



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

Date: **Wednesday, 1 October 2025**
Time: **6pm**
Meeting room: **Athol District Memorial Hall, 28 Athol-Five Rivers Highway, Athol**

Northern Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Greg Tither
Deputy chairperson	Lance Hellewell
Members	Pam Naylor
	Amanda Reedy
	Carolyn Smith
	Sonya Taylor
	Councillor Tom O'Brien

IN ATTENDANCE

Community liaison officer	Kathryn Cowie
Committee advisor/customer support partner	Deborah-Ann Smith-Harding
Community partnership leader	Kelly Tagg

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

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

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	<p>Governance</p> <p>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.</p> <p>Roles outlined in the Local Government Act 2002</p> <ul style="list-style-type: none"> • appoint a chairperson and deputy chairperson • represent, and act as an advocate for, the interests of its community • consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board • maintain an overview of services provided by the territorial authority within the community • prepare an annual submission to the territorial authority for expenditure within the community • communicate with community organisations and special interest groups within the community • undertake any other responsibilities that are delegated to it by the territorial authority. <p>Additional roles of boards</p> <p>Community wellbeing</p> <ol style="list-style-type: none"> a) promote the social, economic, environmental and cultural well-being of local communities b) monitor the overall well-being of local communities.

	<p>Community leadership</p> <ul style="list-style-type: none"> a) to provide leadership to local communities on the strategic issues and opportunities that they face b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations. <p>Engagement and relationships</p> <ul style="list-style-type: none"> a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community. <p>Advocacy</p> <ul style="list-style-type: none"> a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities 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. <p>Local activities</p> <p>For local activities</p> <ul style="list-style-type: none"> 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 e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service
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	<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> <ul style="list-style-type: none"> a) have been delegated to Council staff b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991) c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <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"> • recommend levels of service and annual budget to Council or relevant committee • monitor the performance and delivery of the service. <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> a) provide comment on resource consent applications referred to the community board for comment b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback d) provide input into regulatory activities not otherwise specified above, where process allows e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.
DELEGATIONS	<p>In exercising the delegations the boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity. <p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers (Local Government Act 2002 section 53).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified)

	<p>b) to develop local community outcomes that reflect the desired goals for their community or place.</p> <p>Community board plans</p> <p>a) Regularly review and update the community board plan to keep the plan relevant.</p> <p>Decisions on locally funded assets and services</p> <p>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</p> <p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p>Unbudgeted expenditure</p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan</p> <p>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</p> <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community spaces and roads</p> <p>a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques.</p> <p>b) authority to decide on the name of public roads, private roads and rights of way</p> <p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS DELEGATIONS	<p>TO</p> <p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p>

		<p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT MEDIA	WITH	<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>District activities include:</p> <ul style="list-style-type: none"> a) community leadership at a district level (including district community grants) b) wastewater c) waste services 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)

	<ul style="list-style-type: none"> 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 <p>Local activities include:</p> <ul style="list-style-type: none"> 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) <p>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.</p> <p>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.</p> <p>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.</p>
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TABLE OF CONTENTS

ITEM		PAGE
PROCEDURAL		
1	Apologies	11
2	Leave of absence	11
3	Conflict of interest	11
4	Extraordinary/urgent items	11
5	Confirmation of minutes	112
6	Public participation	11
REPORTS		
7.1	Community Pools - request for allocation of pool rate funds 2025/2026	19
7.2	Community Partnership Fund applications - August 2025	39
7.3	Lumsden Heritage Trust - Better off Funding, project change request	65

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 Northern Community Board, 11 August 2025

6 Public participation

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



Northern Community Board

OPEN MINUTES (Unconfirmed)

Minutes of a meeting of Northern Community Board held in the Lumsden Memorial Hall, 8 Meadow Street, Lumsden on Monday, 11 August 2025 at 6pm (6.03pm to 7.12pm).

PRESENT

Chairperson	Greg Tither
Members	Pam Naylor
	Amanda Reedy
	Carolyn Smith
	Sonya Taylor
	Councillor Tom O'Brien

APOLOGIES

Deputy chairperson	Lance Hellewell
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IN ATTENDANCE

Committee advisor/customer support partner	Deborah-Ann Smith-Harding
Community partnership leader	Kelly Tagg
Mayor	Rob Scott

1 Apologies

There was an apology received for Deputy Chairperson Hellewell.

Resolution

Moved Chair Tither, seconded Pam Naylor **and resolved:**

That the Northern Community Board accepts the apology received for Deputy Chairperson Hellewell.

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 Pam Naylor, seconded Carolyn Smith **and resolved:**

That the Northern Community Board confirms the minutes of the meeting held on 9 June 2025 as a true and correct record of that meeting.

6 Public participation

Matthew Taylor, Chair of the Garston Promotions Charitable Trust Board addressed the meeting regarding the hall rates payable of about \$1,700 for the Garston hall site. The hall had been recently demolished which had triggered rates being struck for the vacant land. The Board suggested that the Trust Board apply to the Northern Community Partnership Fund for a grant to assist with the rates costs in the short term.

Reports

7.1 Northern Community Board submission on Dog Control Bylaw and Dog Control Policy Review 2025

Record No: R/25/7/33254

Community partnership leader - Mrs Tagg highlighted the Board's preference for the area around the war memorial monument in Lumsden to be changed from prohibited to dogs allowed on a leash.

Resolution

Moved Sonya Taylor, seconded Pam Naylor **and resolved:**

That the Northern Community Board:

- a) **receives the report titled "Northern Community Board submission on Dog Control Bylaw and Dog Control Policy Review 2025".**
- b) **ratifies the submission on the Dog Control Bylaw and Dog Control Policy Review 2025 (included with this report as Attachment A) that was lodged with Council on 10 July 2025.**

7.2 Roothing bylaw, policy and policy procedures' review

Record No: R/25/7/35876

Community partnership leader - Mrs Tagg provided information to the Board on the review of the Roothing Bylaw 2008 (Revision 3 2024), Roothing Policy 2008 (Revision 1 2015) and Roothing Policy Procedures 2008 (Revision 1 2015).

As this is the preliminary step for consultation, the Board decided not to give feedback on the roosting documents at this stage with the opportunity to provide input after the outcome of initial public consultation allowing more time to liaise with its community.

Resolution

Moved Pam Naylor, seconded Sonya Taylor **and resolved:**

That the Northern Community Board:

- a) **receives the report titled "Roothing 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) **provide no feedback at this stage for the review of the Roding Bylaw 2008 (Revision 3 2024), Roding Policy 2008 (Revision 1 2015) and Roding Policy Procedures 2008 (Revision 1 2015).**

7.3 Lumsden mini golf proposal

Record No: R/25/5/25040

Community partnership leader - Mrs Tagg presented this report.

The Balfour Lions Club have submitted an application to construct a mini golf course on Council land, being the Lumsden town centre reserve, located at 23 Diana Street, Lumsden.

The Balfour Lions Club will maintain ownership and responsibility for the ongoing maintenance, including any insurance, of the mini golf course, subject to construction being supervised by Council staff.

The Balfour Lions Club will also be responsible for the cost of constructing the mini golf course, which is estimated to have a value of \$30,000, including any consent costs.

A licence to occupy, which will set out the terms of the arrangement, will need to be entered into between Council and the Balfour Lions Club.

Resolution

Moved Carolyn Smith, seconded Pam Naylor **and resolved:**

That the Northern Community Board:

- a) **Receives the report titled "Lumsden mini golf proposal".**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the application submitted by the Balfour Lions Club to construct a building or structure, being a mini golf course, on property owned by Southland District Council.**
- e) **Provided feedback on the preferred location of the mini golf course to be around the historic jailhouse - Option A.**
- f) **Recommends to staff that a licence to occupy over 23 Diana Street, Lumsden is entered into with the Balfour Lions Club for the space occupied by the mini-golf course with a rental of \$1.00 per annum, if demanded.**

7.4 Community board reporting

Record No: R/25/7/36248

Community partnership leader - Mrs Tagg updated the board of the community leadership, operational and Council activities in the board area and across the district.

Mrs Tagg noted that she will circulate to the Board the consultation survey on the review of the Reserve Management Plan.

Resolution

Moved Carolyn Smith, seconded Sonya Taylor **and resolved:**

That the Northern Community Board:

- a) **receives the report titled "Community board reporting" dated 30 July 2025.**

7.5 Councillor update

Record No: R/25/7/36100

Councillor O'Brien presented the Councillor update.

Councillor O'Brien acknowledged and thanked retiring community board member Pam Naylor for her service to the community.

During this report Mayor Scott updated the board on Council matters including delivery of water services and the Local Government Commission's decision to investigate reorganisations of Southland councils.

Resolution

Moved Pam Naylor, seconded Carolyn Smith **and resolved:**

That the Northern Community Board:

- a) **receives the report titled "Councillor update".**

7.6 Chairperson's report

Record No: R/25/7/35217

Chair Tither presented his report and particularly highlighted the following:

- Environment Southland set an average rate increase of **8.8%** for the 2025-2026 financial year
- Mr Tither thanked long-standing board member Pam Naylor for her contribution to the board and to the Northern Southland community
- Mr Tither thanked Sonya Taylor for her service to the Board for the past two trienniums

- as Lumsden township was named in September 1876 and celebrates 150 years, Dave Allnut – President of the Lumsden Lions Club has approached the Board for suggestions to advertise for people's involvement for this landmark event by possibly amalgamating the occasion with the Lumsden Community Day held in November.

Resolution

Moved Pam Naylor, seconded Sonya Taylor **and resolved:**

That the Northern Community Board:

- a) **receives the report titled "Chairpersons report" dated 22 July 2025.**

7.7 Valedictory speeches

Record No: R/25/7/30981

The Northern Community Board thanked Sonya Taylor and Pam Naylor, who are not standing for re-election, for the service they gave to the Northern community and welcomed them to make a valedictory speech.

Mrs Taylor thanked the Board for its support, particularly from Mrs Tagg, and acknowledged the learning gained in local government and wished the Board all the best going forward.

Mrs Naylor read her testimonial, spanning 57 years of community service, detailing the projects achieved and expressed optimism for the striving communities.

Resolution

Moved Carolyn Smith, seconded Chairperson Tither **and resolved:**

That the Northern Community Board:

- a) **receives the report titled "Valedictory speeches".**
- b) **thanks Sonya Taylor and Pam Naylor for the service they gave to the Northern community.**

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The meeting concluded at 7.12pm

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE NORTHERN COMMUNITY BOARD
HELD ON 11 AUGUST 2025.

DATE:.....

CHAIRPERSON:.....

Community Pools - request for allocation of pool rate funds 2025/2026

Record no: R/25/9/42870

Author: Kathryn Cowie, Community liaison officer

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

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Northern Community Board to consider and make a decision on requests from the two pools in their area to uplift funds from the Northern community pool rate.

Executive summary

- 2 A separate targeted Northern community pool rate was established in 2022 across properties in the Lumsden, Mossburn and Five Rivers hall rating boundaries.
- 3 The intention of this rate is to be able to support the two pools in their area with operational costs and/or costs to assist with any appropriate capital works projects that may be required.
- 4 The amount collected for the 2025/2026 financial year is \$16,000 (excluding GST). As part of the process to uplift funds from this rate, both the Mossburn and Northern Southland (Lumsden) pools are required to apply to the community board each year, stating the amount of their request and what it will be used for. They are also required to submit financial information, and to come and speak to the community board about their request and provide information about their latest season, and any issues they are facing.
- 5 Detailed information regarding the requests from the Mossburn and Northern Southland pools are attached to this report.

Recommendation

That the Northern Community Board:

- a) **receives the report titled “Community Pools - request for allocation of pool rate funds 2025/2026”.**
- 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. **Mossburn Community Pool**
 - 2. **Northern Southland Community Pool**
- e) **approves/declines a grant from the Northern community pool rate to the Mossburn Community Pool to assist with operational costs.**
- f) **Approves/declines a grant from the Northern community pool rate to the Northern Southland Community Pool to assist with operational costs.**

Background

- 6 In November 2021 the Northern Southland and Mossburn Community Pool committee’s made presentations to the Northern Community Board seeking ongoing funding assistance to help with pool operating costs.
- 7 As a result of this the board agreed to consider collecting a rate and that a community survey should be conducted about the introduction of a rate and how it should be collected. The survey showed that 71% of respondents were supportive of introducing a pool rate in the area.
- 8 The board then made a recommendation to Council that ratepayers who live within the Lumsden, Mossburn and Five Rivers Hall rating boundaries pay an annual pool rate (approximately \$26.75 per SUIP), making the total amount collected per annum \$17,825. This was adopted as part of the 2022/2023 Annual Plan and came into effect on 1 July 2022.
- 9 As the rate is now available for collection for the 2025/2026 financial year, staff contacted the two pool committees to see if they would like to make requests at the October 2025 community board meeting. The amount available to uplift for the Northern Southland pool rate for 2025/2026 is \$16,000.

- 10 Similar to other pools in the Southland District, they have been requested to send in an application with the following information in order to uplift the funds:
- cover letter with amount of request, what it will be used for and brief details about the last swimming season (key sales etc)
 - latest financial information
 - pool committees are also required to present this information to the board at the beginning of the meeting.
- 11 Detailed information regarding the requests is attached to this report.

Issues

- 12 No issues have been identified.

Factors to consider

Legal and statutory requirements

- 13 There are no legal and statutory requirements.

Community views

- 14 The board, as representatives of the Northern Community Board area will consider each application and will allocate funds as they see fit.

Costs and funding

- 15 The total amount of available funding to distribute from the Northern community pool rate for the 2025/2026 financial year is \$16,000 plus GST.
- 16 The Mossburn Community Pool are seeking \$8,000 plus GST, and the Northern Southland Community Pool are also seeking \$8,000 plus GST, a total of \$16,000 plus GST.

Policy implications

- 17 There are no policy implications.

Analysis

Options considered

- 18 The options for consideration are to allocate funding to the community pools from the Northern community pool rate or decline the applications.

Analysis of options

Option 1 – Approves and allocates funding to the community pools from the Northern community pool reserve

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• the applicants will have received assistance with their operating costs,	<ul style="list-style-type: none">• no disadvantages.

ensuring that the pool remains available to the community and that money from fundraising efforts can be spent on capital/maintenance projects	
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Option 2 – declines the applications

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the money will be held in reserves	<ul style="list-style-type: none">the pools may not have enough funds to cover operational costs or will have to use money tagged for capital/maintenance projects

Assessment of significance

- 19 Not considered significant.

Recommended option


- 20 It is recommended that option 1 be approved by the Northern Community Board.

Next steps

- 21 Staff will notify pool committees of the outcome and will process payments as required.

Attachments

- A pool rate request - Mossburn Community Pool Committee - 2025-26
B pool rate request - Northern Southland Community Pool Trust - 2025-26



Mossburn Community Pool Committee

C/O Lisa Powell, PO Box 106, Mossburn • 0273440321 • lisamareepowell@gmail.com

09/08/2025

Kathryn Cowie
Community Liaison Officer
Southland District Council

PO Box 903
Invercargill 9840
P: 0800 732 732
www.southlanddc.govt.nz

Dear Kathryn Cowie

As discussed at the original meeting to rate the Mossburn and Lumsden pools, the Mossburn Pool is requesting \$8,000, or the portion that is collected from the Mossburn Community plus perhaps half of the Five Rivers area, as agreed this money will go to help with operational costs which total \$40,770 (\$93,295 minus capital expense \$52,525) as per attached balance sheet.

In the last financial year, we have purchased and are in the process of installing a new heat pump, as our old heat pump was leaking and near the end of its life. The heat pump cost \$60,000 plus up to \$10,000 for installation.

In the 2024/2025 swimming season we had roughly 57 pool memberships which mainly consist of families.

Sincerely,

Lisa Powell

Departing Treasurer

Mossburn Community Pool Committee



Mossburn Community Pool - Summary Report

This report shows reconciled transactions only.

From : 1/04/2023

Account: *** ALL ***

To : 31/03/2024

Category	%	Nett Income	Nett Expense	GST Amount
Income				
Bond for key	0%	150.00		0.00
Donations	22%	22,139.50		0.00
Dontations/Cattle	15%	14,609.01		2,191.36
Fundraising/Tailing	4%	4,285.82		642.88
Grants-Capital Expen	40%	40,000.00		6,000.00
Grants-Operational	8%	8,000.00		1,200.00
Interest Received	3%	2,623.13		0.00
Key Sales Annual	6%	6,097.31		892.69
Key Sales Day key	0%	364.53		54.67
Pool Hire	1%	1,365.22		204.78
Income Total		99,634.52		11,186.38
Expense				
Accountancy Fees	0%		100.00	0.00
Bank Charges	0%		0.40	0.00
Capitl Expense	56%		52,525.00	(7,878.76)
Chemicals	3%		2,861.31	(429.20)
Cleaning/pool clean	6%		5,745.74	(861.87)
Electricity	15%		13,580.06	(2,037.00)
General Expense	0%	104.35		15.65
Insurance	18%		16,736.38	(2,510.44)
Repairs/Maintenance	2%		1,701.81	(255.28)
Subscriptions	0%		44.44	(6.67)
Expense Total		104.35	93,295.14	(13,963.57)
Balance Sheet				
GST Paid to IRD			169.93	0.00
GST Refund from IRD		698.79		0.00
Transfer		21,000.00	21,000.00	0.00
Balance Sheet Total		21,698.79	21,169.93	0.00
Grand Total:		121,437.66	114,465.07	(2,777.19)

**CHARITIES
SERVICES**

Ngā Ratonga Kaupapa Atawhai

Te Tari Taiwhenua
Internal Affairs

Annual Return SummaryGenerated on:
15 September 2025

Registration Number: CC54913
Charity Name: Mossburn Community Pool Incorporated
Annual Return Reference: AR008
For Year Ending: 31 March 2025

Charity Details

Legal Name: Mossburn Community Pool Incorporated
Trading Name:
NZBN Number: 9429042986225

Charity's Postal Address: PO Box 106
Mossburn 9747

Charity's Street Address: 80 Christie Road
Mossburn 9792
Mossburn
Mossburn 9792

Phone: 0272077412
Fax:
Email: westdomedairies@gmail.com
Website:
Facebook:
Twitter:
Social Network Name:

Charity Identity

Mossburn Community Pool Incorporated identifies as an organisation with a focus on the following communities:

N/A

Purpose & Structure

Purpose

Charitable Purpose:

To provide the local community and primary school the opportunity to learn to swim and to enjoy swimming for leisure and healthy lifestyle

Structure:

Entity Structure

Registered Company with a committee which includes a Chairperson, Secretary, Treasurer, local school representative and other supportive locals.

Activity, Sector and Beneficiary

Main Activity:

Provides building / facilities / open space

Main Sector:

Sport / Recreation

Main Beneficiary:

General public

People

Paid work (average week)

People employed full time:	0
People employed part time:	4
Average paid hours per week:	10

Volunteer work (average week)

Total volunteers:	3
Volunteer hours:	6

Your Organisation

Reporting Tier

Tier 4

Provision of financial services

Does your charity, in its ordinary course of business, lend money (to or on behalf of others), or manage money or funds on behalf of others?

No

Income Spent on charitable purposes overseas

Over the last financial year, did your charity provide any goods or services overseas?

No

Over the last financial year did your Charity use any business income (e.g. sale of goods or services) for Charitable purpose overseas?

No

Over the last financial year, did your charity receive donations and use any of its funds for charitable purposes overseas?

No

Audit & Review

Is it a requirement of your charity's rules to have your performance report reviewed or audited?

Yes

Please confirm that the performance report that you are submitting has been reviewed or audited:

Yes

Did the person who conducted the audit or review of your charity's accounts raise any issues of concern in their report?

No

Did your charity receive a modified audit opinion for any reason other than because the charity received cash donations?

No

Related party transactions

Does your charity's performance report disclose any related party transactions?

No

Statement of Receipts and payments

Operating Receipts

Donations, fundraising and other similar receipts:*	69,144
Fees, subscriptions and other receipts (including donations) from members:*	10,601
Receipts from providing goods or services:*	0
Interest, dividends and other investment receipts:*	2,637
Other receipts:*	195
Total receipts:	82,577

Operating Payments

Payments related to public fundraising:*	8,631
Volunteer and employee related expenses:*	4,527
Payments related to providing goods and services:*	49,083
Grants and donations paid:*	0
Other operating payments:*	0
Total operating payments:	62,241

Operating Surplus/Deficit

Operating surplus/deficit:	20,336
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Capital Receipts

Receipts from the sale of resources:*	0
Receipts from borrowings:*	0

Capital payments

Purchase of resources:*	0
Repayments of borrowings:*	0

Statement of Resources and Commitments

Resources

Bank accounts and cash:*	60,541
Money held on behalf of others:*	0
Money owed to the entity by third parties:*	0
Other resources:*	0

Commitments

Money payable by the entity:*	0
Other commitments:*	0
Guarantees:*	0

Supporting Information

Certification

Certifying Officer: Lisa Powell

Withhold Annual Return

Withhold annual return: No

Monday, 15 September 2025

Request - \$8,000 + GST

To: Northern Community Board

Subject: Financial Information - Northern Southland Community Pool Trust

Please find enclosed the financial information for the Northern Southland Community Pool Trust (NSPCT). This information is provided as part of our annual application for the pool rates fund. The funds will be used to cover the operational costs of the pool each year for Lumsden and the wider Northern Southland community.

Due to the changes with the heating system and the installation of the solar, the pool finished the season with a positive result.

You will note that the pool is budgeted to run at a loss this season. This is due to the inclusion of capital projects in the accounts, as all financial information needs to be presented to the Charity Commission rather than being presented separately. This is due to the capital works project that is discussed later on in the letter. When putting the budget together, we aren't certain what external funding we can secure for the project, and so we have had to budget on what we know. The committee is, however, comfortable and able to cover the cost of the project from its savings in order to make it go ahead.

Capital Maintenance

We are currently working to replace the filtering system, which is the last major component of providing a quality pool for the community. We are also taking the opportunity with this project to replace the pump which circulates the water in the pool. This is a critical piece of equipment, and the current pump is reaching the end of its life cycle. This new pump will also be more efficient and hopefully reduce the operational costs for the pool.

We are currently applying for funding to cover the cost of this project. We are, however, in the position to cover the costs of this project thanks to the support of a local company who are able to do the project significantly cheaper than other quotes we have been given by other companies.

This project is planned to go ahead later in the year. We had hoped to complete it before opening for the season. However, the timeline of the funding and the restraints around this mean that we will need to close the pool for one day to complete the work.

Insurance and maintenance.

As you are no doubt aware, costs are rising. One of the challenges we face is that we cannot afford to fully insure the facility, especially given the recent improvements. This is why the committee needs to build its savings to provide resources for future repairs and ongoing maintenance.

When the insurance renewal came up, we reviewed our coverage and replacement costs based on the recent upgrades. This has increased our premiums this year. We feel that it is important to ensure that we have coverage if a significant event were to occur.

Future for the pool

Managing a pool presents challenges, but it remains an important part of the community. The trust is committed to ensuring the pool stays open in the future. Each year, when budgeting and planning, we focus on two key factors:

- The pool will be open for 150 days per season.
- We aim to maintain the pool at 28 degrees Celsius.

At the AGM, the trust decided to keep key costs the same as in previous years, made possible by the funding we receive from rates. The trust recognises the importance of this recreational facility and is committed to making it accessible to as many people in the community as possible.

Your funding plays a crucial role in the pool's operational management. While we understand it could be used for capital expenses, at present, it is more beneficial to allocate it towards ensuring the pool's annual operations and continued service to the community.

Thank you for your continued support of the pool.

Kind Regards,

Dale Kington

Dale Kington NSPCT Treasurer

Operational Income	Current	Budget Income 25/26	Income 24/25
Keys Sales	\$ 397.00	\$ 22,000.00	\$ 22,383.00
Cattle Sales	\$ -	\$ 5,000.00	\$ 4,754.66
Pool Hire	\$ -	\$ 300.00	\$ 300.00
Fund Raising	\$ -	\$ -	\$ 1,590.00
Refunds	\$ -	\$ 2,000.00	\$ 9,105.02
Banking Interest	\$ -	\$ 700.00	\$ 819.19
School Contributions	\$ -	\$ 14,500.00	\$ 14,843.50
Rates Funding	\$ -	\$ 9,200.00	\$ 9,200.00
Project Income		\$ 25,000.00	\$ -
Total	\$ 397.00	\$ 78,700.00	\$ 62,995.37
Difference	-\$ 4,176.75	-\$ 13,368.37	\$ 29,091.19

Operations Costs	Current	Budget Exp 25/26	Exp 24/25
Fuel	\$ 22.08	\$ 1,000.00	\$ 956.96
Employment	\$ -	\$ 5,000.00	\$ 3,044.25
GST	\$ 1,540.75	\$ 5,000.00	\$ -
Chemical Treatment	\$ -	\$ 13,000.00	\$ 9,590.94
Maintenance - Operational	\$ 1,830.03	\$ 4,000.00	\$ 3,906.79
Equipment	\$ -	\$ 1,000.00	\$ 247.78
Registrations	\$ -	\$ 60.00	\$ 51.11
Refunds	\$ -	\$ 100.00	\$ 20.00
Banking	\$ -	\$ 60.00	\$ -
Cattle purchase	\$ -	\$ -	\$ -
Utilities	\$ 350.79	\$ 20,948.37	\$ 14,098.90
Insurance	\$ 830.10	\$ 1,900.00	\$ 1,987.45
Project		\$ 40,000.00	\$ -
Total	\$ 4,573.75	\$ 92,068.37	\$ 33,904.18

**CHARITIES
SERVICES**

Ngā Ratonga Kaupapa Atawhai

Te Tari Taiwhenua
Internal Affairs

Annual Return SummaryGenerated on:
15 September 2025

Registration Number: CC39859
Charity Name: Northern Southland Community Pool Trust Incorporated
Annual Return Reference: AR015
For Year Ending: 30 June 2024

Charity Details

Legal Name: Northern Southland Community Pool Trust Incorporated
Trading Name:
NZBN Number: 9429043063321

Charity's Postal Address: C/- Lumsden Primary School
Maria Street
Lumsden 9730

Charity's Street Address: 51 Maria Street
Lumsden 9730
Lumsden 9730

Phone:
Fax:
Email: secretary.nscpt@gmail.com
Website:
Facebook: <https://www.facebook.com/northernsouthlandcommunitypooltrust/>
Twitter:
Social Network Name:

Charity Identity

Northern Southland Community Pool Trust Incorporated identifies as an organisation with a focus on the following communities:

N/A

Purpose & Structure

Purpose

Charitable Purpose:

To maintain the Northern Southland Community Pool

Structure:

Legal Structure

Charitable Trusts incorporated under the Charitable Trusts Act

Activity, Sector and Beneficiary

Main Activity:

Provides building / facilities / open space

Main Sector:

Sport / Recreation

Main Beneficiary:

General public

People

Paid work (average week)

People employed full time:	0
People employed part time:	1
Average paid hours per week:	7

Volunteer work (average year)

Total volunteers:	15
Volunteer hours:	500

Your Organisation

Reporting Tier

Tier 4

Overseas Operation

During the financial year covered by this annual return, did your charity operate (that is, carry out any of its charitable purposes) overseas?

No

Donee Status

In the last financial year, did your charity receive donations (from the public, funders or members of your charity)?

No

Combined Annual Return and Performance Report

Do you want to complete a combined Annual Return and Performance Report? Or upload your performance report?: *

Yes (Combined Annual Return and Performance Report)

Performance Report

For the year ended:

29 Jun 2024

Entity Information

Legal name:

Northern Southland Community Pool Trust Incorporated

Legal Structure:

100000001

Statement of Service Performance

Description of key activities:

Number of Key Holders - This is relatively stable and depends on the number of people in the communi	104
Number Days Open for the season - this is set to provide the most days possible balanced with our re	150
Pool Temp (to measure quality of service) - As a result of this people were able to have a quality s	28

Statement of Cash Received and Cash Paid

Opening balance in bank account(s) and cash on hand:*	60,371
---	--------

Cash received from operating activities

Donations, koha, bequests, and other fundraising:*	0
General grants received:*	198,795
Service delivery grants/contracts:*	0
Membership fees and subscriptions:*	33,587
Sale of goods & services (commercial activities):*	15,460
Interest or dividends received:*	2,209
Other cash received:*	0
Total cash received from operating activities:	250,051

Cash paid for operating activities

Fundraising costs:*	0
Employee remuneration and other employee related costs:*	2,867

Volunteer related costs:*	0
Costs related to sale of goods or services (commercial activities):*	68,596
Other costs related to delivery of entity objectives:*	109,576
Grants and donations paid:*	0
Other cash paid:*	0
Total cash paid for operating activities:	181,039
GST (paid) or refunded in the financial year:*	5,854
Operating Surplus/Deficit	
Cash surplus or (deficit) from operating activities:	74,866
Cash received from other activities	
Sale of investments:*	0
Sale of other assets:*	0
Cash received from loans and borrowings:*	0
Total cash received from other activities:	0
Cash paid for other activities	
Purchase of investments:*	0
Purchase of other assets:*	0
Repayments of loans and borrowings:*	0
Total cash paid for other activities:	0
Cash surplus or (deficit) from other activities:	0
Income tax (paid) or refunded (if applicable):*	0
Increase or (decrease) in cash for the year:	74,866
Closing balance of bank account(s):*	135,237
Balance invested in term deposit(s):*	0
Cash on hand:*	0

Accounting Policies

The organisation preparing this Service Performance Report is permitted by applicable legislation to apply the Tier 4 (NFP) Standard issued by the External Reporting Board (XRB) and the organisation has elected to use this Standard.

All transactions included in the Statement of Cash Received and Cash Paid and related notes to the Performance Report have been reported on a cash basis.

Goods and Services (GST)

Is the entity registered for Goods and Services Tax (GST)?*

No (All amounts recorded in the Annual Return are inclusive of GST)

Significant Assets or Liabilities

Does your charity have any significant assets or liabilities?:* No

Correction of Errors

Has your charity had any financial errors relating to previous years that have been corrected in this financial year?

No

Supporting Information

Certification

Certifying Officer: Dale Kington

Withhold Annual Return

Withhold annual return: No

Community Partnership Fund applications - August 2025

Record no: R/25/9/43093

Author: Kathryn Cowie, Community liaison officer

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

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Northern Community Board to allocate funding for the August 2025 round of the Northern Community Partnership Fund.

Executive summary

- 2 A total of two applications have been received for the August 2025 funding round of the Northern Community Partnership Fund. The applications are included in this report. Please note that the attachments to the applications (including financials) are not included in this report as they contain information sensitive to applicants' privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Northern Community Board has \$6,370 to allocate through the Northern Community Partnership Fund for the 2025/2026 financial year, over one funding round.
- 4 \$2,820 in requests have been received for this round of funding.

Recommendation

That the Northern Community Board:

- a) **receives the report titled “Community Partnership Fund applications - 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) **receives applications from the following:**
 - 1. **Lumsden School**
 - 2. **Northern Southland Community Resource Centre Charitable Trust**
- e) **approves/declines a grant of \$2,472 to Lumsden School for new picnic tables for the school.**
- f) **approves/declines a grant of \$348 to the Northern Southland Community Resource Centre Charitable Trust for foldable tables for events and programmes.**
- g)

Background

- 5 Southland District Council’s community assistance activity seeks to contribute to a district of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 6 A review of the community assistance activity was completed in early 2019, which resulted in the establishment of the community partnership fund, whereby the nine community boards in the district allocate funding directly to their communities.
- 7 The Northern Community Board set the following criteria for their Community Partnership Fund:
 - consideration will be given to all funding requests on a case by case basis. The board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
 - there is no cap on the amount applicants can request
 - co-funding is preferable, but not essential
 - two quotes are preferable for capital works, but if it is not possible to get more than one quote, an explanation why will be sufficient

- if appropriate, applicants are to come to a board meeting and speak to their application
- groups do not have to be a legal entity to apply, and individuals will be considered on a case by case basis.
- applications relating to improvements to council owned facilities are not eligible for funding.

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

Vision – The Northern area of Southland will be a healthy, caring, connected, vibrant, welcoming, diverse and progressive community.

Outcomes:

1. A progressive and flourishing economy creating opportunities for growth and employment.
2. A safe and healthy community with access to quality facilities and services.
3. A connected, involved and thriving community.

Application summary

Applications received	2
Total amount requested	\$2,820
Funds available	\$6,370

1 Lumsden School

For assistance towards purchasing eight new picnic tables (four large, four small) for the school, for children and whanau to sit on during school hours and for school events etc.

Total project cost	\$2,472
Amount requested	\$2,472

2 Northern Community Resource Centre Charitable Trust

Request assistance towards the purchase of five trestle tables that can be used for community programmes and events.

Total project cost	\$348
Amount requested	\$348

Criteria matrix for applications		Criteria			
		Benefits community board area	Co-funding proposed	Two quotes sought	Legal entity
Applicants	Lumsden School – picnic tables	yes	no	yes	yes
	NSCRCCT – trestle tables	yes	no	yes	yes

Community board plan outcomes matrix		Community board plan outcomes		
		A progressive and flourishing economy creating opportunities for growth and employment.	A safe and healthy community with access to quality facilities and services.	A connected, involved and thriving community.
Applicants	Lumsden School – picnic tables	no	yes	yes
	NSCRCCT – trestle tables	no	yes	yes

Previous funding & accountability		Previous CPF funding received	Accountability received
Applicants	Lumsden School – picnic tables	August 2024 - \$ 1,012 – school production costs August 2022 – \$1,043 - school production costs August 2020 – \$1,013 - school production costs	Yes Yes Yes
	NSCRCCT – trestle tables	August 2020 - \$1,000 – Cycle & Celebrate event	Yes

Issues

- 9 There are no issues to consider.

Factors to consider

Legal and statutory requirements

- 10 There are no legal and statutory requirements.

Community views

- 11 The board, as representatives from the Northern area will consider each application and how it benefits their communities and also aligns with the community board's vision and community outcomes.

Costs and funding

- 12 There is \$6,370 available to allocate for the Northern Community Partnership Fund for the 2025/2026 financial year, over one funding round.
- 13 There is a total of \$2,820 in requests for this funding round. If all requests are granted there will be \$3,550 remaining. Permission from finance will be required in order to carry this amount forward to the 2026 funding round. If permission is not granted, then the funds will be transferred to the District Initiatives Fund reserve.

Policy implications

- 14 There are no policy implications.

Analysis

Options considered

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

Analysis of options

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

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

Option 2 – Decline the applications

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

Assessment of significance

- 16 Not considered significant.

Recommended option

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

Next steps

- 18 Applicants will be advised of the allocation decisions, and payments made accordingly.

Attachments

- A Northern CPF applications for agenda - August 2025

Northern CPF applications – August 2025

1. Lumsden School

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF004AUG25 From Lumsden School
Form Submitted 9 Sep 2025, 5:26PM NZST

Applicant details

*** indicates a required field**

Applicant details

Applicant name *

Lumsden School

Street Address *

19 Maria St
Lumsden Lumsden 9730 New Zealand
Any, but at least one field is required.

Postal Address (if different from above)

19 Maria St
Lumsden Lumsden 9730 New Zealand

Phone Number *

03 248 7474
Must be a New Zealand phone number.

Email *

lmackay@lumsden.school.nz
Must be an email address.

Purpose/main activity of your organisation?

Education

How many members belong to your club/organisation?

108
Must be a number.

Contact details for this application

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

Name 1 *

Lana Stevens

Phone Number *

03 248 7474
Must be a New Zealand phone number.

Email *

lmackay@lumsden.school.nz
Must be an email address.

Name 2 *

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF004AUG25 From Lumsden School
Form Submitted 9 Sep 2025, 5:26PM NZST

Ang Sheat

Phone Number *

Must be a New Zealand phone number.

Email *

asheat@lumsden.school.nz
Must be an email address.

Application details

*** indicates a required field**

Project details

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

What are you applying for? (pick one) *

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

No more than 1 choice may be selected.

Please provide a short title for your project: *

Picnic Tables

What is the location of your project? *

Lumsden School

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

We would love to purchase new picnic tables for the children at our school. These would allow our children to sit around and eat their food together at break times. They would also be utilised by our families/whānau during whole school events such as Pet Days, Meet and Greet and Mihi Whakataus.

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

How will your project benefit the Northern community? *

The picnic tables will be available for anyone to use when they come onto the school grounds outside of school hours. They will also bring our families/whānau together during whole school events, allowing for lots of social interactions and enabling people to connect with others, while providing somewhere for everyone to sit.

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

Project start date

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF004AUG25 From Lumsden School
Form Submitted 9 Sep 2025, 5:26PM NZST

Must be a date.

Project end date

Must be a date.

Community Board plan alignment

The Northern Community Board plan document can be found [here](#). The Northern Community Board outcomes can be found on page 10. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Northern Community Board's community board plan outcomes? (please tick all that apply) *

- ☐ a progressive and flourishing economy creating opportunities for growth and employment
☒ a safe and healthy community with access to quality facilities and services
☒ a connected, involved and thriving community
☐ N/A

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

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

Outcome 1 *

Creating an inviting space for our families/whānau to sit during whole school events, allowing interactions and relationships to be built among each other.

Outcome 2

Allowing children to socially interact with each other during break times, enabling them to eat at a table that is of suitable height for a range of children. These could also be used for children to do some school work at when they are working in a space outside of the general classroom.

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

We will see more people of all ages, both children and adults, seated together and interacting with each other throughout a range of different times such as lunch times, morning tea breaks and whole school events. These will be well used and appreciated by the whole school community.

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

Are there any similar projects or services in your area?

- ☐ yes
☒ no

No more than 1 choice may be selected.

Community benefits

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF004AUG25 From Lumsden School
Form Submitted 9 Sep 2025, 5:26PM NZST

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

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

150

Must be a number.

Additional comments on numbers benefiting:

Being a public space, the number of people who would be able to use our picnic tables could be a large number.

What age group will predominantly benefit? *

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

At least 1 choice must be selected.

Does your project mainly focus on any of the following: *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

☐ Yes

☒ No

No more than 1 choice may be selected.

Project Budget & Financial Details

*** indicates a required field**

Financial details

Bank Account *

Account Name: Lumsden School
Board of Trustees

Account Number:

Must be a valid New Zealand bank account format.

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

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF004AUG25 From Lumsden School
Form Submitted 9 Sep 2025, 5:26PM NZST

Filename: 4.06.01 24 Lumsden School Final Accounts and Audit Report final (3) (1).pdf
File size: 3.2 MB
i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *

☒ Yes

☐ No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements *

Filename: 4.06.01 24 Lumsden School Final Accounts and Audit Report final (3) (1).pdf
File size: 3.2 MB

Please upload a current bank statement from your organisation *

Filename: 4.06.01 24 Lumsden School Final Accounts and Audit Report final (3) (1).pdf
File size: 3.2 MB

Total Project Cost *

\$2,472.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Amount you are requesting from the Northern Community Partnership Fund? *

\$2,472.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Please indicate your current level of reserves: *

\$0.00

Must be a dollar amount.

At the time of this application

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

We would love to use funding for the picnic tables as our budget is fully used to support the children's learning.

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

These will be put together by parents.

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

This is a one off project.

Project Budget

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF004AUG25 From Lumsden School
 Form Submitted 9 Sep 2025, 5:26PM NZST

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

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

Income	\$	Expenditure	\$
Grants	\$2,472.00	Picnic Tables	\$2,472.00

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,472.00 This number/amount is calculated.	\$2,472.00 This number/amount is calculated.	\$0.00 This number/amount is calculated.

Quotes

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

Have you sought at least two quotes?

☒ yes

☐ no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: Cargill Picnic Table Quote.docx
 File size: 1.1 MB

Filename: Goldpine quote GOR815332.pdf
 File size: 377.0 kB

Additional information

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF004AUG25 From Lumsden School
Form Submitted 9 Sep 2025, 5:26PM NZST

If you have any other comments about your budget please detail here:

Thank you for considering our application and we appreciate the support we have had from you in the past. You have helped to create some wonderful experiences for our children through our Arts project and school productions.

Supporting documentation

Supporting documentation

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

Attach documents here

No files have been uploaded

If you have any other comments about your application please detail here:

Feedback

Feedback

How did you find out about the Northern Community Partnership Fund?

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

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

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

No more than 1 choice may be selected.

The application process is very straightforward

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

No more than 1 choice may be selected.

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

Declaration

*** indicates a required field**

Northern Community Partnership Fund - August 2025 round
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Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 1993.

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

In making this declaration I declare that:

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

I authorise Southland District Council to:

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

I acknowledge that:

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

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

Name *

Lana Stevens

Position in organisation *

Deputy Principal

Date *

09/09/2025

Must be a date.

Submitting your form

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

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

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

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the

Northern CPF applications – August 2025

2. NSCRCCT

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF003AUG25 From Northern Southland Community
Resource Centre Charitable Trust (NSCRCCT)
Form Submitted 1 Sep 2025, 7:44PM NZST

Applicant details

*** indicates a required field**

Applicant details

Applicant name *

Northern Southland Community Resource Centre Charitable Trust (NSCRCCT)

Street Address *

58 Garden St
Lumsden Lumsden 9730 New Zealand
Any, but at least one field is required.

Postal Address (if different from above)

Phone Number *

03 248 7885
Must be a New Zealand phone number.

Email *

nscco-ord@xtra.co.nz
Must be an email address.

Purpose/main activity of your organisation?

To support the community with programs, helping families in need and providing advice and support as required.

How many members belong to your club/organisation?

100
Must be a number.

Contact details for this application

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

Name 1 *

Jeanna Rodgers

Phone Number *

Must be a New Zealand phone number.

Email *

jrogersnz@gmail.com
Must be an email address.

Name 2 *

Anna Highfield

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF003AUG25 From Northern Southland Community
Resource Centre Charitable Trust (NSCRCCT)
Form Submitted 1-Sep-2025, 7:44PM NZST

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Application details

*** indicates a required field**

Project details

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

What are you applying for? (pick one) *

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

No more than 1 choice may be selected.

Please provide a short title for your project: *

Foldable Tables

What is the location of your project? *

Northern Southland

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

To purchase 5 trestle tables to be able to be used at our programs and events throughout Northern Southland.

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

How will your project benefit the Northern community? *

We run programs for young and old throughout Northern Southland. Usually we require a table to either run crafts at, sit and have food at, or just to put things on. We would like to be able to purchase our own sturdy, fit-for-purpose tables that we can take with us wherever we go. These will continue to improve the events we can offer as well as show that we are a professional group.

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

Project start date

01/11/2025

Must be a date.

Project end date

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF003AUG25 From Northern Southland Community
Resource Centre Charitable Trust (NSCRCCT)
Form Submitted 1 Sep 2025, 7:44PM NZST

31/12/2025

Must be a date.

Community Board plan alignment

The Northern Community Board plan document can be found [here](#). The Northern Community Board outcomes can be found on page 10. Please indicate below if you think your project aligns with any of these outcomes.

Do you think your project aligns with any of the Northern Community Board's community board plan outcomes? (please tick all that apply) *

- ☒ a progressive and flourishing economy creating opportunities for growth and employment
- ☒ a safe and healthy community with access to quality facilities and services
- ☒ a connected, involved and thriving community
- ☐ N/A

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

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

Outcome 1 *

To be able to run our programs anywhere without needing to rely on tables from the venue as these usually aren't fit for purpose.

Outcome 2

We will be able to increase the number of programs offered due to having the resources to run them easily

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

The community coordinator gets feedback from people who take part in our events - this will show that we are doing well.

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

Are there any similar projects or services in your area?

- ☐ yes
- ☒ no

No more than 1 choice may be selected.

Community benefits

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

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

500

Must be a number.

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF003AUG25 From Northern Southland Community
Resource Centre Charitable Trust (NSCRCCT)

Form Submitted 1 Sep 2025, 7:44PM NZST

Additional comments on numbers benefiting:

It is too hard to quantify as we run events all through the year

What age group will predominantly benefit? *

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

At least 1 choice must be selected.

Does your project mainly focus on any of the following: *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

☐ Yes
☒ No

No more than 1 choice may be selected.

Project Budget & Financial Details

*** indicates a required field**

Financial details

Bank Account *

Account Name: Northern Southland
Community Resource
Centre Charitable
Trust

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: BNZ Deposit Slip NSCRCCT.pdf

File size: 116.5 kB

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

Are you registered for GST? *

☒ Yes
☐ No

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF003AUG25 From Northern Southland Community
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Form Submitted 1 Sep 2025, 7:44PM NZST

No more than 1 choice may be selected.

If yes, GST number:

MUST BE A NUMBER.

Please upload your organisation's latest financial statements *

Filename: 2025 Financial_Statements_- SIGNED.pdf
File size: 1.7 MB

Please upload a current bank statement from your organisation *

Filename: Call Account - 2025-03-31.pdf
File size: 20.8 kB

Filename: Non_Profit_Org_A_C-2025-03-31.pdf
File size: 35.8 kB

Total Project Cost *

\$399.50

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Amount you are requesting from the Northern Community Partnership Fund? *

\$399.50

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Please indicate your current level of reserves: *

\$0.00

Must be a dollar amount.

At the time of this application

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

We survive on donations and grants - no regular government funding. There are no reserves for this project

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

None for this but we have volunteers who support all the projects we do in Northern Southland

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

We will purchase good quality tables which we expect to last for a good number of years

Project Budget

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

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
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If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
NC Partnership Fund	\$347.39	Tables (5 in total)	\$347.39

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$347.39	\$347.39	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Quotes

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

Have you sought at least two quotes?

☒ yes

☐ no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: Table_Bunnings.png

File size: 374.9 kB

Filename: Table_Warehouse.png

File size: 274.5 kB

Additional information

If you have any other comments about your budget please detail here:

We would like to get 5 tables but will purchase as many as we can afford once funding comes in.

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
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Resource Centre Charitable Trust (NSCRCCT)

Form Submitted 1 Sep 2025, 7:44PM NZST

Amounts are EX GST but quote files are INCL GST

Supporting documentation

Supporting documentation

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

Attach documents here

No files have been uploaded

If you have any other comments about your application please detail here:

The NSCRCCT's main objectives are to provide our community with education and address the needs of the community including youth, families, iwi, elderly, migrants and individuals. The Trust covers a large rural area in Northern Southland. Our involvement is to organise and support programmes such as our community garden, helping families in need, organising budget advice, baby sitting courses, parenting education programmes, youth education and health programmes. We also liaise with outside agencies to further address the needs of the community. Being in such a remote location our Trust is heavily relied upon for organising migrant orientation meetings and assisting the elderly through Tai Chi classes, funding a frozen meal programme and social activities, offering children's holiday programmes, speakers and a variety of other events as the need arises. Our Community Co-ordinators' role encompasses a wide variety of services across all sectors of our community. She provides an information and advice service, working to identify needs or services gaps, initiating programmes and services to meet these and provides an individual support service for those in need. Her case work focuses on providing confidential advocacy and support for families and youth in the community, linking people into available services and resources and helping clients to negotiate their way through difficult times in their lives.

Feedback

Feedback

How did you find out about the Northern Community Partnership Fund?

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

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

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

No more than 1 choice may be selected.

The application process is very straightforward

Page 7 of 9

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
Application No. NorthernCPF003AUG25 From Northern Southland Community
Resource Centre Charitable Trust (NSCRCT)
Form Submitted 1 Sep 2025, 7:44PM NZST

☐ Strongly agree ☒ Agree ☐ Disagree ☐ Strongly disagree ☐ N/A
No more than 1 choice may be selected.

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

Declaration

*** indicates a required field**

Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 1993.

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

In making this declaration I declare that:

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

I authorise Southland District Council to:

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

I acknowledge that:

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

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

Name *

Jeanna Rodgers

Position in organisation *

Grants Officer

Date *

Northern Community Partnership Fund - August 2025 round
Northern Community Partnership Fund application form
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01/09/2025
Must be a date.

Submitting your form

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

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

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

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

Lumsden Heritage Trust - Better off Funding, project change request

Record no: R/25/9/46841

Author: Kelly Tagg, Community partnership leader

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

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Northern Community Board to consider a project change request from the Lumsden Heritage Trust for the project they wish to undertake at the Lumsden Railway Station.

Executive summary

- 2 The Lumsden Heritage Trust (the Trust) is seeking approval from the Northern Community Board to amend the parameters of the funding application that was made to DIA as part of the governments Three Waters Reform – Better off package (tranche 1 funding program).
- 3 The initial application noted that the Trust would procure and appoint a cultural consultant to design and develop a brief for a rail history museum in Lumsden with any remaining funds to be used for completing the staging works.
- 4 The Trust has now written to the community board outlining their amended plans for the Lumsden Heritage Trust to establish a Rail Heritage Museum at the Lumsden Railway Station.
- 5 In order to progress this request with DIA, it has been recommended that approval be sought from the Northern Community Board first.

Recommendation

That the Northern Community Board:

- a) **receives the report titled “Lumsden Heritage Trust - Better off Funding, project change request”.**
- 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) **approve the project change request and work with the Lumsden Heritage Trust to agree the terms of a new funding agreement.**

Background

- 6 Council received \$4.8million in funding as part of the governments Three Waters Reform – Better off package (tranche 1 funding program) to fund several projects across the district. Some projects have been undertaken by Council directly and others will be funded by way of a grant to community groups, clubs and organisations to carry out themselves.
- 7 The Northern Community Board had identified the Lumsden Heritage Trust as a local community organisation that would benefit from a grant to assist towards their project of developing a rail heritage museum at the Lumsden Railway Station.
- 8 As part of the Better off Funding package, the Northern Community Board allocated \$50,000 to the Lumsden Heritage Trust to assist with this project.
- 9 The funding application which was approved by DIA initially stated that the Trust was to engage a cultural consultant to help develop the concept for the museum, however, the Trust has now advised that it is in the process of developing a plan for the project itself and wishes to use the funds to aid in the physical redevelopment and construction of the display which will showcase photos, artwork, memorabilia, historic documents and items used over the years in the day-to-day workings of the New Zealand rail system.
- 10 In addition, and as funds allow, the Trust hopes to expand its display to include other subjects around communication, transportation and early settler representation highlighting the link from the past to modern times. This would also include the link to the local community but also the impact on the wider community and in some cases internationally.

Issues

- 11 There is an existing museum collection housed in the railway station currently comprising sporting, masonic, farming and local history items.
- 12 The Lumsden Heritage Trust proposes to essentially set up a separate display highlighting local rail heritage artifacts with the aim of the museum being to connect the current heritage displays of the Trust with extended historical information and in the future to develop further displays around communication, transportation and early settler representation.
- 13 The funding application that was initially approved by DIA stipulated that a cultural consultant must be procured who would prepare a design brief for the project with the remaining funds being available for the staging works.
- 14 The Trust have written to the board with a plan of the works that they wish to undertake for this project which is detailed in the attached letter.
- 15 There are outstanding issues with the current tenants being Five Finger Crafts and their lease which has expired and needs to be renewed.
- 16 There needs to be a clear delineation between the current museum collection and the displays that the Lumsden Heritage Trust wish to set up. It will be important that suitable access arrangements for the Five Finger Craft Shop, the Lumsden Heritage Trust and the volunteers

who look after the existing museum collection that is housed inside the railway station building, be established.

- 17 If approval from DIA is received, then a new funding agreement between Council and the Lumsden Heritage Trust will need to be prepared. The agreement will stipulate how and when the funds can be uplifted (milestones).
- 18 Based on other Better off Funding agreements for grants to community organisations, there will be strict criteria about how and when the funds can be released which would usually be on receipt of invoice from the organisation.

Factors to consider

Legal and statutory requirements

- 19 None identified.

Community views

- 20 The views of the community board are deemed to represent the views of the community.

Costs and funding

- 21 There is \$50,000 in funding available to grant to the Lumsden Heritage Trust from the governments Better off Funding scheme.

Policy implications

- 22 None identified.

Analysis

Options considered

- 23 The options are to approve the change request or not approve it.

Analysis of Options

Option 1 – approve the project change request and work with Lumsden Heritage Trust to agree the terms of a new funding agreement

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• The funds are able to be granted to the Lumsden Heritage Trust• The development of the rail heritage museum display at the Lumsden Railway Station is able to proceed	<ul style="list-style-type: none">• The organisation of the current museum artefacts located in the Lumsden Railway Station may not happen for some time.

Option 2 – does not approve the project change request lodged by the Lumsden Heritage Trust

<i>Advantages</i>	<i>Disadvantages</i>
-------------------	----------------------

<ul style="list-style-type: none">• None identified	<ul style="list-style-type: none">• The funds are not able to be granted and will likely need to be returned to DIA or another project change request to spend the money on another project will be required• The planned development of the rail heritage museum display will be delayed until the trust is able to secure other funding options
---	--

Assessment of significance

- 24 This decision is not considered significant under Council's Significance and Engagement Policy.

Recommended option

- 25 Option one – approve the project change request and work with the Lumsden Heritage Trust to agree the terms of a new funding agreement.

Next steps

- 26 Contact DIA to commence the project change request process.

Attachments

- A Letter from Lumsden Heritage Trust - Project change request, Lumsden Railway Station Project - 23 September 2025
- B Application - Better off Funding - Lumsden Museum



Protecting Lumsden's Future, by Preserving Lumsden's History.

c/o 134 Flora Road
Lumsden 9730
Southland Province
New Zealand.

23/09/2025

Re; Lumsden Rail Heritage Museum

To whom it may concern.

We are writing to outline plans for the Lumsden Heritage Trust to establish a Rail Heritage Museum at the Lumsden Railway Station.

The aim of the museum is to connect the current heritage displays of the Trust with extended historical information, not only regarding the current displays but focusing on representing many other facets of New Zealand's Rail Heritage.

The Museum would consist of photos, artwork, memorabilia, historic documents and items used over the years in the day-to-day workings of the New Zealand rail system.

Whilst the focus would be Rail Heritage there would be other subjects around communication, transportation and early settler representation highlighting the link from the past to modern times, this would include the link to the local community but also the impact on the wider community and in some cases internationally.

The Museum development would be done in stages to enable careful adherence to the staging process, funding and budget requirements with the physical works set to commence in early 2026.

The establishment of the museum would be completed by a mix of volunteer work, donations and funding making it a truly community project whilst under the banner of the Lumsden Heritage Trust.

The generous \$50,000 allocated to this awesome community project would be used in Stage 2 with the majority of funding likely to be required for stage 3 as detailed below;

1. Dialogue and Planning Outline (in progress)
2. Design and quotations including applications for permits and consents where required
3. Initiation of renovation works which may include but is not limited to; construction of display shelves and cabinets, painting, lighting, the purchase of interactive equipment for displays and associated design costs, exhibit interpretation signage development and the physical displaying of the collection.
4. Funding Applications (Local and extended funding) for any funding shortfalls identified during the design and quotation stage would likely take place concurrently with stages 2 and 3 above.
5. Opening to the public the museum space for all to enjoy.

There has been considerable amount of interest in the museum project, this was highlighted by the enthusiasm shown by groups such as the Federation of Rail New Zealand and the Rail Heritage Trust of New Zealand when the Lumsden Heritage Trust hosted a lunch at the station for the FRONZ AGM delegates in 2023.

John Titter
Chairman
Lumsden Heritage Trust

Project proposal

COMMUNITY BOARD NAME	Northern
PROJECT NAME	Lumsden Museum
PROJECT STATUS	This project is not in the LTP

DESCRIPTION

Lumsden has been a township with significant investment and visitor numbers given its proximity to Te Anau, Milford and Queenstown. No longer a rural supply town, Lumsden's recreational and cultural offerings are in the stage of planning, redevelopment, and regeneration. This project supports wider works underway.

This is a community-led project. There is an existing museum, of sorts, located in the former Lumsden Railway Station building. It has, by default, become a catch all for local memorabilia of all sorts and includes history relating to local sporting clubs, farming and the items donated when the Masonic Lodge was decommissioned.

The Lumsden Heritage Trust is a very successful local organisation that has been responsible for the salvage, restoration and display of many important items of railway rolling stock. The trust has fundraised to relocate trains, carriages and wagons the site (now known as the Lumsden Heritage Precinct) which is also a freedom camping site in the middle of the Lumsden township.

The heritage trust wishes to further the develop the museum at the site. This includes engaging outside expertise to develop a concept for the museum (theme, display options etc) and then commence the work to realise the concept.

SCOPE

The current museum needs an overhaul and is only open to the public at limited times. The heritage trust has a vision to develop the museum to appeal to locals and visitors alike and with a focus on the rail history of the area. Through the use of smart display options they would also like to investigate ways to display their collection that will allow the museum to be open for increased hours without having to have staff or volunteers on hand to supervise visitors. Based on the available local expertise this work will be a collaborative project with some hired expertise.

The project will be staged with an initial opportunities section to identify what works are possible and feasible. Consultation with the local community and wider arts, heritage and cultural community in the region and abroad.

Following feasibility, identified building improvements will be undertaken and a future operating model identified and consideration for adoption.

BETTER OFF FUNDING CRITERIA

<input type="checkbox"/> Criteria 1: Supporting communities to transition to a sustainable and low emissions economy	<input type="checkbox"/> Criteria 2: Delivery of infrastructure and/or services that enable housing development and growth.	<input checked="" type="checkbox"/> Criteria 3: Delivery of infrastructure that support improvements in community well-being.
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WELLBEING OUTCOMES

The well-beings	<input checked="" type="checkbox"/> Social	<input type="checkbox"/> Environmental	<input type="checkbox"/> Cultural	<input type="checkbox"/> Economic
Outcome	How the outcome will be measured?	How will the outcome be monitored / reported?		
Social	There will be a determination about whether the project is feasible. This will help the community to move forward either way but more particularly, if it is feasible, then it will provide a pathway for the community to follow.	There will be a feasibility report completed followed by a decision by the Lumsden Heritage Trust on how to proceed.		

COMMUNITY BOARD PLAN

This project aligns with the Board's vision of being a healthy, caring, connected, vibrant, welcoming, diverse and progressive community and it is also aligning to all of the boards outcomes which are;

- a progressive and flourishing economy creating opportunities for growth and employment. *This project may bring more visitors to the town who will in turn support local businesses.*
- a safe and healthy community with access to quality facilities and services. *The existing museum may be upgraded to become a visitor facility that the community will be proud of*
- a connected, involved and thriving community. *The community and visitors may have a place to visit where they can learn about and celebrate the past.*

	Expenditure Programme/ Project Milestones	Estimate Completion Date	Estimate Costs
1	Procure and appoint a cultural consultant	June 2023	\$15,000
2	Complete staging works for development	December 2023	\$5,000
3	Stage one complete	December 2024	\$30,000
	Total		\$50,000

RISKS		
Risk(s)	Mitigation(s)	Risk Status
Volunteer work not complete	Whilst this will be a community lead project, Council staff will stay engaged and offer support and guidance throughout the duration of the project.	
Budget is not enough	Project scoping and delivery programme will be complete. Cost estimates for staging of the project allow for works to be ongoing	
Grant not used as intended	A grant agreement will be complete and signed by council and the community group representative.	