



Agenda

Southland Regional Heritage Joint Committee

Friday, 14 November 2025, 10.30am
Via Microsoft Teams

MEMBERSHIP

Chair

Councillor Paul Duffy
Councillor Christine Menzies
Councillor Neville Phillips
Councillor Nicky Coats
Reverend Evelyn Cook

Southland District Council
Southland District Council
Gore District Council
Gore District Council



1 Opening

The chair will open the meeting with a Karakia Timatanga.

2 Apologies

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

3 Leave of absence

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

4 Conflict of interest

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

5 Additional agenda items

Any additions to the agenda must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

6 Confirmation of minutes

[Minutes](#) of the Southland Regional Heritage Joint Committee Meeting held on 21 August 2025.

7 Public participation

Requests to speak should be made by midday of the day before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

8 Reports

Page

8.1 Audit update

Audit New Zealand have been progressing the annual audit of the Southland Regional Heritage Committee. Staff will provide a verbal update on the status of the audit process.

8.2 Regional assets update

Southland Regional Heritage Committee Advisors Jo Massey and Jim Geddes will provide a verbal update on discussions with Invercargill City Council regarding regional assets procured through the SRHC, and possible next steps for the use of these assets.

8.3 Southland Regional Heritage Committee financial report

7



9 Closure

The chair will close the meeting.



Summary of reports

	Report Name	Purpose	Report Type	Significance	Page
8.1	Audit update	Audit New Zealand have been progressing the annual audit of the Southland Regional Heritage Committee. Staff will provide a verbal update on the status of the audit process.	Verbal		-
8.2	Regional assets update	Southland Regional Heritage Committee Advisors Jo Massey and Jim Geddes will provide a verbal update on discussions with Invercargill City Council regarding regional assets procured through the SRHC, and possible next steps for the use of these assets.	Verbal		-
8.3	Southland Regional Heritage Committee financial report	The purpose of this report is to provide a financial update and to approve the removal of Heritage South committed grant of \$5,000.	Decision		7

Southland Regional Heritage Committee financial report

Record no: R/25/11/54288

Author: Lesley Smith, Management accountant

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Report type: Decision

Staff recommendations

That the Southland Regional Heritage Joint Committee:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as not significant in relation to the policies of the member councils.
- 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) agrees to remove the committed grant balance of \$5,000 to Heritage South.
- e) agrees the Southland Museum Art Gallery cataloguing rate from 1 November 2024 – 30 June 2025 to be refunded to Southland District Council should be \$48,308 excluding GST not \$43,808 excluding GST as approved at the 21st August 2025 meeting

Purpose

- 1 The purpose of this report is to provide a financial update and to approve the removal of Heritage South committed grant of \$5,000.

Executive summary

- 2 Southland Regional Heritage Committee (SRHC) allocated a grant to Heritage South towards proposed 2024 annual training opportunity, which has not been uplifted, and staff are proposing to remove the committed grant balance of \$5,000.
- 3 Attached is the detailed financial summary compared to the budget to 30 November 2025.
- 4 A credit was recorded incorrectly in the budget approved on the 21 August 2025 and staff are proposing to seek approval for the correct amount.

Context

- 5 Southland Regional Heritage Committee (SRHC) allocated a grant to Heritage South towards proposed 2024 annual training opportunity, this was not uplifted, and a change of use was approved on the 28 March 2024 for 2024-2025. This grant remains unlifted. Heritage South has indicated that they will have sufficient funds to hold Heritage Month 2026 albeit a pared back version. It is proposed to remove the committed grant balance of \$5,000 to Heritage South.
- 6 The budget approved on the 21 August 2025 included a credit of the Southland Museum Art Gallery (SMAG) cataloguing to Southland District Council of \$43,808 excluding GST, this amount was transposed and should have been \$48,308 excluding GST.

Discussion

- 7 As outlined above staff are seeking to remove a committed grant balance and correct the approved budget for the SMAG cataloguing credit.

Options

- 8 The following reasonably practicable options have been identified and assessed in this report:
- Option 1 – approve the removal of the grant balance and correct the approved budget for the SMAG cataloguing credit.
- Option 2 – not approve the removal of the grant balance and the correction to the approved budget for the SMAG cataloguing credit

Recommended option:

- 9 Staff recommend the committee proceed with option 1 - approve the removal of the grant balance and correct the approved budget for the SMAG cataloguing credit

Option 1 – approve the removal of the grant balance and correct the approved budget for the SMAG cataloguing credit

Advantages	Disadvantages
- correctly reflects the intention of the committee to refund the SMAG cataloguing amount paid by Southland District Council from November 2024 to 30 June 2025 - removal of the grant commitment better reflects the financial position of the committee	no known disadvantages

Option 2 – not approve the removal of the grant balance and the correction to the approved budget for the SMAG cataloguing credit

Advantages	Disadvantages
no known advantages	- would not correctly reflect the intention of the committee to refund the SMAG cataloguing amount paid by Southland District Council from November 2024 to 30 June 2025 - keeping the grant commitment would not reflect the financial position of the committee

Legal considerations

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

Strategic alignment

Strategic direction

- 11 The decisions being made in this report are consistent with the general principles of the Heads of Agreements.

Policy and plan consistency

- 12 We have not identified any inconsistencies with committees policies or plans.

Financial considerations

- 13 Attached is the finance report comparing the costs to date with the budget approved in the August meeting.
- 14 It has been identified that there was a transposition error in the budget for the refund of the SMAG cataloguing. The budget included \$43,808 excluding GST which should have been \$48,308 excluding GST. This is a difference of \$4,500.
- 15 Southland Regional Heritage Committee (SRHC) allocated a grant to Heritage South towards proposed 2024 annual training opportunity, this was not uplifted, and a change of use was approved on 28 March 2024 for 2024-2025. This grant remains unlifted. Heritage South has indicated that they will have sufficient funds to hold Heritage Month 2026 albeit a pared back version. It is proposed to remove the committed grant balance of \$5,000 to Heritage South.

Significance assessment

- 16 This matter has been assessed as of low significance/administrative in relation to both council's significance and engagement policies.

Community views

- 17 No specific community views have been sought on this matter as the decision is of low significance/administrative.

Climate change considerations

- 18 There are no climate change considerations relevant to this matter or decision.

Risk and mitigations

- 19 There are no significant risks in relation to this matter or decision.

Next steps

- 20 Implement the decisions made by the committee.

Attachments

- A Southland Regional Heritage Finance Report [📄](#)

Southland Regional Heritage Committee Finance Report			
	Actual	Budget	Variance
SDC Regional Heritage Rate:			
(16,724 rate payers @ \$38.45)	267,932	267,121	812
Gore District Regional Heritage Rate:			
(6,758 rate payers @ \$38.45)	108,269	107,133	1,135
Regional Cataloguing refund to SDC (1.11.2024 - 30.6.2025)	(48,308)	(43,808)	(4,500)
Community Trust of Southland Grant	15,000	15,000	-
Interest	1,786	-	1,786
Total Income:	344,679	345,446	(767)
Grants:			
Gore Collections	90,492	90,492	-
Te Hikoi Southern Journey	15,936	15,936	-
Roving Museum Officer	31,250	31,250	-
Roving Museum Officer (CTOS Grant)	15,000	15,000	-
RMO Supplies	-	4,167	(4,167)
General Costs	440	4,167	(3,727)
Administration	8,333	8,333	-
Audit Fees	-	20,000	(20,000)
Provision of Heritage Services Review	-	50,000	(50,000)
Legal Costs for new HOA or windup	-	15,000	(15,000)
Total Costs:	161,451	254,344	(92,893)
Surplus/(Deficit):	183,228	91,102	92,127
Funds transferred from ICC to SDC 14.7.25	1,457,551	1,457,521	30
Less commitments outstanding @ 30.6.25			
Project Ark & Audit Fees for 2024/25 excl GST	(68,484)	(68,484)	-
Expected Cash Surplus 30.11.25	1,572,296	1,480,139	
<i>Made up of:</i>			
Cash in bank 31.10.25	1,590,232		
Less Invoices to be paid:			
Audit NZ (2024/2025)	17,987		
Roving Museum Officer (Nov 25)	6,250		
Administration	8,333		
Great South	220		
GST Refund to receive	(14,854)		
	17,936		
	1,572,296		
Less Committed Funds:	(104,210)		
Cash Surplus after committed funds	1,468,086		

Forecast Statement				
	Forecast Expenditure	Uplifted	Cancelled	Balance
Southland Regional Heritage Fund				
Heritage South	5,000		(5,000)	-
towards proposed 2024 annual training opportunities to 2024-25 proposed to cancel				
Caitlins Coast Inc	8,000	(2,584)	(5,416)	-
balance cancelled at meeting on 21.8.24				
SRHC Advisory Group				
Towards holding 2 textile workshops (minutes May-24)	15,000	(10,790)		4,210
Total	28,000 -	13,374 -	10,416	4,210
Administration Fund				
RMO Charge - April 2024 to March 2025	75,000	(75,000)		-
RMO Charge - April 2025 to March 2026	75,000	(50,000)		25,000
RMO Charge - April 2026 to March 2027	75,000			75,000
	225,000 -	125,000	-	100,000
Total Committed Funds	253,000 -	138,374 -	10,416	104,210

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Client Fund Service



Transaction History

Account Details

Account Type	Client Fund Service Call Account
Account Number	00013
Client Name	SLD REGIONAL HERITAGE COMMITTEE
Client Reference	06

Current Balance **\$1,590,231.57 CR**

Date	Description	Amount
28/10/2025	Deposit 02-0924-0064987-006	\$108,268.79 CR
22/10/2025	Deposit 02-0924-0064987-006	\$212,377.99 CR
10/10/2025	Withdrawal 02-0924-0064987-006	\$146,681.00 DR

End of Report

Client Fund Service			
Transaction History			
Account Details			
Account Type	Client Fund Service Call Account		
Account Number	00013		
Client Name	SLD REGIONAL HERITAGE COMMITTEE		
Client Reference	06		
Current Balance		\$1,416,265.79 CR	
Date	Description	Amount	
03/09/2025	Withdrawal 02-0924-0064987-006	\$58,071.01 DR	
29/08/2025	Reg Interest AP	\$1,786.15 CR	
29/08/2025	Deposit 02-0924-0064987-006	\$15,000.00 CR	
06/08/2025	Deposit 02-0924-0064987-006	\$1,998.28 CR	
16/07/2025	Deposit 02-0924-0064987-006	\$1,455,552.37 CR	
End of Report			
Date 7/10/2025 Time 9:53AM Bank of New Zealand		Page 1 of 1	



Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ accounts@southlanddc.govt.nz
southlanddc.govt.nz

Regional Heritage Committee
C/- Invercargill City Council
Private Bag 90104
Invercargill 9840

Tax Invoice

GST Reg No 51-850-238

TAX INVOICE NUMBER 1187575

DATE 4 Nov 2025

CUSTOMER NUMBER 614776

DESCRIPTION	FEE
As per 'New' 2 year funding agreement for Roving Museum Officer Term 01/04/2019 to 31/03/2021	6,250.00

INVOICE TOTAL 6,250.00

This Invoice includes GST of 0.00



SOUTHLAND DISTRICT COUNCIL
PO BOX 903, INVERCARGILL 9810

Regional Heritage Committee
C/- Invercargill City Council
Private Bag 90104
Invercargill 9840

CUSTOMER NUMBER 614776

INVOICE NO 1187575

TOTAL INVOICE DUE 6,250.00

Please refer to the Payment Options on the back of this Invoice

Please include as Reference: Customer Number 614776



Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ accounts@southlanddc.govt.nz
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Regional Heritage Committee
C/- Invercargill City Council
Private Bag 90104
Invercargill 9840

Tax Invoice

GST Reg No 51-850-238

TAX INVOICE NUMBER 1187780
DATE 10 Nov 2025
CUSTOMER NUMBER 614776

DESCRIPTION	FEE
Administration 1 July to 30 November 2025	9,582.95

INVOICE TOTAL 9,582.95

This Invoice includes GST of 1,249.95



SOUTHLAND DISTRICT COUNCIL
PO BOX 903, INVERCARGILL 9810

Regional Heritage Committee
C/- Invercargill City Council
Private Bag 90104
Invercargill 9840

CUSTOMER NUMBER 614776
INVOICE NO 1187780
TOTAL INVOICE DUE 9,582.95

Please refer to the Payment Options on the back of this Invoice

Please include as Reference: Customer Number 614776



TAX INVOICE

Southland Regional Heritage Committee
PO Box 903
Invercargill
Invercargill 9840
NEW ZEALAND

Invoice Date
30 Sep 2025

Invoice Number
INV-2073

GST Number
128-466-789

Southland Regional
Development Agency Ltd
PO Box 1306
143 Spey St
Invercargill 9840
NEW ZEALAND

Description	Quantity	Unit Price	GST	Amount NZD
Allied Press - Southland Regional Heritage Committee Fund Advert	1.00	220.00	15%	220.00
Subtotal				220.00
TOTAL GST 15%				33.00
TOTAL NZD				253.00

Due Date: 10 Oct 2025

Bank Account Details
Account Name: Southland Regional Development Agency Ltd
Account No: 03-1750-0445388-000
Bank Name: Westpac
Bank Address : 62 Kelvin St, Invercargill 9810, New Zealand
Swift Code: WPACNZ2W



PAYMENT ADVICE

To: Southland Regional Development Agency Ltd
PO Box 1306
143 Spey St
Invercargill 9840
NEW ZEALAND

Customer Southland Regional Heritage Committee

Invoice Number INV-2073

Amount Due 253.00

Due Date 10 Oct 2025

Amount Enclosed

Enter the amount you are paying above