



Southland Regional Heritage Joint Committee

OPEN MINUTES

Minutes of a meeting of Southland Regional Heritage Joint Committee held in the Gore District Council, Council Chamber, Level One, 29 Bowler Avenue, Gore on Thursday, 21 August 2025 at 1.02pm (1.02pm – 3.27pm).

PRESENT

Chair

- Councillor Paul Duffy – Southland District Council
- Councillor Christine Menzies – Southland District Council
- Councillor Neville Phillips – Gore District Council
- Councillor Bronwyn Reid – Gore District Council
- Reverend Evelyn Cook – Mana whenua 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
- Gore District Council – GM Council Operations – David Bainbridge-Zafar
- Great South – Executive Assistant – Bronwyn Affleck

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

5 Confirmation of Council Minutes

Resolution

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

That the Southland Regional Heritage Joint Committee confirms the minutes of the meeting held on 19 June 2025 as a true and correct record of that meeting.

6 Public Participation

There was no public participation.

Reports

7.1 Resolution of Southland District Council meeting on delivery of heritage services

Record No: R/25/8/38587

Southland District Council, Senior Policy Analyst – Ana Bremer and Southland District Council, GM Strategy and Partnerships – Vibhuti Chopra were in attendance for this item.

The purpose of the report was to provide the Committee with Southland District Council's resolutions on the delivery of heritage services, and its recommendations to the Committee.

Southland District Council received a report titled 'Options for delivery of regional heritage services' at their meeting on 13 August 2025.

The report provided Council with options for delivering heritage services by continuing a joint committee structure under a new Heads of Agreement or dissolving the committee on 30 November 2025 (when the agreement comes to an end) and delivering the service inhouse.

The Committee noted that Southland District Council resolved that a joint committee proceeds under a new Heads of Agreement and agreed further recommendations to the Committee for their undertaking.

Gore District Council were not in a position to consider the future of the Committee prior to the 2025 Local Government elections.

For the resolutions on this matter, please see further down the minutes.

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

Record No: R/25/8/37563

Southland District Council, Senior Policy Analyst – Ana Bremer and Southland District Council, GM Strategy and Partnerships – Vibhuti Chopra were in attendance for this item.

The purpose of the report was to provide the Committee with the final report to the Lottery Grants Board for Project Ark (attachment A of the cover report) which had been provided by Invercargill City Council.

A report detailing the remaining equipment and assets at the completion of Project Ark (attachment B of cover report), Invercargill City Council were requesting that the Committee resolve the final arrangements for this equipment.

The Committee requested that the Advisory Group to the Committee undertake discussion with Invercargill City Council at the earliest opportunity and report back to the Committee by 14 November 2025.

The Committee had three options for the equipment used in relation to Project Ark presented in the report, which were as follows:

- 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 as the entity primarily responsible for ongoing regional museum support via the Roving Museum Officer, and Southland District Council then leads their disposal/distribution directly with Southland museums, and
- 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 Hikoi, SDC and no further action is taken.

The Committee considered the options and would be agreeing to option B.

Resolution

Moved Gore District Councillor Phillips, seconded Reverend Cook recommendations a to f, g and h **(with changes as indicated)** and I and resolved:

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'. (attachment A of the officer's covering report)
- 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 (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'. (attachment B of the officer's covering report)
- g) receives 'Project Ark equipment list final 14 August 2025' (attachment C of the officer's covering report) and note that the Committee believes the equipment list is not complete and that there be discussion with the Invercargill City Council at the earliest opportunity and be undertaken by the Advisory Group to the Committee and that the outcome be reported back to the Committee by 14 November 2025.
- h) resolves that option b is the option of choice being "As the purchasing entity, Gore District Council transfers ownership of all remaining Project Ark equipment and materials to Southland District Council as the entity primarily responsible for ongoing regional museum support via the Roving Museum Officer, and Southland District Council then leads their disposal/distribution directly with Southland museums".
- i) instructs officers of the respective councils to action accordingly.

7.3 Southland Regional Heritage Committee financial report

Record No: R/25/8/37078

Southland District Council, Senior Finance Business Partner – Lesley Smith was in attendance for this item.

The purpose of the report was for the Committee:

- to approve the budget to 30 November 2025

- to approve for payment, the invoice from Invercargill City Council 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 Invercargill City Council which included Southland Regional Committee 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.

The committee also agreed to remove the committed grant balance of \$5,419.95 to Catlins Coast Inc as the original grant application was for up to \$8,000 and the remaining balance is no longer required.

Resolution

Moved Gore District Councillor Reid, seconded Reverend Cook **recommendations at o g and a new h and resolved:**

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 regional cataloguing rate collected of \$4.35 per rating unit.
 - iv) the Southland Museum and Art Gallery 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 Invercargill City Council invoice – Project Ark costs Q4 – June 2025 of \$47,837.24 including GST (Attachment A of the officer's report)
- f) agrees to payment of Audit New Zealand INV-SINV35253 for \$20,685.05 including GST (Attachment B of the officer's report)
- g) to receive financial reports for Southland Regional Heritage Committee prepared by Invercargill City Council (Attachment C of the officer's report).

New h agrees to remove the committed grant balance of \$5,415.95 to Catlins Coast Inc.

7.4 Procurement for service on drafting a new Heads of Agreement

Record No: R/25/8/37093

Southland District Council, Senior Policy Analyst – Ana Bremer and Southland District Council, GM Strategy and Partnerships – Vibhuti Chopra were in attendance for this item.

The purpose of the report was to provide 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.

The Southland Regional Heritage Committee operates under a Heads of Agreement which expires on 30 November 2025.

At their workshop on 25 July 2025, the Committee indicated to staff to investigate options for the development for a new Heads of Agreement.

The Committee had previously received advice from Simpson Grierson on the Heads of Agreement, and it is recommended that Simpson Grierson be instructed to develop a new Heads of Agreement.

Resolution

Moved Southland District Deputy Mayor Menzies, seconded Gore District Councillor Reid **recommendations a to c and a new d (as indicated) and resolved:**

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.

New d agree to proceed with the development of a proposed draft Heads of Agreement, to be effective from 1 December 2025, until at least 30 June 2027 subject to an estimate on cost from Simpson Grierson for the development to be agreed by the Committee by 10 September 2025.

- 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.~~

Note – recommendations d and e from the officers report were combined/amended and formed into the new d.

7.5 National Services Te Paerangi workshop summary

Record No: R/25/8/37195

Southland District Council, Roving Museums Officer – Johanna Massey was in attendance for this item.

To purpose of the report was 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.

The event served as an opportunity to engage with Shae Trewin, who had recently commenced her role as Kaiwhanake Whare Taonga / Museum Development Advisor for National Services Te Paerangi (Te Papa Tongarewa).

Representatives from museums and heritage organisations across Southland, Gore, Clutha Districts, and Invercargill City were invited to attend at the Maruawai Centre in Gore.

Resolution

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

That the Southland Regional Heritage Joint Committee:

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

7.6 Chairs Report

Record No: R/25/8/37202

Chair, Southland District Council, Councillor Duffy advised that he had had an online meeting with the Auditors from Audit New Zealand.

The meeting had discussed two matters, being the future operation of the Committee and a request for the legal opinion received from Simpson Grierson in relation to the heads of agreement and the withdrawal of Invercargill City Council from the Committee.

Staff will have a discussion with Audit New Zealand to ascertain why they want the legal opinion. Once the reason/s are known, this will be relayed

Chair Duffy advised that there would be a requirement for two signatories to sign the annual audited accounts for the financial year ended 30 June 2025. The signatories would be the Chair, Southland District Councillor Paul Duffy and one of the Gore District Council appointees to the Committee.

Chair Duffy advised that staff had received an email from the Bluff Maritime Trust Board asking if they would still receive a grant from the Committee. As Bluff is part of the Invercargill City Council area, it was agreed that they be advised that ongoing funding won't be provided as it is outside of the Southland Regional Heritage Committee umbrella.

Resolution

Moved Southland District Deputy Mayor Menzies, seconded Gore District Councillor Reid **recommendations a to d and new e and f (as indicated) and resolved:**

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.

New e) Agrees that the Chair of the Committee and a Gore District Council appointee be approved to sign the annual audited accounts for the year ended 30 June 2025.

New f) Receive the email from the Chair of the Bluff Maritime Museum Trust Board and agrees that ongoing funding for the Museum will be provided as it is outside of the umbrella of the Southland Regional Heritage Committee.

7.1 Resolution of Southland District Council meeting on delivery of heritage services
(CONTINUED)

Record No: R/25/8/38587

Following consideration of the other items on the agenda, the Committee returned to the item.

Resolution

Moved Southland District Deputy Mayor Menzies, seconded Gore District Councillor Reid **recommendations a to c, d amended (as indicated) and e and resolved:**

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 Southland District Council 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 Southland District Council and Gore District Council for consideration
 - ii) the service delivery review include a review of the grants structure for both Southland District and Gore District museums
 - ~~new 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.~~
 - ~~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.

Next Meeting of the Committee

The Committee noted that there would be a meeting on 14 November 2025.

Last meeting for the 2022-2025 Triennium

Chair Duffy thanked all involved with the Committee. This thanks covered the elected and external members of the Committee and staff.

Gore District Councillor Bronwyn Reid was retiring from Council. Chair Duffy thanked her for her input with the Committee over the years.

Gore District Councillor Neville Phillips included that he had enjoyed his involvement with the Committee.

The meeting concluded at 3.27pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE SOUTHLAND REGIONAL HERITAGE
JOINT COMMITTEE HELD ON THURSDAY 21 AUGUST
2025

DATE:.....

CHAIRPERSON:.....