



Notice is hereby given that a meeting of the Waihopai Toetoe Community Board will be held on:

Date: Tuesday, 26 August 2025  
Time: 7pm  
Meeting room: Memorial Hall Wyndham  
Venue: 44 Balaclava Street  
Wyndham

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## Waihopai Toetoe Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	Pam Yorke
Deputy chairperson	Denise Fodie
Members	Emily Butters
	Fiona McCabe
	John McIntyre
	George Stevenson
	Andrea Straith
	Councillor Julie Keast

### IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community partnership leader	Karen Purdue

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Online: [Southland District Council YouTube](https://www.youtube.com/watch?v=SouthlandDistrictCouncil)

Full agendas are **available on Council's website**  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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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.



## Community board delegations

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

- b) monitor the overall well-being of local communities.

### **Community leadership**

- a) to provide leadership to local communities on the strategic issues and opportunities that they face
- b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities
- c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes
- d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities
- e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

### **Engagement and relationships**

- a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.

### **Advocacy**

- a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest
- b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).
- c) Providing comment (through the chairperson) to assist the chief executive on making a decision on any objections received on temporary road closures or temporary prohibition of traffic.

### **Local activities**

For local activities

- a) recommend to Council levels of service and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process
- b) recommend to Council rates, user charges and fees to fund local activities
- c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000
- d) recommend to Council or a relevant committee unbudgeted capital expenditure



	<p>e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service</p> <p>f) support the development of local management plans (for subsequent recommendation to Council) where required by statute or in support of the district plan, or other plans for reserves, harbours, or other community facilities, except where these powers:</p> <ol style="list-style-type: none"> <li>have been delegated to Council staff</li> <li>would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)</li> <li>involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.</li> </ol> <p>g) for the Fiordland Community Board in relation to Te Anau Airport and for the Stewart Island/Rakiura Community board in relation to Stewart Island Electricity Supply Authority (SIESA) these board's role is to:</p> <ul style="list-style-type: none"> <li>recommend levels of service and annual budget to Council or relevant committee</li> <li>monitor the performance and delivery of the service.</li> </ul> <p><b>Environmental management and spatial planning</b></p> <p>a) provide comment on resource consent applications referred to the community board for comment</p> <p>b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District</p> <p>c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback</p> <p>d) provide input into regulatory activities not otherwise specified above, where process allows</p> <p>e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on</p> <p>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</p>
DELEGATIONS	<p>In exercising the delegations the boards will operate within:</p> <ol style="list-style-type: none"> <li>policies, plans, standards or guidelines that have been established and approved by Council</li> <li>the needs of the local communities</li> <li>the approved budgets for the activity.</li> </ol> <p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers (Local Government Act 2002 section 53).</p>

**Community wellbeing**

- a) develop local strategies to improve areas of wellbeing (where a need has been identified)
- b) to develop local community outcomes that reflect the desired goals for their community or place.

**Community board plans**

- a) Regularly review and update the community board plan to keep the plan relevant.

**Decisions on locally funded assets and services**

- a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000
- b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.

**Unbudgeted expenditure**

- a) approve unbudgeted operating expenditure for local activities of up to \$20,000
- b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan
- c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.

**Leases and licenses**

In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;

- a) accept the highest tenders for rentals more than \$10,000
- b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.

**Community spaces and roads**

- a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques.
- b) authority to decide on the name of public roads, private roads and rights of way

**Community assistance**

- a) establish a system for prioritising allocations, based on criteria provided by Council
- b) grant funds from the Community Partnership Fund
- c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.

	<p><b>Northern Southland development fund</b></p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters that are not delegated</b></p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> <li>a) make a rate or bylaw</li> <li>b) acquire, hold or dispose of property</li> <li>c) direct, appoint, suspend or remove staff</li> <li>d) engage or enter into contracts and agreements and financial commitments</li> <li>e) institute an action for recovery of any amount</li> <li>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The executive leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>
DEFINITIONS	<p><b>District activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a district level (including district community grants)</li> <li>b) wastewater</li> <li>c) waste services</li> </ul>

- d) water supply
- e) stormwater
- f) district **funded** open spaces (parks and reserves)
- g) roading
- h) district community services (library services, cemeteries, community housing and heritage/culture)
- i) district community facilities (public toilets, library buildings, offices and amenity buildings)
- j) environmental services (building services, resource management, environmental health, animal services, emergency management)
- k) corporate support services

**Local activities include:**

- c) community leadership at a local board level (including local community grants)
- d) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities
- e) water facilities (boat ramps, wharves, jetties and harbour facilities)
- f) locally **funded** open spaces (parks and reserves, playgrounds and streetscapes)
- g) parking limits, footpaths and streetlights
- h) Te Anau/Manapouri Airport (for the Fiordland Community Board)
- i) Stewart Island Electricity Supply Authority (SIESA) (for the Stewart Island/Rakiura Community Board)

**Levels of service** is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.

**Preferential allocation** is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.

**Approved budget** for the financial year comprises the base budget approved by Council through the Long Term Plan or Annual Plan, along with any adjustments formally approved during the year for unbudgeted expenditure, forecasting changes and carry forwards by those with delegated authority.

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Extraordinary/urgent items

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

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

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

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

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

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

5 Confirmation of minutes

5.1 Meeting minutes of Waihopai Toetoe Community Board, 24 June 2025

6 Public participation

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



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## Waihopai Toetoe Community Board

### OPEN MINUTES

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Minutes of a meeting of Waihopai Toetoe Community Board held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham on Tuesday, 24 June 2025 at 7.03pm. (7.03pm – 7.04pm, 7.47pm – 8.54pm)

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#### PRESENT

Chairperson	Pam Yorke
Deputy chairperson	Denise Fodie
Members	Emily Butters
	Fiona McCabe
	John McIntyre
	George Stevenson
	Andrea Straith
	Councillor Julie Keast

#### IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community leadership manager	Jared Cappie



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## Adjournment of meeting

Chair Yorke opened the meeting at 7.03pm.

Moved Cr Keast, seconded Deputy Chairperson Fodie and resolved:

That the Waihopai Toetoe Community Board adjourns until 7.30pm.

The meeting adjourned at 7.04pm.

The meeting reconvened at 7.47pm.

### 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 minutes

#### Resolution

Moved Cr Keast, seconded Deputy Chairperson Fodie and resolved:

That the Waihopai Toetoe Community Board confirms the minutes of the meeting held on 29 April 2025 as a true and correct record of that meeting.

### 6 Public participation

There was no public participation.

## REPORTS

### 7.1 COMMUNITY PARTNERSHIP FUND - FUNDING APPLICATIONS MARCH 2025 FUNDING ROUND

RECORD NO: R/25/5/19361

COMMUNITY LIAISON OFFICER – GORDON CROMBIE WAS IN ATTENDANCE FOR THIS ITEM.

THE PURPOSE OF THE REPORT IS FOR THE BOARD TO CONSIDER AND ALLOCATE FUNDING FOR THE MARCH 2025 ROUND OF THE WAIHOPAI TOETOE COMMUNITY PARTNERSHIP FUND

#### RESOLUTION

MOVED CHAIRPERSON YORKE, SECONDED ANDREA STRAITH RECOMMENDATIONS A TO D, E TO H (WITH CHANGES AS INDICATED WITH UNDERLINE AND ~~STRIKETHROUGH~~) AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “COMMUNITY PARTNERSHIP FUND - FUNDING APPLICATIONS MARCH 2025 FUNDING ROUND”**.
- B) DETERMINES THAT THIS MATTER OR DECISION BE RECOGNISED AS NOT SIGNIFICANT IN TERMS OF SECTION 76 OF THE LOCAL GOVERNMENT ACT 2002.
- C) DETERMINES THAT IT HAS COMPLIED WITH THE DECISION-MAKING PROVISIONS OF THE LOCAL GOVERNMENT ACT 2002 TO THE EXTENT NECESSARY IN RELATION TO THIS DECISION; AND IN ACCORDANCE WITH SECTION 79 OF THE ACT DETERMINES THAT IT DOES NOT REQUIRE FURTHER INFORMATION, FURTHER ASSESSMENT OF OPTIONS OR FURTHER ANALYSIS OF COSTS AND BENEFITS OR ADVANTAGES AND DISADVANTAGES PRIOR TO MAKING A DECISION ON THIS MATTER.
- D) RECEIVES APPLICATIONS FROM THE FOLLOWING:
  - 1. SOUTHERN CANCER SOCIETY TRUST
  - 2. WYNDHAM PONY CLUB
  - 3. MIHARO MURIHIKU TRUST
  - 4. MENZIES COLLEGE
- E) ~~APPROVES/~~DECLINES A GRANT OF \$700 TO THE SOUTHERN CANCER SOCIETY TRUST FOR ASSISTANCE WITH COSTS OF THE VOUCHER ASSISTANCE FOR CANCER PATIENTS PROGRAMME.
- F) ~~APPROVES/DECLINES~~ A GRANT OF \$2,000 TO THE WYNDHAM PONY CLUB FOR ASSISTANCE WITH COST OF GAMES EQUIPMENT.
- G) ~~APPROVES/DECLINES~~ A GRANT OF \$2,500 ~~\$5,000~~ TO THE MIHARO MURIHIKU TRUST FOR ASSISTANCE WITH COSTS OF VOLUNTEER UNIFORMS.

- H) ~~APPROVES/DECLINES~~ A GRANT OF \$3,000 TO MENZIES COLLEGE FOR ASSISTANCE WITH COSTS OF THE **'SEE ME' MURAL** PROJECT.

## 7.2 COMMUNITY POOLS - REQUEST FOR ALLOCATION OF GRANT

RECORD NO: R/25/5/19402

COMMUNITY LIAISON OFFICER – GORDON CROMBIE WAS IN ATTENDANCE FOR THIS ITEM.

THE PURPOSE OF THE REPORT IS FOR THE WAIHOPAI TOETOE COMMUNITY BOARD TO CONSIDER AND MAKE A DECISION ON REQUESTS FROM THE FIVE POOLS IN THEIR AREA FOR GRANTS FROM THE WAIHOPAI TOETOE COMMUNITY POOL RESERVE.

### RESOLUTION

MOVED ANDREA STRAITH, SECONDED FIONA MCCABE RECOMMENDATIONS A TO D, E TO I (WITH CHANGES AS INDICATED WITH UNDERLINE AND ~~STRIKETHROUGH~~) AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED "COMMUNITY POOLS - REQUEST FOR ALLOCATION OF GRANT"**.
- B) DETERMINES THAT THIS MATTER OR DECISION BE RECOGNISED AS NOT SIGNIFICANT IN TERMS OF SECTION 76 OF THE LOCAL GOVERNMENT ACT 2002.
- C) DETERMINES THAT IT HAS COMPLIED WITH THE DECISION-MAKING PROVISIONS OF THE LOCAL GOVERNMENT ACT 2002 TO THE EXTENT NECESSARY IN RELATION TO THIS DECISION; AND IN ACCORDANCE WITH SECTION 79 OF THE ACT DETERMINES THAT IT DOES NOT REQUIRE FURTHER INFORMATION, FURTHER ASSESSMENT OF OPTIONS OR FURTHER ANALYSIS OF COSTS AND BENEFITS OR ADVANTAGES AND DISADVANTAGES PRIOR TO MAKING A DECISION ON THIS MATTER.
- D) RECEIVES REQUESTS FROM THE FOLLOWING:
  - 1. WYNDHAM DISTRICT COMMUNITY POOL
  - 2. EDENDALE COMMUNITY POOL SOCIETY.
  - 3. GORGE ROAD AND DISTRICTS SWIMMING POOL
  - 4. WOODLANDS SWIMMING POOL
  - 5. TOKANUI POOL.
- E) ~~APPROVES/DECLINES~~ A GRANT OF ~~\$5,000~~ \$14,106 TO THE WYNDHAM & DISTRICT COMMUNITY POOL TO ASSIST WITH THE COSTS OF PUMP REPAIRS, HEAT EXCHANGE PUMPS, PAINTING, AND ELECTRONIC DOOR REPAIRS.

- F) APPROVES/~~DECLINES~~ A GRANT OF \$5,000 TO THE EDENDALE COMMUNITY POOL SOCIETY TO ASSIST WITH THE COSTS OF AUTOMATED CHEMICAL CONTROLLERS.
- G) APPROVES/~~DECLINES~~ A GRANT OF \$5,000 TO THE GORGE ROAD AND DISTRICTS SWIMMING POOL TO ASSIST WITH THE COSTS OF A WATER TESTING KIT AND REPAINTING OF THE POOL SURFACE.
- H) APPROVES/~~DECLINES~~ A GRANT OF \$5,000 TO THE WOODLANDS SWIMMING POOL TO ASSIST WITH THE COSTS OF IMPROVEMENTS AND UPGRADES – RESEAL/REPAINT.
- I) APPROVES/~~DECLINES~~ A GRANT OF \$2,650.47 TO TOKANUI POOL TO ASSIST WITH THE COSTS OF PAINTING, REPLACING PURLINS AND COAT HOOKS ON THE PRESENTATION OF AN ADDITIONAL QUOTE REGARDING PURLINS REPLACEMENT THAT \$5,000 IN TOTAL MAY BE UPLIFTED.

### 7.3 CONTRACT RENEWAL AGREED LEVELS OF SERVICE

RECORD NO: R/25/4/14348

CONTRACTS AND PROGRAMME LEAD – LANCE SPENCER WAS IN ATTENDANCE FOR THIS ITEM.

THE PURPOSE OF THE REPORT WAS TO SEEK APPROVAL FROM THE WAIHOPAI TOETOE COMMUNITY BOARD FOR THE LEVELS OF SERVICE AND AREAS TO BE INCLUDED IN THE FUTURE MOWING, TOILET CLEANING AND GARDENING CONTRACTS.

#### RESOLUTION

MOVED ANDREA STRAITH, SECONDED EMILY BUTTERS RECOMMENDATIONS A TO C, D (WITH AN ADDITION), E AND A NEW F (AS INDICATED) AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “CONTRACT RENEWAL AGREED LEVELS OF SERVICE”**.
- B) DETERMINES THAT THIS MATTER OR DECISION BE RECOGNISED AS NOT SIGNIFICANT IN TERMS OF SECTION 76 OF THE LOCAL GOVERNMENT ACT 2002.
- C) DETERMINES THAT IT HAS COMPLIED WITH THE DECISION-MAKING PROVISIONS OF THE LOCAL GOVERNMENT ACT 2002 TO THE EXTENT NECESSARY IN RELATION TO THIS DECISION; AND IN ACCORDANCE WITH SECTION 79 OF THE ACT DETERMINES THAT IT DOES NOT REQUIRE FURTHER INFORMATION, FURTHER ASSESSMENT OF OPTIONS OR FURTHER ANALYSIS OF COSTS AND BENEFITS OR ADVANTAGES AND DISADVANTAGES PRIOR TO MAKING A DECISION ON THIS MATTER.
- D) AGREE TO THE STAFF REQUEST THAT THE WAIHOPAI TOETOE COMMUNITY BOARD PROVIDE THE CONTACT DETAILS OF ANY CONTRACTORS WHO MAY BE

INTERESTED IN THE UPCOMING CONTRACT RENEWAL OR CARRYING OUT  
GENERAL MAINTENANCE AND IMPROVEMENT WORKS FOR COUNCIL

- E) AGREES TO APPROVE THE AREAS AND LEVELS OF SERVICE IDENTIFIED IN THE  
ATTACHMENTS TO THIS REPORT:
- CONTRACT RENEWAL MAP – WAIHOPAI TOETOE COMMUNITY BOARD  
TOWNS
  - WAIHOPAI TOETOE COMMUNITY BOARD AREA ANALYSIS
  - LEVELS OF SERVICE FOR CONTRACT RENEWAL 2025
  - CONTRACT RENEWAL TIMELINE.

NEW F AGREES TO THE ADDITIONAL INCLUSION OF LEVELS OF SERVICE AT SLOPE  
POINT, TOKANUI AND WYNDHAM.

#### 7.4 UPDATE ON 2025 TRIENNIAL ELECTION

RECORD NO: R/25/5/23267

COMMITTEE ADVISOR – FIONA DUNLOP WAS IN ATTENDANCE FOR THIS ITEM.

THE PURPOSE OF THE REPORT WAS TO PROVIDE AN UPDATE AND GENERAL INFORMATION  
ON THE UPCOMING LOCAL GOVERNMENT 2025 ELECTIONS.

THE REPORT HIGHLIGHTED KEY DATES IN THE PROCESS.

THE BOARD MADE COMMENT REGARDING THE NUMBER OF CANDIDATE INFORMATION  
NIGHTS AND THAT THERE ARE NONE IN THE EASTERN SOUTHLAND AREA.

#### RESOLUTION

MOVED GEORGE STEVENSON, SECONDED JOHN MCINTYRE AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “UPDATE ON 2025 TRIENNIAL ELECTION”**.
- B) NOTES THE FOLLOWING KEY DATES IN RELATION TO THE 2025 TRIENNIAL  
ELECTION:
- 4 JULY 2025 – NOMINATIONS OPEN
  - 15 JULY 2025 – CANDIDATE INFORMATION SESSION
  - 16 JULY 2025 – CANDIDATE INFORMATION SESSION
  - 1 AUGUST 2025 – NOMINATIONS CLOSE AT 12 NOON
  - 9 TO 22 SEPTEMBER 2025 – DELIVERY OF VOTING DOCUMENTS
  - 11 OCTOBER 2025 – ELECTION DAY (VOTING CLOSING AT 12 NOON)
- C) NOTES THE LOCAL GOVERNMENT COMMISSION DETERMINATION FOR THE  
SOUTHLAND DISTRICT, RELEASED ON 29 JANUARY 2025, WILL APPLY FROM  
THE COMMENCEMENT OF THE 2025-2028 TRIENNIUM.

- D) NOTES THAT, THE ELECTED MEMBERS OF THE 2022-2025 TRIENNium WILL CEASE TO HOLD OFFICE ON THE DAY AFTER THE DAY THE OFFICIAL RESULTS OF THE 2025-2028 ELECTION ARE DECLARED BY PUBLIC NOTICE, UNLESS THEY ARE RE-ELECTED

#### 7.5 COMMUNITY BOARD REPORTING

RECORD NO: R/25/6/25638

COMMUNITY LEADERSHIP MANAGER – JARED CAPPIE WAS IN ATTENDANCE FOR THIS ITEM.

THE PURPOSE OF THE REPORT WAS TO INFORM THE BOARD OF THE COMMUNITY LEADERSHIP, OPERATIONAL AND COUNCIL ACTIVITIES IN THE BOARD AREA AND ACROSS THE DISTRICT.

##### RESOLUTION

MOVED ANDREA STRAITH, SECONDED DEPUTY CHAIRPERSON FODIE AND RESOLVED:  
THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “COMMUNITY BOARD REPORTING”**.

#### 7.6 COUNCILLOR UPDATE

RECORD NO: R/25/6/25589

COUNCILLOR KEAST TOOK THE BOARD THROUGH THE COUNCILLOR UPDATE AND HIGHLIGHTED THE ITEMS THAT COUNCIL AND THE FINANCE AND ASSURANCE COMMITTEE HAD CONSIDERED AT THEIR MEETINGS FROM 2 APRIL 2025 TO 14 MAY 2025.

##### RESOLUTION

MOVED CR KEAST, SECONDED EMILY BUTTERS AND RESOLVED:  
THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “COUNCILLOR UPDATE”**.

#### 7.7 CHAIRPERSON'S REPORT

RECORD NO: R/25/5/23739

CHAIR YORKE SPOKE TO **HER CHAIR'S REPORT** AND UPDATED THE BOARD ON THE FOLLOWING:

WYNDHAM CAMPING GROUND - STILL WORKING AWAY ON TRYING TO GET THE BEST OUTCOMES FOR THE CAMPING GROUND. THERE HAS BEEN A LOT OF WORK DONE TO DATE, PAINTING, TIDYING, ELECTRICAL WORK, TREE MAINTENANCE ETC.

WHEELIE BIN PICKUPS IN TUI PLACE (EDENDALE) ARE NOW BEING UNDERTAKEN FOLLOWING A REQUEST FROM THE RESIDENTS.

STREET LIGHT INSTALLATION - TUI PLACE AND GEORGE STREET (EDENDALE) HAVE HAD THEIR STREETLIGHTS INSTALLED.

LOCAL WATER DONE WELL – THE BOARD DID NOT SUBMIT TO THE LOCAL WATERS DONE WELL CONSULTATION, AS THERE NOT ENOUGH REPLIES FROM BOARD MEMBERS FOR A CONSIDERED SUBMISSION.

WYNDHAM MUSEUM - DEMOLITION IS UNDERWAY.

**DOCTORS' SQUARE** – WYNDHAM - THE SQUARE BESIDE THE EVANGELICAL CHURCH HAS BEEN COMPLETED, WITH ONLY THE SIGNAGE TO BE COMPLETED, AND IS VERY IMPRESSIVE. THANK YOU TO THE LOCAL WYNDHAM LIONS FOR INSTIGATING THIS.

FONTERRA EDENDALE - NEW ELECTRODE BOILER AT FONTERRA OPENED AND THERE ARE ANOTHER 2 ELECTRODE BOILERS TO BE COMMISSIONED. THE DEVELOPMENT OF THE NEW CREAM UHT PLANT IS WELL UNDER WAY WHICH WILL BE A GREAT ASSET FOR OUR AREA.

COMMUNITY PARTNERSHIP FUND AND LOCAL POOLS GRANT FUND – HEARD FROM THE APPLICANTS AND APPROVED GRANTS.

TOKANUI AND WYNDHAM PLAYGROUNDS – THE MAKE IT STICK ENGAGEMENT WAS SUCCESSFUL REGARDING THE TOKANUI AND WYNDHAM PLAYGROUNDS.

UPDATES ON SPEED SIGNS AND CURIO BAY MASTERPLAN WOULD BE APPRECIATED ON:

- THE SPEED SIGNS AS THEY HAVE GONE OUT FOR TENDER;
- FOOTPATHS WHAT WAS THE PLAN AROUND THESE AND WHEN;
- PROGRESS ON THE CURIO BAY MASTERPLAN.

RESOLUTION

MOVED CHAIRPERSON YORKE, SECONDED DEPUTY CHAIRPERSON FODIE  
RECOMMENDATION A AND A NEW B (AS INDICATED) AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

A) RECEIVES THE REPORT **TITLED “CHAIRPERSON'S REPORT”**.

NEW B) AGREE TO SUBMIT ON THE DOG CONTROL POLICY AND BYLAW WHICH IS  
OPEN FOR CONSULTATION.

## 7.8 NEXT MEETING

RECORD NO: R/25/5/23632

COMMITTEE ADVISOR – FIONA DUNLOP WAS IN ATTENDANCE FOR THIS ITEM.

RESOLUTION

MOVED CHAIRPERSON YORKE, SECONDED DEPUTY CHAIRPERSON FODIE AND RESOLVED:  
THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- 
- A) RECEIVES THE REPORT **TITLED “NEXT MEETING”**.
- B) CONFIRMS THAT THE NEXT MEETING OF THE BOARD IS AT 7PM ON TUESDAY 29 AUGUST 2025 TO BE HELD IN THE MEMORIAL HALL WYNDHAM, 44 BALACLAVA STREET, WYNDHAM.

The meeting concluded at 8.54pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A MEETING OF THE WAIHOPAI TOETOE COMMUNITY BOARD HELD ON TUESDAY 24 JUNE 2025.

DATE: .....

CHAIRPERSON: .....



## Wyndham camping ground update

Record No: R/25/8/37918  
Author: Karen Purdue, Community partnership leader  
Approved by: Sam Marshall, Group manager customer and community wellbeing

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 To update the Board on actions and options in relation to the future operation of the Wyndham camping ground and to seek direction on a preferred approach.

### Executive summary

- 2 The Wyndham camping ground has been closed since February 2024, when the previous leaseholder surrendered their lease following the removal of long term residents, citing a loss of viability. Since then, no new operator has been secured.
- 3 The Waihopai Toetoe Community Board has expressed a clear desire to see the campground reopened, recognising its potential to bring visitors into Wyndham, stimulate local spending, and support township vitality. However, the board is equally committed to ensuring that any future operation is cost neutral to ratepayers, with income covering all running costs and no ongoing subsidy from the general rate.
- 4 Since the camp closed, the property has had an extensive cleanup and general repairs have been completed.
- 5 Three potential operating models have been identified.
  - Lease – advertising the lease locally and possibly nationwide. Potentially at an initial reduced rate to attract an operator, with the likely need for some initial subsidy and the retention of operational risk by Council. Ideally the lease would cover the council/community board costs associated with the campground and would increase over time if initially discounted (for example).
  - User Pays Technology (Penny System or similar) – installing automated booking and payment systems to enable scalable growth and accurate usage data, with capital outlay and ongoing Council maintenance.

## Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Wyndham camping ground update” dated 20 August 2025.**
- 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) provides feedback from the board on a preferred option(s) for further investigation.

## Background

- 6 A report about the Wyndham camping ground was received by the community board in November 2023 (Attachment A).
- 7 A future options paper was developed from the report and discussed in a workshop after the community board meeting on 26 February 2024. (Attachment B).
- 8 As a result, staff were asked to look at all options for operating the camp i.e., direct such as a custodian, third party, lease, management contracts and possible closure of the camp.
- 9 The Waihopai Toetoe Community Board has consistently expressed a desire to see the camping ground remain operational, recognising that it can play an important role in attracting visitors to Wyndham and the surrounding area. Visitors using local accommodation contribute **directly to the township’s economy by spending money at the shop**, hotel, fuel station, and other services, while also supporting local events and activities.
- 10 A key principle for the board is that any future operating model for the camping ground should be cost neutral to ratepayers. This means the income generated from the operation should fully cover its running costs, without requiring an ongoing subsidy from the general rate. This approach **reflects the Board’s commitment to prudent financial management while ensuring that the facility delivers value to the community.**
- 11 The lease for the Wyndham camping ground was surrendered in February 2025 after the operator advised the business was no longer viable following the removal of long-term residents, in line with the Camping Ground Regulations 1985 which prohibit permanent residence.
- 12 Since the camp closed, the property has had an extensive cleanup and general repairs have been completed.
- 13 At the community board meeting on 25 February 2025, the following resolution was made:

*Requests that staff, the Chair of the Waihopai Toetoe Community and Board member Andrea Straith to work on a short to medium term solution (12 months) for the camping ground to remain operational in some capacity on a cost neutral basis and that during this period the ability to gather data and*

*operational feasibility will be included to assist in future decision making for the long term use of the Wyndham camping ground.*

- 14 Subsequently, board chair, Pam Yorke and member Andrea Straith have been canvassing locally for a suitable arrangement, such as a lease or custodian, to take over the day to day management of the camping ground.
- 15 There was some interest, however no one was prepared to enter into an agreement.
- 16 As a consequence of a non-local solution being available and after further discussion with chair Yorke and member Straith, an approach was made to NZMCA to see if they had any interest or feedback in relation to the future management.
- 17 NZMCA have indicated they are willing to have further discussions. These should only happen with the awareness and support of the board. The board should consider whether it sees the future operation of the campground to continue providing camping for the public or would be for NZMCA members only or potentially a mix of the two.

#### Discussion

- 18 The following three operating models have been discussed with chair Yorke and member Straith and are put forward for consideration by the board.

#### Lease

- 19 Promoting and offering the site, potentially at a reduced lease rate could attract an operator and get the campground reopened quickly. However, without proven visitor demand, it would likely require an initial ratepayer subsidy to meet operational costs. While it provides flexibility, it also retains a higher level of financial risk for Council if the operator cannot sustain the business. Over time (or preferably from the start of a lease) the lease amount should cover the holding costs of the campground at a minimum (break even).

#### User-Pays Technology (Penny System)

- 20 Installing an automated booking and payment system could enable scalable growth, accurate usage data, and reduced manual oversight. The Penny system can be configured with number plate recognition, online booking, and optional physical gates.
- Capital Costs: gate bundle with readers – \$9,950 plus GST; optional number plate recognition camera – \$1,525 plus GST; installation and connection to power/internet additional.
  - This approach allows Council to retain control of the site and expand facilities over time (e.g. showers, laundry, e-bike charging). However, it requires upfront investment and ongoing grounds/facilities maintenance, and demand is uncertain without historic usage data.

#### Lease to NZMCA

- 21 Partnering with the NZMCA would transfer operational and financial risk away from Council. NZMCA is a well established membership based organisation, with affordable fees (\$150 one off joining, \$102 annual subscription, and \$5 per adult per night; children free).
- Visitor Numbers: NZMCA, operate sites in Lumsden and Niagara, each attract around 2,000 visitor nights per year, showing strong potential to bring consistent foot traffic to Wyndham.
  - this model leverages an existing visitor network, with industry expertise, and a track **record of supporting local economies. While some may see this as “privatising” the site, it may offer a low risk, cost neutral path for reactivation.**

22 Further points to be discussed with NZMCA (but not limited to) are:

- confirmation of public access (as opposed to camping) to the site will continue as this land is a public reserve
- confirmation about whether camping would be for NZMCA members only or whether it would include public camping, bearing in mind there is a freedom camping site by the rugby club
- discussion about cost sharing, revenue sharing, infrastructure and services e.g. kitchen, showers
- lease term and rental
- promotion of the site (location and township)

Factors to consider

Legal and statutory requirements

23 None.

Community views

24 This is a community board project and has been consulted through the 2024 - 2034 Long Term Plan process.

25 The community board may wish to consider engagement with the wider community.

Costs and funding

26 In the 2024/2025 financial year Project P-11222 Wyndham Camping Ground – Upgrade Construction, with a budget of \$50,000, was utilised for the cleaning up of the camping ground after the exit of the previous lessee.

27 If approved by Council \$3,058 will be carried forward into the 2025/2026 financial year.

28 In the 2025/2026 financial year the budget for the camping ground business unit is as follows:

<b>Budget 2025/26</b>		
Rental income		5,217.00
Rates funding		4,588.00
Total income		<b>9,805.00</b>
<b>Expenses</b>		
General maintenance		1,020.00
Material Damage insurance		1,221.00
Interest on loans		2,455.00
Internal rates		3,582.00
internal loan repayment		1,527.00
Total expenses		<b>9,805.00</b>

29 In 2026/2027 there is currently further funds for P-11222 Upgrade Construction included in the Long Term Plan of \$156,366. This is budgeted to be loan funded.

30 All figures are exclusive of GST.

### Policy implications

- 31 This is a recreation reserve and is managed under the Reserves Act 1977.

### Analysis of options

#### Option 1 – Look to advertise locally and nationwide a lease

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• quick to implement if a willing operator is found</li><li>• public camping remains</li><li>• potential to customise lease terms to encourage uptake</li><li>• could be advertised locally and nationwide to broaden the pool of interested operators</li><li>• keeps campground locally run, allowing tailored service to community needs.</li></ul>	<ul style="list-style-type: none"><li>• may require ratepayer subsidy, at least in early years, to cover operational costs</li><li>• retains financial and operational risk for Council if operator defaults or withdraws</li><li>• no guarantee of visitor numbers without marketing and promotion.</li></ul>

#### Option 2 – User Pays technology (Penny System)

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• scalable model, can start small and expand facilities/services over time</li><li>• automated booking and payment reduce staffing requirements</li><li>• accurate real time data on usage and revenue</li><li>• ability to integrate paid facilities (laundry, showers, e-bike charging) for added income.</li></ul>	<ul style="list-style-type: none"><li>• requires upfront capital outlay for equipment and installation</li><li>• Council retains responsibility for site maintenance, cleaning, and general oversight</li><li>• viability uncertain without historic visitor data</li><li>• technology requires reliable internet and power supply.</li></ul>

Option 3 – Investigate lease to NZMCA

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• removes operational and financial risk from Council</li><li>• established, nationwide membership base with proven performance at similar sites</li><li>• affordable member fees (\$150 joining, \$102 annual subscription, \$5 per adult/night; children free)</li><li>• likely to generate consistent visitor flow, benefiting local economy</li><li>• Council oversight limited to lease compliance.</li></ul>	<ul style="list-style-type: none"><li>• non NZMCA members will not be able to access the camping ground</li><li>• only available to self-contained motorhomes.</li></ul>

Recommended option

- 32 Staff are seeking feedback from the community board on a preferred option.

Attachments

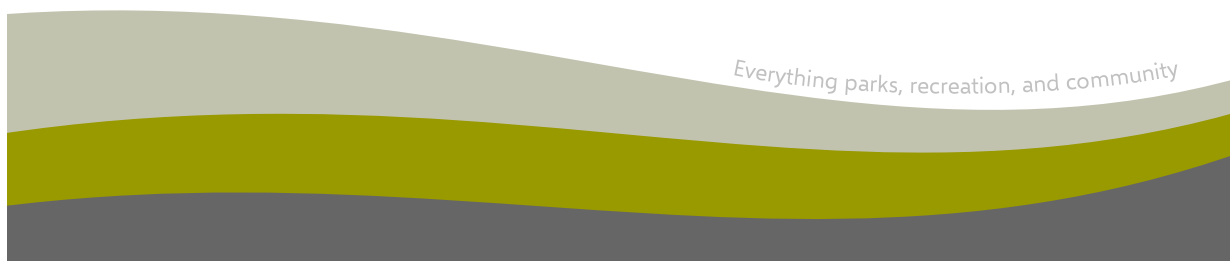
- A Wyndham Campground Review - Report prepared 3 November 2023 by Xyst [↓](#)  
B Wyndham Campground Options Paper [↓](#)



# Wyndham Campground Review

**Prepared for Southland District Council**

3 November 2023



### Tēnā koutou katoa

This report has been prepared for the Southland District Council by Anne Relling from Xyst Limited.

**Xyst** advises clients primarily in the local government sector in the areas of parks, recreation and tourism and provides benchmarking services through **Yardstick**. We aim to provide practical advice that can improve the lives of people through the provision of parks, recreation and sustainable tourism.

### Revision History

Rev.	Date	Author	Notes
1.0	03/11/2023	Anne Relling	Reviewed Paul Wilson





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## EXECUTIVE SUMMARY

The Wyndham Campground is ideally located, an appropriate use of this portion of the larger Wyndham Recreation Reserve, provides a great service for tourists in this area and adds economic benefit by increased spending at local businesses. The camp provides a useful part of the camping network in Southland and supports short-term low-cost accommodation for workers and visitors alike.

The camp is however currently dominated by long term residents and is operating outside of the requirements of the Reserves Act 1977 in that its operation is not explicitly contemplated by the reserve management plan and the duration of occupation by residents is inconsistent with the recreational nature of the reserve. The reserve management plan requires review and the Council need to consider whether the long term resident use should continue.

Alongside this the main Campground utility building has a number of problems including: ongoing leaking pipes that cause damage to the ceiling and interior walls, a roof that is not watertight and a Medium risk earthquake rating. These need to be rectified but repairs may end up costing as much as a new purpose-built amenity block. The option of a new block would also allow the opportunity to install digital charging for services on a 'pay as you go' system whereby Council could undertake revenue sharing with the provider on transactions made.

The current lease ends in 2025 which gives Southland District Council adequate time to consider and act upon a preferred option for future management and facility improvement. The initial phase of the report recommends two clear options for operational models with associated facility management:

1. Upgrade or replace the utility block so it is fit for purpose and meets the Camping-Ground Regulations. Advertise a new **lease** before the current one expires with a request for proposal to consider various offers, meet compliance requirements and that best assists Council to meet costs. Improvements should be made to the lease document as it stands.

Installing the smart technology to support cashless recorded payments for services including camp fees, showers and laundry use could allow revenue sharing between an operator and Council. This is likely to allow a greater financial return than a fixed monthly lease payment. However, an initial capital input is required to provide a utility/amenity block that complies with the required standards and the building code.

2. Establish the campground as a **Self-registration campsite for self-contained vehicles** only using either an onsite digital honesty box or online booking system with a boom gate entrance utilising Kiwi Camp technology. This would involve reducing facilities resulting in the cabins and the shower, laundry and kitchen portion of the utility block being removed. The toilets remain available for campers. This would simplify the Campground facilities and operations, and be a low cost but also low return for Council. Lawn mowing and maintenance of the grounds would still be required but could be contracted out.

## WYNDHAM CAMPGROUND REVIEW



Once the Waihopai-Toetoes Community Board and Council have identified a preferred option Xyst will develop a proposal around this and update this report with a clear recommendation. This will be able to be used in any funding applications.

## PURPOSE

Southland District Council has engaged Xyst to review the Wyndham Campground to understand current operations under the lease, the state of the facilities and to look at future options for this camping area, keeping the objective of cost neutrality for ratepayers. Differing operational models or agreements would be considered as well as enhancements for and to the building and camp sites should a need be identified.

## BACKGROUND

Wyndham Campground is sited on 0.8 hectares of the larger (61ha) Wyndham Recreation Reserve in this small eastern Southland town which lies within the Waihopai Toetoe Community Board area. The reserve (including the campground) is managed under the Reserves Act 1977 and the campground is currently leased to James Garthwaite (Southern Style Adventures).



*Figure 1 Aerial photo showing Wyndham Campground on right and utility block identified by red dashed line*



The campground is situated at the eastern end of the reserve adjacent to netball and tennis courts, a nine hole golf course and a bowling green. Campers may also want to take advantage of the nearby Mimihi and Mataura rivers for fishing. The campground site is an attractive location with good shelter, established specimen trees, flat terrain, a pleasant outlook onto surrounding farmland and on the edge of town within easy walking distance to the shops. Wyndham Campground is ideally located on the backdoor to the Catlins for those with the time to fully explore this underrated natural area.

There are three types of camping areas in New Zealand: commercial holiday parks and campgrounds (usually owned by private companies), low cost campgrounds (often run by the Department of Conservation or local government), and freedom camping areas. Wyndham Campground is considered a low cost campground due to the pricing and providing only basic facilities.



*Figure 2 Wyndham Campground*

## Context of Camping in Southland

Southland is not a major camping destination for domestic or international tourists however within Southland there are camping hotspots such as Te Anau and the Catlins. Within a 100km radius of Wyndham there are a number of other low cost campgrounds: Dolamore Park, Gore A and P Showgrounds, Lignite Pit Café and Secret Garden, Colac Bay, Winton Golf Course, Lumsden, Curio Bay, Papatowhai and the Catlins River. Closer to Wyndham there are Council designated freedom camping sites in Edendale, 5.4km away, and in Wyndham itself on Memorial Drive between the golf clubrooms and the Menzies Memorial.

## WYNDHAM CAMPGROUND REVIEW



Wyndham is off the state and scenic highway routes that the main tourist traffic (with limited time) would travel and therefore most casual campers staying are those with ample holiday time and/or wishing to avoid the crowds. A secondary road which traverses the inland Catlins area from the east coast ends at Wyndham and would be used by a minority of travellers wishing to properly explore New Zealand.

## Strategic Framework

Under the Reserves Act 1977 section 17, the purpose of recreation reserves is to provide areas “for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.”

Within the Act, Unauthorised use of a reserve (section 44 (1)) states that camping is prohibited in reserves unless it occurs within camping grounds set apart under the appropriate provisions of this Act or in areas defined on reserve management plans. Section 44 (2) states that “except with the consent of the Minister, the owner of any vehicle, caravan, tent, or removable structure shall not permit it to remain on a reserve for a total period of more than 4 weeks during the period commencing on 1 November in any year and ending with 31 March”. This may raise an issue of legality of existing long term residents within the campground and will be explored further.

A District Wide Reserve Management Plan (2003) guides management and future development for the reserve. General policies in this document include that camping in reserves is only permitted on a licensed Camping Ground (3.13.3), however a Southland District Council Bylaw does allow freedom camping at specified reserves and open spaces. Of relevance also to the campground management there is a policy that “Buildings and structures will be maintained to a high standard and where practicable designed to limit the opportunity for vandalism” (3.6.7).

The Individual Reserves Section provides a description of each reserve, any specific policies and recommended future development potential. The campground is listed under Facilities in the Description but otherwise bears no further mention. A specific policy to “Continue to develop and maintain the Wyndham Recreation Reserve as an area of open space for organised sport and casual recreation” is identified for this reserve, and the Future Development Potential is to “Continue to develop this reserve as required.”

Given the above we consider the reserve management plan is in urgent need of review to provide a legal basis for the operation of the campground under the Reserves Act 1977.

The Camping-Grounds Regulations 1985 outlines requirements and standards for campground infrastructure and facilities to ensure the health and welfare of users. To understand the standards expected to be met a selection of requirements are:

- ☐ The buildings shall be maintained in good repair. (Schedule Part 1)



- ☐ A water tap shall be located not more than 25m from any camp site. (Schedule Part 2)
- ☐ Surfaces of internal walls of kitchens shall be constructed of materials that are durable and capable of being readily cleaned. (Schedule Part 5)
- ☐ The drainage system for the removal and disposal of foul water, waste water and storm water is provided in accordance with the building code.
- ☐ Records are maintained for camping use including name, address, occupation dates and campsite allocation

The Wyndham Campground is registered under the Camping-Grounds Regulations 1985 and after an audit by the Council environmental health officer this is renewed each year. It is possible to request exemptions and it would appear these are required for some of the standards that cannot be met in the Campground's current state.

The Southland District Open Space Strategy (2014-2024) provides direction on the use and management of the District's open spaces including reserves such as the Wyndham Recreation Reserve.

The Strategy outlines a vision of "A treasured network of open spaces that celebrates and enhances our natural environment and is appreciated and enjoyed by current and future generations". Principles are:

- ☐ Involve the community in managing and maintaining open spaces
- ☐ Take the long view – consider future generations
- ☐ Make best use of the network of open spaces and assets that we already have
- ☐ Evoke a sense of pride in Southland and our community
- ☐ Ensure we use our resources wisely and work within financial constraints
- ☐ Transparent and accountable decision making and management
- ☐ Work with partners and stakeholders to achieve outcomes

These principles will need to be considered if Council undertakes any change in management direction or to operations of the Wyndham Campground.

## Operation

The Wyndham Campground is managed under a lease held by James Garthwaite which commenced on 1 November 2016 with a further two terms of three years each allowed for. Final expiry of this lease is 1 November 2025. Use of the lands allows for the Lessee to "be permitted to use the land the subject of this lease for a Camping Ground and associated activities only". Rent paid to Council is \$500 per calendar month (GST inclusive) or \$6,000 per annum with a rent review every three years from lease commencement.



# WYNDHAM CAMPGROUND REVIEW



Under the lease the Lessee is to keep the land, all buildings, structures and improvements in "good repair order and condition". Minor maintenance such as stove elements, light switches, power sockets, broken taps, lawn mowing etc is the responsibility of the Lessee. Major works such as refurbishments, renewal of structures, significant failures in equipment etc is the responsibility of the Lessor.

The Lessee pays all outgoing costs excluding rates, camp registration fees and insurance. Underground services are the responsibility of the Lessor and those services above ground fall within the Lessee's obligation.

The lease states "That the use of the land as a camping ground and all camping activities must be undertaken in accordance with the Camping Ground Regulations 1985". The Wyndham Campground may not be in full compliance of the requirements in these Regulations some of which are outlined above in Strategic Framework but this is more a matter for the Lessor's (Council) attention.

The lease is silent on the Lessee keeping records of campers. The lease should require the Lessee to maintain records including name, address, occupation dates and campsite allocation as per the Camping-Ground Regulations, and would allow the Lessor to access these records when requested.

Casual campers can book a site at the campground via Bookit.com or pay for a campsite on arrival through an honesty box system. The Lessee lives in Tuatapere where he runs another accommodation business however his parents live in Edendale and regularly visit the campground. A local person is employed by the Lessee to clean the campground facilities on a regular basis.



Figure 1 Wyndham Campground fees



Of 14 powered sites 11 are occupied by long term residents who pay \$100 per week for one person or \$120 per week for two people. All 3 cabins are currently occupied by long term residents and rent recovered is between \$140 to \$150 per week per cabin. At the time the Lessee began the Campground lease in 2016 there were already long term residents established and comment was made that one person had lived there for twenty years.

The Lessee also owns 2 caravans and 1 bus that is kept on-site and rented out to campers.

The Campground as observed by the author is being kept clean and tidy therefore meets these particular requirements of the lease. Lawns were well kept however maintenance on the fences and internal road was lacking.

### Wyndham Campground key markets and residents

The lease does not require the collection of data on campers' origin or other demographics and therefore there is no record of this information. Anecdotally the lessee has noted that the composition of campers is 90% New Zealanders during the winter season however during the summer it is an even split between domestic and international travellers. It was also noted that Invercargill was a significant source of campers over the summer, particularly at the weekend.

The Lessee has eleven long term residents who pay on a weekly basis and use the powered sites on the western and southern sides of the campground. He noted also that many of these residents lived elsewhere in Southland but worked locally such as at the Alliance Group Maitua Plant or Fonterra Edendale. They would work their shift days whilst living at the campground and then go home on their days off.

It is unlikely the Wyndham Campground will attract more than moderate numbers of casual campers and therefore the supply of a basic facility low cost campground is the most cost-effective for this location.

### Facilities and services

The main building for the campground, sited between the courts and the campground, is shared with the Wyndham Netball Club with a solid internal wall separating the uses. The eastern side, available for campers, includes a kitchen area, laundry, and separate gender coin showers. The original building which now includes the large open netball room and the camp showers was built in the 1960's, and the northern extension (netball office and storage area) and eastern extension (camp kitchen and laundry area) were added in the 1980's.

The Wyndham Netball Club and the Menzies Netball Centre (the latter run the netball competition) utilise their side of the building on Friday nights during Term 3 only for school age players. They play from after school until 8pm and would mainly use the locked storage room at the back to store netball gear. They noted there was a leak in this storage room in the last year and this was repaired at the time.



## WYNDHAM CAMPGROUND REVIEW



There is no longer a Wyndham Tennis Club however a few locals play social tennis on a Monday night with 4 teams of 8 on rotation around Edendale, Glenham and Wyndham with the latter having the best courts and facilities. Both netball and tennis have limited use of the building interior allocated to them and mainly use as a storage area but emphasised the continued need for this building space.

Toilets for campers are a separate building to the south of the main building. New Permaloo toilet facilities were installed in 2022, alongside the existing block, to cater to other users of the recreation reserve however the campers understandably now use these more modern facilities.

A portable building consisting of three cabin units with bunks, located opposite the main building is a more recent addition.

There are 14 powered sites which take up approximately half of the campground with the remainder available for non-powered camping use.

A dump station alongside the access road is available to empty campervan and caravan waste.

### State of Facilities

The building housing the kitchen, laundry and showers is in a poor state with the main issue being sagging and damage to the Pinex sheet ceiling throughout caused by leaking pipes in the ceiling cavity. After discussion with the plumber attending to repairs he stated that the water pipes are Dux Qest plastic piping and are known for failing. They will continually require repairs and cause damage to the ceiling and he recommended that all the pipework was replaced. This would require a builder to remove wall linings and the combined cost with the plumbing work would be in the vicinity of \$20-30,000. On top of this the building is not watertight due to the flat pitch of the roof and substandard corrugated iron construction which causes the roof to leak during heavy rain events. It was noted the roof would not meet the current building code. This only exacerbates the existing situation with the ceiling. A new roof with an increased pitch would be required to make the building watertight.



*Figure 4 Water damaged ceiling in corridor*



*Figure 2 Water damaged ceiling in kitchen*

Maintaining 'good repair' of the facilities as per the Camping-Ground Regulations, in particular the kitchen/ablution block, is difficult with faulty, regularly leaking pipes causing continual water damage. Also the wall linings in the kitchen are not ideally suited to maintaining a sanitary environment.

WYNDHAM CAMPGROUND REVIEW



Comparison photos below of the Wyndham Campground kitchen show the difference in wall linings with the other example depicting walls and surfaces that is easier to keep clean and hygienic.



*Figure 3 Wyndham Campground kitchen*



*Figure 4 Example campground kitchen*



There are some water tightness issues in the shower area also with evidence of water damage on the lower wall below the sink. Shower wall linings are coated hardboard and again there is deterioration on the lower walls.



*Figure 5 Water leak*



*Figure 6 Water damage to shower wall*

The utility block runs out of hot water when it is busy and the Campground hot water system would be better suited to instant hot water heating.

A seismic assessment of the Wyndham Campground utility building was completed in 2022 and indicated the building's earthquake rating to be 45-50% NBS (New Building Standard). This deems the building to be a Seismic Grade C which represents "a risk to occupants equivalent to 5-10 times greater risk than expected for a new building, indicating a medium life safety risk exposure" (Targeted Detailed Seismic Assessment Report 2022, Batchelar McDougall Consulting). If an Earthquake Prone Building notice is issued by Council there is then a 35 year timeframe to complete remediation.

## WYNDHAM CAMPGROUND REVIEW



Table 1: Building Grading System for Earthquake Risk

Percentage of New Building Standard (%NBS)	Building Grade	Approx. Risk Relative to a New Building	Life-Safety Risk Description
> 100	A+	< 1 times	Low risk
80 - 100	A	1 – 2 times	Low risk
67 - 79	B	2 – 5 times	Low to Medium risk
34 - 66	C	5 – 10 times	Medium risk
20 - 33	D	10 – 25 times	High risk
< 20	E	More than 25 times	Very high risk

The weaknesses identified are the potential for failure of unreinforced masonry walls due to “a lack of an effective roof diaphragm and/or effective fixings of roof structure to the top of walls” and improvements to both these elements could bring the building up to >67% NBS.

There are a number of problems with the Campground utility building as described above and therefore the future of this building requires consideration by Council in the short term. The Lessee currently has difficulty maintaining the facilities in good repair and cleanliness when the underlying building structure and services has significant faults. It is to be noted that the Netball Club and tennis contact persons spoken to had no concern for the state of the building or interior on their side and were more concerned with the courts and fences.

## CHALLENGES

### Deteriorated Campground building

As outlined above the main Campground utility building housing the showers, laundry and kitchen is in a poor condition and the cost of repair may end up being similar to the cost of replacement. An alternative of retaining the netball portion of the building but demolishing the Campground portion and replacing it with a purpose built facility may also be an option. Replacing water damaged ceiling panels whilst there is an ongoing issue with leaking pipes is not a prudent solution and leaving as it is would leave the facilities as substandard. An assessment by a licensed building practitioner or a quantity surveyor would define the best option by cost. It doesn't appear that any renewal or refurbishment has taken place on this building since it was built. Revenue from the campground should be used to contribute to this identified upgrade or renewal. External funding for improvements to the utility building from the Tourism Infrastructure Fund or the Kānoa (regional growth) Fund may be an option. Despite this, cost neutrality to ratepayers may be difficult to achieve although a loan could be serviced by Campground income.





## Social housing and temporary worker accommodation

The Wyndham Campground has been providing a de facto mobile housing site for some time, including before the current lease started, and currently has a number of long term residents who pay rent weekly. The Campground is also used as temporary worker accommodation where people may work locally, often on shift, but then head home elsewhere on their days off. These workers will leave their campervan or caravan onsite permanently and use it as required. There is evidence of structures such as porches being built to supplement their caravan or campervan for the long term.

The occupation in the campground by long term residents, and the shelter or storage structures added on to camping vehicles are both counter to the Reserves Act 1977 unless the Minister of Conservation has given their consent. In principle residential accommodation is not included in the purpose of a recreation reserve but the Act does allow an opportunity to seek permission for this activity. It should be noted that the use of Council reserves for accommodating long term residents in mobile camping vehicles is not uncommon in New Zealand however is often problematic.



*Figure 7 Long term residents area*

**A decision is required by Southland District Council to either seek consent or move these residents on.** It should be noted that this portion of 'camping use' is likely to be a mainstay of the Lessee's income and without it a lease may not be viable. Changes to the Campground operating environment before the end of the lease (2025) may not be in "good faith".



## OPTIONS FOR FUTURE MANAGEMENT

The lease for the Campground is due to expire in 2025 and therefore it is timely to consider options for future management and operation. It is assumed the Council do not want to bring the management of this campground in-house and have their own employee managing the site.

The Wyndham Campground is a small operation and does not require on-site staff but a cleaning person would ideally be locally based if the current level of facilities remain. It is considered the level of facilities provided should not be increased but could be reduced.

The choices for future management are described below.

- 1. Close the campground.** The Wyndham Campground is ideally located, an appropriate use of this portion of the larger Wyndham Recreation Reserve, provides a great service for tourists in this area and adds economic benefit by increased spending at local businesses.
- 2. Establish as a self-registration campsite for self-contained vehicles only.** An example of these are the Motor Caravan Association sites scattered around New Zealand which mainly cater to the self-contained (toilet, shower, cooking) vehicle camper market who often need/expect minimal facilities provided. Most camping vehicles in use and being sold are fully self-contained. Sites could be booked and paid for online and powered sites could be on a 'pay as you use' basis for power consumption. In this instance the utility building would not be required but the toilets would be available. The cabins would need to be removed. Council would be responsible for outgoings, maintenance, repairs and renewals. This is very much a hands-off low cost approach by Council and camp fees would need to be commensurate to the basic facilities provided.
- 3. Management contract.** A manager would be paid a set fee per month to oversee the camp operation, including cleaning requirements, and all revenue would be returned to Council. Maintenance could be undertaken by the contractor if it was clearly defined. Existing facilities would remain with an upgrade or renewal required to the utility building and Southland District Council would be responsible for outgoings, repairs and renewals. Payment of the contract manager is not linked to occupancy or financial targets.
- 4. Lease.** The Campground has been under lease since 2016. Leasing out the land and camp assets is a commonly used approach across New Zealand council campgrounds. At Wyndham the term is 3 years with two rights of renewal giving a possible total lease of 9 years but this could be varied for a new lease. Payment can either be a fixed monthly cost or a proportion of the takings.

Maintenance, cleaning and outgoing costs are covered by the Lessee. The Council remains responsible for repairs and renewal.

A scenario where the Lessee was responsible for the supply or upgrade of facilities such as the utility building is unlikely to be an attractive business proposition even with a longer lease term. The Wyndham Campground only attracts moderate use and a reasonable financial return is dependent on income from the long term residents. Removing this use would make a lease less desirable.



## KIWI CAMP AND KIWI CASH

A company in Marlborough, Kiwi Camp, has designed and can supply prefabricated modern amenity blocks that can provide the particular services needed in a campground. They have also developed technology that can collect payments electronically for each service where cost recovery is desirable. The services are activated by swiping a Kiwi Cash digital key or fob a camper purchases from a retailer. Users would download an app, create an account and deposit some money – this can then be used at any campground using Kiwi Camp technology to access a service such as a shower or laundry use and would replace the traditional coin operation.

The digital key could also allow controlled access via a boom entrance gate where campers would first book a site online and then swipe their key to enter. Purchase of the digital key, online site bookings and activating services provides effective record keeping of who is in the campground at any time, origin of campers, use of services for targeted cleaning and a transparent revenue collection. The company collects a percentage of every transaction with the remainder being deposited in the Council's bank account.

They can develop a tailor made solution depending on each campground's needs factoring in level of use and amount of management support required. They have supplied swipe access boom gates and showers for Hurunui District Council basic campgrounds whereas at Lake Ferry they have taken on a lease with South Wairarapa District Council with an onsite manager for a more substantial campground.



*Figure 8 Example of Kiwi Camp amenity block*

The technology, services and amenity blocks provided by Kiwi Camp is suggested as a good fit to implement Future Management Options 2 to 4 and a detailed proposal can be provided.





## RECOMMENDATIONS

- The Council will need to decide whether they want to cater for long term residents in the Wyndham Campground. To continue with this activity they will need to gain consent from the Minister of Conservation under the Reserves Act 1977 otherwise they will need to request these residents to move on.
- If this use is continued Council should consider setting standards for vehicles parked on-site and strict controls on additional structures or lean-tos. This can be included in a lease document making the Lessee responsible.
- The current District Wide Reserves Management Plan 2003 is dated and lacks policy specific to the Wyndham Campground. A review is overdue and is recommended.
- Looking ahead the campground should be maintained at the current level of facilities or with reduced facilities and the following options reflect this premise:

### Option 1

Upgrade or replace the utility block so it is fit for purpose and meets the Camping-Ground Regulations. Advertise a new lease before the current one expires with a request for proposal to consider various offers, meet compliance requirements and that best assists Council to meet costs. Improvements should be made to the lease document as it stands. Xyst has experience in procuring campground lessees and preparing a lease that is comprehensive, fair and will protect the Council's interests if this option is chosen.

Installing the smart technology to support cashless recorded payments for services including camp fees, showers and laundry use could allow revenue sharing between an operator and Council. This is likely to allow a greater financial return than a fixed monthly lease payment. However, an initial capital input is required to provide a utility/amenity block that complies with the required standards and the building code.

### Option 2

Establish the campground as a Self-registration campsite for self-contained vehicles only using either an onsite digital honesty box or online booking system with a boom gate entrance utilising Kiwi Camp technology. This would involve reducing facilities resulting in the cabins and the shower, laundry and kitchen portion of the utility block being removed. The toilets remain available for campers. This would simplify the Campground facilities and operations, and be a low cost but also low return for Council. Lawn mowing and maintenance of the grounds would still be required but could be contracted out.

- If Option 1 is chosen, commission a building report to provide detailed costings to either upgrade (to rectify identified problems) or for replacement of the showers, laundry and kitchen portion of the utility block. Consider the Kiwi Camp option to supply a prefabricated amenity block with two showers, a laundry (both pay to use) and a kitchen area. This would allow the opportunity to add technology for alternate revenue collection.



## APPENDIX



**Wyndham Camping Site Base Map**

Scale 1:600

## Wyndham Campground: Future Options

Option	Description	Advantage	Disadvantage	Financial Implication	Consenting/Legislative Requirements
Close the campground	This option would see the camp closed and the lease not renewed. The land would need to be cleared overtime and repurposed to meet the community board's objective of being cost neutral.	<ul style="list-style-type: none"> <li>No additional capital spend would be required to improve current buildings.</li> <li>No improvements to the overall site would be required to meet regulations.</li> <li>Consenting costs would not be required.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>No camping ground would be provided in Wyndham.</li> <li>The existing long stay residents would be displaced.</li> <li>Maintenance of land would need to be undertaken by SDC.</li> </ul>	Depending on the final use decision by the community board, some funds may be required to remove existing power infrastructure and the current camping facility building/s.	- Resource consent (For consent team to expand)
Self-register and self-contained vehicles only	<p>An example of these are the Motor Caravan Association sites scattered around New Zealand which mainly cater to the self-contained (toilet, shower, cooking) vehicle camper market who often need/expect minimal facilities provided. The other similar model is the Kiwi Camp Model*.</p> <p>Most camping vehicles in use and being sold are fully self-contained. Sites could be booked and paid for online and powered sites could be on a 'pay as you use' basis for power consumption. In this instance the utility building would not be required but the toilets would be available. The cabins would need to be removed. Council would be responsible for outgoings, maintenance, repairs and renewals. This is very much a hands-off low cost approach by Council and camp fees would need to be commensurate to the basic facilities provided.</p>	<ul style="list-style-type: none"> <li>Minimal operational requirements from SDC</li> <li>External provider responsible for delivery of camping and regulations</li> <li>Ability to implement tighter operating controls.</li> <li>Ability to set KPI's for the operator.</li> <li>General ground maintenance undertaken by external party.</li> </ul>	<ul style="list-style-type: none"> <li>Likely capital costs required for building upgrades</li> </ul>	Capital costs would be required. Either to upgrade the existing buildings, remove existing buildings or enter an agreement with Kiwi Camp. Note Kiwi Camp would require SDC to obtain consents.	- Resource consent (For consent team to expand)

Option	Description	Advantage	Disadvantage	Financial Implication	Consenting/Legislative Requirements
Management Contract with SDC	A manager would be paid a set fee per month to oversee the camp operation, including cleaning requirements, and all revenue would be returned to Council. Maintenance could be undertaken by the contractor if it was clearly defined. Existing facilities would remain with an upgrade or renewal required to the utility building and SDC would be responsible for outgoings, repairs and renewals. Payment of the contract manager is not linked to occupancy or financial targets.	<ul style="list-style-type: none"> <li>Council has full control and oversight of the operations.</li> </ul>	<ul style="list-style-type: none"> <li>All operations include, marketing, regulations, maintenance, capital improvements, conflict resolution.</li> <li>Long term residents' management and consenting changes for approvals.</li> </ul>	Capital costs would be required. Either to upgrade the existing buildings or replacement costs.	- Resource consent (For consent team to expand)
Updated Lease in 2025 and run camp for short term stays only	<p>The Campground has been under lease since 2016. Leasing out the land and camp assets is a commonly used approach across New Zealand council campgrounds. At Wyndham the term is 3 years with two rights of renewal giving a possible total lease of 9 years but this could be varied for a new lease. Payment can either be a fixed monthly cost or a proportion of the takings.</p> <p>Maintenance, cleaning and outgoing costs are covered by the Lessee. The Council remains responsible for repairs and renewal.</p> <p>A scenario where the Lessee was responsible for the supply or upgrade of facilities such as the utility building is unlikely to be an attractive business proposition even with a longer lease term. The Wyndham Campground only attracts moderate use and a reasonable financial return is dependent on income from the long term residents. Removing this use would make a lease less desirable.</p>	<ul style="list-style-type: none"> <li>Ability to update lease conditions and provide clear roles and responsibilities.</li> <li>Opportunity for a model which is cost neutral for board.</li> </ul>	<ul style="list-style-type: none"> <li>Would require financial support for operating costs (initially).</li> <li>Displacement of long term stay residents.</li> <li>Risk of negative reputational damage for displacement</li> <li>Capital spend requirements for existing or upgraded facilities</li> </ul>	Capital costs would be required. Either to upgrade the existing buildings or replacement costs.	- Resource consent (For consent team to expand)

Option	Description	Advantage	Disadvantage	Financial Implication	Consenting/Legislative Requirements
Update Lease in 2025 and apply for consents to cater for long term residents	<p>When the existing lease expires, a new lease would be developed. It is recommended that the new lease would include many more operational requirements e.g statistics, clear roles, and responsibilities.</p> <p>This option would also require consent from the Minister of Conservation for the activity on of long stay residents on reserve land, a resource consent amendment, upgrades to the existing facilities provided</p>	<ul style="list-style-type: none"><li>• No displacement of existing long stay residents.</li><li>• Ability to have long stay and traditional camping sites.</li><li>• Ability to update lease conditions and provide clear roles and responsibilities</li></ul>	<ul style="list-style-type: none"><li>• Is this the purpose and vision on the camping ground? Is it to provide long term housing options?</li><li>• Risk of conflict between long stay and short stay visitors</li><li>• Would require financial support for operating costs (initially)</li></ul>	Would be capital costs to undertake, and consenting requirements and regulations. The reserve management plans for this reserve would need to encompass this direction and then Ministers consent achieved.	<ul style="list-style-type: none"><li>- Resource consent (For consent team to expand)</li><li>- Building consents</li><li>- Consent from the Minister of Conservation**</li><li>- Update of Reserve management plans</li></ul>

**\*Kiwi Camp Model :** A company in Marlborough, Kiwi Camp, has designed and can supply prefabricated modern amenity blocks that can provide the particular services needed in a campground. They have also developed technology that can collect payments electronically for each service where cost recovery is desirable. The services are activated by swiping a Kiwi Cash digital key or fob a camper purchases from a retailer. Users would download an app, create an account and deposit some money – this can then be used at any campground using Kiwi Camp technology to access a service such as a shower or laundry use and would replace the traditional coin operation.

The digital key could also allow controlled access via a boom entrance gate where campers would first book a site online and then swipe their key to enter. Purchase of the digital key, online site bookings and activating services provides effective record keeping of who is in the campground at any time, origin of campers, use of services for targeted cleaning and a transparent revenue collection. The company collects a percentage of every transaction with the remainder being deposited in the Council’s bank account.

**\*\*the process for obtaining consent from the Minister of Conservation is an approval process.** This is different to a regulatory consent. The reserve management plans would need to allow for long term residents and then a paper would need to go to Council to exercise their delegations under the Reserve Act 19977 before being sent to Wellington to receive final sign off by the Minister of Conservation. This would need to occur in parallel to obtain appropriate Resource Consents for long staying residents.

Summary:

- Ultimately the Community Board is faced with four key questions:
1. What purpose and vision does the CB have for the camping ground?
  2. Does the CB wish to continue to have an operating camping ground in Wyndham?
  3. If yes, is the CB wanting to cater for long term residents?
  4. Is the CB willing to invest capital funds in either new buildings or improvements to existing buildings?



## Roading bylaw, policy and policy procedures' review

Record no: R/25/7/35881

Author: Chris Rout, Team leader, organisational policy

Approved by: Hartley Hare, Strategic Manager Transport/Acting GM Infrastructure and Capital Delivery

☐ Decision

☐ Recommendation

☒ Information

### Purpose

1 The purpose of this report is to provide:

- information to the Waihopai Toetoe Community Board (the board) on the review of the Rounding Bylaw 2008 (Revision 3 2024), Rounding Policy 2008 (Revision 1 2015) and Rounding Policy Procedures 2008 (Revision 1 2015); and
- opportunity for the board to give feedback on the rounding documents which will assist staff to identify issues and propose options for Council before undertaking public consultation.

### Executive summary

- 2 The Rounding Bylaw 2008 Revision 3 2024, Rounding Policy 2008 Revision 1 2015 and Rounding Policy Procedures 2008 Revision 1 2015 (collectively referred to as the rounding documents) are currently due for review.
- 3 **Each document has a distinct purpose to control and enforce prohibited activities, set Council's management approach, or set the criteria for permitted activities in the road environment.**
- 4 As part of the review staff have identified matters for consideration by Council to be addressed in each document and are seeking feedback from the board on both these matters and the rounding documents themselves.
- 5 If the board chooses to provide feedback, staff will include this for consideration as part of the issues and options to be presented to Council for public consultation.

### Recommendation

That the Waihopai Toetoe Community Board:

- a) receives **the report titled "Rounding bylaw, policy and policy procedures' review"**.
- 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) provides feedback for the review of the Rounding Bylaw 2008 (Revision 3 2024), Rounding Policy 2008 (Revision 1 2015) and Rounding Policy Procedures 2008 (Revision 1 2015).



#### Background

- 6 **The roading documents are suite of documents which collectively outline Council's approach to the management and use of roads within Southland district.**
- 7 The review frequency for the roading documents is drawn from the approach applied to the Roding Bylaw 2008 Revision 3 2024 (the bylaw), and although bylaws under the Land Transport Act 1998 do not have a set review **timeframe, it is good practice for Council's review approach to be consistent with the 10-year review cycle other bylaws follow under the Local Government Act 2002.**
- 8 In accordance with the above approach, review of the roading documents is now due, with the last full review undertaken by Council in April 2015, and only targeted amendments made to the roading bylaw since under Revision 2 in 2018 and Revision 3 in 2024, both to address parking issues on Rakiura/Stewart Island.

#### Roding bylaw

- 9 The bylaw is considered secondary legislation which is established by Council in accordance with authorities granted under the Land Transport Act 1998 to control activities that are of a nuisance to the general public in use of or within the roading environment.
- 10 The bylaw focuses on management of:
- stock on roads including droving, grazing, debris on the road, gates and damage;
  - parking restrictions including mobility parking and electric vehicle charging, restriction times, locations, etc;
  - one-way roadways;
  - heavy traffic prohibitions; and
  - vehicular accessways.
- 11 **The bylaw has not been attached to this report, but can be accessed online from Council's website: <https://www.southlanddc.govt.nz/council/bylaws-and-policies/bylaws/>.**

#### Roding policy

- 12 The Roding Policy 2008 (Revision 1 2015) (the Policy) **confirms Council's role for managing its roading network confirming Council's policy position in relation to matters of:**
- road safety;
  - accessibility;
  - road management;
  - levels of service;
  - environmental effects; and
  - community effects.
- 13 The policy also applies **the goals, objectives and levels of service set in Council's Long Term Plan** and maintains consistency with roading strategies and objectives set at a regional and national level.



- 14 The policy has not been attached to this report but can be accessed online from Council's website: <https://www.southlanddc.govt.nz/council/bylaws-and-policies/policies/>.

Roading policy procedure

- 15 Council's Roothing Policy Procedures 2008 (Revision 1 2015) (policy procedures) is an operational management document which enacts the roading policy and roading bylaw.
- 16 The policy procedures set out the administration and process requirements for specified activities within the road environment. These provide procedural details in relation to permits and applications, compliance, bonds and insurances and include processes to be followed relating to the following activities on district roads or within the road reserve:

Stock crossings at grade	Signs on roads	Structures on the road margin
Stock races	Grazing the road margin	Whitebait huts
Stock underpasses	Road margin planting	Trees on roads
Debris on the road	Cultivation of road margin	Permanent fencing in the road margin
Operating on the road	Use of roads and road licences	RAPID numbering
Lower a road culvert	Gates across roads	Road naming
Drainage on roadsides	Requests to physically form roads	i centre signs
Public utilities and services on roads	Stopping of roads	Changes to road types
Private utilities and services on roads	Temporary closure of roads for public events	Stock droving
Vehicle accessways	Temporary closure of roads for roading purposes	Property numbering
Dust suppression on roads	Storage on the road margin	Rural accessway, (commercial)

- 17 The policy procedures have not been attached to this report but can be accessed online from Council's website: <https://www.southlanddc.govt.nz/council/bylaws-and-policies/policies/>.

Issues

- 18 Staff have identified a number of key matters within the roading documents where changes may need to be considered for each document in the tables below. These changes are being considered in addition to any changes or issues raised in feedback from community boards.

## Roothing bylaw

- 19 The following matters are proposed to be within the scope of review of the bylaw.

Topic	Issues
Parking	<ul style="list-style-type: none"> <li>alignment between bylaw and physical signage and markings present in the road environment</li> <li>introducing electric vehicle parking</li> <li>reviewing mobility parking coverage</li> <li>introducing permit parking framework for boat trailer parking on Rakiura/Stewart Island.</li> </ul>
Stock on roads	<ul style="list-style-type: none"> <li>reviewing permit thresholds and requirements for driving.</li> </ul>
One-way roadways	<ul style="list-style-type: none"> <li>reviewing status of any temporary one-way roads.</li> </ul>
Fines	<ul style="list-style-type: none"> <li>alignment to fine provisions of Land Transport Act 1998</li> </ul>
Unformed legal roads access	<ul style="list-style-type: none"> <li>folding in Ashton Flats Roothing Bylaw under a new section prohibiting vehicle access to specified unformed legal roads</li> <li>additional restriction for vehicle access to the riverside unformed legal road beside the Oreti River at Wallacetown.</li> </ul>
Drafting	<ul style="list-style-type: none"> <li>exploring options to be more responsive to requests for changes to application of restrictions between reviews</li> <li>drafting tidy ups and corrections.</li> </ul>

- 20 The Ashton Flats Roothing Bylaw has not been attached to this report, but can be accessed online from Council's website: <https://www.southlanddc.govt.nz/council/bylaws-and-policies/bylaws/>.

## Roothing Policy

- 21 The following areas are proposed to be within the scope of review of the policy.

Topic	Issues
Alignment to LTP	<ul style="list-style-type: none"> <li>update to policy to maintain alignment with the 2024-2034 Long Term Plan.</li> </ul>
Alignment with other documents	<ul style="list-style-type: none"> <li>review policy against regional and national roading strategies and objectives and update where required.</li> </ul>
Drafting	<ul style="list-style-type: none"> <li>drafting tidy ups and corrections.</li> </ul>

### Roading policy procedures

- 22 The following areas are proposed to be within the scope of review of the policy procedures.

Topic	Issues
Out of date references	<ul style="list-style-type: none"><li>updates to replace references which are now out of date.</li></ul>
Alignment to current practice	<ul style="list-style-type: none"><li>update to policy procedures where operational practice has moved on since previously reviewed.</li></ul>
Drafting	<ul style="list-style-type: none"><li>drafting tidy ups and corrections.</li></ul>

### Feedback sought

- 23 Staff would like to receive feedback from the board for the review of the roading documents including the key matters raised above. Are there any areas where changes are required? For instance, under the bylaw are there any locations, times or restrictions which need to be expanded, reduced or amended, particularly within your board area? Are new restrictions required? Do policy or policy procedures need to be changed? Do we need to alter our scope?

### Factors to consider

#### Legal and statutory requirements

- 24 Section 22AB of the Land Transport Act 1998 provides Council authority to establish bylaws as it thinks fit for specified purposes to restrict or control activities in the road environment.
- 25 Council has general authority under Section 12 of the Local Government Act 2002 to adopt the policy and policy procedures.
- 26 Although Council is not legally required to have either the bylaw, policy or policy procedure, these have been put in place for the purposes set out above.

#### Community views

- 27 As part of its decision-making process, Council must give consideration to the views and preferences of those people affected, or likely to have an interest in, the matter.
- 28 Staff are currently in the process of conducting pre-engagement with stakeholders, community boards (under this report) and the wider community to help identify and analyse issues, propose solutions and prepare drafts of the roading documents for consideration by Council.
- 29 **There will also be a formal consultation process based on Council's preferred** approach to further understand community views on this issue prior to Council making its final decision.

#### Costs and funding

- 30 Costs associated with reviewing the roading documents will be met within current Council budgets. Costs will include staff time and advertising to meet the legal requirements of review and undertake public consultation.
- 31 Any additional costs to implement and manage changes made to the roading documents are yet to be identified and have funding sources determined.

### Policy implications

- 32 Council may not be able to support enforcement of more significant changes to the bylaw due to **limitations in Council's enforcement activities under Enforcement Policy, or enforcement may only** be achievable at the cost of other enforcement activities, or at additional cost to Council.
- 33 Some changes to the roading documents which go beyond existing operational practice will likely require supporting administration changes to implement and remain in place which may incur additional costs for Council.

### Analysis

#### Options considered

- 34 Staff have identified two ways the board could proceed:

- Option 1 - Provide feedback to Staff for the review of the roading documents
- Option 2 - Provide no feedback for the review of the roading documents at this stage.

### Analysis of options

#### Option 1 – Provide feedback to staff for the review of the roading documents.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• the overall view of the board will be known by Council</li> <li>• board feedback is able be considered and included at an early stage</li> <li>• significant feedback will not require additional consultation to be considered</li> </ul>	<ul style="list-style-type: none"> <li>• the board may want more time to liaise with its community.</li> </ul>

#### Option 2 – Provide no feedback for the review of the roading documents at this stage.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• the board has more time to liaise with its community.</li> </ul>	<ul style="list-style-type: none"> <li>• Council will not know the overall view of the board</li> <li>• board feedback is not able to be considered and included at an early stage</li> <li>• more significant feedback provided at a later date may not be able to be considered without additional community consultation.</li> </ul>

#### Assessment of significance

- 35 The Local Government Act 2002 (the LGA) requires Council to consider the significance (or the degree of importance) of all decisions in order to determine the required level of engagement with the community.
- 36 Staff have assessed this matter as being 'not significant' **in relation to Council's Significance and Engagement Policy** and the LGA, primarily due to staff only seeking feedback from the board at this stage, with no decision yet required.
- 37 Any feedback provided by the board in connection with this report will help inform community views presented to Council for its later decision purposes in relation to this matter, which will have a separate, and likely higher, assessment of significance.

#### Recommended option

- 38 Council staff recommend that the board proceed with Option 1, and provide feedback to Council staff for the review of the roading documents.

#### Next steps

- 39 Staff will compile feedback from community boards on the roading documents and consider this as part of issues and options developed for proposal to Council prior to public consultation.

#### Attachments

There are no attachments for this report.



## Community board reporting

Record no: R/25/8/37024  
Author: Karen Purdue, Community partnership leader  
Approved by: Sam Marshall, Group manager customer and community wellbeing

☒ Decision

☐ Recommendation

☒ Information

### Purpose

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

### Recommendation

That the Waihopai Toetoe Community Board:

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

### Attachments

- A Waihopai Toetoe - community leadership report - 26 August 2025 [↓](#)  
B Active Southland report - August 25 [↓](#)  
C Waihopai Toetoe operational report - August 2025 [↓](#)  
D Waihopai Toetoe CB - projects update - May and June 2025 [↓](#)



## What's happening in your area

### Community Partnership Fund

The last funding round for the 2024/25 financial year closed on 14 April 2025. Four applications were received and the following grants were awarded:

- |  |         |
|--|---------|
| • Wyndham Pony Club – equipment              | \$2,000 |
| • Miharo Murihiku Trust – volunteer uniforms | \$2,500 |
| • Menzies College – “See Me” mural project   | \$3,000 |

The next round of funding closes on 30 September. Applications can be made online at the Southland District Council website via Smartygrants. Please contact Gordon Crombie for any queries or assistance [Gordon.crombie@southlanddc.govt.nz](mailto:Gordon.crombie@southlanddc.govt.nz)

### Demolition of Wyndham Museum building

Demolition of the Wyndham Museum building is set to get underway.

Initial work started on 26 May and involved the establishment of site facilities, fencing, traffic control in front of the building and protection of the overhead power lines before scaffolding is erected.

Demolition of the building started on 3 June and involved a combination of mechanical and manual deconstruction, using both long reach excavators with specialist attachments and, where required, hand tools primarily on boundary walls adjacent to existing buildings.

Total demolition and site reinstatement is expected to be completed by 27 June.

Southland firm Ryal Bush Transport successfully tendered for the project.

Home to the Wyndham and District Historical Museum, the building was closed in 2017 after it was deemed earthquake prone.

The museum boasted an extensive collection relating to the wider Wyndham area, including family genealogy, sheep and dairy farming, dairy factories, horse racing, household items and histories of local clubs and societies.

Following the building's closure, the collection was digitised with the assistance of Project Ark, a collaboration between the Invercargill City Council, and the Southland and Gore district councils to catalogue every item in the region's 12 museums which started in 2018.

Items are available to view online at [www.chive.com](http://www.chive.com).



Dedicated volunteers continue to actively fundraise with the aim of establishing a new museum on the site in the future.





### What's happening across the district

#### Community Service Award – Michael McLees

You can bet Michael McLees wouldn't be a fan of all the fuss, but it's definitely warranted.

Regarded as a 'quiet achiever', the Blackmount man, who passed away last year, had continued a long-standing family legacy of service. The McLees family have farmed their Dunluce property for over 125 years, with each generation respected for its dedication to the community.

Mr McLees substantial contributions were formally recognised with the presentation of a posthumous Community Service Award from Southland District Council and the Tuatapere Te Waewae Community Board on 19 June 2025.

Southland Mayor Rob Scott said he was proud to recognise Mr McLees' tireless commitment.

"We are here not only to present a Community Service Award, but to honour someone who truly embodied the spirit of service," he said.

"Michael sounds like he wasn't the kind of person who sought the spotlight, in fact, he probably would've preferred we skipped the speeches and got straight to the working bee. But today is about remembering and celebrating his contributions."

Mr McLees served with the Blackmount Fire Group for an incredible 38 years, including roles as deputy fire chief and secretary. While previous records were lost, he attended 84 callouts and 390 training sessions since 2009 – an impressive 97.5% attendance rate – and received numerous honours, including the Gold Star Award and Long Service and Good Conduct medals.

He was instrumental in the Blackmount Pool Committee, helping bring a valuable community asset to life, and was involved in governance on the Blackmount School Board of Trustees.

Following in his mother's footsteps, he served on the Blackmount Chapel Committee.

Contributing to a positive morale, he managed the very popular Friday Night Club from 1998 to 2015, a much-needed social hub for local farmers.

“Michael was described as a ‘quiet achiever’, someone who leads by example, says very little, but when he does it’s worth listening to, and always shows up when needed,” Mayor Scott said.

“His presence at working bees, fundraisers, and community events has been a constant source of support to the Blackmount community.

“Michael’s legacy isn’t just in the buildings he helped build or the fires he helped fight, it’s in the community he helped build through his willingness to help. May his example continue to inspire us all to serve, to show up, and to care.”



### Community Service Award – Mairi Dickson

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The fact it would be impossible to count the hours Mairi Dickson has dedicated to the Waikaia community speaks volumes.

Her involvement spans over five decades and stems across all facets of life.

Mrs Dickson’s significant contributions were formally recognised with the presentation of a Community Service Award from Southland District Council and the Ardlussa Community Board on 18 June 2025.

Southland Mayor Rob Scott said he was incredibly proud to bestow the honour.

“People often ask me if the mayoral chains are heavy and I tell them they weigh hardly anything because of the work done in communities by people like Mairi,” he told the big crowd at the Waikaia Hotel on 18 June 2025.

“She has been a tireless advocate for both Waikaia and the wider Southland community. The time she’s dedicated to so many organisations and initiatives over the years is absolutely inspiring.

“Her efforts have had a remarkable impact for the community, particularly given the vital role she played in the establishment of the Switzers Waikaia Museum.”

From conception to reality, Mrs Dickson was a key figure in the creation of the museum – a project she embarked on with her mother. Her countless hours of planning, fundraising and project management were

crucial to seeing the remarkable asset come to life and she continues to ensure the museum's success as its current chairperson.

Her service extends across many community spheres where she has taken on pivotal roles such as secretary, treasurer and president in organisations such as the Waikaia Hall Committee, Waikaia Districts Progress League, Waikaia/Riversdale RSA, Waikaia Cemetery Committee and, since 2001, the town's Red Cross.

In addition, Mrs Dickson has been a first responder for St John since 2008.

Highly respected for her compassionate nature, she has been known to drop everything to drive elderly residents to appointments and, at the opposite end of the generational spectrum, spent many years as school secretary, camp helper and even bus driver for Waikaia School.

In the arts space, Mrs Dickson has been an enthusiastic volunteer with the operatic societies in Gore and Balfour.

A Justice of the Peace, her extensive community involvement has been previously recognised with a Queen's Service Medal (QSM) and Woman of the Year at the Gore District Community Awards in 2020.

Whether supporting small local events or co-ordinating centennials and large-scale community functions, Mrs Dickson's willingness to help in any capacity has made her an invaluable stalwart of the region.



### Community Service Award – John Miller

You'd be hard pressed to find a local organisation Riversdale's JD (John) Miller hasn't been involved in.

His extensive contributions were formally recognised with the presentation of a Community Service Award from Southland District Council and the Ardlussa Community Board on 3 July 2025.

Southland Mayor Rob Scott said he was honoured to recognise Mr Miller's incredible dedication.

"This community wouldn't be the same without people like JD who take real ownership of it and lead by example," he said.

"These community service awards carry a lot of mana with them. When you look at the people they are presented to you soon realise that's where the mana comes from.

"Looking at the work JD has done across every single facet of the Riversdale community, he certainly is a deserving recipient of this award."

Having lived in the Riversdale area his entire life, Mr Miller's involvement extends from the sports field to a range of key community organisations.

Most notably, the Riversdale Cemetery Trust benefited from his dedication for over 50 years as sexton – a position he only recently resigned from.

“I want your job next,” Mr Miller quipped to Mayor Scott, who in turn let him wear the mayoral chains – briefly.

Mr Miller, who completed compulsory military training in his teenage years, joined the RSA in 1993 and has held roles including president of the Riversdale branch and parade marshal for 10 years each. He was awarded life membership in 2012.

On the rugby field, his 21-year playing career led to 10 years of refereeing and various coaching roles with Riversdale teams and the Northern Colts. His administration duties included three stints as club secretary and president of the Northern Southland Rugby Union. Life membership was bestowed in 2009.

“It was a terrific time to play rugby,” Mr Miller said. “You got to play with and against All Blacks.”

Mr Miller has been involved with running the grounds for the Riversdale Combined Sports Association for over 30 years.

In operation for 21 years, Mr Miller was the St John medic for the rugby club and was awarded a brother title for his contribution.

“I joined St John with my wife Doreen as it was something we could do together. I used to carry the bag but Doreen did all the thinking,” he said.

His commitment to the day-to-day running of the Riversdale, Waikaia and Wendon Presbyterian churches has been substantial for over 30 years, including 20 years as treasurer.



### Local Government Commission to investigate reorganisation of Southland councils

The Local Government Commission will investigate a reorganisation of councils in the Southland region.

Southland District Mayor Rob Scott made the proposal in August last year to reorganise local government in Southland into two unitary authorities – one rural based and one for Invercargill city. Southland District Council then decided to progress the suggestion by lodging a formal proposal with the Local Government Commission (LGC).



The commission consulted with Gore District Council, Invercargill City Council, Southland District Council and Southland Regional Council (Environment Southland), as the local authorities that would be affected by the reorganisation initiative, before deciding whether to undertake an investigation.

LGC also engaged with Te Ao Mārama Incorporated, on behalf of Ngāi Tahu ki Murihiku.

The commission announced today that it had agreed to undertake an investigation in relation to Southland District Council's reorganisation initiative, noting that it met the aims of the Local Government Act by aiming to improve democratic local decision-making, increase efficiency and effectiveness in service delivery, and strengthen regional collaboration and representation.

Mayor Scott said he was pleased the Local Government Commission had seen merit in the proposal.

"There's definitely a need for change in local government in Southland," he said. "The people of Southland deserve relevant representation that is connected to their communities and is efficient and affordable.

"I'm looking forward to working with the commission over the coming months."

The commission said in its announcement today the initiative sets out potential benefits for the Southland region, and some concerns of the other affected councils may be able to be addressed in design of an investigation process.

"Each council and Ngāi Tahu ki Murihiku will have the opportunity to feed into development of the investigation process document, which may assist in allaying some concerns," the LGC decision said.

"On balance, there is sufficient potential to improve local government in the Southland region to justify the commission deciding to undertake a reorganisation investigation."

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### Stewart Island/Rakiura energy solution

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Southland District Mayor Rob Scott is thrilled that a solution has been found to provide cheaper, renewable electricity to consumers on Stewart Island/Rakiura.

Associate Minister of Regional Development Mark Patterson announced a suspensory loan of \$15.35 million to the Rakiura Energy Solutions project at a public meeting on the island on 23 June 2025. About 90 people were in the Stewart Island Community Centre to hear the announcement.

The suspensory loan, from the Regional Infrastructure Fund, will enable the construction of a 2 megawatt solar farm and a 4 megawatt battery, as well as upgrades to the electricity supply network.

Mayor Scott said: "Stewart Island is a big jewel in New Zealand's crown, and electricity prices at 85 cents have got to the point where it is impacting the small resilient community that lives there. This announcement is huge and will have a significantly positive impact, not just on the island but for New Zealand.

"I'm rapt that the government has recognised this and chosen to invest in Rakiura. The community is long overdue for a solution, and I am looking forward to seeing it all unfold."

The Rakiura Energy Solutions project has been exploring options since 2023 to reduce Stewart Island's reliance on diesel generators to produce electricity. The project is being run by Southland District Council and the Stewart Island/Rakiura Community Board, working alongside the Stewart Island Electrical Supply Authority (SIESA) and PowerNet.

Island consumers currently pay 85 cents per kilowatt hour, around 240% more than mainland New Zealanders pay for electricity.

Procurement will take place immediately, with contracts in place by the end of 2025. It is anticipated that construction and upgrades will begin at the start of 2026, with the project completed and the network integration fully commissioned by the end of 2027.



*Southland District Mayor Rob Scott and Associate Minister of Regional Development Mark Patterson*

### **Manapōuri** water supply future-proofed

Water supply in Manapōuri is future-proofed following a \$3.6 million investment by Southland District Council.

Southland Mayor Rob Scott was joined by Council chief executive Cameron McIntosh, councillors, Fiordland Community Board members and contractor Fulton Hogan on site for the official opening of the new Manapōuri Water Treatment Plant on 27 June 2025.

Mayor Scott said the plant reinforced Council's decision to opt for the adjusted status quo model in Local Water Done Well was the right option, ensuring it retained full responsibility and control for water services while adapting to legislative changes and evolving Southland communities.

"It is always a proud moment when projects of this calibre come to fruition. This showcases we are very capable of delivering infrastructure and water services to Southlanders," he said.

"The ability of the locals to have direct input into what's happening in their own backyard and working in collaboration with Council is incredibly important and we've proven in the Fiordland area through projects like this it is a priority for us.

"While managed by Council, these assets are owned by the communities they serve and, together with the Fiordland Community Board, the residents of Manapōuri should be proud of what's been achieved. We are building for the future."

Lead contractor Fulton Hogan, together with Murray Wallace Electrical, started construction of the upgraded asset last year, with the plant commissioned as fully operational in March. It replaces the previous one built in 1969, which was approaching end of life, including the steel water tower.

The new plant features filtration and pH correction to ensure compliance with the latest drinking water legislation. Firefighting capacity has been improved with larger pumps and a generator for backup power.

Space has been set aside to accommodate town growth and further water quality enhancements if required in the future.



## Community funding

### District Initiatives Fund

Grants were distributed to the following organisations for the March funding round of the District Initiatives Fund:

• Southland Oral History Project/ Heritage South – volunteer travel	\$1,000
• Shepherdess – Muster Vibrant Communities event	\$8,497
• Winton Men's Friendship Club – travel costs for choir visits	\$1,500
• Ladies Club of Winton – travel costs for choir visits	\$1,500
• South Coast Environment Society – weekend workshops	\$3,000
• Tuatapere District Promotions – digihub training	\$1,500
• Fiordland Trails Trust – Leg 3 Te Anau Downs trail	\$10,000

Applications for the next funding round of the District Initiative Fund close on 20 September 2025.

### Other funding opportunities

Applications for the next funding round of the Sport NZ Rural Travel Fund close on September 30.

The following Southland District Council funds close on 20 December 2025.

- Centennial Bursary Scholarships for recognised tertiary study
- Valmai Robertson Creative NZ Arts Scholarships
- Eric Hawkes Memorial Outward Bound Scholarship.

Applications can be made on the Southland District Council website via the SmartyGrants link:

<https://www.southlanddc.govt.nz/council/funding-and-grants/>



## Council department updates

### Governance

Work streams that may be of interest to the board include:

**2025 local government elections** – the governance team will have now processed all the nominations for mayoral, councillor and board positions. The team will be busy preparing voting papers, a candidate profile booklet and preparing to issue special votes. Just a reminder that voting papers will be delivered from 9 to 22 September, and voting closes at noon on 11 October 2025. In September the governance team will be putting out orange bins as local receptors for voting papers (people can return their voting papers to these receptors or by using the provided return postal envelope).

**Preparation for the new triennium** – the team will be preparing for meetings, workshops and providing induction information to elected members in the new triennium. The governance team present a number of reports to Council and community boards after the election.

**Elected member remuneration** – the annual elected members determination has been made, which makes minor amendments/increases to elected member pay. The new rates can be viewed here:

<https://www.legislation.govt.nz/regulation/public/2025/0140/latest/LMS1450657.html>

**Mileage claims** - Please remember to send these claims through promptly to Rachael Poole at [rachael.poole@southlanddc.govt.nz](mailto:rachael.poole@southlanddc.govt.nz).

### Local Alcohol Policy Review

Council staff are undertaking a review of the local alcohol policy LAP

(<https://www.southlanddc.govt.nz/assets/Bylaws-policies-and-strategies/policies/Local-Alcohol-Policy-2019.PDF>)

Staff have been working with ICC and GDC staff at this early stage to engage with key stakeholders (such as Police, Public Health officers, Ministry of Health, Hospitality NZ) to obtain their views on the current LAP.

SDC and ICC are currently in a combined policy, but due to the specific concerns that ICC face, we decided on an issues-based approach to developing our policies separately. This means that SDC can focus more acutely on a community level where any issues may be raised about the regulation of alcohol sales.

Organisational Policy staff would really like to hear from community boards on how they feel the current LAP is working at a community level. Ana Bremer is the lead on this review and information can be provided to her. Likewise, any questions can be directed to Ana.

## Stakeholder updates

### Active Southland – update

An update from Active Southland is attached.

### Highways South – update

Drainage and earthworks for the new construction season will be beginning in August, with road renewals starting in September/October. The renewals in SDC area are listed below (note that the order and list may change). Residents and businesses will be kept informed, and all information will be available on our Facebook page – [www.facebook.com/HighwaysSouthNZ](https://www.facebook.com/HighwaysSouthNZ)

- SH93 Old Coach Road from Slopedown School Road to Hurst Road
- SH94 Te Anau-Mossburn highway from The Key south

- SH96 Winton-Hedgehope highway at Zwies Road, Browns
- SH96 Winton-Wreys Bush highway between Dunearn and Bayswater Road
- SH96 Nightcaps-Ohai highway approach to Ohai
- SH97 Mossburn-Five Rivers Road at intersection with SH6 - Five Rivers
- SH97 Mossburn-Five Rivers Road east of Ellis Road
- SH99 Wallacetown-Lorneville highway from town centre east

SH94 Te Anau-Milford highway near Sinclair Road – pavement renewal

There are also two quite long chipseal sites this season:

- SH94 Lumsden-Riversdale highway west of Riversdale
- SH99 near Orepuki

Community board support would be appreciated to push the message out to our communities that the temporary speed limits are there for a reason. These temporary speeds ensure that our workers on the site are safe in their workplace, road users are safe travelling through these work sites, vehicles are not damaged by any road works taking place, and the roads themselves are not damaged by speeding vehicles while under construction. If they are damaged, then we need to come back and do the job all over again – increasing the disruption to motorists.

Winter has been a mixed bag so far, teams continue to monitor road and weather temperatures until the end of September to enable snow and ice preventative treatments (CMA and grit) when necessary.

A call for anyone wanting to be added to the 'No-Spray' register will be going out shortly. Any properties who would like to be included in the register need to contact [snocadmin@southroads.co.nz](mailto:snocadmin@southroads.co.nz) by the end of August. Inclusion on this register means that teams will not spray the verge outside the property, and the onus is on the property owner to control the road reserve in front of their property to a noxious weed-free state in a rural area and ensure footpaths and kerblines are vegetation-free in an urban setting. No Spray signs must be installed - these are available from our office if required.

Feedback and questions from any of the boards is always appreciated.



## Community Leadership Report – August 25

Welcome to the Winter Season!! As we settle into the winter months, we hope everyone is staying warm and keeping well, especially as winter illnesses continue to circulate throughout our communities. Here is a quick update on what Active Southland has been doing in our Southland District communities.

### Healthy Active Learning

Active Southland continues to deliver successful Healthy Active Learning (HAL) initiatives across Southland District schools, supporting the wellbeing of tamariki through healthy eating, drinking, and quality physical activity. These practices are being embedded into everyday teaching to ensure sustainable, long-term impact.

Recognising the many demands placed on teachers, HAL provides practical strategies to integrate physical activity into classroom learning. This support helps maintain a balance between core curriculum delivery and the promotion of active, healthy lifestyles.

Last year, HAL collaborated with schools to build capability around Ki o Rahi, a traditional Māori ball game that holds deep cultural significance. Successful tournaments were held in Otautau (Western Southland) and Tokanui (Southern Southland). Building on this momentum, conversations are underway to host a similar event in Riversdale for the Northern Southland community. Ki o Rahi is more than just a sport, it's a culturally rich activity rooted in the story of the warrior Rahitūtakahina (Rahi), highlighting values such as resilience, teamwork, and peaceful conflict resolution.

Given the geographical spread and rural isolation of many Southland schools, collaboration is a key focus for the HAL team. Heron Futter, representing Healthy Active Learning, has played a pivotal role in supporting *Country Kids Connect* – a collaborative group of Year 7 and 8 students from small rural schools such as Garston, Waikaka, Waikaia, Otama, Te Tipua, and Knapdale. Many of these schools only have one or two students in these year levels, making connection and support crucial for social development and transition to secondary school.

The group recently participated in a camp that featured a wide range of activities, including shooting, orienteering, outdoor cooking, basic first aid, spotlight, and night-time BlazePod sessions. Students also shared ideas for future events, with interests including mountain biking, fishing, and additional outdoor adventures to build community and connection.



### Spaces & Places – Pool Collective

Community pools across Southland continue to meet bi-annually to collaborate on shared challenges, successes, and operational improvements. These meetings have become a vital platform for information sharing and peer support, especially for isolated facilities facing common issues such as volunteer shortages and ongoing operational pressures.

To further enhance sustainability, the Pool Collective has engaged Southern Consulting Partnership (Christchurch) to support the development of maintenance plans for community pools. The key focus areas include condition assessments, pool heating systems, and water treatment/filtration design. Pools can opt into the area's most relevant to their current needs.

Currently, 12 Southland District Council (SDC) pools have expressed interest in working as a collective to seek funding for this initiative. The preliminary stages of information gathering for funding and planning are now underway. This process will provide each pool with a clear 10-year maintenance and upgrade plan, outlining what assets require renewal, when updates will be necessary, and helping pool committees strategically plan for future funding applications and fundraising efforts. Having this forward-looking plan in place will enable more proactive, efficient, and sustainable management of these valuable community facilities

If you have any questions regarding the report, please feel free to contact me

Nga mihi nui

**Jenna Shepherd**

SOUTHLAND DISTRICT REGIONAL ACTIVATOR

p. 03 211 2150 m. 022 158 4166

[activesouthland.co.nz](mailto:info@activesouthland.co.nz)



ILT Stadium Southland, Surrey Park Rd, Invercargill

POSTAL: Active Southland, PO Box 224, Invercargill 9840



Waihopai Toetoe Community Board

Tracker - ongoing

Wyndham camping ground – a report to the board outlining options has been requested.

Waikawa Hall – Council has approved the transfer of ownership to the Waikawa Community Hall Charitable Trust.

Wyndham and Tokanui playground upgrades – draft concept plans have been completed.

Tokanui and Wyndham playground concept plans – plans have been received and staff are seeking feedback from the board

Upcoming priorities

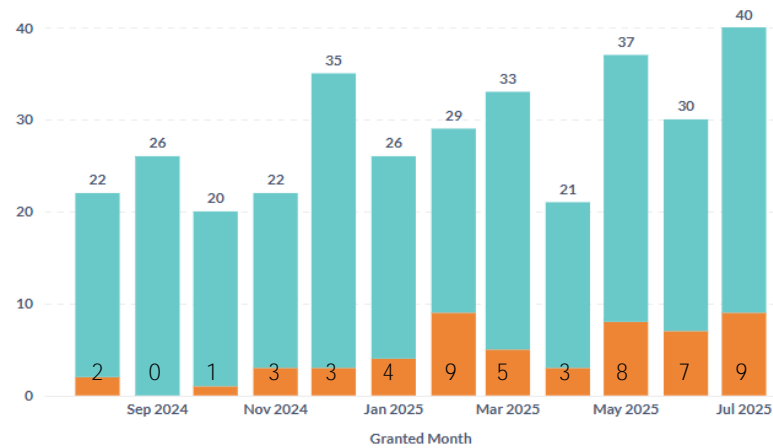
Curio Bay Masterplan – further engagement with Te Ao Marama (TAMI) is underway

Wyndham Museum – site is now ready for grass is to be sown.

Resource consents granted

RM applications granted for community board

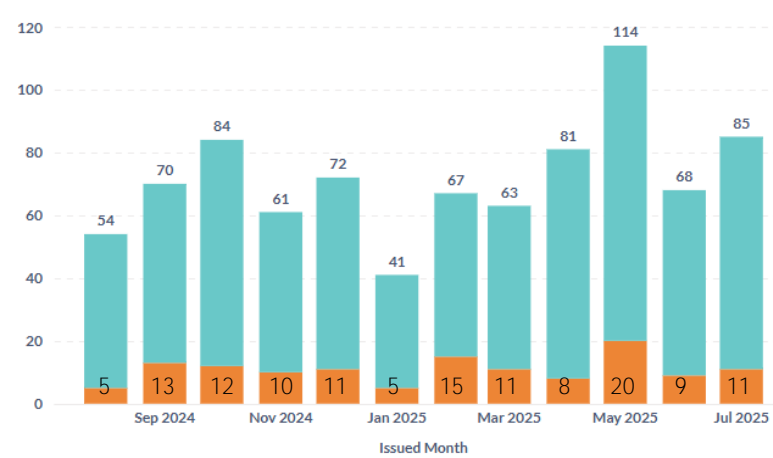
RestOfSDC BoardCount



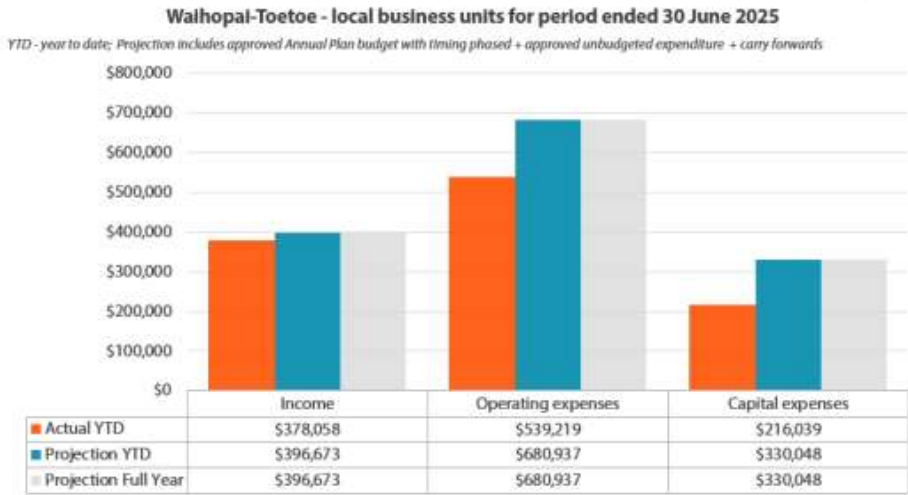
Building consents granted

Building Consents issued for community board

RestOfSDC BoardCount



Local Budget Information



Budget notes

Income is \$19k (5%) below projection. This relates to interest on reserves of \$6k and community assistance grants of \$12k that will both be processed as part of year end.

Operating expenses are \$142k under projection (21%). The majority of this (\$104k) relates to the demolition costs for the Wyndham Museum that is underway. Miscellaneous grants are \$33k under projection with none paid out during the year. General maintenance/gardening costs are \$16k under projection across the parks and reserves and the Halls as general maintenance is largely reactive. Interest is \$7k under projection due to lower loan drawdowns in the prior year. Internal grants are \$4k over projection due to the reallocation of the Fortrose Hall rates income to the Tokanui Hall and the Waimahaka Hall.

Woodlands septic tank cleaning is complete and \$8k over projection. General maintenance at the Wyndham Camping Ground is \$8k over projection. This will be funded from the upgrade construction project budget that is budgeted in capital expenses.

Capital expenses are \$114k (35%) under projection due to several projects that are all underway and will all have their budgets carried forward. The Edendale to Wyndham multi use track (\$68k), Wyndham camping ground (\$18k), speed feedback signs project (\$18k), the Woodlands interpretation panels (\$10k) are under projection and have not incurred any costs yet.

NB: Please note these are based on draft end of June accounts and will change with year-end adjustments including final invoices and adjustments for purchase orders not required.

Projects update

A complete projects update table is attached over page.

Requests for service summary

Request Type	Count
Bridge repairs	2
Community facilities general	3
Community housing - current tenant enquires	1
Community housing - repairs and maintenance	7
Council acquisitions and disposals	1
Council property enquiry	1
Culverts blocked - rural	6
Emergency services assistance	2
Emergency spill roading	1
Flooding roads	4
Footpaths	1
Gravel road faults	22
Hazards	14
Litter matters rural (not state highway)	6
New sign requests (where none existed before)	2
Paper roads	2
Parks and reserves - playground repairs/maintenance	1
Parks and reserves - repairs and maintenance	2
Rapid numbers - new	1
Roadside spraying - noxious weeds	1
Sealed road faults	8
Signs repairs (not stop/give way)	1
Streetlights out	2
Streetscape - vegetation	2
Toilets - cleaning, repairs and maintenance	4
Transport - contractor customer complaint	1
Transport general enquiries	8
Water and waste general	3
Wheelie bin - cancel/damaged/stolen	3
Wheelie bin - collection complaints	3
Wheelie bin - new/additional	3
TOTAL	118

<div><div>Service contracts</div><div>Water and wastewater services operation and maintenance</div><div>The 23/01 operations and maintenance contract is running well across the Waihopai Toetoe Community Board region. Water and wastewater services across the area have continued to operate well with what would be considered a normal number of service requests being received by Council and Downer since the previous report.</div><div>A new supply of sawdust has been confirmed for the Edendale/Wyndham wastewater treatment plant. Very similar to the previous product. A trial will be conducted on the smaller dispersal bed during August to confirm its treatment quality.</div><div>Downer uncovered previously sealed over valves at the corner of Ferry Road and McKinnon Road in Edendale in preparation of future reticulation works.</div><div>Mowing contract</div><div>Mowing is now reduced with the change of season. A round of township spraying is required and will be weather dependent.</div><div>Alliance roading contract</div><div>Flooding event resulted in roads closed in June, mirroring the same scale and month in 2024.</div><div>Winter maintenance sees an increase in hand patching and spot metaling potholes on the unsealed network.</div><div>Annual urban sump cleaning has been completed with assistance from our Alliance sub contractor Wasteco.</div><div>Section of footpath repair on Innkerman Street due to tree roots lifting footpath and section of Hunter Street currently closed due to uneven surface from tree roots.</div></div> <div><div>Service requests</div><div>Across the district there were 856 RFS lodged during the period May and June, of which 165 were related to three waters. 118 of the total requests belonged to this board area.</div><div>A full summary of those requests is located on the previous page.</div><div><div><div>Outside Service Level</div><div>Within Service Level</div><div>Not Yet Completed</div></div><div><div>Count</div><div><div><div>70</div><div>43</div><div>66</div><div>90</div><div>69</div><div>48</div><div>71</div><div>57</div><div>48</div><div>43</div><div>46</div><div>72</div></div><div>DateReceived</div></div></div></div></div>											
January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025
	25 Feb - board meeting	Board workshop	29 April - board meeting	Board workshop	24 June - board meeting	Board workshop	26 August - board meeting	Board workshop	TBC - board meeting	Board workshop	TBC - board meeting
			Community Partnership Fund applications extended - close 14 April					Community service award nominations close 30 September			
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel Fund and John Beange Fund applications close 31 March				1 July 2025 - Local Government Elections nomination period opens	1 August 2025 – Local Government Elections nomination period closes	9 September 2025 – voting Local Government elections opens	11 October 2025 – Local Government Elections election day		Scholarships and bursary applications close 20 December
								District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel Fund and John Beange Fund applications close 30 September			

## Waihopai Toetoe Community Board

## Projects update

Activity	Name	Current Phase	Current Progress	Budget ACTUAL YTD
COMMUNITY FACILITIES	Wyndham museum - sale/demolition	Delivery phase	Off track	\$156,000 \$51,615 P-10840
All the physical works have been completed.				
PARKS AND RESERVES	Woodlands - interpretation panels	Pre-delivery phase	Off track	\$10,000 \$0 P-11117
We are still waiting for the information to create the sign. This project is now likely to be carried forward to the next financial year.				
STORM WATER	Wyndham storm water replacement - includes subsoil	Delivery phase	On track	\$1,143,000 \$106,191 P-10431
The design has been completed, tenders have closed and are currently being evaluated. Work is more likely to start in the spring with work continuing into 2025/2026 with another allocation in 2033/2034.				
WASTEWATER	Edendale/Wyndham wastewater - consent renewal	Pre-delivery phase	Monitor	\$265,054 \$18,270 P-10454
The Edendale/ Wyndham consent application has been lodged to Environment Southland for a five year extension to 2028. The consent went limited notified. This process has four written objections, two from Iwi, DOC and Fish and Game. Currently Council is working through a solution to please all parties and are waiting for the Wastewater Standards update clarity. It is still anticipated to start the project construction in the 2025/2026 period through to 2026/2027.				





## Councillor update

Record no: R/25/7/36104

Author: Deborah-Ann Smith-Harding, Committee advisor/customer support partner

Approved by: Deborah-Ann Smith-Harding, Committee advisor/customer support partner

☐ Decision

☐ Recommendation

☒ Information

### Purpose of report

- 1 This report is to provide the board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings from 15 May 2025 to 25 June 2025.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC youtube](#)
- 3 An overview of the reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor Keast to highlight particular matters or to update the board on any other issues that have arisen around the Council table.

28 May 2025 – Council meeting	
Report	Overview
<b>Mayor's Taskforce for jobs</b> – update from Great South	Southland Youth Futures team manager – Renata Gill and Mayors Taskforce for Jobs coordinator Elizabeth Wyatt presented to Council <b>on the Mayor's Taskforce for Jobs (MTFJ) 2024/2025 contract year.</b> For employers, it offers matched job seekers, access to grants and subsidies, training and pastoral support for new hires, and provision of workwear and equipment. They have connected with 212 young people and have 34 placed into fulltime employment.
SDC holiday programme update - January 2025	Jenna Shepherd and Wendy Finlay from Active Southland updated Council on the successful January holiday programme delivered on behalf of Council.
<b>WasteNet's submission</b> – proposed waste legislation	Council received and reviewed a draft submission prepared by WasteNet on the proposals to amend the Waste Minimisation Act 2008 (before the draft submission was submitted to the Ministry for the Environment).
District Initiatives Fund applications - March 2025 round	Council received and approved seven applications for the allocation of funds from the District Initiatives Fund as follows: <ul style="list-style-type: none"> <li>• Southland Oral History Project/Heritage South \$1,000</li> <li>• Shepherdess/Muster Vibrant Communities \$8,497</li> <li>• <b>Winton Men's Friendship Choir</b> \$1,500</li> <li>• Ladies Club of Winton \$1,500</li> <li>• South Coast Environment Centre \$3,000</li> </ul>

	<ul style="list-style-type: none"> <li>Tuatapere District Promotions Inc./Central Western Archive \$1,500</li> <li>Fiordland Trails Trust \$10,000</li> </ul>
Sport NZ Rural Travel Fund applications - March 2025 round	<p>Council received and approved 12 applications for the Sport NZ Rural Travel Fund as follows:</p> <ul style="list-style-type: none"> <li>Central Southland College \$1,050</li> <li>Riverton Rugby Club \$1,500</li> <li>Mossburn School – Hockey \$1,050</li> <li>Menzies College Netball Club \$1,500</li> <li>Mossburn School – Netball \$1,050</li> <li>Fiordland College \$1,050</li> <li>Riverton Athletic Club \$800</li> <li>Winton Football Club \$800</li> <li>Takitimu Primary School \$800</li> <li>Fiordland Swimming Club \$800</li> <li>Northern Southland College \$1,250</li> <li>Tokanui Netball Club \$450</li> </ul>
Bridge weight restriction postings 2025/2026	<p>Council complied with the Transport Act 1962 and Heavy Motor Vehicle Regulations 1974 by advertising any posting weight limit necessary for bridges on the roading network and to revoke any restrictions that no longer apply.</p> <p>The number of posted bridges inspected within the Southland district has reduced this year due to an ongoing bridge replacement programme with two posted bridges replaced since July 2024.</p>
Changes to fees and charges 2025/2026 - deliberations	<p>Council received and acknowledged the submission they received, considered the feedback received and confirmed the fees and charges for inclusion in the Annual Plan 2025/2026.</p>
Financial Report for the period ended 31 March 2025	<p>Council received a financial report for the nine months to 31 March 2025. Both income and expenditure were slightly below budgeted projections.</p>
Seaward Downs recreation reserve - potential disposal	<p>Council received the report and agreed staff are to initiate the disposal process for the property and to take the appropriate actions as required by the Crown.</p> <p>Council agreed that any potential net sale proceeds are to be transferred to the Waihopai Toetoe Community Board to be used for capital expenditure or projects on reserves, parks and open spaces.</p>
Milford Community Trust	<p>Council received this report and reappointed Rosco Gaudin and appointed Cr Sarah Greaney as a trustee of the Milford Community Trust for the remainder of this local government triennium.</p> <p>Council directed staff to advertise the remaining four trustee positions, one of the positions being the role of the independent chair.</p>
Technical staff submission on proposed changes to the emission trading scheme	<p>Council was updated by staff on the technical submission made on behalf of Council on the “Proposed changes to forestry in the New Zealand Emissions Trading Scheme”. Included in the submission was:</p> <ul style="list-style-type: none"> <li>to delay the update to the Pinus radiata default carbon tables</li> </ul>

	<ul style="list-style-type: none"> <li>to suggest the ETS system use regional sequestration tables for all species to better reflect the regional variation in carbon sequestration capability and not overly inflate Pinus Radiata</li> <li>that all high wilding species are excluded from the ETS system and current high wilding species are aged out of the program</li> <li>to prioritise research into transitional forestry and coppicing species.</li> </ul>
<b>11 June 2025 – Council Meeting</b>	
Report	Overview
Public participation	Johan Groters spoke about Great South - that he felt smaller tourism operators are not getting much value for money or benefit from the money being invested in Great South.
Local Water Done Well – Decision on Preferred Water Services Delivery Model	<p>Council received 193 submissions (and an additional seven late submissions). Ninety seven percent of respondents supported the adjusted status quo model (an in-house business unit).</p> <p>Council adopted the adjusted status quo model as Southland <b>District Council's preferred water services delivery model to be included in the Water Services Delivery Plan.</b></p>
Management report June 2025 (information only)	<p>Cameron McIntosh updated Council on what has been happening in the following operational areas:</p> <ul style="list-style-type: none"> <li>Government legislative agenda</li> <li>Governance</li> <li>Rakiura Energy project</li> <li>Communications and engagement</li> <li>Information services</li> <li>Strategic planning</li> <li>Spatial planning</li> </ul> <p>Mr. McIntosh also discussed legislation publicly released the night before the meeting.</p>
<b>Mayor's report</b>	Mayor Scott took the Councillors through his report which highlighted meetings and events that he had attended. Mayor Scott, <b>Cr O'Brien and Cr Wilson spoke about the onsite meeting</b> they attended with the Mid Dome Trust, Cr Keast spoke about the Citizen <b>Advice Bureau's launch of their community directory</b> and <b>Cr Greaney</b> gave an update on Connected Murihiku.
Nightcaps hall, installation of new diesel tank - retrospective unbudgeted expenditure request	Council approved retrospective unbudgeted expenditure of \$3,316.56 plus GST for the transport and installation of the replacement diesel tank at the Nightcaps hall. This project is to be funded as any operational underspends in 2024/2025 with the remainder to be funded via the Nightcaps Community Centre Reserve.
Unbudgeted expenditure report - Ohai Railway Fund - March 2025 funding round	Council approved the unbudgeted expenditure of \$11,747 in Ohai Railway Fund grant allocations from the Ohai Railway Fund interest income.

25 June 2025 – Council Meeting	
Report	Overview
Public participation	Wendy Joy Baker addressed the meeting regarding her submission to the Local Water Done Well consultation. She also spoke about the rates increase being too high, First Edition costing too much and that volunteering needs to be recognised.
Annual Plan 2025/2026 adoption	Council agreed to adopt the Annual Plan 2025/2026 and delegated to the chief executive the authority to make the minor editorial changes that arise as part of the publication process.
Rates Resolution - Setting of Rates for the Financial Year 1 July 2025 to 30 June 2026	Council set the rates for the year commencing 1 July 2025 and ending 30 June 2026 with four instalment dates as follows: <ul style="list-style-type: none"> <li>• Instalment One – 29 August 2025</li> <li>• Instalment Two - 28 November 2025</li> <li>• Instalment Three - 27 February 2026</li> <li>• Instalment Four - 29 May 2026</li> </ul>
Transport section 17a review findings report	Council approved the implementation of the recommended <b>“Enhanced Status Quo” model with all new roading contracts</b> moving forward and that the transport team progress to the procurement phase for key road maintenance contracts based on the recommended model.
25 June 2025 – Finance and Assurance Committee Meeting	
Report	Overview
Finance and Assurance Committee work plan for the year ended 30 June 2025	A number of reports were moved to the next financial year to accommodate the additional reports that needed to be added to this agenda. The following reports will be now reported on in the next quarterly meeting in September: <ul style="list-style-type: none"> <li>• People and Culture update</li> <li>• Follow up on audit action points</li> <li>• Update on progress of the Environmental Services Business Plan</li> <li>• IANZ re-accreditation report</li> </ul>
B2B project update	The Committee received a progress update on the back together build - the project is on track.
Health and safety update	Staff updated the Committee on health and safety related events and activity from the last quarter.
New Zealand Transport Agency investment audit report for the period 2021/2022 to 2023/2024	As part of the New Zealand Transport Authority Waka Kotahi (NZTA) requirement, an investment audit is undertaken every three years. Staff updated the Committee on the audit findings and how staff have and will address the recommendations (four) from this audit.
New road maintenance contracts	The committee recommended: <ul style="list-style-type: none"> <li>• Council approve that procurement work proceed to the tender stage for the new roading alliance maintenance contract</li> <li>• that the results of the tender evaluation process be reported back to Council for consideration of awarding a contract</li> </ul>

	<ul style="list-style-type: none"> <li>that a roading workplan is created to give them a better understanding of the road maintenance contracts.</li> </ul>
Risk management - June 2025 quarterly update	<p>The committee recommended to Council the adoption of the proposed priority strategic risk areas as follows, to become effective 1 August 2025:</p> <ul style="list-style-type: none"> <li>Adverse event – the risk that Council is unable to appropriately respond to the consequences of a natural or human-induced event impacting the District leading to a loss of critical service continuity</li> <li>Change – the risk that Council has inadequate adaptability to respond to a continuously changing environment impacting its ability to achieve the best outcomes for the District</li> <li>Climate response – the risk that Council fails to appropriately adapt to, or mitigate the effects of, a changing climate leading to significant financial, economic, and social impacts</li> <li>Cyber security – <b>the risk that Council's</b> systems do not have the resilience to protect information assets from cyber-attack and/or error</li> <li>Decision making – the risk that suboptimal decision making by Council results in misalignment with community needs and/or expectations, or with statutory obligations</li> <li>Finance – the risk that Council fails to manage its financial sustainability impacting its ability to fund essential services and projects now and, in the future,</li> <li>Health, safety, and wellbeing – the risk that Council is unable to manage the health, safety, and wellbeing of staff, contractors, and the community where reasonably practicable to do so</li> <li>Social licence – the risk that Council fails to maintain acceptable levels of satisfaction and social licence within the community leading to a loss of mandate to act on its behalf</li> <li>Strategic relationships – the risk that Council fails to appropriately maintain its local, regional, and national relationships impacting its ability to achieve its objectives</li> </ul>
Annual Plan 2025/2026 recommended adoption	<p>The committee recommended to Council the adoption of the Annual Plan 2025/2026 and endorsed and recommended that Council approve unbudgeted expenditure for the Water Services Authority – Taumata Arowai, levies of \$131,699 (excl GST) to be funded by interest earned on the water and wastewater development contributions.</p>
Financial Report for the period ended 30 April 2025	<p>Council received the financial report for the ten months to 31 March 2025. Both income and expenditure were slightly below budgeted projections. Also included as attachments were the most recent reports from Milford Investments and BTNZ.</p>
Investment and Liability Management Policy review	<p>The Committee endorsed and recommended to Council the draft Investment and Liability Management Policy.</p>

## Recommendation

That the Waihopai Toetoe Community Board:

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

## Attachments

There are no attachments for this report.

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## Chairperson's report

Record no: R/25/8/37826  
Author: Fiona Dunlop, Committee advisor  
Approved by: Rachael Poole, Committee advisor

☐ Decision ☐ Recommendation ☒ Information

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### Purpose of report

- 1 The purpose of the report is to provide an update to the Waihopai Toetoe Community Board on activities that the chairperson has been involved with since June 2025.
- 2 Chair Yorke will provide an update at the meeting.

### Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled "Chairperson's report"**.

### Attachments

There are no attachments for this report.





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## Valedictory speeches

Record no: R/25/7/30986  
Author: Michal Gray, Democracy advisor  
Approved by: Robyn Rout, Governance legal manager

☐ Decision ☐ Recommendation ☒ Information

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### Executive summary

The purpose of this report is for the:

- Waihopai Toetoe Community Board members who are not standing for re-election to be welcomed to make a valedictory speech
- Community Board to thank those (non-returning) members for the service they gave to the Waihopai Toetoe community.

### Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Valedictory speeches”.**
- b) thanks \_\_\_\_\_ for the service they/he/she gave to the Waihopai Toetoe community.

### Attachments

There are no attachments for this report.