverend Evelyn Cook	

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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.

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



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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

Joint Committee 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 Joint Committee 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 Council Minutes

5.1 Meeting minutes of Southland Regional Heritage Joint Committee, 19 June 2025

6 Public Participation

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



Southland Regional Heritage Joint Committee

OPEN MINUTES

Minutes of a meeting of Southland Regional Heritage Joint Committee held in the Southland District Council, Totara Room, level one, 42 Don Street, Invercargill on Thursday, 19 June 2025 at 10.01am. (10.01am – 12.48pm (PE 11.17am – 12.48pm))

PRESENT

Chair Southland District Councillor – Paul Duffy
 Southland District Deputy Mayor – Christine Menzies
 Gore District Councillor – Neville Philipps
 Gore District Councillor – Bronwyn Reid
 Reverend Evelyn Cook – Iwi representative

IN ATTENDANCE

Southland District Council - GM Strategy and Partnerships – Vibhuti Chopra
Southland District Council - Senior Policy Analyst – Ana Bremer
Southland District Council - Manager Community Leadership - Jared Cappie
Southland District Council – Roving Museums Officer - Jo Massey
Southland District Council – Committee Advisor – Fiona Dunlop
Gore District Council – District Curator, Arts and Heritage - Jim Geddes



1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

1. Gore District Councillors Neville Phillips and Bronwyn Reid both declared a conflict of interest in relation to public excluded item C8.1 - Applications to the Southland Regional Heritage Committee (30 April 2025 funding round) – application i - Gore District Council – Muriwai Project Stage II. They would not take part in discussion or vote.
2. Reverend Evelyn Cook declared a conflict of interest in relation to C8.1 - Applications to the Southland Regional Heritage Committee (30 April 2025 funding round) – applications (iv) Te Runaka o Awarua – Recontextualising Tiwai, (v) Te Runaka o Awarua – Historical photograph collection preservation and (vi) Te Runaka o Awarua Whare Taoko feasibility study and would not take part in discussion or vote.

4 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

5 Confirmation of Council Minutes

Resolution

Moved Southland District Deputy Mayor Menzies, seconded Gore District Councillor Phillips and resolved:

That the Southland Regional Heritage Joint Committee confirms the minutes of the meeting held on 9 May 2025 as a true and correct record of that meeting.

6 PUBLIC PARTICIPATION

THERE WAS NO PUBLIC PARTICIPATION.



REPORTS

7.1 PROJECT ARK FUTURE

RECORD NO: R/25/6/26303

GM STRATEGY AND PARTNERSHIPS – VIBHUTI CHOPRA WAS IN ATTENDANCE FOR THIS ITEM.

THE PURPOSE OF THE REPORT WAS TO PROVIDE THE COMMITTEE WITH OPTIONS FOR CONTINUING DIGITISATION OF REGIONAL HERITAGE ITEMS POST THE COMPLETION OF PROJECT ARK.

SOUTHLAND DISTRICT COUNCIL ROVING MUSEUM OFFICER - JO MASSEY AND GORE DISTRICT COUNCIL DISTRICT CURATOR - JIM GEDDES WILL UNDERTAKE A SCOPING EXERCISE TO ASSESS THE AVAILABILITY AND POTENTIAL USE OF KEY RESOURCES AND SERVICES BEYOND JUNE 2025.

THE COMMITTEE NOTED THAT THE WORK TO BE UNDERTAKEN WILL REQUIRE SUFFICIENT TIME AND FLEXIBILITY TO ALLOW THE STAFF TO ENGAGE MEANINGFULLY WITH STAKEHOLDERS, GATHER RELEVANT INFORMATION, AND EXPLORE VIABLE OPTIONS.

THE FINDINGS WILL BE USED FOR A REPORT TO BE PRESENTED BACK TO THE COMMITTEE IN SEPTEMBER 2025. THE REPORT WILL OUTLINE HOW THE COMMITTEE CAN CONTINUE TO SUPPORT THE DIGITISATION OF HERITAGE COLLECTIONS ACROSS THE GORE DISTRICT COUNCIL AND SOUTHLAND DISTRICT COUNCIL AREAS BEYOND JUNE 2025.

THE SCOPE OF THE INVESTIGATION WILL INCLUDE:

1. **TE PĀTAKA TAOKA** – RESOURCES CURRENTLY IN SOUTHLAND REGIONAL HERITAGE COMMITTEE CARE
 - FREEZER
 - BOX CUTTER
 - DIGITISING EQUIPMENT
 - ENVIRONMENTAL MONITORING EQUIPMENT
2. **TE PĀTAKA TAOKA** – REGIONAL SUPPORT OPTIONS
 - ARMS STORAGE
 - SPECIALIST STORAGE FOR DANGEROUS GOODS
 - HEALTH & SAFETY RESOURCES FOR ROVING MUSEUMS OFFICER AND PROJECT ARK
 - CENTRALISED DIGITAL RESOURCES AND STORAGE



3. ADDITIONAL SECTOR PROJECT SUPPORT AND POTENTIAL PROVIDERS
 - GORE DISTRICT MUSEUMS
 - HERITAGE @ CLUTHA DISTRICT COUNCIL
 - MATAURA LICENSING TRUST
 - INVERCARGILL LICENSING TRUST
 - AOTEAROA GAMING TRUST

IN ADDITION, TO THE ABOVE, THE ADVISORS ARE TO:

- PROPOSE A PRIORITISED SCHEDULE FOR DIGITISING MUSEUM COLLECTIONS ACROSS THE GORE AND **SOUTHLAND DISTRICT'S**, BASED ON CRITERIA SUCH AS COLLECTION SIGNIFICANCE, READINESS, AND RESOURCE NEEDS.
- INVESTIGATE THE VIABILITY OF A CONTRACTED FOR SERVICES MODEL AS AN ALTERNATIVE TO THE CURRENT COUNCIL INHOUSE EMPLOYMENT MODEL.
- WORK WITH FINANCE DEPARTMENTS WITHIN COUNCIL TO HIGHLIGHT THE IMPORTANCE OF ESTABLISHING A DEDICATED AND RECURRING BUDGET LINE TO SUPPORT ONGOING DIGITISATION EFFORTS.

RESOLUTION

MOVED REVEREND EVELYN COOK, SECONDED GORE DISTRICT COUNCILLOR REID AND
RESOLVED:

THAT THE SOUTHLAND REGIONAL HERITAGE JOINT COMMITTEE:

- A) RECEIVES THE REPORT **TITLED "REPORT TO SOUTHLAND REGIONAL HERITAGE COMMITTEE PROJECT ARK FUTURE"**.
- B) APPROVE ITS ADVISORS, SOUTHLAND DISTRICT COUNCIL ROVING MUSEUMS OFFICER - JO MASSEY AND GORE DISTRICT COUNCIL CURATOR - JIM GEDDES, TO UNDERTAKE A SCOPING EXERCISE TO ASSESS THE AVAILABILITY AND POTENTIAL USE OF KEY RESOURCES AND SERVICES BEYOND JUNE 2025.

SOUTHLAND DISTRICT COUNCIL COUNCILLOR MENZIES ABSTAINED FROM VOTING.

7.2 AUDIT NEW ZEALAND - REPRESENTATION LETTER FOR THE YEAR ENDED 30 JUNE 2024

RECORD NO: R/25/6/26067

COUNCILLOR DUFFY ADVISED THAT THE REPRESENTATION LETTER HAD BEEN FORWARDS
TO AUDIT NEW ZEALAND FOR THE YEAR ENDED 30 JUNE 2025.



RESOLUTION

MOVED GORE DISTRICT COUNCILLOR REID, SECONDED SOUTHLAND DISTRICT DEPUTY MAYOR MENZIES AND RESOLVED:

THAT THE SOUTHLAND REGIONAL HERITAGE JOINT COMMITTEE:

- A) RECEIVES THE REPORT **TITLED "AUDIT NEW ZEALAND - REPRESENTATION LETTER FOR THE YEAR ENDED 30 JUNE 2024"**.
- B) RECEIVES AND NOTES THE REPRESENTATION LETTER SENT TO AUDIT NEW ZEALAND ON BEHALF OF THE SOUTHLAND REGIONAL HERITAGE COMMITTEE AS PART OF THE AUDIT PROCESS.

7.3 SOUTHLAND REGIONAL HERITAGE COMMITTEE FINANCIAL REPORT

RECORD NO: R/25/6/26182

GROUP MANAGER STRATEGY AND PARTNERSHIPS – VIBHUTI CHOPRA AND SENIOR FINANCE BUSINESS PARTNER – LESLEY SMITH WERE IN ATTENDANCE FOR THIS ITEM.

THE COMMITTEE WERE UPDATED ON THE FINANCIAL REPORT FOR THE PERIOD 1 JULY 2024 TO 31 MAY 2025 AND 1 MAY 2025 TO 31 MAY 2025. ALSO INCLUDED IN THE REPORT WAS INFORMATION REGARDING PROJECT ARK.

INVERCARGILL CITY COUNCIL AND SOUTHLAND DISTRICT COUNCIL HAVE MET TO DISCUSS THE TRANSFER OF THE FINANCIAL ADMINISTRATION OF THE COMMITTEE.

THE ANNUAL REPORT AND AUDIT OF THE COMMITTEE WILL BE UNDERTAKEN BY THE INVERCARGILL CITY COUNCIL.

THE COMMITTEE NOTED THAT AT THE 9 MAY 2025 MEETING, A RESOLUTION WAS PASSED FOR THE PAYMENT OF LEGAL ADVICE FROM SIMPSON GRIERSON. THIS RESOLUTION COVERED THE AGREEMENT VIA EMAIL TO PROCURE THE ADVICE. THE INVOICE FOR THE ADVICE FROM SIMPSON GRIERSON WAS RECEIVED BY SOUTHLAND DISTRICT COUNCIL WITH APPROVAL FROM THE COMMITTEE SOUGHT.

RESOLUTION

MOVED GORE DISTRICT COUNCILLOR PHILLIPS, SECONDED REVEREND COOK RECOMMENDATIONS A TO H AND NEW I AND J (AS INDICATED) AND RESOLVED:

THAT THE SOUTHLAND REGIONAL HERITAGE JOINT COMMITTEE:

- A) RECEIVES THE REPORT **TITLED "SOUTHLAND REGIONAL HERITAGE COMMITTEE FINANCIAL REPORT"**.
- B) RECEIVES THE FINANCIAL REPORT PREPARED BY INVERCARGILL CITY COUNCIL.



- C) RECEIVES THE REPORT **"SOUTHLAND REGIONAL HERITAGE COMMITTEE FUNDING REPORT 1 MAY 2025 – 31 MAY 2025"** (ATTACHMENT A - APPENDIX 1 **OF THE OFFICER'S REPORT**)
- D) RECEIVES THE REPORT **"SOUTHLAND REGIONAL HERITAGE COMMITTEE FUNDING REPORT 1 JULY 2024 – 31 MAY 2025"** (ATTACHMENT A - APPENDIX 2 **OF THE OFFICER'S REPORT**)
- E) RECEIVES THE REPORT **"PROJECT ARK - QUARTER 3 – YEAR TO DATE REPORT – 31 MARCH 2025"** (ATTACHMENT A - APPENDIX 3 **OF THE OFFICER'S REPORT**)
- F) AGREES TO PAYMENT OF ICC INVOICE – PROJECT ARK COSTS Q3 – MARCH 2025 (ATTACHMENT A - APPENDIX 4 **OF THE OFFICER'S REPORT**)
- G) AGREES TO PAYMENT OF AUDIT NEW ZEALAND INV-SINV34041 (ATTACHMENT A - APPENDIX 5 **OF THE OFFICER'S REPORT**)
- H) AGREES TO THE TERM DEPOSIT MATURING ON 30 JUNE 2025 BEING WITHDRAWN ON MATURITY AND ADDED TO THE CURRENT ACCOUNT BALANCE. NOTING THAT THE CURRENT ACCOUNT BALANCES ARE INTEREST BEARING.
- NEW I) AGREES TO PAYMENT OF SOUTHLAND DISTRICT COUNCIL INVOICE 1182813 BEING FOR LEGAL ADVICE FROM SIMPSON GRIERSON OF \$8,022.98 (NOTING THAT THE COMMITTEE AGREED AT THE 19 MAY 2025 MEETING TO APPROVE \$6,976.50 INCL GST).
- NEW J) AGREES TO PAYMENT OF GREAT SOUTH INVOICE OF GREAT SOUTH INVOICE 1981 FOR ADVERTISING OF \$517.50.

7.4 RESOLUTION RATIFYING DECISION NOT TO REINVEST TERM DEPOSIT

RECORD NO: R/25/6/26065

GROUP MANAGER STRATEGY AND PARTNERSHIPS – VIBHUTI CHOPRA AND SENIOR FINANCE BUSINESS PARTNER – LESLEY SMITH WERE IN ATTENDANCE FOR THIS ITEM.

THE PURPOSE OF THE REPORT WAS TO RATIFY THE EMAIL APPROVAL OF THE DECISION NOT TO REINVEST THE \$400,000 TERM INVESTMENT HELD BY THE SOUTHLAND REGIONAL HERITAGE COMMITTEE.

THE COMMITTEE AT THE 9 MAY 2025 MEETING CONSIDERED A LATE REPORT REGARDING THE \$400,000 TERM DEPOSIT WITH A RECOMMENDATION TO AGREE TO THE TERM DEPOSIT MATURING ON 30 JUNE 2025. THE RECOMMENDATION WAS AGREED WITH THE ADDITION OF THAT IT BE REINVESTED FOR A FURTHER PERIOD OF 3 MONTHS UP TO 30 SEPTEMBER 2025.



FOLLOWING THE 9 MAY 2025 MEETING THE CHAIR OF THE COMMITTEE CIRCULATED AN EMAIL TO THE MEMBERS SEEKING THEIR APPROVAL TO NOT REINVEST THE \$400,00 TERM DEPOSIT HELD BY THE COMMITTEE.

FOLLOWING THE ABOVE EMAIL APPROVAL, FURTHER INFORMATION REGARDING THE TRANSFER OF FINANCIAL ADMINISTRATION SUPPORT FROM INVERCARGILL CITY COUNCIL TO SOUTHLAND DISTRICT COUNCIL WAS PROVIDED, WHICH ADVISED THAT IT WOULD BE EASIER FOR THE TERM DEPOSIT TO MATURE AND BE REINVESTED AFTER THE FINANCIAL ADMINISTRATION SUPPORT WAS TRANSFERRED TO SOUTHLAND DISTRICT COUNCIL.

RESOLUTION

MOVED SOUTHLAND DISTRICT DEPUTY MAYOR MENZIES, SECONDED GORE DISTRICT COUNCILLOR PHILLIPS AND RESOLVED:

THAT THE SOUTHLAND REGIONAL HERITAGE JOINT COMMITTEE:

- A) RECEIVES THE REPORT **TITLED “RESOLUTION** RATIFYING DECISION NOT TO REINVEST TERM DEPOSIT**”**.
- 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) RESOLVES TO RATIFY THE DECISION NOT TO REINVEST THE \$400,000 TERM DEPOSIT.

7.5 ROVING MUSEUM OFFICER - ANNUAL REPORT

RECORD NO: R/25/6/28553

ROVING MUSEUM OFFICER – JOHANNA MASSEY WAS IN ATTENDANCE AND SPOKE TO HER REPORT.

RESOLUTION

MOVED GORE DISTRICT COUNCILLOR REID, SECONDED REVEREND COOK AND RESOLVED:
THAT THE SOUTHLAND REGIONAL HERITAGE JOINT COMMITTEE:

- A) RECEIVES THE REPORT **TITLED “ROVING MUSEUM OFFICER - ANNUAL REPORT”**.

PUBLIC EXCLUDED



Exclusion of the public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Reverend Cook, seconded Gore District Councillor Phillips and resolved:

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

C8.1 Applications to the Southland Regional Heritage Committee (30 April 2025 funding round)

C8.2 Fate of the Winds - project proposal 2025

C8.3 Roving Museum Officer Report

C8.4 Southland Regional Heritage Committee Assets

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
Applications to the Southland Regional Heritage Committee (30 April 2025 funding round)	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. 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.
Fate of the Winds - project proposal 2025	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	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.
Roving Museum Officer Report	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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.
Southland Regional Heritage Committee Assets	s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage,	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



	negotiations (including commercial and industrial negotiations).	information for which good reason for withholding exists.
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The public were excluded at 11.17am.

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 12.48pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE SOUTHLAND REGIONAL HERITAGE
JOINT COMMITTEE HELD ON THURSDAY 19 JUNE
2025.

DATE:.....

CHAIRPERSON:.....



Resolution of Southland District Council meeting on delivery of heritage services

Record no: R/25/8/38587

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☐ Information

Purpose

- 1 This report provides the Committee with Southland District Council's resolutions on the delivery of heritage services, and its recommendations to the Committee.

Executive summary

- 2 Southland District Council received a report titled 'Options for delivery of regional heritage services' at their meeting on 13 August 2025.
- 3 This report provided Council with options for delivering heritage services by continuing a joint committee structure under a new Heads of Agreement (HOA) or dissolving the committee on 30 November 2025 (when the HOA comes to an end) and delivering the service inhouse.
- 4 Council resolved that a joint committee proceeds under a new Heads of Agreement and agreed further recommendations to the Committee for their undertaking.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) **receives the report titled “Resolution of Southland District Council meeting on delivery of heritage services”.**
- 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) agree to the recommendations made by SDC at their meeting on 13 August 2025, including:
 - i) the Committee prepare a service delivery review for the provision of heritage services in Southland and Gore and provide recommendations to both SDC and GDC for consideration
 - ii) the service delivery review include a review of the grants structure for both Southland District and Gore District museums
 - iii) the Committee commission the service delivery review no later than September 2025 and make recommendations to Councils by March 2026, so that changes can be implemented by July 2026 and further changes (if any) by July 2027 after consulting through the Long Term Plan (if required).
 - iv) Agree to commissioning a service delivery review and instruct staff to prepare a project brief to support the procurement process.

Background

- 5 **Southland District Council received a report titled ‘Options for delivery of regional heritage services’ at their meeting on 13 August 2025.**
- 6 Council resolved that the Southland Regional Heritage Committee is continued under a new Heads of Agreement, until at least 30 July 2027. The Committee will discuss proceeding with the drafting of a new Heads of Agreement in a separate report at their meeting on 21 August 2025.

7 Council made the following recommendations to the Committee, that:

- the Committee prepare a service delivery review for the provision of heritage services in Southland and Gore and provide recommendations to both SDC and GDC for consideration
- the service delivery review include a review of the grants structure for both Southland District and Gore District museums
- the Committee commission the service delivery review no later than September 2025 and make recommendations to Council by March 2026, so that changes can be implemented by July 2026 and further changes (if any) by July 2027 after consulting through the Long Term Plan (if required).

8 A further resolution recommended that if the Committee makes future payments to Te Kupeka Taoka Trust in the interest of preserving regional collection, these be at a maximum of \$50,000 per annum as suggested by Invercargill City Council in their letter to the Committee dated October 30, 2024.

Issues

9 The Committee will require support to undertake a service delivery review. Staff recommend this review is undertaken by an external party, due to staff constraints at both Gore District Council and Southland District Council.

10 A project brief should be developed to provide an outline of the required scope of review, to assist with procurement. The Committee can instruct staff to complete the project brief and provide it to the Committee for approval.

11 The Committee may instruct staff to directly approach preferred parties to undertake the review.

12 If a preferred party is not identified or is unable to complete a review within the timeframe requested (before March 2026), a different procurement process may need to be considered.

Factors to consider

Legal and statutory requirements

13 No legal or statutory requirements have been identified at this stage.

Community views

14 Community views will be sought from the heritage community through the review of service delivery.

15 Wider views may be sought during the preparation of long-term plans during public consultation for these documents.

Costs and funding

16 The costs of developing a new Heads of Agreement and commissioning a service delivery review will be met by Committee reserves.

Policy implications

17 There are no specific policy implications identified.

Assessment of significance

- 18 This has been assessed as being of low significance. Levels of service will not be impacted at this stage. Community views will be sought at a later stage.

Recommended option

- 19 It is recommended that the Committee agree to commission a service delivery review as per Southland District Councils recommendations, and that the Committee instruct staff to prepare a service delivery review project brief for the purpose of initiating procurement.

Next steps

- 20 **Staff will prepare a project brief for the Committee's approval, and recommend the next steps for procurement.**

Attachments

There are no attachments for this report.



Project Ark - final report to Department of Internal Affairs Lottery Grants Board, and decision on remaining project equipment

Record no: R/25/8/37563

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to provide the Committee with the final report to Lottery Grants Board for Project Ark, prepared by Invercargill City Council (ICC) staff.
- 2 This report also provides a report detailing the remaining equipment and assets at the completion of Project Ark. ICC request that the Committee resolve final arrangements for this equipment.

Executive Summary

- 3 Invercargill City Council has been responsible for the administration of the Project Ark, which came to an end on 30 June 2025.
- 4 ICC need to submit the final report (attached) to Department of Internal Affairs (DIA) and return an underspend of \$8,898.93 - which is part of the general terms and conditions of the grant.
- 5 ICC request that the Committee receive this report and resolve the report be submitted to DIA by the deadline of 22 August 2025.
- 6 ICC also request that the Committee resolve the grant underspend is returned to DIA.
- 7 Project Ark was managed and delivered by Gore District Council, and then Invercargill City Council. Delivery of Project Ark required a range of equipment and materials.
- 8 The majority of equipment and materials were purchased by Gore District Council in 2018, using funding from the SRHC specifically for this purpose.
- 9 While the remaining book value is minimal and relates only to a small number of the total items purchased to deliver Project Ark, these and other remaining equipment, and materials may be of ongoing use to museums in Southland.
- 10 **ICC have provided options for the remaining equipment and materials for the Committee's decision.**

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) **receives the report titled “Project Ark - final report to Department of Internal Affairs Lottery Grants Board, and decision on remaining project equipment”.**
- b) **receives the report ‘Project Ark/Regional Resources – Accountability Report Lotteries Environment and Heritage’.**
- c) resolves that the draft accountability report be submitted to the Department of Internal Affairs by the deadline of 22 August 2025.
- d) resolves that the grant underspend of \$8,898.93.00 (excluding GST) be returned to the Department of Internal Affairs.
- e) instructs Invercargill City Council officers to submit the accountability report and return the unspent funds as above.
- f) **receives the report ‘Project Ark remaining assets and equipment report’.**
- g) **receives ‘Project Ark equipment list final 14 August 2025’.**
- h) resolves that one of the presented options, or another option, is recommended.
- i) instructs officers of the respective councils to action accordingly.

Attachments

- A SRHC Project Ark Accountability Report and supporting information (ICC) [↓](#)
- B SRHC Report Project Ark remaining assets and equipment report (ICC) [↓](#)
- C Project Ark equipment list final 14 August 2025 [↓](#)

PROJECT ARK/REGIONAL RESOURCES – ACCOUNTABILITY REPORT LOTTERIES ENVIRONMENT AND HERITAGE

To:	Southland Regional Heritage Committee
Meeting Date:	Thursday 21 August 2025
From:	Eloise Wallace – Director Te Unua - Museum of Southland, Invercargill City Council
Approved:	Rex Capil – Group Manager Places and Spaces, Invercargill City Council
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The Southland Regional Heritage Committee oversees and is responsible for the Project Ark/Regional Resources project.

Invercargill City Council (ICC) manages and delivers project activities on behalf of SRHC.

The Project Ark/Regional Resources project came to an end on 30 June 2025.

This report presents the final accountability report for Lotteries Environment and Heritage grant LEH-2024-258647, which must be submitted to the Department of Internal Affairs (DIA) by 22 August 2025.

Recommendations

That the Committee:

1. Receives the report 'Project Ark/Regional Resources – Accountability Report Lotteries Environment and Heritage'.
2. Resolves that the draft accountability report be submitted to the DIA by the deadline of 22 August 2025.
3. Resolves that the grant underspend of \$8,898.93.00 (excluding GST) be returned to the DIA.
4. Instructs Invercargill City Council officers to submit the accountability report, and return the unspent funds as above.

Attachments

1. Accountability Report Department of Internal Affairs Environment and Heritage (grant LEH-2024-258647 – A6001468
2. Lottery Grants Board Final Report Budget – A6058504

RESULTS REPORT**Lottery Environment and Heritage****LEH-2024-258647****Southland Regional Heritage Committee – Project Ark/Regional Resources****Final report – 9 July 2025**

Note: this was a multi-year project with multiple funders. This report only covers only the period that relates to grant LEH-2024 -258647, covering the term of the grant: 22 May 2024 – 30 June 2025.

What happened?

Following the completion of earlier Project Ark activity at a number of regional museums in Southland (covered in previous reports), the key activities completed for this period included:

- Assisting Invercargill City Council museum staff and contractors in packing, and relocating Southland's regional collection to the museum's new dedicated collection storage facility – Te Pātaka Taoka – Southern Regional Collections Facility. The completion of this relocation enabling the old museum to be demolished, and the rebuild of the new museum to commence as scheduled.
- Working with the regional collection at Te Pātaka Taoka to provide additional support for collection care and access initiatives in the new facility; and working with holders of other regional collections in delivering museum and gallery services, such as exhibitions; as well as enabling work with the collections to support the delivery of a new regional museum in Invercargill – Te Unua Museum of Southland.
- Completion of the concluding phase of work, including photography, digitisation and collection audit work for Te Hikoi Museum in Riverton by Heritage Studios – providing specialist heritage imaging services to support the Te Hikoi team and volunteers on site.
- Planning and delivery of a dedicated project working with priority regional museum – Bluff Maritime Museum. After a preparatory period, work on site commenced in January 2025 alongside the Bluff Maritime Museum team. Over the six months of work at Bluff the team undertook a significant programme of work relating to improving care and accessibility of their heritage collections.

What was achieved?Southland Regional Collection and Regional Museum Services

- Assisting with audit, rehousing and care for the regional collection (based in Invercargill) following physical relocation to a new dedicated storage facility provides for a foundation of improved care, and accessibility and the

Lottery Grants Board accountability report Project Ark SRHC – LEH 2024-258647

information needed to assist in planning for the new museum Te Unua Museum of Southland.

- Providing technical skills, in for example, box making has provided ongoing support for regional museums and collection holders.
- Digitisation and condition reporting to support local exhibitions
- Professional support for exhibition installations locally and regionally

Te Hikoi Museum

- Photography of 625 collection items
- Audit of collection data

Bluff Maritime Museum

- Entry and reconciliation of all donor records (300+ identified and recorded)
- Complete audit of collection holdings throughout the museum and entered on to spreadsheet (1965 records, 2541 objects)
- Audit and upload of all records to ehive/Vernon CMS (1939 records)
- Complete assessment of housing and packing requirements for collections, all materials ordered, and objects pre-packed - and this workflow will continue led by the Bluff Maritime Museum team. (145 objects packed)
- Digitisation requirements, including hardware and software were purchased and set up, and digitisation of photographic collections commenced – and this workflow will continue led by the Bluff Maritime Museum team. (310 photographs scanned and packed)
- Ongoing training throughout the period for the Bluff Maritime Museum occurred so that they can continue to follow procedures established for collection management, including packing and handling guidance and digitisation, with a complete handover of guides and documents, ehive cataloguing review and protocols, supply of scanned images for upload.

These achievements provided an important foundation body of work that has, and will continue to increase the quality of care, management and accessibility to the collection over time. Additionally, the Bluff Maritime Museum team developed a wide range of skills under the guidance of the Project Ark team, enabling them to continue the workflows commenced independently going forward.

The Bluff Maritime Museum now have an achievable long-term pathway to care for their collections and make them accessible to a wide variety of audiences within Bluff, Southland and beyond and meeting all the key outcomes of the Project Ark initiative.

Media and publicity following project completion: [Digitisation project at Bluff Maritime Museum complete - Invercargill City Council](#)

Lottery Grants Board accountability report Project Ark SRHC – LEH 2024-258647

Who participated or benefited?

- Southland Regional Heritage Committee
- Invercargill City Council
- Invercargill City Council Museum and Heritage Services team
- Project Ark team
- Te Kupeka Tiaki Taoka Southern Regional Collection Trust
- Bluff Maritime Museum Board and Staff
- Bluff community and other communities of interest

What other community benefits or outcomes were achieved?

- Increased visibility of the Bluff Maritime Museum collection in temporary exhibitions held by other entities
- Increased profile for Bluff Maritime Museum, highlighting aspects of the collection through their social media profiles.
- Skill development for kaimahi in the museum sector in Southland
- Enabling activities to support Invercargill City Council delivery of a new museum of Southland
- Storage improvements for Bluff Maritime Museum collections (outside scope of Project Ark) undertaken by the Board.
- Health and Safety Assessments undertaken to support staff to work successfully and safely at Bluff Maritime Museum.

Is there anything else you would like to tell us?

This is the final report for an ambitious multi-year project in Southland to provide additional targeted support to a priority public funded museums and heritage collections. The Project provided targeted support for a number of museums and collections, and made significant progress to support the key project aims/community needs of:

- having complete, up to date and searchable records of collections.
- providing public access by making collections available online in order to share their collections as widely as possible.
- supporting small and volunteer museums with best practice digitisation standards, equipment and software.
- physically protecting the museums' collections by packing them to a conservation standard, thereby maximising their longevity
- enabling a clear path forward for small museums to ensure the long-term care of their collections

While the project in its current form and phase draws to a close with the Bluff Maritime Museum project and this grant funding we acknowledge that within Southland the

Lottery Grants Board accountability report Project Ark SRHC – LEH 2024-258647

work continues to support each other in pursuit of these goals, and in striving for continual iterative improvement as regards caring for and making collections accessible to the communities we serve.

How did you use the grant?

We used the grant to pay for salary costs for staff and contractors who contributed to the project.

Did you use the entire grant?

No, we had an underspend of \$8,871.89.00

How much is your refund?

\$8,871.89.00

Is there anything else we need to know about the financial statement in relation to the budget?

This was a multi-year project supported by the Lottery Grants Board, Mānatu Taonga and the Southland Regional Heritage Committee. The attached budget shows the entire project cost for the year – with allocations against this grant highlighted.

Please also note that the underspends totalling \$35,323.10 for the previous Project Ark grants is shown as per the agreement from Lotteries it be carried forward to 2024/2025. The total underspend at project completion of \$8,871.89.00 takes this carry forward in to account.

Project Ark Grant LEH-2024-258647**Final Budget for Accountability Report**

	Funding source	2024/25	Actual
Collection Photographer and Collection Technician roles	LEH	\$	119,449.17
Contractor Costs - Heritage Studios contract staff - digitisation	LEH	\$	31,975.00
Contractor Costs - Heritage Studios contract staff - digitisation	MCH	\$	29,000.00
All Kiwi Saver @ 3%	SRHC	\$	3,583.16
Accommodation	SRHC	\$	5,625.32
Packing materials	SRHC	\$	20,748.11
General expenses	SRHC	\$	1,732.86
Total Regional Resources/Project Ark expenditure		\$	212,113.62

SUMMARY

Total LEH expenditure 2024/25	\$	151,424.17
Total LEH grant amount 2024/25	\$	125,000.00
Total overspend	-\$	26,424.17
LEH carry-forwards from previous grants (approved) - see workings below	\$	35,323.10
Total underspend/amount to return to LEH inclusive of carry-forwards	\$	8,898.93

LEH funding received in total for the project (multiple grants)	Received	Consumed	Returned	Balance
2020-21	\$ 75,000.00	\$ 62,115.43	\$ 12,884.57	\$ -
2021-22	\$ 100,000.00	\$ 104,045.31		-\$ 4,045.31
2022-23	\$ 122,750.00	\$ 112,083.90		\$ 10,666.10
2023-24	\$ 122,750.00	\$ 94,047.69		\$ 28,702.31
2024-25	\$ 125,000.00	\$ 151,424.17		-\$ 26,424.17
				\$ 8,898.93

PROJECT ARK/REGIONAL RESOURCES – REMAINING ASSETS AND EQUIPMENT

To:	Southland Regional Heritage Committee
Meeting Date:	Thursday 21 August 2025
From:	Eloise Wallace – Director Te Unua Museum of Southland, Invercargill City Council
Approved:	Rex Capil – Group Manager Community Spaces and Places, Invercargill City Council
Open Agenda:	Yes

Purpose and Summary

The Southland Regional Heritage Committee (SRHC) oversees and is responsible for the Project Ark/Regional Resources project.

Originally the Gore District Council managed and delivered Project Ark until June 2023, and then Invercargill City Council (ICC) managed and delivered project activities on behalf of the SRHC.

The Project Ark/Regional Resources project came to an end on 30 June 2025.

This report provides information on equipment and materials purchased to deliver Project Ark that remain as at project end 30 June 2025.

With the end of the project SRHC may wish to provide a view on what now happens to these items.

Recommendations

That the Southland Regional Heritage Committee:

1. Receives the report 'Project Ark/Regional Resources – Remaining Assets and Equipment'.
2. Resolves that one of the presented options, or another option, is recommended.
3. Instructs officers of the respective councils to action accordingly.

Background

Project Ark was managed and delivered by Gore District Council, and then Invercargill City Council.

Delivery of Project Ark required a range of equipment and materials.

A6061662

Page 1 of 2

The majority of equipment and materials were purchased by Gore District Council in 2018, using funding from the SRHC specifically for this purpose.

Appendix 1 (A6061663) provides a complete list of items, values (if applicable), and their current locations.

The remaining total book value of Project Ark assets at 30 June 2025 is \$1,972.27 (it is noted that this list does not include the Elsec Environmental Monitor \$6.05, listed in the Finance Report – this understood to be in the possession of the RMO). These assets are recorded in the Statement of Financial Position of SRHC, this occurred at the inception of Project Ark in order to track the assets.

While the remaining book value is minimal and relates only to a small number of the total items purchased to deliver Project Ark, these and other remaining equipment, and materials may be of ongoing use to museums in Southland.

Options

Option A

As the purchasing entity, Gore District Council retains responsibility, and takes custody of all remaining Project Ark equipment and materials, and leads their disposal/distribution directly with Southland museums.

Option B

As the purchasing entity, Gore District Council transfers ownership of all remaining Project Ark equipment and materials to Southland District Council (SDC) as the entity primarily responsible for ongoing regional museum support via the Roving Museum Officer, and SDC then leads their disposal/distribution directly with Southland museums.

Option C

As the purchasing entity, Gore District Council transfers ownership and responsibility to the entity currently in physical possession of the items – Invercargill City Council, Te Hiko, SDC and no further action is taken.

Next Steps

Following the resolution of SRHC as to the preferred option council officers will carry out the instruction accordingly.

Attachments

1. Project Ark equipment and materials list 1 August 2025 (A6061663).

Project Ark equipment and materials list 1 August 2025
Photography and Imaging Equipment - Project Ark
Description
Canon EOS 5Ds Body
Canon camera shoulder strap
Canon tether cable with screw in mount (black cable)
TetherPro USB 3.0 SuperSpeed Active Ext. Cable 4.6m (orange)
Canon LC-E6E Battery Charger (with detachable power cord)
Canon camera batteries LP-E6N x2
Canon ACK-E6 AC Adapter Kit R-E6 DC coupler
Canon wireless remote controller (for non-tethered shooting) RC6
Canon 50mm Compact Macro Lens
B+W (Germany) 52mm protective filter for 50mm lens
B+W (Germany) 52mm circular polariser for 50mm lens
Canon EF 100mm f/2.8L Macro IS USM with lens hood
B+W (Germany) 67 mm protective filter for 100mm lens
B+W (Germany) 67 mm circular polariser for above for 100mm lens
Canon EF 24-70mm f/2.8L II USM with lens hood
B+W (Germany) 82 mm protective filter for 24-70mm lens
B+W (Germany) 82 mm circular polariser for 24-70mm lens
Manfrotto 190XPROB aluminum tripod with 804RC2 3-Way Pan/Tilt Head (black)
Small fold up floor lighting stand (3 folding arms)
Sekonic L 308 X Flash meter in black vinyl case
Silicion back-case for Sekonic flash meter
X-rite i1 Display pro
X-rite Colour Checker Passport Photo with lanyard
Photolite 100cm Circular Light Studio Foldable Portable light tent white (with 4 coloured backdrops)
Manfrotto still life table 220 with Matt/Glossy Plexiglas table top
Spare plexigless table top
Metal clips to attach the Manfrotto plexiglass top to the still life table
Full roll backdrop paper 2.72 x 11m (white, mid grey, black) - (Fashion Gray close to 18%)
Half roll backdrop paper 1.35 x 11m (white, mid grey, black) - (Fashion Gray close to 18%)
3 Roll Backdrop Holder Kit with 3 Weighted Chain Adjustments(*2 x stands, 2 x silver Clamps, pair Triple H
Meking C-stand kit with: 2 x silver Stands, x2 silver Clamps, x2 silver arms.
Manfrotto 085BS Heavy Duty Boom and Stand (Black) with Casters, Boom, Counterweight. Fitted with a u
Broncolor S-Type speedrings x2 in round branded zipped bags

Broncolor 30 x 180 cm Striplight softbox
Broncolor 120 x 180 cm softbox
Lowepro Camera Bag Pro Runner RL X450 AW II
Matthews Flag/Cutter 24"x30"
Matthews Flag/Cutter 24"x36"
Universal Flash Ring x3 (boxed)
Universal Flash Head Adapter Ring x3 (boxed)
Camera cleaning kit (lens and sensor)
Image numbering stand and letter/number pins
Manfrotto 161 MK II tripod (black)
Manfrotto 114 dolly/wheels for 161 tripod
Manfrotto 131DB Lateral Side Arm
Manfrotto 405 3 way geared head for 161 tripod (up to 7.5kg payload)
Phottix Backdrop Stand Kit with 2 Stands, 4 interlock poles + bag
Bowens Gemini 500R 3 head kit stored in black trolley case. 3 x Gemini 500 R Monolights 2 x 90cm umbre
Closing book value for photography and imaging equipment
Computers and Scanners - Project Ark
Description
HP Elitebook laptops
HP Elite display monitors
Dell XPS Laptops
Brother HL-L3210CW Colour Printer
Brother label printer
Epson Scanner Expression 1200XL with power cord
Scanner to computer cord
Scanner to older computer cord
Epson Scanner Transparency Hood
CD with SilverFast software and instruction manual
Calibration target for the Epsom scanner
HD rack station
Closing book value for ICT equipment
Furniture - Project Ark
Description
White board on frame with casters - dismantled
Three Alloyfold 180 tables with adjustable height legs

Adjustable Loctek stand up desks x 4
Dexion shelving units
Small shelves
Office chair - mesh back
Closing book value for furniture
Other - Project Ark
Description
Ryobi cordless hot glue gun charger
Elna EL2000 Sewing machine
Black tubs containing stationery etc
Russell Hobbs steam iron
Suzy folding ironing board
Grey paint
Cork notice boards
Child Mannequin torso
Christening gown stand
Black Aluminium easel and black shoulder bag with sling
Female Mannequin torso
Closing book value for other items

[illegible]

1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
3	RJB - ICC	2018
3	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	Jo Massey - picked up 19/3/25	unknown
Qty	Location 30/07/2025	Purchase date
2	RJB - ICC	2018
2	RJB - ICC	2018
3	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	Te Hikoi	2018
1	Te Hikoi	2018
1	Te Hikoi	2018
1	Te Hikoi	2018
1	Te Hikoi	2018
1	Te Hikoi	2018
1	Te Hikoi	2018
Qty	Location 30/07/2025	Purchase date
1	Te Pataka Taoka - ICC	2018
3	Te Pataka Taoka - ICC	2018

4	Te Pataka Taoka - ICC	2018
2	Te Pataka Taoka - ICC	2018
2	Te Pataka Taoka - ICC	2018
1	Te Pataka Taoka - ICC	2018
Qty	Location 30/07/2025	Purchase date
1	RJB - ICC	2018
1	RJB - ICC	2018
4	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
2	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	RJB - ICC	2018
1	Jo Massey	2018

[illegible]

GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
GDC	
unknown	
	469.98
Purchaser	Value
GDC	73.08
GDC	57.71
GDC	17.8
GDC	0
GDC	0
GDC	947.72
GDC	incl in above scanner accessories
GDC	incl in above scanner accessories
GDC	incl in above scanner accessories
GDC	incl in above scanner accessories
GDC	incl in above scanner accessories
GDC	60.1
	1156.41
Purchaser	Value
GDC	0
GDC	0

GDC	0
GDC	345.88
GDC	0
GDC	0
	345.88
Purchaser	Value
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
GDC	0
	0

Total closing book value of 1972.27



Southland Regional Heritage Committee financial report

Record no: R/25/8/37078

Author: Lesley Smith, Management accountant

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☒ Decision

☐ Recommendation

☐ Information

Purpose

1 The purpose of this report is for the Southland Regional Heritage Committee:

- to approve the budget to 30 November 2025
- to approve for payment, the invoice from Invercargill City Council (ICC) for Project Ark costs to 30 June 2025
- to approve for payment the invoice from Audit NZ when the audit opinion is received
- to receive financial reports for Southland Regional Heritage Committee prepared by ICC which included SRHC Funding Report 1 July 2024 to 30 June 2025, Project Ark – Quarter 4 – Year to Date Report – 30 June 2025, and Southland Regional Heritage Committee Annual Report – 30 June 2025 (Attachment C)

Executive Summary

- 2 The Committee operates under a Heads of Agreements which expires on 30 November 2025. Southland District Council made a decision at its meeting on 13 August 2025 to continue with the joint committee arrangement albeit under a new Heads of Agreement recognising the changed membership of the Committee.
- 3 Since the decision from Gore District Council is not known at the time of preparing this report, the budgets have been prepared to 30 November 2025, to allow operations to continue until this time.
- 4 Budgets for the remainder of the financial year 2025/2026 will be prepared and presented to the Committee subsequently and as soon as practicable once there is clarity from both Councils on the continuance of the joint committee.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) **receives the report titled “Southland Regional Heritage Committee financial report”.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) approves the budget to 30 November as shown under cost and funding, and agrees that:
 - i) Southland Regional Heritage Committee will invoice Southland District Council and Gore District Council for the regional heritage rate collected of \$38.45 per rating unit pro-rata to 30 November 2025.
 - ii) Southland Regional Heritage Committee will not invoice Southland District Council and Gore District Council for the regional cataloguing rate collected of \$1 per rating unit.
 - iii) Southland Regional Heritage Committee will not invoice Southland District Council for the Southland Museum Art Gallery (SMAG) regional cataloguing rate collected of \$4.35 per rating unit.
 - iv) the SMAG cataloguing rate from 1 November 2024 – 30 June 2025 of \$43,808 be refunded to Southland District Council.
 - v) the following grants being made to 30 November 2025
 - Gore Collections \$90,492
 - Te Hikoi Southern Journey \$15,936
 - Roving Museum Officer \$31,250
 - Roving Museum Officer Community Trust of Southland grant \$15,000
 - vi) to administration fee of \$8,333 be paid to Southland District Council.
- e) agrees to payment of ICC invoice – Project Ark costs Q4 – June 2025 of \$47,837.24 including GST (Attachment A)
- f) agrees to payment of Audit New Zealand INV-SINV35253 for \$20,685.05 including GST (Attachment B)
- g) to receive financial reports for Southland Regional Heritage Committee prepared by ICC (Attachment C)

Background

- 5 The current members of the Committee are Southland District Council (SDC) and Gore District Council (GDC). Invercargill City Council (ICC) withdrew from the Committee in October 2024, and the Committee also resolved to confirm the withdrawal in October 2024.

- 6 The financial administration moved from ICC to SDC on the 1 July 2025.
- 7 The budgets established as part of the Long Term Plan for 2025/2026 need to be re-established following the withdrawal of ICC. The re-scoped budget to 30 November for approval is shown under the cost and funding section.
- 8 Since the decision from Gore District Council is not known at the time of preparing this report and the budgets, budgets have been prepared that the Committee needs to approve, to 30 November 2025, to allow operations to continue until this time. Budgets for the remainder of the financial year 2025/2026 will be prepared and presented to the Committee subsequently and as soon as practicable once there is clarity from both Councils on the continuance of the joint committee. The re-scoped budget to 30 November for approval is shown under the cost and funding section.
- 9 Southland District Council at its meeting on the 13 August approved to continue with the joint committee arrangement albeit under a new Heads of Agreement recognising the changed membership of the Committee. The resolution from Southland District Council was as follows:
- *approves the Southland Regional Heritage Committee is continued under a new Heads of Agreement, until at least 30 July 2027*
 - *recommend that if the Committee makes future payments to Te Kupeka Taoka Trust in the interest of preserving regional collection, these be at a maximum of \$50,000 per annum as suggested by Invercargill City Council in their letter to the Committee dated October 30, 2024*
 - *recommend the following tasks are undertaken by the Committee:*
 - i. *the Committee prepare a service delivery review for the provision of heritage services in Southland and Gore and provide recommendations to both SDC and GDC for consideration*
 - ii. *the service delivery review include a review of the grants structure for both Southland District and Gore District museums*
 - iii. *the Committee commission the service delivery review no later than September 2025 and make recommendations to Council by March 2026, so that changes can be implemented by July 2026 and further changes (if any) by July 2027 after consulting through the Long Term Plan (if required).*

Factors to consider

Legal and statutory requirements

- 10 There are no legal and statutory factors to consider.

Community views

- 11 While not consulted on, the community would be in favour of approved budgets to allow the Committee operations to continue until a new Heads of Agreement is in place or a wind up occurs.

Costs and funding

- 12 The original budgets established as part of the Long Term Plan for 2026/2027 were based on there being three parties involved in the Committee. Following the withdrawal of ICC, budgets need to be rescoped. The Committee needs to approve a budget to 30 November to allow operations to continue until a decision has been made on the continuance of the joint committee.
- 13 Both SDC and GDC have collected the regional heritage rate for the current year based on year two of the Long Term Plan. It is proposed that five months of the base rate of \$38.45 excluding GST per rating unit is invoiced by the Committee. In addition, both Councils have collected a \$1 exclusive

GST per rating unit for the regional cataloguing. Indication from SDC is not to pass this on to the Committee since the regional cataloguing work has completed as of 30 June 2025.

- 14 The Committee should agree not to invoice for this amount, as it will only further build up the Reserves the Committee already has.
- 15 SDC has collected the SMAG cataloguing rate of \$4.35 including GST which has historically been passed in totality via the Committee to Te Kupeka Tiaki Taoka – Southern Regional Collections Trust (TKTT). No monies were aid to TKTT since 30 October 2024. It is proposed that this amount not be invoiced by the Committee for the period to 30 November 2025 since payments to TKTT are not being made and, it would only further add to the reserves of the Committee.
- 16 SDC have also asked for the portion paid last financial year that relates to the period following the withdrawal of ICC is refunded. This refund amount is \$43,808.
- 17 Grants are to continue to be paid on a pro-rata basis to Gore Collections, Te Hikoi Museum and for the Roving Museum Officer. An allowance on a pro-rata basis has been made for Roving Museum Officer supplies, general costs and administration fee to SDC.
- 18 Included in the budget are legal fees of \$15,000 for advice on either a new Heads of Agreement for the Committee or wind up assistance. A provision of \$50,000 has been allowed for a review of Heritage Services.
- 19 The Project Ark final report to the Lottery Board has been prepared with a total of \$8,898.93 to be returned.

- 20 \$1,457,521 was transferred to SDC from ICC in July with the transfer of the financial administration. No payments have been made since then. It is estimated that the balance of cash on hand at 30 November will be \$1,480,139.

Southland Regional Heritage Committee			
Southland District Council Regional Heritage Rate:			Budget to 30.11.2025
Base Rate	\$38.45	\$641,089	\$267,121
SMAG Cataloguing	\$4.35	\$72,528	
Regional Cataloguing	\$1.00	\$16,673	
GST exclusive	\$43.80		
Gore District Regional Heritage Rate:			
Base Rate	\$38.45	\$257,120	\$107,133
Regional Cataloguing	\$1.00	\$6,687	
GST exclusive	\$39.45		
Regional Cataloguing refund to SDC (1.11.2024 - 30.6.2025)			(\$43,808)
Community Trust of Southland Grant			\$15,000
Total Income:			\$345,446
Grants:			
Gore Collections			\$90,492
Te Hikoi Southern Journey			\$15,936
Roving Museum Officer			\$31,250
Roving Museum Officer (CTOS Grant)			\$15,000
Roving Museum Officer Supplies			\$4,167
General Costs			\$4,167
Administration			\$8,333
Audit Fees			\$20,000
Provision of Heritage Services Review			\$50,000
Legal Costs for new HOA or windup			\$15,000
Total Costs:			\$254,344
Surplus/(Deficit):			\$91,102
Funds transferred from ICC to SDC 14.7.25			\$1,457,521
<i>Less commitments outstanding @ 30.6.2025</i>			
Project Ark & Audit Fees for 2024/2025 excluding GST			(\$68,484)
Balance cash on hand 30.11.2025			\$1,480,139

Assessment of significance

- 22 **This matter has been considered against SDC's Significance and Engagement Policy and is assessed as being not significant.**

Attachments

- A Invercargill City Council invoice - Project Ark - Quarter 4 financial year 2025/2025 [↓](#)
- B Audit New Zealand Invoice SINV35253 [↓](#)
- C Financial Report for SRHC - Invercargill City Council [↓](#)



TAX INVOICE
GST Number 10-432-146

Invoice Number: 2053812
Debtor Number: DR 64134/0
Date : 10-Jul-2025

Southland Regional Heritage Committee
C/- Southland District Council
PO Box 903
INVERCARGILL 9840

Description	GST Amount	Inc GST
Project Ark invoice for Quarter 4 financial year 2024/2025	6,239.64	47,837.24

GST Amount Total Inc GST
6,239.64 47,837.24

Electronic Payments Bank Account – 02-0924-0019668-03
Payment is to be made at the Civic Administration Building, 101 Esk Street, between 8.00am and 5.00pm
Or mailed to Private Bag 90104, Invercargill
Or by Internet Banking – Use Debtor Number as Reference
For account inquiries please telephone (03) 211 1777 or email service@icc.govt.nz
Please forward remittance advice below with your payment

REMITTANCE ADVICE

INVERCARGILL CITY COUNCIL
Private Bag 90104, 101 Esk Street
INVERCARGILL

Southland Regional Heritage Committee

Debtor No: DR 64134/0

Date: 10-Jul-2025

Invoice : 2053812

Total : 47,837.24

TERMS AND CONDITIONS OF SUPPLY OF GOODS / SERVICES

- Title in goods will not pass to the Purchaser until payment has been made in full.
- Payment for goods or services supplied is due on the 20th of the month following invoice unless specified on the front of the invoice.
- If payment of the amount due is not made by the due date then without prejudice to its other rights and remedies, Invercargill City Council in its absolute discretion shall be entitled to:
 - (i) Charge interest on the outstanding balance at the rate of 2.5% above the overdraft rate of its Banker; and
 - (ii) The costs, including legal costs, of collection of the outstanding balance; and
 - (iii) Terminate the supply to you.

Invercargill City Council receives the right (and it is our normal business practice) to seek credit information on credit customers and to provide information to credit reference and debt collection companies as to the fact that a credit application has been made and (in the case of debtors failing to meet their obligations) details of debtors and the debt.

INVERCARGILL CITY COUNCIL
PRIVATE BAG 90104
INVERCARGILL 9810

Q4 Project

100804	1008043504	22000	Salaries	31,152.39	Contractor - Wages Lottery Funded x2	As per payroll report	
100804	1008043504	22000	Kiwi Saver	934.49	Contractor - KS others	As per payroll report	
100804	1008043504	23600	Software licenc	1,050.00	Processing and manipulation of supplied data for Ehive account Bluff Museum	Vernon Systems	INV-00010214
100804	1008043504	24503	General Expense	9.89	Coat Hanger wire	Mitre 10	INV-A-453410
100804	1008043504	24503	General Expense	129.57	MD Elements DE Port	Noel Leeming	INV-161198877
100804	1008043504	24503	General Expense	1,088.34	EPE 30 Kg - Foam	A&E Karsten	INV-41552
100804	1008043504	24503	General Expense	1,084.20	Crates	Stowers Circular	INV-126470892-2655
100804	1008043504	23600	Software licenc	543.40	ADOBE LIGHTROOM FOR TEAMS L3 50-99	Focus Technology Group	INV-2543388
100804	1008043504	25711	Maint Motor veh	2,596.84	Mileage for travel to Bluff	2496 @ \$1.04 per km	Q 3 - ICC - January - March 2025
100804	1008043504	25711	Maint Motor veh	3,028.48	52 days @ 56 kms per day	2912 @ \$1.04 per Km	Q 4 - ICC - April - June 2025
				9,510.72	Expenses reimbursement		
				41,597.60			

Below are the Q4 2025 figures for Project Ark – 1 Apr 2025 to 30 Jun 2025 (pay end, not payment).

GL Code	Project	Quarter	Gross \$ Exc KS	KS Employer Inc ESCT
1008042200000	Lotteries	Q4 2025	\$31,152.39	\$934.49
1008042200000	Cultural Heritage	Q4 2025	\$0	\$0
TOTAL			\$31,152.39	\$934.49



TAX INVOICE

Sundry eHive Debtors in NZ

Invoice Date 9 Jun 2025
Invoice Number 00010214
Reference PP10033137 - QU-0188
GST Number 079-432-202

Vernon Systems Limited
 PO Box 41317
 Mt Roskill
 Auckland 1440
 NEW ZEALAND
 T. 09 815 5599

Description	Quantity	Unit Price	GST	Amount NZD
Processing and manipulation of supplied data for eHive account 3234 Bluff Maritime Museum.	5.00	210.00	15%	1,050.00
Upload of supplied data to eHive in bulk.				
			Subtotal	1,050.00
			TOTAL GST 15%	157.50
			TOTAL NZD	1,207.50

Due Date: 9 Jul 2025

METHOD AND TERMS OF PAYMENT

If you wish to pay by Direct Credit, our bank details are:

Vernon Systems Limited, Account Number 02 0159 0323485 00, Bank of New Zealand, Auckland Branch, 80 Queen Street, Auckland, New Zealand, Telephone +(64 9) 373 0450

Invoices can also be paid by credit card. For amounts over \$1,000 there is a surcharge of 3% for credit card payment.

We cannot accept cheque payments as New Zealand banks no longer accept cheques.

Payment terms are net 30 days from the date of the invoice. No statements are issued, so please pay directly on this invoice. Interest is charged on overdue accounts on a daily basis at 18% per annum.



[View and pay online now](#)



MITRE 10 MEGA INVERCARGILL
GST No. 86-451-145
CORNER TAY ST AND ELLES ROAD
P.O.BOX 1304, INVERCARGILL
PH: 03-2199000 FAX: 03-2199001

TAX INVOICE

www.mitre10mega.co.nz

BILL TO:

INVERCARGILL CITY COUNCIL
101 Esk Street
INVERCARGILL
9810

DELIVER TO:

INVERCARGILL CITY COUNCIL
101 Esk Street
INVERCARGILL

COMMENTS:

Pickup: Malavika Cassiere
7470 10:56

CUSTOMER CODE	YOUR ORDER NUMBER	S/M	QUOTE No.	PICKING SLIP No.	INVOICE No.	DATE	PAGE
ICC	PP10033134	JMC			A-453410	10/06/2025	1
PRODUCT CODE	DESCRIPTION	UNIT	QUANTITY	PRICE	DISCOUNT	GST	VALUE
2018969	COAT HANGER WIRE PE WHITE 10PK	EACH	1		3.790		3.79
2018967	COAT HANGER WIRE PE BLACK 10PK	EACH	2		3.790		7.58
	Your Unique Code: X7-0710540670						
						G.S.T. Inclusive	11.37
						INVOICE TOTAL \$	11.37

NOTES:



TAX INVOICE GST REG. NO. 41-482-354
 10/06/25 09:43:03 Invercargill
 Phone No.: 0800 444 488 68:04:0005
 S/Person.: 13955 Invoice: 161198877
 Salesperson : NICOLA Y
 === Government South Island SALE ===
 Invercargill City Council
 101 Esk Street
 Invercargill

Ph: (03) 211 1777 09810
 Order No.: pp10033135

124183 WD ELEMENTS SE PORT HDD 2TB
 1 @ \$ 149.00 15.0% \$ 149.00

Total Sale : \$ 149.00

Charge A/C 321326702 \$ 149.00

Change Given : \$ 0.00

PRICES INCLUDE G.S.T. AT RATE SHOWN



WE VALUE YOUR FEEDBACK
 TELL US HOW WE DID
 TODAY AND YOU COULD
 WIN 1 of 5 \$200 NOEL
 LEEMING GIFT CARDS!

Please answer the following question:
 After today's in-store experience, how
 likely are you to recommend us to friends?
 Survey Feedback code: ERTXNLG
 Enter online at
www.noelleeming.co.nz/feedback
 Or Enter by text, following the below steps:
 STEP 1. Text "Noels" to 2578
 STEP 2. We will send back a link to the
 feedback survey
 Full terms and conditions available at
www.noelleeming.co.nz

Thanks for shopping with us

TAX INVOICE 41552

A and E KARSTEN LTD.
GST NUMBER: 49 339 267
Bank Account #03 0149 0058382 00

**INVOICE TO:****SOUTHLAND MUSEUM & ART GALLERY**

PO Box 1012
Invercargill 9840

DELIVER TO:**TE PATAKA TAOKA**

Southern Regional Collections Facility
223 – 233 Boxall Street
Tisbury, Invercargill 9877

DATE:	PO NUMBER:	ORDER BY:	PAYMENT:
9/06/2025	PP10033132	SAM	20/07/2025

CODE:	DESCRIPTION:	UOM:	QTY:	PRICE:	SUB TOTAL:
eper003	EPE-30kg White 3mm x 1200mm x 100m	ROLL	1.0	\$265.00	\$265.00
epes001	EPE-30kg White 10*1200*2300mm	SHEET	5.0	\$46.53	\$232.65
well002	EPE Rod, Ø100mm x 2700mm	LENGTH	3.0	\$39.98	\$119.94
					\$617.59
Ø100mm - cut in half.					
FREIGHT					\$470.75
SUB TOTAL					\$1,088.34
GST					\$163.25
TOTAL					\$1,251.59

A and E KARSTEN LTD.

FACTORY: 48 Holmes Rd | Manurewa | Auckland 2102 / POSTAL: Postal Box 28324 | Remuera | Auckland 1541
ph: 09 266 2781 | fax: 09 266 2782 | email: sales@karsten.co.nz | www.karsten.co.nz

Stowers Containment Solutions Ltd
88 B Carbine Road
MT WELLINGTON, AUCKLAND 1060
NEW ZEALAND

Reg G.S.T. No. 119-046-068
Phone: 0800 08 2000



TAX INVOICE

Ship to: 222945 ABN: 9429041905845

Bill to: 222945 ABN: 9429041905845

INVERCARGILL CITY COUNCIL Private Bag 90104 INVERCARGILL STL 9840	southern regional collections facility ATTN SAM CHANDLER 223-233 BOXALL STREET INVERCARGILL 9877 NEW ZEALAND	Number: 126470892-2655 Date: 09 June 2025 Delivery: 68772921 Page: 1 of 1
---	--	--

Material	Material description	Customer material	Customer order num	Sales order	Quantity	Unit price	Total excl. tax	Tax	Total
3132999	IH052 LID 7 10 15 NAT PP NZ 3105905		PP10033133	6078145	20 EA	20.05 NZD/1 EA	401.00	15% 60.15	461.15
3150837	CRATE NO 7 WHT PP		PP10033133	6078145	10 EA	27.86 NZD/1 EA	278.60	15% 41.79	320.39
3150835	CRATE NO 10 WHT PP		PP10033133	6078145	10 EA	28.26 NZD/1 EA	282.60	15% 42.39	324.99
FREIGHT	FREIGHT SERVICES DAMAGED OR SHORT SUPPLY CLAIMS MUST BE RECEIVED WITHIN 7 DAYS OF DELIVERY		PP10033133	6078145	1 EA	102.00 NZD/1 EA	102.00	15% 15.30	117.30
Total: (NZD)							1,064.20	159.63	1,223.83

Please remit to: Stowers Containment Solutions Ltd
ANZ - BSB No: 011839 - Account No: 034392700

Inco Terms: AFL Add Freight Line
All goods and services provided under this invoice are subject to our terms and conditions of sales as attached or available at - <https://pactgroup.com/standard-tcs-anz/>
Payment Terms: 20 Days ME



Invoice To:
INVERCARGILL CITY COUNCIL
Private Bag 90104
Invercargill 9840

Tax Invoice

Focus Technology Group (NZ) Ltd
PO Box 1420
Invercargill 9840

GST No. 062-969-679

Deliver To:
Invercargill 9840

Account No: 5091
Invoice No: 254388
Date: 31 March 2025
Order No: PP10031749

INVERCARGILL CITY COUNCIL ANNUAL ADOBE

Description	StockCode	Qty	Unit Price	Total
ADOBE LIGHTROOM FOR TEAMS L3 50-99	30002397C03A12	1	\$543.40	\$543.40

Payment due 20th of the following month

Bank Details

Account Name: Focus Technology Group NZ Limited
Direct Credit details: ASB 12-3195-0001890-00

Subtotal \$543.40
GST \$81.51
TOTAL \$624.91

Page 1 of 1

AUDIT NEW ZEALAND

Mana Arotake Aotearoa

P O Box 3928
Wellington, 6140Phone No. 04 496 3099
Fax 04 496 3095Customer No. D849
Invoice No. SINV35253
Invoice Date 22 July 2025Engagement No. 25J
Due Date 29 July 2025
GST No. 14-290-338**Attn: Kathleen Simmonds (25J)**
Southland Regional Heritage Committee
C/-Invercargill City Council
Private Bag 90104
INVERCARGILL, 9840**TAX INVOICE****Memorandum of Professional Fees**

Invoice #1 for the audit of the financial statements year ended 30 June 2025	16,417.00
ASQS Fee	1,570.00

Subtotal	17,987.00
G.S.T	2,698.05
Invoice Total \$	20,685.05

Please direct credit to Controller and Auditor-General at Westpac account number 030049-0000407-00 and provide your Customer number as a reference

If you have any enquiries regarding this invoice please contact accountsreceivable@auditnz.parliament.nz

FINANCIAL REPORTS FOR SOUTHLAND REGIONAL HERITAGE COMMITTEE

To: Southland Regional Heritage Committee

Meeting Date: Thursday 21 August 2025

From: Kathleen Simmonds

Approved: Patricia Christie – Group Manager - Finance and Assurance

Approved Date: Thursday, 14 August 2025

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

To present to the Committee:

- Funding Report – 1 July 2024 to 30 June 2025
- Project Ark Report – up to – 30 June 2025
- Draft Annual Report June 2025

Recommendations

That the Southland Regional Heritage Committee:

1. Receives the report titled "Financial Reports For Southland Regional Heritage Committee"
2. Receives the Report "Southland Regional Heritage Committee Funding Report 1 July 2024 – 30 June 2025" (Appendix 1)
3. Receives the Report "Project Ark - Quarter 4 – Year to Date Report – 30 June 2025" (Appendix 2)
4. Receives the Report Draft "Southland Regional Heritage Committee Annual Report – 30 June 2025" (Appendix 3)

Southland Regional Heritage Committee historically requested that assets at the inception of Project Ark be recorded in the financial statements of the joint committee so they could be tracked. It is noted that a joint committee cannot own assets. These assets currently have a closing book balance of \$1,978.

PLANT AND EQUIPMENT	CLOSING BOOK VALUE
Elsec Environmental Monitor	6.05
Cameras	209.31
Photography Equipment	260.67
Mobile Shelving	345.88
Laptops & Docks x 3	73.08
Photo Editing monitors x 2	57.71
A3 Scanner	947.72
Notebook PC	17.80
Digital Storage - HD/Rack Station	60.10
CLOSING BOOK VALUE AS AT JUNE 2025	1,978.32

Attachments

1. Appendix 1 – Funding Report – 1 July 2024 to 30 June 2025 – A6061675.
2. Appendix 2 – Project Ark – Quarter 4 – Year to Date Report – 30 June 2025 – A6061674.
3. Appendix 3 – Draft Southland Regional Heritage Committee Annual Report June 2025 - A6061678.

**Southland Regional Heritage Committee
Funding Report
1 July 2024 - 30 June 2025**

Summary

Opening Balance 801,475.48

Income

Rate - Invercargill City Council 358,137.27
 Rate - Southland District Council 726,714.17
 Rate - Gore District Council 259,508.16
 Term Deposit released 800,000.00
 CTOS-Grant for RMO 15,000.00
 Interest Earned 62,337.11
 GST Refunds 34,627.54
 Lottery Grant for Project Ark 0.00
 Ministry for Culture for Project Ark 147,430.00

Total Income 2,403,754.25

Less

Grants and other

Te Kupeka Tiaki Taoka - Southern Regional Collections Trust 441,639.20
 Gore District Council 212,505.00
 Term Deposit - reinvested 400,000.00
 CTOS-Grant for RMO - paid back to SDC 15,000.00
 Admin Grant 0.00
 Bluff Maritime Museum 2024-25 Grant 15,624.00
 Te Hiko Southern Journey Ltd 2024-25 Grant 15,624.00
 SRHC Fund 214,129.05
 Admin Fees 0.00
 RMO Charge 75,000.00
 RMO Expenses 1,792.23
 General Expenses 20,408.50
 Repayment of Unused Grant-MCH 25,633.50
 Project Ark 267,834.14
 Audit Fees - Jun-24 19,209.60
 GST Payment 33,023.52

Total Expenses 1,757,422.74

Closing Balance 1,447,806.99

Forecast Expenditure 145,876.21
 Project Ark remaining spend Q4 Invoice still outstanding - 2024-25 year 41,597.60

Closing operating bank balance after current forecasted expenditure 1,260,333.18

Term Deposit Released 30 June 2025

Total closing balance to date 1,260,333.18

0.00

Funding Available for Grants & Administration	
Southland Regional Heritage Fund - Opening Balance	744,726.66
Funding Received	75,000.00
Heritage South	10,000.00
Otautau Museum & Heritage Trust	2,000.00
Rakiura Museum Te Puka O Te Waka	1,197.00
Southern Steam Train Charitable Trust	10,000.00
Otahuti Tennis Club	2,000.00
Waikawa Districts Museum Inc	2,947.00
Switzers Museum (Waikaia) Inc	1,800.00
Riverton RSA	2,000.00
Catlins Coast Incorporated	2,584.05
Gore District Council - Maruawai Project	100,000.00
Riverton Heritage And Tourist Centre Trust-Te Hikoi	843.00
Riverton Heritage And Tourist Centre Trust-Te Hikoi	4,650.00
Switzers Museum (Waikaia) Inc	8,530.00
Te Runaka o Awarua - Re-contextualising Tiwai	34,975.00
Te Runaka o Awarua - Historical Photograph Preservation	5,353.00
Te Runaka o Awarua - Whare Taoko Feasibility Study	17,250.00
Tuatapere & Districts Promotion Inc - CWA Conservation Materials	8,000.00
Total	214,129.05
Southland Regional Heritage Fund - Closing Balance	605,597.61
<i>Less Forecasted Spend</i>	14,626.21
Funds Available for Distribution	590,971.40
Administration & Other Museum Grants - Opening Balance	
Administration & Other Museum Grants - Opening Balance	456,748.85
Funding Received	1,269,359.60
Grants Paid	685,392.20
Other Income	259,394.65
Term Investment Released	
Admin Fees	0.00
RMO Charge	75,000.00
RMO Expenses	1,792.23
General Expenses	20,408.50
Project Ark	267,834.14
Repayment of Unused Funds-MHC	25,633.50
Term Investment (re-invested)	
Other Payments	67,233.12
Administration & Other Museum Grants - Closing Balance	842,209.41
<i>Less Forecasted Spend</i>	131,250.00
Project Ark forecasted remaining spend - 2024-25 year	41,597.60
Funds Available for Administration & Other Museum Grants	669,361.81
Total Closing Balance	1,447,807.02
Total Funds Available for Grants & Administration	1,260,333.18

Forecast Statement			
	Forecast Expenditure	Uplifted	Balance
<u>Southland Regional Heritage Fund</u>			
Heritage South - towards proposed 2024 annual training opportunity up to - (minutes 23/09/22) change to use 24-25 (minute 28/03/24)	5,000.00		5,000.00
Catlins coast Inc up to (minutes 10th May-24) - to be uplifted once other funding has been applied not only SRHC	8,000.00	2,584.05	5,415.95
SRHC Advisory Group-towards holding 2 textile workshops (minutes 10th May-24)	15,000.00	10,789.74	4,210.26
Total	28,000.00	13,373.79	14,626.21
<u>Administration Fund</u>			
Te Hikoi Southern Journey Ltd - 2024-25 Grant	15,624.00	15,624.00	0.00
Bluff Maritime Museum - 2024-25 Grant	15,624.00	15,624.00	0.00
RMO Charge - April 2024 to March 2025	75,000.00	75,000.00	0.00
RMO Charge - April 2025 to March 2026	75,000.00	18,750.00	56,250.00
RMO Charge - April 2026 to March 2027	75,000.00		75,000.00
Total	256,248.00	124,998.00	131,250.00
Total Forecast Expenditure	284,248.00	138,371.79	145,876.21

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Project Ark - Quarterly Report to 30 June 2025

	Actual	Budget - Projected	Remaining Spend
Annual Costs			
Co-Ordinator's Salary (SRHC Funded)		-	-
Co-Ordinator's KS, ACC, Travel, Admin		-	-
Collection Photographer and Technician (Lottery)	119,449.17	140,000.00	20,550.83
Collection Cataloguers, FTE x1, FTE .5 x1, summer intern (Cultural Heritage)		-	0.00
Others - KiwiSaver, admin etc	3,583.16	10,000.00	6,416.84
2023-24 ACC		494.00	494.00
Regional Resource Team - Contractor Costs		146,900.00	146,900.00
Contractor Costs - Studio Heritage Invs	60,975.00	29,000.00	31,975.00
Recruitment Costs - Cataloguers		3,000.00	3,000.00
Travel, Conference, Accommodation		2,500.00	2,500.00
Professional Membership and Fees		-	-
Honorarium - Volunteer travel etc		1,000.00	1,000.00
Conference - National Digital Forum 2019		-	-
Cataloguers' H&S - Ergonomic Assmt		-	-
First Aid Course		-	-
Hard Hats and Vests		-	-
Telephones		1,229.00	1,229.00
Fully maintained car, leased		-	-
Fuel and Insurance		-	-
Accommodation Allowance/Travel	5,625.32	-	5,625.32
		-	-
Project Related Travel and expenses		5,000.00	5,000.00
		-	0.00
Packing Materials	20,748.11	20,000.00	-748.11
		-	-
Media liaison and advocacy		-	-
Training PD		377.00	377.00
		-	-
Lease of workspace		-	-
		-	-
Establishment Costs		-	-
		-	-
General Expenses / Printing Stationery	1,732.86	5,000.00	3,267.14
Minor equipment purchases		-	-
IGH speed broadband connection		2,500.00	2,500.00
Annual costs for server, image backup to cloud		5,000.00	5,000.00
		-	-
Unbudgeted spend but within budget - 20-21		-	-
- 30TB Storage Server and backup system for images		-	-
Computer Server - CCL		-	-
Software		500.00	500.00
Consulting Fees		-	-
		-	-
Provision for travel allowances and cultural advice		3,000.00	3,000.00
		-	-
	212,113.62	375,500.00	163,386.38
Total Invoices received to date - INV-2047753 & INV-2051987 & INV-2053812			
	177,038.62		
Invoices paid direct by SRHC - ratified via chair and councillors	35,075.00		
	212,113.62		
	0.00		

A6061674

**SOUTHLAND REGIONAL HERITAGE
COMMITTEE**

ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2025

A6061678

SOUTHLAND REGIONAL HERITAGE COMMITTEE**TABLE OF CONTENTS**

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SOUTHLAND REGIONAL HERITAGE COMMITTEE**ENTITY INFORMATION FOR THE YEAR ENDED 30 JUNE 2025****Legal name**

Southland Regional Heritage Committee

Type of entity and legal basis

The Southland Regional Heritage Committee is a committee formed and domiciled in New Zealand.

The Committee's purpose

The committee's principle activity is to promote and enhance the heritage of the Southland Community. The committee administers grant money to appropriate organisations within the Southland Province, who met the required criteria.

Structure of the Committee's operations

The Southland Regional Heritage Committee was formed as a joint committee of councils on 1 May 2005 by the Invercargill City Council, (withdrawn as at 31 October 2024) the Southland District Council and the Gore District Council. Each council appoints two members to the committee. The committee's equity and operational funding is contributed from the following Councils: Invercargill City Council, Southland District Council and Gore District Council.

Outputs

The main output of the committee is the payment of grants to recipients that meet the funding criteria as per Heads of Agreement.

The Reporting Period of the committee is for the year ended 30 June 2025.

Committee members

Cr L Soper	Invercargill City Council	- Resigned 31/10/2025
Cr B Stewart	Invercargill City Council	- Resigned 31/10/2025
Cr P Duffy (Chairman)	Southland District Council	
Cr C Menzies	Southland District Council	
Cr B Reid	Gore District Council	
Cr N Phillips	Gore District Council	
E Cook	Iwi Representation	

Registered office

C/- Invercargill City Council
101 Esk Street
Invercargill

Postal address

Private Bag 90-104
Invercargill
Phone (03) 2111 777
Fax (03) 2111 692

Bankers

Bank of New Zealand
84 Esk Street, Invercargill

Solicitors

Preston Russell Law
45 Yarrow Street, Invercargill

Auditor

Audit New Zealand
on behalf of the Auditor - General

SOUTHLAND REGIONAL HERITAGE COMMITTEE**STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2025**

	<i>Note</i>	2025 \$	2024 \$
Revenue			
Council funding	1	1,333,490	1,987,333
External funding		158,915	196,512
Interest		62,337	62,926
TOTAL REVENUE		1,554,742	2,246,771
Expenses			
Audit fees		17,987	16,704
Depreciation	4	908	1,422
Grants made	2	908,903	1,892,520
Other expenses		222,036	296,767
TOTAL EXPENSES		1,149,834	2,207,413
TOTAL SURPLUS / (DEFICIT)		404,908	39,358

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with these financial statements.

SOUTHLAND REGIONAL HERITAGE COMMITTEE**STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2025**

	<i>Note</i>	2025 \$	2024 \$
Assets			
Current assets			
Bank accounts and cash		1,447,807	801,475
Other Financial Investments		-	400,000
Accrued Revenue		-	96,150
GST receivable		7,745	-
TOTAL CURRENT ASSETS		1,455,552	1,297,625
Non-current assets			
Property, plant and equipment	4	1,978	2,886
TOTAL NON-CURRENT ASSETS		1,978	2,886
TOTAL ASSETS		1,457,530	1,300,511
Liabilities			
Current liabilities			
Creditors and accrued expenses	3	134,585	154,088
GST payable		-	4,230
Revenue Received in Advance		8,899	158,054
TOTAL CURRENT LIABILITIES		143,484	316,372
Creditors and accrued expenses	3	56,250	131,250
TOTAL NON-CURRENT LIABILITIES		56,250	131,250
TOTAL LIABILITIES		199,734	447,622
TOTAL ASSETS less TOTAL LIABILITIES		1,257,796	852,888
Equity			
Contributed capital	5	137,514	137,514
Accumulated surpluses	5	1,120,281	715,373
TOTAL COMMITTEE EQUITY		1,257,796	852,888

CHAIRMAN
XXth July 2025

COMMITTEE MEMBER
XXth July 2025

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with these financial statements.

SOUTHLAND REGIONAL HERITAGE COMMITTEE**STATEMENT OF CASH FLOW FOR THE YEAR ENDED 30 JUNE 2025**

	<i>Note</i>	2025	2024
		\$	\$
<i>Cash flows from operating activities</i>			
Receipts of council funding		1,439,401	2,112,332
Interest receipts		62,337	62,926
Payment of grants		(983,904)	(1,742,520)
Payments to suppliers		(259,526)	(333,080)
GST (net)		(11,976)	15,258
Net cash flow from / to operating activities		246,332	114,916
<i>Cash Flows from investing and financing activities</i>			
Sale of Investments		400,000	800,000
Purchase of Investments		-	(800,000)
Net cash flow from / to investing and financing activities		400,000	-
Net increase/ (decrease) in cash		646,332	114,916
Opening cash balance		801,475	686,559
CLOSING CASH BALANCE		1,447,807	801,475

The Statement of Accounting Policies an Notes form and integral part of, and should be read in conjunction with these financial statements.

SOUTHLAND REGIONAL HERITAGE COMMITTEE**STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2025****ACCOUNTING POLICIES APPLIED*****Basis of Preparation***

The financial statements of the Southland Regional Heritage Committee have been prepared on a historical basis, except as noted otherwise below.

The Committee's Heads of Agreement expires on 30 November 2025, unless extended, and the Committee's ongoing value and relevance is currently under review by the Committee and its participating Councils. The financial statements have been prepared on a going concern basis on the assumption the Heads of agreement will be extended. Whilst the Committee is satisfied this basis of preparation is appropriate, the continued existence of the Committee past 30 November 2025 depends on endorsement by the remaining two participating Councils. While there are indications of continuing support from these Councils, as yet no formal decision to extend the Heads of Agreement has occurred, and therefore there is a material uncertainty that may cast significant doubt on Committee's ability to continue as a going concern.

These financial statements have been prepared in accordance with Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) Standard. The committee has elected to apply Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) (PBE SFR - A (PS)) on the basis the Committee does not have accountability (as defined) and has total annual expenses of less than \$5 million. They comply with New Zealand generally accepted accounting practices ('17 GAAP).

These financial statements comply with Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) Standard, and other applicable Financial Reporting Standards, as appropriate for public sector entities. The financial statements are presented in New Zealand Dollars and all values are rounded to the nearest dollar. The functional currency of the group is New Zealand Dollars.

The financial statements are for the individual entity. The Committee is a joint committee between Invercargill City Council, Southland District Council and Gore District Council.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The Financial Statements have been authorised for issue by the committee members on XX XXXX 2025.

The entity's committee members do not have the power to amend the financial statements after issue.

SIGNIFICANT ACCOUNTING POLICES***CREDITORS AND ACCRUED EXPENSES***

Creditors and accrued expenses are measured at the amount owed.

DEBTORS

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

BANK ACCOUNTS AND CASH

Bank accounts and cash comprise cash on hand, cheque or savings accounts, and deposits held at call with banks.

SOUTHLAND REGIONAL HERITAGE COMMITTEE**STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2025****PROPERTY, PLANT AND EQUIPMENT**

Property, plant and equipment is shown at cost, less accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the committee and the cost of the item can be measured reliably.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement of Financial Performance.

Subsequent Costs

Costs incurred subsequent to initial acquisition are capitalised only if it is probable that future economic benefits or service potential associated with the item will flow to the committee and the cost of the item can be measured reliably.

Depreciation

Depreciation is provided on a diminishing value basis on all property, plant and equipment other than land, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated based over the economic life of the assets.

- Plant and Equipment	25-50% DV
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REVENUE

Revenue is measured at the fair value of consideration received.

GRANTS

Council grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ("use or return condition"). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

INTEREST

Interest revenue is recorded as it is earned during the year.

SOUTHLAND REGIONAL HERITAGE COMMITTEE**STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2025**

GRANT EXPENDITURE

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant that has been received.

DISCRETIONARY GRANT

Discretionary grants without conditions - recognise expense on approval and communication to recipient. Even if multi-year (unless contains a substantive termination clause). Irrespective of whether paid in advance or arrears.

Discretionary grants with conditions and paid in arrears - recognise expense (for each instalment) at earlier of payment date or when relevant conditions providing entitlement to the instalment are satisfied.

GOODS AND SERVICES TAX

The Entity is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST.

STATEMENT OF CASH FLOWS

Cash means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which the committee invests as part of its day-to-day cash management.

Operating activities include cash received from all income sources of the committee and records the cash payments made for the supply of goods and services.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise the change in equity and debt capital structure of the committee.

TAX

The committee is exempt from the payment of income tax. Accordingly no charge for income tax applies or has been provided for.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in Accounting Policies during the reporting period.

SOUTHLAND REGIONAL HERITAGE COMMITTEE**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025**

1 Council funding	2025 \$	2024 \$
Southland District Council	715,845	688,291
Invercargill City Council	358,137	1,047,860
Gore District Council	259,508	251,182
Total council funding	1,333,490	1,987,333

The councils listed above include a uniform charge to all ratepayers in their respective districts and this is granted to the Regional Heritage Committee each year.

2 Grants made	2025 \$	2024 \$
Te Kupeka Tiaki Taoka - Southern Regional Collections Trust	441,639	1,291,654
Gore District Council	212,505	206,516
Southland District Council	-	-
Discretionary Grants	254,759	394,350
Total grants made	908,903	1,892,520

Some restrictions exist on the cash reserve funds which are set aside for special purposes at the discretion of the Committee.

3 Creditors and accrued expenses	2025 \$	2024 \$
Accrued committed expenses	172,848	268,634
Audit fees	17,987	16,704
Total creditors and accrued expenses	190,835	285,338

Accrued committed expenses includes \$131,250. This is funding for the RMO till 31 March 2027.

SOUTHLAND REGIONAL HERITAGE COMMITTEE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025
4 Property, plant & equipment

	Plant \$	Total \$
Carrying amount at 1 July 2023	4,308	4,308
Additions	-	-
Disposals (net of accumulated depreciation)	-	-
Depreciation expense	(1,422)	(1,422)
Carrying amount at 30 June 2024	2,886	2,886
Carrying amount at 1 July 2024	2,886	2,886
Additions	-	-
Disposals (net of accumulated depreciation)	-	-
Depreciation expense	(908)	(908)
Carrying amount at 30 June 2025	1,978	1,978

5 Equity

	2025 \$	2024 \$
Contributed capital		
Balance at 1 July	137,514	137,514
Capital contribution	-	-
Balance at 30 June	137,514	137,514
Accumulated surpluses		
Balance at 1 July	715,373	676,016
Surplus/(deficit) for the year	404,908	39,358
Balance at 30 June	1,120,281	715,373
TOTAL EQUITY	1,257,795	852,888

SOUTHLAND REGIONAL HERITAGE COMMITTEE**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025**

6	Related Parties		2025	2024
			\$	\$
	The committee paid grants to	Value for year	441,639	1,291,654
	Te Kupeka Tiaki Taoka - Southern Regional Collections Trust	Balance outstanding	-	-
	(1 committee member has been a trustee of Te Kupeka Tiaki Taoka - Southern Regional collections Trust during the year)			
	The committee paid grants to	Value for year	212,505	206,516
	Gore District Council	Balance outstanding	-	-
	(2 committee members are part of Gore District Council)			
	The committee received grants from	Value for year	358,137	1,047,860
	Invercargill City Council	Balance outstanding	-	-
	(2 committee members are part of Invercargill City Council)			
	The committee received grants from	Value for year	715,845	688,291
	Southland District Council	Balance outstanding	-	-
	(2 committee members are part of Southland District Council)			
	The committee received grants from	Value for year	259,508	251,182
	Gore District Council	Balance outstanding	-	-
	(2 committee members are part of Gore District Council)			
	The committee has reimbursed	Value for year	198,005	264,750
	Invercargill City Council	Balance outstanding	47,837	71,741
	for operational expenses incurred on behalf of the committee			
	(2 committee members are part of Invercargill City Council)			
	The committee has reimbursed	Value for year	900	1,220
	Southland Regional Development Agency Ltd T/A Great South	Balance outstanding	-	-
	for operational expenses incurred on behalf of the committee			
	(2 committee members are part of Southland Regional Development Agency LTD T/A Great South)			
	The committee has reimbursed	Value for year	100,026	85,009
	Gore District Council	Balance outstanding	-	-
	for operational expenses incurred on behalf of the committee			
	(2 committee members are part of Gore District Council)			

SOUTHLAND REGIONAL HERITAGE COMMITTEE**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025**

7 SIGNIFICANT EVENTS AFTER BALANCE DATE***Withdrawal of Invercargill City Council***

On 30 October 2024, Invercargill City Council withdrew from the Southland Regional Heritage Committee, choosing to fund its heritage activities directly rather than passing funding via the Committee.

The Committee continue to operate however a review is underway over the value and relevance of the Committee leading up to the expiry of the Heads of Agreement (HoA) on 30 November 2025. A decision on the Committee's ongoing requirement is anticipated before the expiry of HoA. As described in the basis of preparation note, the financial statements of the Committee continue to be prepared on a going concern basis. Other than this proposal, there have been no other significant events after balance date.

8 CONTINGENCIES

There are no known contingent liabilities or contingent assets at 30 June 2025 (2024: nil).

9 COMMITMENTS

The Committee has outstanding commitments of grants approved but not paid as at 30 June 2025 of \$14,626 (2024: \$16,000).

The Committee has outstanding operational commitments approved but not paid as at 30 June 2025 of \$0.00 (2024 : \$0.00).

There is no capital commitments as at 30 June 2025 (2024 : Nil).

10 TAX

The Trust is exempt from the payment of income tax. Accordingly no charge for income tax applies or has been provided for.

12 STATEMENT OF INTENT

The committee is considered as a Joint Committee under Clause 30(1)(b) and Clause 30A of Schedule 7 of the Local Government Act 2002.

Therefore there is no requirement to prepare a Statement of Intent.



Procurement for service on drafting a new Heads of Agreement

Record no: R/25/8/37093

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 This report provides options for the procurement of service to draw up a new draft Heads of Agreement for the Committee, to be effective from 1 December 2025.

Executive summary

- 2 The Committee operates under a Heads of Agreement which expires 30 November 2025.
- 3 At their workshop on 25 July 2025, the Committee agreed in principle to investigate options for the development for a new Heads of Agreement.
- 4 The Committee have previously received advice from Simpson Grierson on the Heads of Agreement, and it is recommended that Simpson Grierson are instructed to develop a new Heads of Agreement.
- 5 The Committee has the option to undertake a procurement process to select another law firm to draw up the draft Heads of Agreement.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) **receives the report titled “Procurement for service on drafting a new Heads of Agreement”.**
- 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) agree to proceed with the development of a new draft Heads of Agreement, to be effective from 1 December 2025, until at least 30 June 2027
- e) agree for staff to request an estimate on cost from Simpson Grierson for the development of a new Heads of Agreement and provide a procurement plan to the Committee prior to 30 September.

Background

- 6 The Committee have been advised as part of a previous HOA review, that a new Heads of Agreement should be developed to support the Committee in their work, post 30 November 2025.
- 7 Legal services are required to develop the new Heads of Agreement to ensure it is compliant with the LGA 2022 and supports the Committee in their decision making.

Issues

- 8 The Committee should resolve to draft a new Heads of Agreement and agree the timeframe for the HOA to be operative. It is recommended that this operative period should be from 1 December 2025 until at least 30 June 2027. This operative period allows for the Committee to undertake a service delivery review and implement any changes because of that review.
- 9 Simpson Grierson have previously been instructed to provide advice on Committee matters regarding the current Heads of Agreement. They understand the nature of the Committee and have advised that the current HOA is not fit for purpose for two members.
- 10 Simpson Grierson have stated they are available to complete work on a new draft Heads of Agreement. This would be prudent given their previous advice. SDC staff have a good working relationship with Simpson Grierson staff and can provide any advice requested by Simpson Grierson.
- 11 The Committee may decide to seek advice from another law firm. While this may result in opportunity for reduced legal costs, the procurement process would reduce the amount of time available to review the HOA before it expires in November.

Factors to consider

Legal and statutory requirements

- 12 If the HOA expires and is not renewed, the Committee would be dissolved under clause 11 of the HOA, and its members discharged.
- 13 Clause 4.1 of the HOA provides for a 7-year terms for the HOA, and that the HOA is renewable for a further period of 12 months or longer, if any two or more of the member councils agree.
- 14 However, staff are aware that the current HOA does not meet the requirements for a joint committee agreement under clause 30A of Schedule 7 of the Local Government Act 2002, and in any event is not geared for only two council members.
- 15 It is recommended that the Committee seek preparation of a new HOA that will support the Committee structure from 1 December 2025.

Analysis

Options considered

- 16 The Committee can either continue to instruct Simpson Grierson on a new draft Heads of Agreement or engage with a different firm to develop a new Heads of Agreement.

Analysis of Options

Option 1 – agree to proceed with the development of a new Heads of Agreement, and continue to engage with Simpson Grierson and obtain an estimate of costs

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• SG have already completed advice on the clauses of the current HOA and understand the nature of the Committee• SG have advised they are available to complete drafting of a new HOA• Continuation with SG would ensure the process is not protracted through going out to market for other legal advice	<ul style="list-style-type: none">• SG may quote a higher price than other legal advisors

Option 2 – agree to proceed with the development of a new Heads of Agreement, and undertake a procurement process to select another firm

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Provides opportunity for lowest-price conforming assessment	<ul style="list-style-type: none">• would delay work being completed on drafting the document, resulting in less time for a draft to be prepared and agreed before 30 November

Costs and funding

- 17 If proceeding with Option 1, Simpson Grierson will provide a quote for their time as part of the procurement process. This quote will be provided to the Committee for agreement together with a procurement plan, by 30 September.
- 18 The quote may be agreed in principle through email, with a decision to be ratified at the next Committee meeting, to ensure continuation of the process.
- 19 If proceeding with option 2, staff will consider other approve legal firms on the SDC legal panel and engage for estimates on the development of a Heads of Agreement.
- 20 These estimates will be provided to the Chair for consideration and agreement on a preferred firm by the Committee members. Again, this choice may be agreed in principle via email and ratified at the next Committee meeting.

Assessment of significance

- 21 **This matter has been considered against SDC's Significance and Engagement Policy and is assessed as being not significant.**

Recommended option

- 22 It is recommended that the Committee continue to instruct Simpson Grierson and request the development of a new Heads of Agreement to be effective from 1 December 2025.

Next steps

- 23 Staff will prepare a procurement plan and request for Simpson Grierson and obtain an estimate for costs, which will be provided to the Chair for agreement by the Committee.
- 24 Agreement on estimate costs will be ratified at the next Committee meeting to ensure the process continues without delay.

Attachments

There are no attachments for this report.



National Services Te Paerangi workshop summary

Record no: R/25/8/37195
Author: Johanna Massey, Roving museums officer
Approved by: Jared Cappie, Community leadership manager

☐ Decision ☐ Recommendation ☒ Information

Purpose

- 1 To provide an update on the workshop held on Tuesday, 6 August 2025 in Gore, which brought together smaller museums and allied heritage organisations across Southland.

Executive summary

- 2 The event served as an opportunity to engage with Shae Trewin, who has recently commenced her role as *Kaiwhanake Whare Taonga / Museum Development Advisor* for National Services Te Paerangi (Te Papa Tongarewa).
- 3 Representatives from museums and heritage organisations across Southland, Gore, Clutha Districts, and Invercargill City were invited to attend at the Maruawai Centre in Gore.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) **receives the report titled “National Services Te Paerangi workshop summary”.**
- 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.

Background

- 4 The workshop was held at the Maruawai Centre in Gore on Tuesday 6 August. Shae Trewin introduced her role as Kaiwhanake Whare Taonga / Museum Development Advisor for National Services Te Paerangi (NSTP) (Te Papa Tongarewa), and shared information about support available through NSTP. This included initiatives such as the Helping Hand Grant and Expert Knowledge Exchange, as well as resources like He Rauemi - a series of publications and online tools offering practical guidance for museums and galleries across Aotearoa.

- 5 Approximately 25 participants attended, representing 11 museums and heritage organisations from Southland, Gore, Clutha Districts, and Invercargill City. Shae had already visited several local institutions, **including the Central and Western Archive and Te Pātaka, and planned to visit** additional Southland museums, such as those in the Gore area, Otautau Museum, and Te Puka o Te Waka Rakiura Museum on Stewart Island.
- 6 Key themes from the workshop were:
- good things: increased digitisation, small but loyal/strong [group of] volunteers, information sharing, regional support for heritage, forward planning, community support, teacher/school support.
 - challenges: lack of committee members, lack of funding, insurance and power costs, lack of/aging volunteers, fundraising, need for renovations, promotion, pest management, IT/database support.
 - resource/training needs: AI, generate income, exhibition design/mount making, digitisation process, storage facility design.
 - 5 year and beyond aspirations: more storage/exhibition space, more money, collections digitised, integrated pest management in place (Roving Museum Officer), succession plan, solar power, education programme running, better security, more visitors.

Issues

- 7 Not all representatives from museums and heritage organisations across Southland, Gore, Clutha Districts, and Invercargill City were in attendance.

Attachments

There are no attachments for this report.



Chairs Report

Record no: R/25/8/37202
Author: Ana Bremer, Senior policy analyst
Approved by: Jared Cappie, Community leadership manager

☐ Decision ☒ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to provide an overview of items to be discussed by the Committee, for support staff to be directed on next steps.

Recommendation

That the Southland Regional Heritage Joint Committee:

- a) **receives the report titled "Chairs Report".**
- 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) confirm decision on Committee regional heritage assets held with Invercargill City Council

Issue for discussion

Decision on Committee regional heritage assets held by Invercargill City Council

- 2 There are regional heritage assets held by Invercargill City Council (ICC) that the Committee may **want to retrieve, given ICC's withdrawal from the Committee. These items have been discussed at previous meetings and include the Gunnar, freezer, and other items.**
- 3 The Committee has not made a decision on these items.
- 4 Staff may complete an options analysis for these items and provide to the Committee at their next meeting, to support a decision. Alternatively, the Committee could make a decision during their meeting.

Recommended option

- 5 That the Committee confirm their decision on what to do with the regional heritage assets held by ICC.

Next steps

- 6 Staff will undertake the necessary work to undertake the Committee's decisions.

Attachments

There are no attachments for this report.