



Agenda

Tuatapere Te Waewae Community Board

Tuesday, 2 December 2025, 3.30pm

Waiau Town and Country Club, 41 King Street, Tuatapere



Chairperson
Deputy chairperson
Councillor

Anne Horrell
Blayne De Vries
Don Byars
Derek Chamberlain
Lynette Chambers
Wayne Edgerton
Marilyn Parris

What is important to us?

Our strategic framework is a big picture of what Council is planning to achieve for our communities in the next three years.

Council vision

Together, with our people, for our future. It's our Southland!

Council mission

Working together for a better Southland.

Our focus is

Strategic priorities



Connected and resilient communities - we collaboratively engage with our partners and communities, along with investing in agile and sustainable practices, to support a vibrant and thriving Southland.



Ease of doing business - we transform the customer experience through partnership, technology and continuous improvement.



Providing equity - we enable all residents to be able to access the same services and tools as part of a fair society.



Robust infrastructure - we deliver innovative and sustainable community focused infrastructure and facilities for the future



Thinking strategically and innovatively - we look for solutions outside of the norm and are not afraid to do something that we have not done before, and we think long-term about the solutions we are providing, while having the flexibility and agility to change direction as necessary.

Our goals for the LTP 2024-2034 are

Outcomes



Social - communities that are connected and have an affordable and attractive lifestyle.



Cultural - communities with a sense of belonging for all.



Environmental - communities committed to the protection of our land and water.



Economic - communities with the infrastructure to grow.



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

Councillors 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 Tuatapere Te Waewae Community Board Meeting held on 4 November 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	Delegations to the community board	8
8.2	Financial report for the year ended 30 June 2025	23
8.3	Draft budgets and rates - Annual Plan 2026/2027	35
8.4	Community partnership fund applications - August 2025 funding round	57
8.5	Local budget and projects update	117
8.6	Appointments to organisations	121
8.7	Adoption schedule of meetings	123
8.8	Chairperson's report	125
8.9	Councillor update	129

9 Closure

The chair will close the meeting.

Summary of reports

	Report Name	Purpose	Report Type	Page
8.1	Delegations to the community board	To provide information to the Tuatapere Te Waewae Community Board (community board) on the delegations from Council that were approved on 12 November 2025.	Information	8
8.2	Financial report for the year ended 30 June 2025	The purpose of this report is to present the final financial results and supporting information for the local activities within the Tuatapere Te Waewae Board area for the year ended 30 June 2025.	Information	23
8.3	Draft budgets and rates - Annual Plan 2026/2027	For the community board to consider and recommend the local budgets for the Annual Plan 2026/2027 and recommend associated local rates for the year commencing 1 July 2026.	Recommendation	of some importance 35
8.4	Community partnership fund applications - August 2025 funding round	The purpose of this report is for the Tuatapere Te Waewae Community Board to allocate funding for the August 2025 round of the Tuatapere Te Waewae Community Partnership Fund.	Decision	of some importance57
8.5	Local budget and projects update	The purpose of this report is to inform the board of the current local budget information for the Tuatapere Te Waewae area and to update the board on the status of current community projects in the board area.	Information	117
8.6	Appointments to organisations	The purpose of this report is for the community board to appoint one member as trustee of the Tuatapere Amenities Trust (trust) and one member to the Waiau Working Party (working party).	Decision	some importance121

8.7	Adoption schedule of meetings	The purpose of this report is for the community board to adopt a meeting schedule for the triennium.	Information	123
8.8	Chairperson's report	The purpose of this report is for the chair to update the board on activities they have been involved with since the previous meeting. Board members are also able to provide an update on any recent events and issues of relevance and interest to the community board.	Information	125
8.9	Councillor update	This report is to provide the community board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings from 30 July 2025 to 12 November 2025.	Information	129



Minutes

Tuatapere Te Waewae Community Board

Tuesday, 4 November 2025 , 2.07pm.
Waiau Town and Country Club, 41 King Street, Tuatapere

PRESENT

Chairperson	Anne Horrell
Members	Derek Chamberlain
	Lynette Chambers
	Wayne Edgerton
	Marilyn Parris
	Councillor Don Byars

APOLOGIES

Member	Blayne De Vries
--------	-----------------

IN ATTENDANCE

Mayor	Rob Scott
Chief executive	Cameron McIntosh
GM strategy and partnerships	Vibhuti Chopra
Community partnership leader	Stella O'Connor
Committee advisor	Rachael Poole

1 Opening

The chief executive opened the meeting and chaired the meeting until the election of the chairperson.

2 Apologies

An apology for non attendance was received from Blayne De Vries

resolved:

Moved Anne Horrell / Lynette Chambers

That the Tuatapere Te Waewae Community Board accepts the apology.

Carried

Derek Chamberlain arrived at 2.12pm.

Reports

3.1 Declarations

Record No: R/25/10/52467

The members present made their declarations, then signed their written declarations in the presence of Mayor Rob Scott in accordance with Clause 14, Schedule 7 of the Local Government Act 2002.

Blayne De Vries will complete his declaration at the next Tuatapere Te Waewae Community Board meeting.

3.2 Explanation of legislation that affects elected members

Record No: R/25/10/52468

Report Presented By Chief executive, Cameron McIntosh

The purpose of the report was to provide elected members with a general explanation of key legislation relevant to their roles, as required by law. The explanation is a requirement of the Local Government Act 2002.

Resolved

Moved Marilyn Parris / Wayne Edgerton

That the Tuatapere Te Waewae Community Board:

- a) notes the information provided by the chief executive.

Carried

3.3 Electing chairperson and deputy chairperson

Record No: R/25/10/52472

Report presented by GM strategy and partnerships – Vibhuti Chopra

The purpose of this report is for the community board to decide on the process it will use to elect its chairperson and deputy chairperson. The board then used that process to undertake the election of their chair and deputy chair.

Resolved

Moved Anne Horrell / Derek Chamberlain

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) resolves that it will use System A to elect a chairperson or deputy chairperson.

Carried

Moved Lynette Chambers / Derek Chamberlain

That the Tuatapere Te Waewae Community Board:

- c) agrees that in the event of a tie, the selection will be by way of toss of a coin.

Carried

Moved Derek Chamberlain / Lynette Chambers

- d) elects Anne Horrell to be the chairperson and Blayne De Vries to be the deputy chairperson of the Tuatapere Te Waewae Community Board

Carried

Anne Horrell assumed the chair.

3.4 Standing Orders and Code of Conduct

Record No: R/25/10/52613

Report presented by GM strategy and partnerships – Vibhuti Chopra

This purpose of this report was to present the community board with revised Standing Orders for it to consider and adopt. It also provides the board with information on a Code of Conduct that continues to apply to board members.

Resolved

Moved Marilyn Parris / Derek Chamberlain

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being administrative based on Council's Significance and Engagement Policy.
- c) adopts the Standing Orders included with this report as Attachment A which includes amendments to allow members attending a meeting virtually to count towards the quorum, and item 19.3 chair has casting vote does not apply to this board.

Carried

3.5 Setting first ordinary meeting

Record No: R/25/10/52480

This report sets the time and date for the first ordinary community board meeting of the 2025-2028 triennium.

Resolved

Moved Wayne Edgerton / Marilyn Parris

That the Tuatapere Te Waewae Community Board:

- a) resolves that the first ordinary meeting of the Tuatapere Te Waewae Community Board for the 2025-2028 triennium be held at 3.30pm on 2 December 2025 at the Waiau Town & Country Club, 41 King Street, Tuatapere.

Carried

The meeting closed at 2.41pm.

Confirmed on

Delegations to the community board

Record no: R/25/11/56131
Author: Rachael Poole, Committee advisor
Approved by: Vibhuti Chopra, Group manager strategy and partnerships
Report type: Information

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Purpose

- 1 To provide information to the Tuatapere Te Waewae Community Board (community board) on the delegations from Council that were approved on 12 November 2025.

Context

- 2 On 12 November 2025 Council adopted the community board delegations contained in Attachment A. These delegations are unchanged from the previous triennium, other than amendments to the layout to improve readability approved by Council on 13 August 2025.

Discussion

Role of the community board

- 3 Broadly, the role of the community board is to act as a link between Council and community, representing and advocating for interests of the community and making decisions on behalf of the community where it holds delegations.
- 4 The role of the community board under the Local Government Act 2002 is to:
- 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.
- 5 Council has outlined that the community board has the following additional roles:
- community wellbeing - promote and monitor social, economic, environmental, and cultural wellbeing of local communities

- community leadership - provide strategic leadership, identify key issues and opportunities, promote a shared vision, and maintain community board plans
- engagement and relationships - build strong connections with community organisations, interest groups, residents, and businesses
- advocacy - prepare submissions as part of the long term plan or annual plan process on service levels and budgets, and the priorities for the delivery of district services and levels of service in the community
- local activities - recommend service levels, budgets, and funding for local activities; monitor service delivery; support development of local management plans
- environmental management & spatial planning - comment on resource consents, recommend bylaws, advise on alcohol licensing, support civil defence planning, and recommend appeals to the Environment Court where relevant.

Delegations

- 6 The key delegations Council has made to the community board include:
- to approve project scopes (project definitions) and business cases for budgeted capital expenditure up to \$300,000
 - to accept donations of local assets up to \$30,000
 - to approve unbudgeted operating expenditure for local activities up to \$20,000
 - to approve an increase of up to \$20,000 in the projected cost of a budgeted capital works project that is included in the annual plan or long term plan
 - to approve allocation and accept highest tenders for leases/licenses of land and buildings for local activities where rental exceeds \$10,000
 - to decide on names for local open spaces, roads, and placement of structures or commemorative plaques
 - to grant funds from the Community Partnership Fund.
- 7 In exercising these delegations the community board must operate within the policies, plans, standards and guidelines and budgets adopted by Council and the needs of the community board.

Attachments

- A Community board delegations [↴](#)

8.2 Community Boards

Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 ('LGA'), Council delegates the responsibilities, duties and powers listed below to community boards to exercise within their communities (as defined in the LGA).

Any decision by a community board must be consistent with policies or standards or resolutions adopted by Council (whether or not specifically referred to in the delegations below), the needs of their local communities and the approved budget for the activity.

It is Council's intention that community boards exercise their delegations in respect of local activities. For District activities that are the responsibility of Council, community boards will have the power to review and make recommendations to Council on the levels of service on the understanding that Council will be operating on a District wide minimum level of service.

The decision as to whether the exercise of a delegated power is for a local activity will be made by the group manager customer and community wellbeing and the assigned executive leadership team member on behalf of the chief executive. The group managers may consult with the chairperson of the relevant community board.

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	Ōreti and Waihōpai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council. The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	Governance Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level). The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions. Roles outlined in the Local Government Act 2002 <ul style="list-style-type: none"> • appoint a chairperson and deputy chairperson

	<ul style="list-style-type: none"> • 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> <ul 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
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).</p> <p>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> <p>Local activities</p> <p>For local activities</p> <p>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</p> <p>b) recommend to Council rates, user charges and fees to fund local activities</p> <p>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</p> <p>d) recommend to Council or a relevant committee unbudgeted capital expenditure</p> <p>e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service</p> <p>f) support the development of local management plans (for subsequent recommendation to Council) where required by statute or in support of the district plan, or other plans for reserves, harbours, or other community facilities, except where these powers:</p> <p>a) have been delegated to Council staff</p> <p>b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)</p> <p>c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.</p> <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> <p>a) provide comment on resource consent applications referred to the community board for comment</p> <p>b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> 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. g)
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) b) to develop local community outcomes that reflect the desired goals for their community or place. <p>Community board plans</p> <ul style="list-style-type: none"> a) Regularly review and update the community board plan to keep the plan relevant. <p>Decisions on locally funded assets and services</p> <ul style="list-style-type: none"> a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000 b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000. <p>Unbudgeted expenditure</p> <ul style="list-style-type: none"> a) approve unbudgeted operating expenditure for local activities of up to \$20,000 b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan. <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> <ul style="list-style-type: none"> a) accept the highest tenders for rentals more than \$10,000 b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Community spaces and roads</p> <ul style="list-style-type: none"> a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques. b) authority to decide on the name of public roads, private roads and rights of way. <p>Community assistance</p> <ul style="list-style-type: none"> a) establish a system for prioritising allocations, based on criteria provided by Council b) grant funds from the Community Partnership Fund c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund. <p>Northern Southland development fund</p> <ul style="list-style-type: none"> a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>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 WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p>

	<p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The executive leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>
DEFINITIONS	<p>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) 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"> a) community leadership at a local board level (including local community grants) b) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities c) water facilities (boat ramps, wharves, jetties and harbour facilities) d) locally funded open spaces (parks and reserves, playgrounds and streetscapes) e) parking limits, footpaths and streetlights f) Te Anau/Manapouri Airport (for the Fiordland Community Board) g) 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>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Financial report for the year ended 30 June 2025

Record no: R/25/11/55138

Author: Nicole Taylor, Finance development co-ordinator

Approved by: Anne Robson, Group manager finance and assurance

Report type: Information

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Purpose

- 1 The purpose of this report is to present the final financial results and supporting information for the local activities within the Tuatapere Te Waewae Board area for the year ended 30 June 2025.

Executive Summary

- 2 The financial report contained in attachment A presents the final financial position of the community board accounts for the year, comparing actual income, operating expenditure and capital expenditure against both the projected budgets and the annual plan budget for 2024/2025.
- 3 It concludes the regular financial reporting provided to the board throughout the year through the community board operational report and February financial report.

Attachments

- A Tuatapere Te Waewae - Financial Report for the year ended 30 June 2025 [↓](#)



Tuatapere Te Waewae Community Board

Detailed financial report 1 July 2024 to 30 June 2025

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

☎ 0800 732 732
@ sdc@southlanddc.govt.nz
🏠 southlanddc.govt.nz

Introduction

This report provides a breakdown of the community board financial information from 1 July 2024 to 30 June 2025. The information is prepared on the same basis as the *local budget information* graph included in the two-monthly community board (CB) operational report and the *financial report to 28 February 2025* presented to the board in April 2025.

It shows the financial results for the community board activities for the year including income, operating expenses (opex), capital expenses (capex), reserves, loans, projects (including carry forwards) and any applicable development and financial contributions within the board's area.

The financial statements in this report show:

what actually happened in the year ("Actual")

what was expected to occur in the year ("Projection")

the difference between actual and projection ("Variance (Act v Prjn)")

what was included in the annual plan budget for the year ("AP Budget")

Income				Operating expenses				Capital expenses			
Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget

► "Projection" figures include the original Annual Plan 2024/2025 budget (AP Budget) adjusted for:

- any expenditure carried forward from the prior year (2023/2024) approved by Council (Sep 2024)
- any unbudgeted expenditure or forecasting changes approved by the board or Council during the financial year.

"AP Budget" data shows the adopted Annual Plan (AP) budget for 2024/2025 excluding the projection adjustments noted above.

Significant variances between the "Actual" financial information and "Projection" are explained. Variances in red text with brackets (**\$4,500**) indicate a variance where the actuals are less than projection.

The report is broken into two sections as detailed below. While the same financial data is used in both sections, they provide different levels of detail to accommodate varying requests of elected members:

- **section 1** shows summary financials at activity level
(e.g. CB > parks and reserves)
- **section 2** shows summary financials at activity, business unit, asset type and location (area/town)
(e.g. CB > parks and reserves > Orepuki)

Section

Page

1. Financial overview by activity	3
2. Financial breakdown by activity and business unit type (area/asset) 1 July 2024 to 30 June 2025	4
3. Projects for 2024/2025	7
4. Current loans	8
5. Reserves	9
6. Financial contributions	10

1. Financial overview by activity

The table and graph provides an overview of the financials for the board by activity – showing income, operating expenses and capital expenses. “Total CB” shows the overall financial results for all board activities along with “Actual v Projection (%)” variance. The key reasons for these variances are also summarised with more detailed commentary included in section 2 (Activity and Business Unit Breakdown) and section 3 (Projects).

Sub activity	Income				Operating expenses				Capital expenses			
	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget
Parks & Reserves	325,168	369,215	(44,047)	486,623	310,950	494,344	(183,394)	247,905	45,991	8,500	37,491	310,000
Footpaths	10,438	10,331	107	102,909	10,283	10,997	(714)	10,997	1,405	2,002	(597)	170,324
Halls	84,619	58,933	25,686	59,953	53,652	71,494	(17,842)	101,175	24,358	-	24,358	-
Other Property	4,238	3,897	341	3,897	-	-	-	-	-	-	-	-
Boat Ramps	4,336	4,346	(10)	4,346	988	3,367	(2,379)	3,725	-	-	-	-
Community Assistance	21,210	20,192	1,018	20,192	23,314	23,323	(9)	18,309	-	-	-	-
TOTAL CB	450,009	466,915	(16,905)	677,921	399,188	603,525	(204,338)	382,111	71,753	10,502	61,251	480,324
Act v Projn (%)			(4%)				(34%)				583%	

Tuatapere-Te Waewae CB - financial summary 1 July 2024 to 30 June 2025



Projection includes approved Annual Plan budget with timing phased + approved unbudgeted expenditure + carry forwards

Summary of financial results

Income was \$17k (4%) below projection, largely due to lower income for parks and reserves due to the timing of Better Off grant funding (\$80k) for the Tuatapere Historic Railway station project. This was offset by unbudgeted income for the Tuatapere ring fence (\$40k) vesting and an insurance payment for the Orawia hall (\$26k).

Operating expenses were \$204k (34%) under projection due to less expenditure needed for parks and hall maintenance/projects (\$89k), lower depreciation (\$28k) as a result of projects not being completed and lower grant costs related to the railway station project (\$84k).

Capital expenses were \$61k (583%) over projection due to costs incurred as a result of the car accident at Orawia hall (\$24k) and the vesting of the ring fence at the Tuatapere recreational reserve (\$40k), both of which were not included in the budget.

2. Financial breakdown by activity and business unit type (area/asset)

This section breaks down the income, operating expenses and capital expenses for each of the activity areas showing the individual business units. The business units show the type of activity/asset and the location by area/town. The significant variances between actual and projection are explained.

Sub activity & Business Unit	Income				Operating expenses				Capital expenses			
	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget
Parks & Reserves												
Rec Reserve - Tuatapere-TeWae	11,386	11,411	(25)	11,411	5,822	11,393	(5,571)	11,411	-	-	-	-
Parks & Reserves - Orepuki	29,295	29,360	(65)	29,360	42,076	59,868	(17,792)	33,919	-	-	-	-
Hirstfield Reserve Committee	2,423	2,397	26	2,397	11	-	11	-	1,360	-	1,360	-
Parks & Reserves - Tuatapere	244,821	288,988	(44,167)	406,396	237,045	378,285	(141,240)	165,077	44,631	8,500	36,131	310,000
Clifden Recreation Reserve Com	8,099	8,123	(24)	8,123	8,009	10,693	(2,684)	3,393	-	-	-	-
Monowai Reserve & Playground	21,388	21,436	(48)	21,436	15,132	26,022	(10,890)	26,022	-	-	-	-
Clifden Bridge	7,756	7,500	256	7,500	2,855	8,083	(5,228)	8,083	-	-	-	-
Total	325,168	369,215	(44,047)	486,623	310,950	494,344	(183,394)	247,905	45,991	8,500	37,491	310,000

Income was \$44k (12%) below projection, primarily due to grant income being \$80k lower than expected. This variance is driven by the timing when Better Off grant funding for the Tuatapere Historic Railway Station is recognised, which is recorded progressively as project work is completed rather than upfront. This was offset by vested asset income related to the new ring fence at Tuatapere recreational reserve which was not included in the budget but is treated as income.

Operating expenses were \$183k (37%) under projection due to lower reactive maintenance, mowing and gardening costs (\$71k) as this work is only undertaken as needed and lower expenditure on the concept design project for memorial park (\$10k). Additionally, grants paid to the Tuatapere Railway and Heritage Trust were \$80k below budget to align with progress made on the project during year. Depreciation expenses were also lower (\$18k) because of capital projects not being completed.

Capital expenses were \$38k (441%) above projection due to assets being vested to Council that were not budgeted for. The new ring fence at the Tuatapere recreational reserve was vested to Council during the year and is included in capital expenses.

Sub activity & Business Unit	Income				Operating expenses				Capital expenses			
	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget
Footpaths												
Street Works - Orepuki	3,933	4,000	(67)	33,977	4,677	4,833	(156)	4,833	-	1	(1)	54,503
Street Works - Tuatapere	6,505	6,331	174	68,932	5,607	6,164	(557)	6,164	1,405	2,001	(596)	115,821
Total	10,438	10,331	107	102,909	10,283	10,997	(714)	10,997	1,405	2,002	(597)	170,324

No significant variances.

Sub activity & Business Unit	Income				Operating expenses				Capital expenses			
	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget
Community Assistance												
Community Leadership Tuatapere	15,541	14,566	975	14,566	13,300	13,309	(9)	13,309	-	-	-	-
Tuatapere Ward Pool Rate	5,669	5,626	43	5,626	10,014	10,014	-	5,000	-	-	-	-
Total	21,210	20,192	1,018	20,192	23,314	23,323	(9)	18,309	-	-	-	-

No significant variances.

Sub activity & Business Unit	Income				Operating expenses				Capital expenses			
	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget
Halls												
Hall - Orepuki	15,964	16,569	(605)	16,569	20,616	24,301	(3,685)	43,412	-	-	-	-
Hall - Tuatapere	21,963	21,021	942	21,021	19,175	23,195	(4,020)	33,229	-	-	-	-
Hall - Clifden	9,193	8,912	281	8,912	5,370	9,288	(3,918)	9,812	-	-	-	-
Hall - Orawia	37,500	12,431	25,069	13,451	8,491	14,710	(6,219)	14,722	24,358	-	24,358	-
Total	84,619	58,933	25,686	59,953	53,652	71,494	(17,842)	101,175	24,358	-	24,358	-

Income was \$26k (44%) over projection mainly due to insurance claim expected to be received for damage to the Orawia hall caused by a car accident.

Operating expenses were \$18k (25%) under projection mainly due to an underspend in maintenance and cleaning costs which are largely reactive (\$8k) and only undertaken when needed and reduced depreciation expenses resulting from projects not being completed (\$7k).

Capital expenses were \$24k over projection due to repair costs for the Orawia Hall following an accident. As these repairs were unplanned, they were not included in the original projection.

Sub activity & Business Unit	Income				Operating expenses				Capital expenses			
	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget
Other Property												
Cosy Nook	4,238	3,897	341	3,897	-	-	-	-	-	-	-	-
Total	4,238	3,897	341	3,897	-	-	-	-	-	-	-	-

No significant variances.

Sub activity & Business Unit	Income				Operating expenses				Capital expenses			
	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget	Actual	Projection	Variance (Act v Prjn)	AP Budget
Boat Ramps												
Boat Ramps - Tuatapere-Te WaeW	4,336	4,346	(10)	4,346	988	3,367	(2,379)	3,725	-	-	-	-
Total	4,336	4,346	(10)	4,346	988	3,367	(2,379)	3,725	-	-	-	-

Income was on par with projection.

Operating expenses were \$3k (71%) below projection, primarily due to lower capital expenditure in prior years, which resulted in reduced depreciation costs.

There were no capital expenses.

3. Projects for 2024/2025

The table details the community board's locally funded projects for 2024/2025. It does not include any district funded projects in the board area. It consists of projects from the Annual Plan 2024/2025, prior year projects carried forward and any additional projects approved by the board during the year. The table details the project status at 30 June 2025 and actual costs incurred compared to projection as well as the original Annual Plan (AP) budget. It also identifies projects that have been carried forward or pushed to a future year either as part of the Annual Plan 2025/2026 or approved by Council on 18 September 2025.

Activity	Type	Business Unit	Code CAMMS + Fulcrum	Name	Status	Actual	Projection Budget	AP Budget	Variation (Act v Projn)	Funding source
PROJECTS										
Parks & Reserves	CAPEX	Parks & Reserves - Tuatapere	P-11091 P-11091A	Tuatapere - Historic Railway Station	In progress - On Track	113,038	192,592	310,000	(79,554)	Grants
Parks & Reserves	CAPEX	Parks & Reserves - Tuatapere	P-11474	Tuatapere Domain Gate	Carry Forward Likely	2,681	8,500	-	(5,819)	Reserve
Parks & Reserves	OPEX	Parks & Reserves - Tuatapere	P-11459 FPARK025A	Tuatapere - Concept design for Memorial Park	Complete	1,950	11,100	11,100	(9,150)	Reserves
Footpaths	CAPEX	Street Works - Orepuki	FFOOT001g	Orepuki - Footpath renewal programme 2024/2025 to 2026/2027	Pushed to Future Year	-	-	54,503	-	Reserves
Footpaths	CAPEX	Street Works - Tuatapere	FFOOT001M	Tuatapere - Footpath renewal programme 2024/2025 to 2026/2027	Pushed to Future Year	-	-	113,821	-	Reserves
Footpaths	CAPEX	Street Works - Tuatapere	FFOOT102A	Tuatapere - New streetlight on Birch Street	Complete	1,405	2,000	2,000	(595)	Loan
Halls	OPEX	Hall - Orepuki	P-11443 FHALL058A	Orepuki Hall - Handrails, parking and landscaping	Pushed to Future Year	-	-	20,000	-	Reserves
Halls	OPEX	Hall - Tuatapere	P-11444 P-11444A	Tuatapere Hall - Remove chimneys	Pushed to Future Year	-	-	9,000	-	Reserves
Total						119,074	214,192	520,424	(95,118)	

4. Current loans

The table below details the loans within the community board area at 30 June 2025. It shows the balances for the year including any repayments on existing loans and new loans drawn down. Interest on loans has been applied at a rate of 5.67%.

Activity	Town/Area	Loan description	Opening balance 1-Jul-24	Repayment 24/25	Drawdown 24/25	Closing balance 30-Jun-25	Years remaining @ 30-Jun-25
Parks & Reserves	Tuatapere	Bennett Memorial playground P-10821 21/22	8,902	(433)		8,468	13
Parks & Reserves	Tuatapere Te Waewae	Monowai Village Playground P-10770 21/22	15,528	(756)		14,772	13
Halls	Orepuki	Orepuki Hall Roofing P-10573A CF 21/22	17,729	(543)		17,186	18
TOTAL LOANS			42,159	(1,733)		40,426	

5. Reserves

The table below summarises the reserve movements for the community board reserves for 1 July 2024 to 30 June 2025. Interest was allocated to local reserves based on the average reserve balance for the year at a rate of 2%. “*Movement To*” reserves shows funds transferred into reserves usually as a result of either interest being applied, surplus income being received or underspends in expenditure. “*Movement From*” reserves typically occur where reserves were used to fund projects or capital expenditure or where extra funding is needed because income was lower or expenditure was higher than budgeted. *Ward reserves relate to the Wallace Takitmu, Ōraka Aparima and Tuatapere Te Waewae community board areas.

Reserve	Opening Balance 1 July 2024	Movement To/(From)	Closing Balance 30 June 2025
Tuatapere Te Waewae CB	93,577	39,862	133,439
Tuatapere Te Waewae Total	93,577	39,862	133,439
Orepuki community centre	10,148	(374)	9,774
Orepuki general	1,145	23	1,168
Orepuki Total	11,293	(351)	10,942
Tuatapere community centre	34,090	3,284	37,374
Elder park forestry	26,093	522	26,615
Tuatapere general	170,226	(27,833)	142,393
Tuatapere pool	36,113	(4,345)	31,768
Tuatapere property	3,342	67	3,409
Waiau river collection	687	14	701
Tuatapere water meridian contribution	7,977	160	8,136
Tuatapere Total	278,528	(28,132)	250,396
Clifden community centre	15,983	3,823	19,806
Orawia community centre	3,040	5,390	8,430
Hall Total	19,024	9,213	28,236
Clifden recreation reserve	44,464	89	44,553
Cosy Nook reserve	39,670	4,238	43,909
Hirstfield reserve	28,927	(19,937)	8,990
Waiau Aparima Ward*	225,606	4,512	230,118
Other reserve Total	338,667	(11,097)	327,570
TOTAL	741,089	9,495	750,584

6. Financial contributions

Council currently collects reserve financial contributions for the **acquisition, improvement and development of reserves** under it's the Southland District Plan (FIN-O2, FIN-P2, FIN-R1). Under the plan, Council may collect these contributions for the purposes of:

- offsetting the effects of development on reserve infrastructure
- securing environmental compensation for adverse effects associated with development that cannot be avoided, remedied or otherwise mitigated, so that a positive environmental outcome is achieved
- adding to the quality and diversity of open spaces and recreation areas available to communities within the District.

The table below shows the current breakdown of reserve contributions held by Council as at 31 October 2025, associated with the board area. These can be used to fund park/reserve capital projects that meet requirements as described.

This information is provided to enable the board to give feedback to Council and staff on how the funds might be allocated in the current and future years. Given the restrictions on their use, staff review these funds during project planning and again before the end of each financial year. Contributions have a ten-year expiry period. Therefore, any contributions due to expire by 30 June 2026 that have not been allocated by community boards or staff will be redirected to qualifying projects elsewhere in the district.

Reserve Financial Contributions under RMA/District Plan		
What can these be used for - Capital expenditure only (not maintenance) to acquire, improve and develop reserves in any part of the district to mitigate/offset/compensate for the effects of development or to add to the quality and diversity of open spaces and recreation areas available to communities within the District.		
Where can these be used - Across the district but Council has historically placed a priority on allocating towards capital expenditure in the general location of the consent activity (township, rural, community board, ward)		
Area	Total available	Expiring June 2026
Tuatapere	222	-
Rural	1,911	-
TOTAL	2,132	-

Draft budgets and rates - Annual Plan 2026/2027

Record no: R/25/11/55687
Author: Susan McNamara, Finance business partnering lead
Approved by: Anne Robson, Group manager finance and assurance
Report type: Recommendation

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- notes the information contained in the report.
- notes that the matter or decision in this report is assessed as being of some importance based on Council's Significance and Engagement Policy and therefore is not significant. The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.
- 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.
- confirms the local budgets and work programmes attached (including any amendments agreed at the meeting) and recommends to Council that these be included in the draft Annual Plan 2026/27.
- agrees that the following changes be made to the 2025/26 local community board projects and recommends to Council that these be incorporated into Council's 2025/26 forecasting process:

Town: Project	Current budget (2025/26)	Revised budget (2025/26)	Recommended timing (year) and budget
Tuatapere (P-11474) - Tuatapere Domain Gate	\$5,819	\$0	Budget removed as project on hold due to restrictions in the roading bylaw which restricts gate location and requires bylaw review to proceed.
Orepuki (P11496 / FPARK024A) Water Tower Repairs	\$102,000	\$0	Project budget removed as work being completed by a community group with a reserve funded grant

- recommends to Council that for the year commencing 1 July 2026 it recovers the total amount for each rate as follows (subject to resolution (d) and (e)):

Rate Description	Rate (GST inclusive)
Tuatapere Te Waewae Community Board rate	\$204,603
Clifden Hall rate	\$6,708
Orawia Hall rate	\$11,015

<u>Rate Description</u>	<u>Rate (GST inclusive)</u>
Orepuki Hall rate	\$23,664
Tuatapere Hall rate	\$25,760
Tuatapere Ward Pool rate	\$5,750

- g) recommends to Council the setting of the following fees and charges for the year commencing 1 July 2025:

<u>Fee/Charge Description</u>	<u>Notes</u>	<u>Fee/Charge (GST inclusive)</u>
Clifden hall		
Hall hire	Per hour (note minimum 4 hour booking for casual user)	11.50
Bond	No GST	250.00
Orawia hall		
Hall hire	Per hour (note minimum 4 hour booking for casual user)	15.00
	Per day (8 hours)	115.00
	Additional night charge	175.00
Not for profit/community group	Per hour	11.50
Bond (at the discretion of the custodian)	No GST	250.00
Orepuki hall		
Main hall hire	Per hour (note minimum 4 hour booking for casual user)	15.00
	Per day (8 hours)	115.00
Not for profit/community group	Per hour	11.50
Lounge	Per hour (note minimum 4 hour booking for casual user)	10.00
	Per day (8 hours)	64.00
	Additional night charge	175.00
Not for profit/community group	Per hour	5.00
Bond	No GST	250.00
Tuatapere hall		
Hall hire	Per hour (minimum booking 4 hours for casual users)	15.00
	Per day (8 hours)	115.00
	Additional night charge	175.00
Not for profit/community group	Per hour	11.50

- h) delegates authority to the board chair to approve any minor changes required to the budgets following this meeting.

Purpose

- 1 For the community board to consider and recommend the local budgets for the Annual Plan 2026/2027 and recommend associated local rates for the year commencing 1 July 2026.

Executive summary

- 2 Council is in the process of preparing the Annual Plan (AP) 2026/2027 which will confirm the budgets and projects for the year compared to what was forecast in year three of the Long Term Plan (LTP) 2024-2034.
- 3 The report contains information about the proposed local activities and projects for the Tuatapere Te Waewae area in 2026/27 which are provided under the governance of the board.
- 4 The report and attachment detail the proposed 2026/27 budgets for these activities and the resulting local rates to be recommended to Council. Based on the current draft budgets, the total rate revenue needed to fund the community board rate would increase by **\$1,070 (0.53%)** from **\$203,533 to \$204,603** (GST inclusive). The main driver for the change in the community board rate is **increases in loan interest and principal repayments (\$4k) offset by reductions in maintenance (\$3k)**. The table below shows what this equates to per unit using the current number of rating units.

Community Board Rate	Current rate per unit 25/26 (Incl GST)	Proposed rate per unit 26/27 (Incl GST)	Change
CB Rate - Urban Full Charge	\$409.94	\$411.06	\$1.12
CB Rate - Semi-Urban Half Charge	\$204.97	\$205.53	\$0.56
CB Rate - Rural Quarter Charge	\$102.48	\$102.76	\$0.28

- 5 This compares to the 6.70% increase forecast in year three of the LTP where the urban full charge rate per unit was forecast to increase by around \$29.
- 6 Other hall and pool rates have different increases ranging from a reduction of 16.4% for the Orawia Hall to an increase of 21% for the Orepuki Hall. More details about the community board rate and other local rates changes are shown in *Financial considerations* section of the report from paragraph 29 and attachment A.

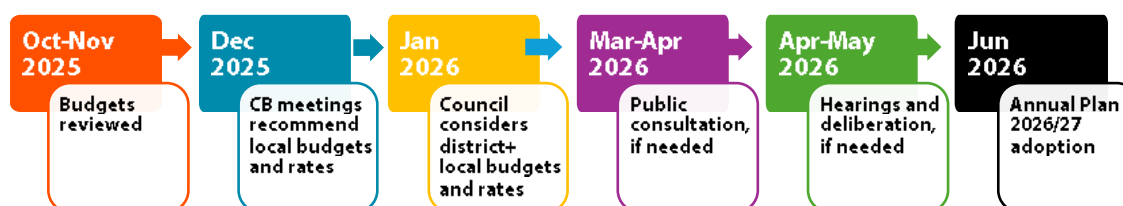
Other Rate	Current rate per unit 25/26 (Incl GST)	Proposed rate per unit 26/27 (Incl GST)	Change
Clifden Hall Rate	\$71.73	\$72.92	\$1.19
Orawia Hall Rate	\$123.12	\$102.94	(\$20.18)
Orepuki Hall Rate	\$124.95	\$150.73	\$25.78
Tuatapere Hall Rate	\$56.99	\$64.72	\$7.73
Tuatapere Ward Pool Rate	\$7.38	\$7.38	-

- 7 The board is now being asked to discuss and confirm the relevant draft budget and local rates for 2026/27 which will be incorporated into the draft annual plan financial statements scheduled to be discussed by Council in early 2026. As part of this Council will also consider whether it wishes to carry out consultation with the community on the draft plan with any consultation likely to occur around March/April 2026.
- 8 The final Annual Plan (incorporating any changes resulting from consultation) is expected to be adopted in June 2026. This is the point at which community board budgets and rates for 2026/27 will be confirmed and the information will be used to set rates for the year beginning 1 July 2026.

Context

- 9 Council prepares an annual plan in the years when it is not preparing a Long Term Plan (LTP). The LTP is adopted every three years and sets the overall strategic direction, community vision, activities, levels of service, key projects and financial strategy for 10 years.
- 10 The Annual Plan 2026/27 updates year three of LTP 2024-2034 and explains any changes. Where changes are not considered material or significant, Council is not required to consult but is likely to provide an update to the community on what is planned.

Annual Plan timeline



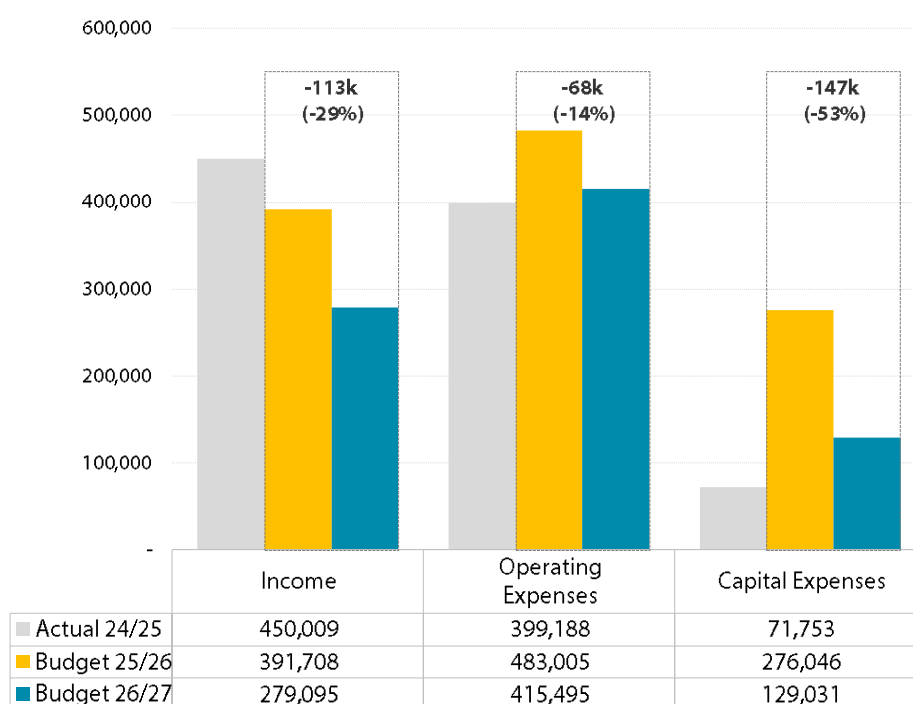
- 11 The board is also being asked to review and confirm the local activity budgets and recommend the rates and fees for the 2026/27 year in line with the role of community boards as detailed in the community board terms of reference.
- 12 The information in this report has been prepared using the financial information for year three of the LTP and previous discussions between the board and relevant staff. Budgets have been updated to reflect any known changes (such as new contract pricing or prior-year actual costs), and project timings have been adjusted to reflect:
 - changes approved by Council in August 2025 where 2024/25 projects that were not completed have been carried forward to 2025/26, pushed to a future year or removed (as detailed in the project table in the separate financial report for year ended 30 June 2025 included in the agenda)
 - a review of the deliverability of the revised 2025/26 project programme. Staff have assessed the likelihood of delivering the revised total Council project programme and are recommending minor changes for board confirmation. These will also be presented to Council as part of a consolidated project report in December 2025.
- 13 In September, Council's Finance and Assurance Committee also endorsed the key financial assumptions for the Annual Plan 2026/27, including interest on borrowings set at 4.82%, interest on local reserves at 2%. These interest rates have been used to calculate interest applied to loans and reserves in the 2026/27 budgets.
- 14 **The board are being asked to review and confirm the attached information:**
 - **budget summary (part A)**
 - **changes to the community board and other local rates (refer paragraph 29 and part B)**
 - **proposed schedule of 2026/27 projects and current status of 2025/26 projects (part C)**
 - **loans (part D)**
 - **reserve movements (part E)**
 - **fees and charges (part F)**

Discussion

Key changes in budget (2025/26 to 2026/27)

- 15 The graph below shows that budgeted income, operating and capital expenses are lower than budgeted in 2025/26.

Tuatapere Te Waewae CB: income and expenses trend



- 16 **Income is \$113k (29%) lower**, primarily because the 2025/2026 budget included an unusually high amount due to the \$117k 'Better Off' funding grant for the Tuatapere Historic Railway Station.
- 17 **Operating expenses are \$68k (14%) lower**, primarily due to a \$50k reduction in maintenance projects compared to the previous year, along with a \$20k decrease in parks and reserves tree and hedge maintenance.
- 18 **Capital expenses are \$147k (53%) lower.** The decrease is primarily due to a reduction in capital projects, with only one planned initiative (to renew equipment at the Jack and Mattie Bennett Memorial Park Playground) and no footpath renewal work scheduled.
- 19 More information about the 2026/27 budget can be found in part A of the attachment. The attachment also includes details of the projects, loans, reserves and fees.

Other issues for the board to note:

- 20 **Orawia Hall** – while the hall is temporarily closed, rates and fees for 2026/27 have been retained on the basis that the hall will reopen once repair work has been completed. In the meantime, any rates collected that are not expended on the hall will be transferred to the hall reserve and fees will apply again once the hall reopens.

- 21 **Clifden Hall** – the board has requested a review of the hall’s future. As this work is still underway, the proposed rates and fees for 2026/27 will remain unchanged, with the review outcomes to be considered during the upcoming LTP process.

Options

- 22 The following reasonably practicable options have been identified and assessed in this report:

Option 1 - recommend that Council include the proposed budgets and rates outlined in this report (including any minor amendments agreed at the meeting) in the draft Annual Plan 2026/27

Option 2 - make significant changes to the proposed budgets and rates outlined in this report and recommend that Council include the revised budgets and rates in the draft Annual Plan 2026/27

Option 3 - do not recommend the proposed budgets and rates to Council for inclusion in the draft Annual Plan 2026/27.

Recommended option:

- 23 Option 1 - recommend that Council include the proposed budgets and rates outlined in this report (including any minor amendments agreed at the meeting) in the draft Annual Plan 2026/27.

Option 1 – recommend that Council include the proposed budgets and rates outlined in this report (including any minor amendments agreed at the meeting) in the draft Annual Plan 2026/27

Advantages	Disadvantages
<ul style="list-style-type: none"> enables the draft annual plan to be progressed within the legislative timeframe local rates recommendation finalised budgets and projects can be updated or reviewed annually as part of the annual plan budgeting process (or approved via unbudgeted expenditure process). 	<ul style="list-style-type: none"> if the board wants significant changes but hasn’t advised staff these will not be incorporated.

Option 2 – make significant changes to the proposed budgets and rates outlined in this report and recommend that Council include the revised budgets and rates in the draft Annual Plan 2026/27

Advantages	Disadvantages
<ul style="list-style-type: none"> the proposed budgets and projects can reflect any further changes requested by the board. 	<ul style="list-style-type: none"> flow-on impact of any budget change on income and expenditure including rates required (which may need to be recalculated) the potential impact of any changes on levels of service or need to rescope works or the ability of the revised work programme to be delivered may impact the delivery of the annual plan within the legislative timeframe and/or require an additional meeting to recommend the revised budgets and rates.

Option 3 – do not recommend the proposed budgets and rates to Council for inclusion in the draft Annual Plan 2026/27

Advantages	Disadvantages
<ul style="list-style-type: none"> no advantages. 	<ul style="list-style-type: none"> Council may have to make decisions on the local budgets and rates for the draft annual plan directly may impact the delivery of the annual plan within the legislative timeframe.

Legal considerations

- 24 Under the section 95 of the Local Government Act (LGA) 2002, Council is required to prepare an annual plan. The draft budgets attached, including details of projects and rates, will form part of the activity, financial and funding impact statements in Annual Plan 2026/27.
- 25 Section 23 of the Local Government Rating Act (LGRA) 2002 requires that any rates must be set in accordance with the relevant provisions of the Council's funding impact statement (FIS) which is contained within the Council's adopted long term or annual plan.
- 26 Community boards have been delegated responsibility for recommending rates for local activities in the board area to Council. However, Council cannot delegate authority for rate setting, meaning any changes to rates must be approved by Council and included in either the annual plan or LTP FIS.

Strategic alignment

Strategic direction

- 27 The decision to confirm budgets and recommend rates and fees is aligned with Council's strategic direction as outlined in the LTP and the relevant community board plans. The proposed budget, rates, and fees support the delivery of Council's strategic priorities and community outcomes by maintaining agreed levels of service and continuing the implementation of projects identified in the LTP.

Policy and plan consistency

- 28 This matter has been assessed against Council's policies and plans, and no inconsistencies have been identified. The recommendations are consistent with the LTP and other relevant policies, and therefore no amendments are required under Section 80 of the Local Government Act.

Financial considerations

- 29 Based on the current budgets, the total rate revenue needed to fund the community board rate would increase from **\$203,533 in 2025/26 to \$204,603 in 2026/27** (incl GST) which equates to a **\$1,071 (0.53%)** increase. Using the current estimate of rating units, this equates to a \$1.12 increase per unit for CB urban rate bringing the total urban rate to **\$411.06**. This compares to the 6.70% increase forecast from year two to year three of the LTP where the urban full charge rate per unit was forecast to increase by around \$29 to \$456.
- 30 Table 1 below shows the key reasons for the rate change.
- 31 Table 2 shows the resulting potential rate per unit charge based on the proposed budgets for 2026/27 and number of units as at mid November 2025. The final rates will be calculated using the number of units at the time the annual plan is finalised.
- 32 Where applicable the board may also want to consider if it would be appropriate for all or some of any additional costs to be funded from reserves or loans, including any applicable financial contributions which may be available (refer to the separate financial report for year ended 30 June included in the agenda).
- 33 Table 3 shows the proposed changes in other local rates like halls and pools.

Table 1: Community Board Rate > proposed total rate revenue

	Movement	Reason for change
Current rate revenue: 2025/26 (excl GST)	\$176,985	
<i>Increases/(decreases) due to:</i>		
Boat Ramps		
Increase in maintenance	\$437	Costs in a non-maintenance year to allow for a condition assessment report.
Community Assistance		
Increase in community partnership grant	\$163	Inflationary increase
Footpaths		
Increase in loan interest and principal repayments	\$3,793	Due to completion of footpath renewal in 2025/26
Increase in footpath maintenance	\$91	Inflationary increase in Orepuki and Tuatapere
Parks and reserves		
Decrease in all maintenance and mowing	(\$3,553)	Based on 2024/25 actuals and split between external contractors and community maintenance team
Proposed rate revenue: 2026/27 (excl GST)	\$177,916	Change from prior year (excl GST) > \$931
Plus GST	\$26,687	

	Movement	Reason for change
Proposed rate revenue: 2026/27 (incl GST)	\$204,603	Change from prior year (incl GST) > \$1,071 > 0.53%

Table 2: Community Board Rate > proposed rate per unit

Community Board Rate	Differential Factor	Current rate per unit 25/26 (Incl GST)	Proposed rate per unit 26/27 (Incl GST)	Change	
				\$	%
CB Rate Urban - full charge (297 units rated)	1	\$409.94	\$411.06	\$1.12	0.27%
CB Rate Semi Urban - half charge (98 units rated)	0.50	\$204.97	\$205.53	\$0.56	0.27%
CB Rate Rural - quarter charge (607 units rated)	0.25	\$102.48	\$102.76	\$0.28	0.27%

The % change per unit may differ from the total rate revenue % change due to variations in the number of rating units between years.

Table 3: Other local rates > proposed total rate revenue and rate per unit

Other Local Rates (e.g. Hall and Pool)	Current rate revenue 25/26	Proposed rate revenue 26/27	Current rate per unit 25/26	Proposed rate per unit 26/27	Change	
	(Incl GST)	(Incl GST)	(Incl GST)	(Incl GST)	\$	%
Clifden Hall Rate (92 units rated)	\$6,599	\$6,708	\$71.73	\$72.92	\$1.19	1.66%
Orawia Hall Rate (107 units rated)	\$13,174	\$11,015	\$123.12	\$102.94	(\$20.18)	(16.39%)
Orepuki Hall Rate (157 units rated)	\$19,243	\$23,664	\$124.95	\$150.73	\$25.78	20.63%
Tuatapere Hall Rate (398 units rated)	\$22,625	\$25,760	\$56.99	\$64.72	\$7.73	13.57%
Tuatapere Ward Pool Rate (780 units rated)	\$5,750	\$5,750	\$7.38	\$7.38	(\$0.00)	(0.0%)
Total	\$67,392	\$72,898				

- 34 The main driver for the change in the other rates are as follows:
- Clifden hall rate: inflationary increase for electricity and maintenance
 - Orawia hall rate: reduction in electricity and maintenance reflecting actual costs for 2024/25 and that the hall is currently under repair.
 - Orepuki hall rate: increase in maintenance (\$2,450) and loan repayment costs (\$1,303)
 - Tuatapere hall rate: increase in maintenance costs (\$2,450).

Significance assessment

- 35 The decision for the community board to recommend rates and fees is assessed as being of some importance under Council's Significance and Engagement Policy because:
- the proposed budget and rates continue the implementation of the overall direction, levels of service, and projects set in the LTP
 - the community board activity budget and rates represent a very small portion of Council's overall expenditure, and no significant increases are proposed.
- 36 Given these factors, the matter does not materially affect Council's overall financial position or service delivery, but it is relevant to the community board's responsibilities and therefore warrants some level of significance.

- 37 Community engagement will be limited to informing stakeholders of the proposed rates and fees as part of the annual plan process. No additional statutory consultation is required because the changes are not considered material or significant under the LGA.

Category	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

Community views

- 38 As noted above, in preparing the budget information, staff have considered feedback provided by the board when developing the LTP and also in subsequent discussions on the Annual Plan 2025/26 and budget updates throughout the year.
- 39 At this stage staff have not undertaken any further work to understand community views around the proposed budgets given that these have been based on year three of the LTP which was adopted following public consultation.
- 40 With budgets still to be finalised, Council is yet to consider whether it will consult on the annual plan. Any decision to consult will be dependent on the significance of changes proposed from the LTP and any particular issues requiring feedback.
- 41 If Council decides to consult on the annual plan, there is an opportunity for any significant issues affecting local communities to be included in an annual plan consultation document which will be publicly available (likely during March/April 2026). If consultation is not required, Council will also consider what form of community engagement is required, if any.
- 42 As such, the community board is asked to advise staff of any local issues/projects that they would like to be highlighted in the consultation material (should Council proceed with consultation) where they are wanting to encourage feedback from the local community or let the community know of any significant projects. The board, in conjunction with the communications team, may also want to undertake additional separate communications within their communities about the board's proposed programme of work for 2026/27.

Climate change considerations

- 43 While the decision to recommend local budgets and rates for the Annual Plan 2026/27 has no direct climate change considerations, the projects and activities funded through these budgets provide opportunities to reduce emissions and improve climate change resilience. This can be achieved through the design and location of any physical assets to be built or replaced by considering changing rainfall patterns and sea-level rise, and by seeking ways to reduce greenhouse gas emissions in how work is carried out (e.g. moving away from fossil fuel use). At

this stage, staff have not assessed the emissions impact of the board's budget. However, as most expenditure relates to maintaining current levels of service, a significant increase in emissions is unlikely. Resilience to climate change is addressed during project scoping and design processes.

Risk and mitigations

- 44 Recommending local budgets and rates for the Annual Plan 2026/27 carries financial and operational risks, particularly if budgets are insufficient to fund actual costs. This may occur where projects are not fully scoped or priced, or where actual contract prices exceed estimates. This is considered to be a medium risk, one that is likely to occur but with minor consequences given that the community board budgets collectively make up around 7% of Council's overall expenses. Council staff are currently reviewing and re-tendering contracts for gardening, toilet and office cleaning, and tree maintenance, which are due to be in place by 1 July 2026. These may result in actual costs differing from budgeted amounts. If this occurs, and depending on the size of any funding gap, the board may need to approve unbudgeted expenditure using short-term loan or reserve funding until the next budgeting review. The board may also need to reprioritise or defer non-essential projects, adjust service levels, or seek alternative funding sources. This risk can be mitigated through updated cost estimates and early communication with the board.
- 45 There is also low social (reputational) risk if the community board make significant changes to projects from those originally forecast in the Long-Term Plan as the community has been consulted on that programme. This risk can be mitigated through clear communication with the Tuatapere Te Waewae community about the reasons for any changes.

Next steps

- 46 Recommendations made through this budget process from all community boards will be incorporated into the annual plan financial statements which are expected to be considered by Council in early 2026.

Attachments

- A Tuatapere Te Waewae Budget and Rates Annual Plan 2026/2027 [↓](#)

Attachment – Tuatapere CB Proposed budgets and rates 2026/27

This paper provides details of the proposed 2026/27 budgets and rates for the board's local activities:

A. Budget summary and business unit breakdown

These tables show the breakdown of income, operating expenditure (opex), capital expenditure (capex) and funding sources by activity. The data shown includes the prior year actuals (2024/25), current budget (2025/26) and what is now proposed for the Annual Plan 2026/27. The second set of tables show the same information for each business unit associated with the activity.

B. Rate Calculations

This details the change in the total community board rate (showing the related activity breakdown) and other local rates based on what has been included in the draft budget for Annual Plan 2026/27 compared to the current 2025/26 budget.

C. Project Information

This shows the proposed projects for the Annual Plan for 2026/27 and the status of current 2025/26 projects (noting any proposed changes as per recommendation).

D. Loans

This shows the loans held by the board and loans expected to be drawdown and repaid in 2026/27 and the projected balance at 30 June 2027.

E. Reserves

This shows:

- actual reserve balances at 30 June 2025
- planned movement for 2025/26 (which includes the annual plan movement and any adjustments through carry forwards, unbudgeted expenditure and proposed changes to project timing) making up the projected balance at 30 June 2026
- proposed annual plan movement for 2026/27 making up the projected balance at 30 June 2027.

F. Fees and charges

The schedule shows the current 2025/26 fees that the board recommends to Council. Staff are seeking guidance from the board about what movement in fees is proposed for 2026/27. Staff may have included a suggested fee increase/decrease as part of the budgeting process for the board to consider.

A. Budget summary

The table and graphs provide an overview of the financials for 2026/27 showing income, operating expenses, capital expenses for the various activities. Parks and reserves make up the majority of the board's income and expenses followed by halls.

Income (\$280k) includes rates (86%), grants (4%), hire/rental income (5%) and reserve interest (4%). These will vary depending on the costs of the activities and any capital projects (often grant funded). Grant funding also includes subsidies from NZTA (Waka Kotahi) for footpath work and Council for community assistance funding.

Operating expenses (\$415k) are the everyday costs of running the board's activities including maintenance (47%), mowing/gardening/cleaning (22%), depreciation (18%), grants (7%), insurance (5%) and interest (1%). Parks and reserves make up the majority of operating costs for gardening, mowing, trimming trees and hedges, and general maintenance upkeep followed by halls.

Capital expenses (\$129k) are the costs of replacing, acquiring or upgrading physical assets. These are investments in things that will provide value for many years, not just the current year and vary from year to year like replacing a roof or building a new playground. The board recommends the proposed capital projects as part of the three yearly Long Term Plan process with a review every other year through the Annual Plan process. The budgeted 2026/27 capital costs are for the at the Jack and Mattie Bennet Memorial Park. This project is funded through loans and reserves.

Tuatapere-Te Waewae CB: 26/27 budget by activity

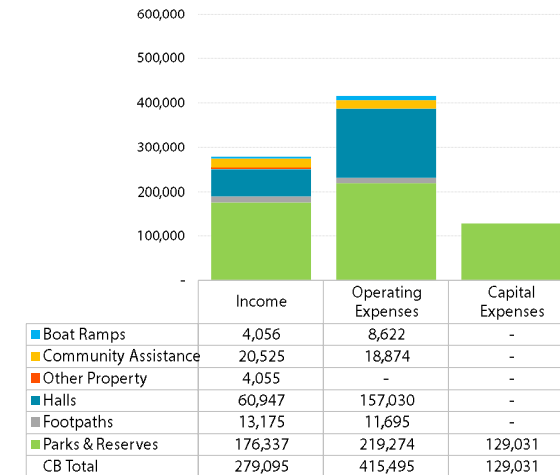


Table 1: Budget summary

Subactivity	Income						Operating Expenses						Capital Expenses					
	Actual 24/25	Budget 25/26	Budget 26/27	Change		Actual 24/25	Budget 25/26	Budget 26/27	Change		Actual 24/25	Budget 25/26	Budget 26/27	Change		Actual 24/25	Budget 25/26	Budget 26/27
				\$	%				\$	%				\$	%			
Parks & Reserves	325,168	297,232	176,337	(120,895)	(41%)	310,950	347,591	219,274	(128,317)	(37%)	45,991	117,408	129,031	11,623	10%			
Footpaths	10,438	9,180	13,175	3,995	44%	10,283	9,779	11,695	1,916	20%	1,405	144,358	-	(144,358)	(100%)			
Halls	84,619	57,456	60,947	3,491	6%	53,652	99,062	157,030	57,968	59%	24,358	14,280	-	(14,280)	(100%)			
Other Property	4,238	3,975	4,055	80	2%	-	-	-	-	-	-	-	-	-	-			
Community Assistance	21,210	20,246	20,525	279	1%	23,314	18,575	18,874	299	2%	-	-	-	-	-			
Boat Ramps	4,336	3,619	4,056	437	12%	988	7,998	8,622	624	8%	-	-	-	-	-			
Grand Total	450,009	391,708	279,095	(112,614)	(29%)	399,188	483,005	415,495	(67,511)	(14%)	71,753	276,046	129,031	(147,015)	(53%)			

Table 2: Budget breakdown by business unit (activity/area)

Activity & area	Income					Operating expenses					Capital expenses				
	Actual	Budget	Budget	Change		Actual	Budget	Budget	Change		Actual	Budget	Budget	Change	
	24/25	25/26	26/27	\$	%	24/25	25/26	26/27	\$	%	24/25	25/26	26/27	\$	%
Parks & Reserves	325,168	297,232	176,337	(120,895)	(41%)	310,950	347,591	219,274	(128,317)	(37%)	45,991	117,408	129,031	11,623	10%
Parks & Reserves - Orepuki	29,295	25,675	24,164	(1,511)	(6%)	42,076	134,806	31,296	(103,510)	(77%)	-	-	-	-	-
Parks & Reserves - Tuatapere	244,821	221,356	105,180	(116,176)	(52%)	237,045	164,323	145,655	(18,668)	(11%)	44,631	117,408	129,031	11,623	10%
Clifden Recreation Reserve Com	8,099	8,217	8,311	94	1%	8,009	3,587	839	(2,748)	(77%)	-	-	-	-	-
Hirstfield Reserve Committee	2,423	2,195	2,239	44	2%	11	-	-	-	-	1,360	-	-	-	-
Monowai Reserve & Playground	21,388	20,434	17,065	(3,369)	(16%)	15,132	24,937	21,523	(3,414)	(14%)	-	-	-	-	-
Rec Reserve - Tuatapere-TeWae	11,386	11,490	11,560	70	1%	5,822	11,490	11,560	70	1%	-	-	-	-	-
Clifden Bridge	7,756	7,650	7,818	168	2%	2,855	8,233	8,401	168	2%	-	-	-	-	-
Beautification – Tuatapere	-	215	-	(215)	(100%)	-	215	-	(215)	(100%)	-	-	-	-	-
Footpaths	10,438	9,180	13,175	3,995	44%	10,283	9,779	11,695	1,916	20%	1,405	144,358	-	(144,358)	(100%)
Street Works - Orepuki	3,933	4,080	4,170	90	2%	4,677	4,679	4,170	(509)	(11%)	-	43,215	-	(43,215)	(100%)
Street Works – Tuatapere	6,505	5,100	9,005	3,905	77%	5,607	5,100	7,525	2,425	48%	1,405	101,143	-	(101,143)	(100%)
Community Assistance	21,210	20,246	20,525	279	1%	23,314	18,575	18,874	299	2%	-	-	-	-	-
Community Leadership Tuatapere	15,541	14,607	14,874	267	2%	13,300	13,575	13,874	299	2%	-	-	-	-	-
Tuatapere Ward Pool Rate	5,669	5,639	5,651	12	0%	10,014	5,000	5,000	-	-	-	-	-	-	-
Halls	84,619	57,456	60,947	3,491	6%	53,652	99,062	157,030	57,968	59%	24,358	14,280	-	(14,280)	(100%)
Hall - Clifden	9,193	6,018	6,118	100	2%	5,370	6,912	7,007	95	1%	-	-	-	-	-
Hall - Orawia	37,500	13,163	10,162	(3,001)	(23%)	8,491	14,359	58,351	43,992	306%	24,358	-	-	-	-
Hall - Orepuki	15,964	17,753	21,620	3,867	22%	20,616	44,125	27,070	(17,055)	(39%)	-	-	-	-	-
Hall – Tuatapere	21,963	20,522	23,047	2,525	12%	19,175	33,666	64,602	30,936	92%	-	14,280	-	(14,280)	(100%)
Other Property – Cosy Nook	4,238	3,975	4,055	80	2%	-	-	-	-	-	-	-	-	-	-
Boat Ramps - Tuatapere-Te WaeW	4,336	3,619	4,056	437	12%	988	7,998	8,622	624	8%	-	-	-	-	-
Grand Total	450,009	391,708	279,095	(112,614)	(29%)	399,188	483,005	415,495	(67,511)	(14%)	71,753	276,046	129,031	(147,015)	(53%)

B. Rate calculations

The tables below show the change in the community board rate and other local rates based on what has been included in the draft budget for Annual Plan 2026/27 compared to the current 2025/26 budget. The left table shows the total rate revenue (by activity) and the right table shows the projected rate per rating unit for 2026/27 (based on updated rating unit numbers as at mid November 2025). The grey column (right) shows what the increase in rate per unit would be if an additional \$1,000 of rates funding was needed to fund any additional expenditure.

Table 3: Rate calculations

Community Board rate

Total rate revenue CB rate > activity	Current Budget 25/26 (incl GST)	Proposed Budget 26/27 (incl GST)	Change		Rate per unit	Factor	Units	Basis	Current Rate 25/26 (incl GST)	Proposed Rate 26/27 (incl GST)	Change (\$)	Impact of extra \$1k of rates on the rate per unit:
			\$	%								
Community Board Rate	\$203,533	\$204,603	\$1,070	0.53%								
Boat Ramps	\$4,162	\$4,664	\$503	12.08%	CB Rate Urban - full charge	1.00	297	rating unit	\$409.94	\$411.06	\$1.12	\$1.15
Community Assistance	\$8,493	\$8,680	\$187	2.21%	CB Rate Semi Urban - half charge	0.50	98	rating unit	\$204.97	\$205.53	\$0.56	\$0.57
Footpaths	\$4,751	\$9,217	\$4,466	94.01%	CB Rate Rural - quarter charge	0.25	607	rating unit	\$102.48	\$102.76	\$0.28	\$0.29
Parks & Reserves	\$186,128	\$182,042	(\$4,086)	(2.20%)								
Other local rates (e.g. hall, pool)												

Total rate revenue					Rate per unit								
Clifden Hall Rate	\$6,599	\$6,708	\$109	1.66%	Clifden Hall Rate	1.00	92	SUIP	\$71.73	\$72.92	\$1.19	\$12.50	
Orawia Hall Rate	\$13,174	\$11,015	(\$2,160)	(16.39%)	Orawia Hall Rate	1.00	107	SUIP	\$123.12	\$102.94	(\$20.18)	\$10.75	
Orepuki Hall Rate	\$19,243	\$23,664	\$4,422	22.98%	Orepuki Hall Rate	1.00	157	SUIP	\$124.95	\$150.73	\$25.78	\$7.32	
Tuatapere Hall Rate	\$22,625	\$25,760	\$3,135	13.86%	Tuatapere Hall Rate	1.00	398	SUIP	\$56.99	\$64.72	\$7.73	\$2.89	
Tuatapere Ward Pool Rate	\$5,750	\$5,750	-	-	Tuatapere Ward Pool Rate	1.00	780	SUIP	\$7.38	\$7.38	-	\$1.47	
Total other local rates	\$67,392	\$72,898											

C. Projects

Table 4 below details the projects proposed to be included in the Annual Plan 2026/27. Table 5 shows the current projects programmed in 2025/26 as per the approved Annual Plan 2025/26 along with carry forwards and unbudgeted expenditure approved by either the board or Council. The proposed changes column details any further changes being proposed by staff to projects. The funding sources listed are those that are planned to be used to fund the projects but may vary from what has currently been included in the detailed budgets. Where a project shows a mix of grants, reserves and loan funding, the project may be funded by all or some of these sources, especially where external grant or project funding is still to be confirmed with external parties.

Table 4: Proposed projects 2026/27

Sub-Activity	Type	BU Description	Project Code Fulcrum	Project Name Fulcrum	AP Budget 26/27	Funding Source
Parks & Reserves	Capex	Parks & Reserves - Tuatapere	P-10822A	Tuatapere Jack and Mattie Bennett Memorial Park Playground - Equipment Renewal	129,031	Reserve, Loan
Halls	Opex	Hall - Orawia	FHALL070A	Orawia Hall - Exterior repaint	46,910	Loan
Halls	Opex	Hall - Tuatapere	FHALL063A	Tuatapere Hall - Exterior repaint	36,485	Loan
Total					212,426	

Table 5: Current projects 2025/26

Activity	Type	Business Unit	Code (CAMMS+ Fulcrum)	Name	Status as at 25.11.25	AP Budget 25/26	Carry forwards	Unbudgeted expenditure	Proposed changes	Revised Projection 25/26	Funding Source
Parks & Reserves	Capex	Parks & Reserves - Tuatapere	P-11474 P-11474	Tuatapere Domain Gate	9. Cancelled	-	5,819		(5,819)	-	Reserve
Parks & Reserves	Opex	Parks & Reserves - Tuatapere	P-11091A P-11091	Tuatapere - Historic Railway Station	5. In Physical Delivery	117,408	79,554			196,962	Grants
Parks & Reserves	Opex	Parks & Reserves - Orepuki	FPARK024A P-11496	Orepuki Water Tower - Repairs	5. In Physical Delivery	102,000			(102,000)	-	Loan
Footpaths	Capex	Street Works - Orepuki	FFOOT001g FFOOT001G	Orepuki - Footpath renewal programme 2024/25 to 2026/27	0. Not Started	43,215				43,215	Reserves
Footpaths	Capex	Street Works - Tuatapere	FFOOT001M FFOOT001M	Tuatapere - Footpath renewal programme 2024/25 to 2026/27	0. Not Started	101,143				101,143	Reserves
Halls	Capex	Hall - Tuatapere	P-11143A P-11143	Tuatapere Hall - LED lighting and heat pump to RSA room	0. Not Started	14,280				14,280	Reserves
Halls	Opex	Hall - Orepuki	FHALL058A P-11443	Orepuki Hall - Handrails, parking and landscaping	5. In Physical Delivery	20,000				20,000	Reserves
Halls	Opex	Hall - Tuatapere	P-11444A P-11444	Tuatapere Hall - Remove chimneys	0. Not Started	9,000				9,000	Reserves
Total						407,046	85,373		(107,819)	384,600	

D. Loans

The table below details the community board loans including current loans (existing and planned 2025/26) and those expected to be drawn down in 2026/27. In some cases planned loans as shown in the schedule may not be drawn down, for example if a decision is made to defer a project to a latter year or the project is able to be funded from a different source like grants or reserves. Please note the "interest cost" column in the schedule has been included to show the annual interest cost of each loan at the Council's assumed interest rate (4.82%). For background information, taking out an additional \$10,000 loan over a 10-year term at an interest rate of 4.82% would result in approximately \$1,284 (excluding GST) in additional annual interest and principal repayments and increase the CB urban full charge rate by around \$1.47 (including GST).

Table 6: Balance of loans – 1 July 2025 to 30 June 2027 showing changes to 2025/26 loan movement

Activity & Town/Area	Loan description	Opening balance 1-Jul-25	Forecast repayments (25/26)	AP draw down (25/26)	Changes (25/26)	Projected closing balance 30-Jun-26	Budgeted repayments (26/27)	Budgeted drawdown (26/27)	Forecast closing balance 30-Jun-27	Interest cost (26/27)	Year loan end
Parks & Reserves											
Monowai Reserve & Playground	Monowai Village Playground P-10770 21/22	14,772	(839)		-	13,933	885		13,049	672	2038
Parks & Reserves - Orepuki	Orepuki Water Tower - Repairs FPARK024A	-	-	73,073	(73,073)	-	-		-	-	2046
Parks & Reserves - Tuatapere	Bennett Memorial playground P-10821 21/22	8,468	(481)		-	7,987	507		7,480	385	2038
Parks & Reserves - Tuatapere	Construction of new playground and development of park.	-	-		-	-	-	119,881	119,881	-	2041
Footpaths											
Street Works - Tuatapere	Footpath renewals	-	-	47,993	-	47,993	1,479		46,514	2,313	2046
Halls											
Hall - Orawia	Exterior repaint	-	-		-	-	-	38,180	38,180	-	2033
Hall - Orepuki	Handrails, parking and landscaping	-	-	7,123	3,103	10,226	820		9,406	493	2036
Hall - Orepuki	Orepuki Hall Roofing P-10573A CF 21/22	17,186	(616)		-	16,570	651		15,918	799	2043
Hall - Tuatapere	Exterior repaint	-	-		-	-	-	28,804	28,804	-	2033
Tuatapere-Te Waewae Total		40,426	(1,936)	128,189	(69,970)	96,710	4,342	186,865	279,233	4,661	

E. Reserves

This table shows the change in reserve balances forecast for the current financial year (2025/26) including the annual plan movement and subsequent changes resulting from any carry forwards, unbudgeted expenditure approved and proposed changes to funding of 2025/26 projects. The table then shows the reserve movement planned in the Annual Plan 2026/27 with details of the movement noted.

Table 7: Reserve balances – 1 July 2025 to 30 June 2027 showing changes to 2025/26 reserve movement

Reserve	Opening balance 1/7/25	AP Mvmt (25/26)	Changes (25/26)	Projected balance 30/6/26	AP Mvmt (26/27)	Projected balance 30/6/27
Tuatapere Te Waewae CB	133,439	(50,188)	(6,000)	77,251	(1,687)	75,564
Tuatapere Te Waewae Total	133,439	(50,188)	(6,000)	77,251	(1,687)	75,564
Orepuki community centre	9,774	(12,877)	3,103	(0)	-	(0)
Orepuki general	1,168	(1,145)	-	23	-	23
Orepuki Total	10,942	(14,022)	3,103	23	-	23
Tuatapere community centre	37,374	(22,973)	-	14,401	(7,587)	6,814
Elder park forestry	26,615	532	-	27,147	543	27,690
Tuatapere general	142,393	(70,245)	(3,739)	68,409	(7,135)	61,274
Tuatapere pool	31,768	639	-	32,407	651	33,058
Tuatapere property	3,409	68	-	3,477	70	3,547
Waiau river collection	701	14	-	715	14	729
Tuatapere water meridian contribution	8,136	163	-	8,299	166	8,465
Tuatapere Total	250,396	(91,802)	(3,739)	154,855	(13,278)	141,577
Clifden community centre	19,806	280	-	20,086	285	20,371
Orawia community centre	8,430	196	-	8,626	(8,626)	(0)
Orawia Hall	23,484	471	-	23,955	480	24,435
Other halls Total	51,720	947	-	52,667	(7,861)	44,806
Clifden recreation reserve	44,553	4,630	-	49,183	7,472	56,655
Cosy Nook reserve	43,909	3,975	-	47,884	4,055	51,939
Hirstfield reserve	8,990	(26,732)	28,927	11,185	2,239	13,424
Waiau Aparima Ward*	230,118	4,604	-	234,722	4,696	239,418
Other reserve Total	327,570	(13,523)	28,927	342,974	18,462	361,436
Grand Total	774,067	(168,588)	22,291	627,770	(4,364)	623,406

Reserve reconciliation	Movement	Reason
1. Tuatapere Te Waewae		
2025/26	(\$2,500)	Tuatapere Boat Ramp Bi Annual Maintenance Smoothing
2025/26	\$1,032	Interest on reserve
2025/26	(\$1,000)	Grant for Tui Trails
2025/26	(\$2,500)	Fund pump track
2025/26	(\$3,150)	Footpath renewal - Tuatapere
2025/26	(\$42,070)	Footpath renewal - Orepuki
2025/26	(\$6,000)	Orepuki tree and hedge carry forward from 2024/2025
2025/26 Total	<u>(\$56,188)</u>	
2026/27	\$1,000	Interest on reserve
2026/27	\$2,500	Tuatapere Boat Ramp Bi Annual Maintenance Smoothing
2026/27	(\$5,187)	Funding of boat maintenance
2. Orepuki Community centre		
2025/26	<u>(\$9,774)</u>	Maintenance project for handrails, parking and landscaping
2025/26 Total	<u>(\$9,774)</u>	
3. Orepuki		
2025/26	<u>(\$1,145)</u>	Footpath renewal - Orepuki
2025/26 Total	<u>(\$1,145)</u>	
4. Tuatapere community centre		
2025/26	\$307	Interest on reserve
2025/26	(\$9,000)	Funding P-11444 Remove chimneys
2025/26	<u>(\$14,280)</u>	Funding P-11443 LED lighting and heat pump
2025/26 Total	<u>(\$22,973)</u>	
2026/27	(\$7,681)	Funding of FHALL063 exterior repaint
2026/27	\$94	Interest on reserve
5. Elder park forestry		
2025/26	<u>\$532</u>	Interest on reserve
2025/26 Total	<u>\$532</u>	
2026/27	\$543	Interest on reserve
6. Tuatapere general		
2025/26	(\$22,440)	Tree and Hedge Maintenance
2025/26	\$2,195	Interest on reserve
2025/26	(\$50,000)	Footpath renewal - Tuatapere
2025/26	<u>(\$3,739)</u>	Tuatapere tree and hedge carry forward from 2024/2025
2025/26 Total	<u>(\$73,984)</u>	
2026/27	\$2,015	Interest on reserve
2026/27	(\$9,150)	part funding of P-10822 playground equipment renewal
7. Tuatapere pool		
2025/26	<u>\$639</u>	Interest on reserve
2025/26 Total	<u>\$639</u>	
2026/27	\$651	Interest on reserve
8. Tuatapere property		
2025/26	<u>\$68</u>	Interest on reserve
2025/26 Total	<u>\$68</u>	
2026/27	\$70	Interest on reserve
9. Waiau river collection		
2025/26	<u>\$14</u>	Interest on reserve
2025/26 Total	<u>\$14</u>	
2026/27	\$14	Interest on reserve
10. Tuatapere water Meridian contribution		
2025/26	<u>\$163</u>	Interest on reserve
2025/26 Total	<u>\$163</u>	
2026/27	\$166	Interest on reserve

Reserve reconciliation	Movement	Reason
11. Clifden community centre		
2025/26	\$280	Interest on reserve
2025/26 Total	<u>\$280</u>	
2026/27	\$285	Interest on reserve
12. Orawia community centre		
2025/26	\$196	Interest on reserve
2025/26 Total	<u>\$196</u>	
2026/27	\$104	Interest on reserve
2026/27	(\$8,730)	Funding of exterior repaint
13. Orawia Hall group		
2025/26	\$471	Interest on reserve
2025/26 Total	<u>\$471</u>	
2026/27	\$480	Interest on reserve
14. Clifden recreation reserve		
2025/26	\$1,000	Interest on reserve
2025/26	\$3,630	Surplus from Clifden recreation reserve rentals
2025/26 Total	<u>\$4,630</u>	
2026/27	\$1,094	Interest on reserve
2026/27	\$6,378	Surplus from Clifden recreation reserve rentals
15. Cosy Nook reserve		
2025/26	\$905	Interest on reserve
2025/26	\$3,070	Surplus from Cosy Nook rentals
2025/26 Total	<u>\$3,975</u>	
2026/27	\$985	Interest on reserve
2026/27	\$3,070	Surplus from Cosy Nook rentals
16. Hirstfield reserve		
2025/26	\$147	Interest on reserve
2025/26	\$2,048	Surplus from Hirstfield Reserve Rentals
2025/26 Total	<u>\$2,195</u>	
2026/27	\$191	Interest on reserve
2026/27	\$2,048	Surplus from Hirstfield Reserve Rentals
17. Waiau Aparima Ward		
2025/26	\$4,604	Interest on reserve
2025/26 Total	<u>\$4,604</u>	
2026/27	\$4,696	Interest on reserve

F. Fees and charges

The following shows the current fees and charges. At this stage staff have not proposed to revise fees for 2026/27 with this to be discussed by the board at the meeting and will take into account the budget changes proposed for 2026/27.

Where the hall is run by a separate hall committee, board members may also want to contact the hall committee ahead of the meeting to discuss any proposed fee changes.

Draft Schedule of Fees and Charges 2026/27	Note	2025/26 Current (GST incl)	2026/27 Proposed (GST incl)
Clifden hall			
Hall hire	Per hour (note minimum 4 hour booking for casual user)	11.50	
Bond	No GST	250.00	
Orawia hall			
Hall hire	Per hour (note minimum 4 hour booking for casual user)	15.00	
	Per day (8 hours)	115.00	
	Additional night charge	175.00	
Not for profit/community group	Per hour	11.50	
Bond (at the discretion of the custodian)	No GST	250.00	
Orepuki hall			
Main hall hire	Per hour (note minimum 4 hour booking for casual user)	15.00	
	Per day (8 hours)	115.00	
Not for profit/community group	Per hour	11.50	
Lounge	Per hour (note minimum 4 hour booking for casual user)	10.00	
	Per day (8 hours)	64.00	
	Additional night charge	175.00	
Not for profit/community group	Per hour	5.00	
Bond	No GST	250.00	
Tuatapere hall			
Hall hire	Per hour (minimum booking 4 hours for casual users)	15.00	
	Per day (8 hours)	115.00	
	Additional night charge	175.00	
Not for profit/community group	Per hour	11.50	

Community partnership fund applications - August 2025 funding round

Record no: R/25/11/55762
Author: Gordon Crombie, Community liaison officer
Approved by: Sam Marshall, Group manager customer and community wellbeing
Report type: Decision

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance based on Council's Significance and Engagement Policy and the assessed level of significance indicates that the community is kept informed of the decision made in this report, rather than engaged prior to this decision being made.
- 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. Waitutu Incorporation – Waitutu Forest Lodge
 2. Tuatapere Reserve Pest Control Group
 3. Orepuki Fitness Collective
 4. Orepuki Cemetery Trust
- e) approves/declines a grant of \$_____ to the Waitutu Incorporation to assist with the cost of predator control in the Waitutu Lodge area.
- f) approves/declines a grant of \$_____ to the Tuatapere Reserve Pest Control Group to assist with the cost of ongoing predator control.
- g) approves/declines a grant of \$_____ to the Orepuki Fitness Collective to assist with costs of fitness equipment.
- h) approves/declines a grant of \$_____ to the Orepuki Cemetery Trust to assist with the costs of heritage information panels.

Purpose

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

Executive summary

- 2 A total of four applications have been received for the August 2025 funding round of the Tuatapere Te Waewae Community Partnership Fund. The applications are included as an attachment to this report. Please note that the attachments to the applications (including financials) are not attached to 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 Tuatapere Te Waewae Community Board has \$13,575 available to allocate through the Tuatapere Te Waewae Community Partnership Fund in the 2025/2026 financial year. This is the first of two funding rounds in the 2025/2026 financial year.
- 4 There is a total of \$11,311.51 in requests for this round of funding.

Context

- 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. The purpose of this review was to ensure that Council is providing assistance in a considered and prudent manner to ensure efficient and effective outcomes for the communities they support.
- 7 It was recommended that there should be a significant change in the way that Council administers the Community Initiatives Fund. Subsequently, in July 2019 Council resolved to disestablish the Community Initiatives Fund and to establish the Community Partnership Fund whereby the nine community boards in the district will allocate funding directly to their communities.
- 8 The Tuatapere Te Waewae Community Board set the following criteria for their Community Partnership Fund:
 - funding requests must be for not-for-profit purposes
 - community groups do not have to be a legal entity to apply, and individuals will be considered on a case by case basis
 - preference will be given to projects that directly benefit the community board area and its residents
 - there is no cap on the amount applicants can request
 - applicants should be able to demonstrate some degree of self-fundraising towards their project, this will be assessed on a case by case basis
 - for projects involving capital works, it is expected that the applicant provides two quotes for the works, but if it is not possible to get more than one quote it will be expected that there is an explanation for this
 - applicants will be invited to speak to the board about their funding request and project
 - these criteria may be reviewed by the board as and when required.

Discussion

9 Applicants meeting criteria

Applicant	Application purpose	Criteria
Waitutu Incorporation	Predator control in Waitutu Lodge area	Meets criteria
Tuatapere Reserve Pest Control Group	Predator control in Tui Reserve	Meets criteria
Orepuki Fitness Collective	Fitness equipment	Meets criteria
Orepuki Cemetery Trust	Heritage information panels	Meets criteria

Applications received

Applications received		4
Total amount requested		\$11,311.51
Funds available		\$13,575
1	Waitutu Incorporation	
	Request assistance towards the costs of predator control in the Waitutu Lodge area.	
	Total project cost	\$6252
	Amount requested	\$1060
2	Tuatapere Reserve Pest Control Group	
	Request assistance towards the costs of ongoing predator control in Tui Reserve.	
	Total project cost	\$2,000
	Amount requested	\$2,000
3	Orepuki Fitness Collective	
	Request assistance towards the costs of fitness equipment.	
	Total project cost	\$5251.51
	Amount requested	\$5251.51
4	Orepuki Cemetery Trust	

	Request assistance towards the costs of heritage information panels.	
	Total project cost	\$8,852.54
	Amount requested	\$3,000

Previous CPF grants received from applicants

Applicant name	Previous funding	Accountabilities received
Waitutu Incorporation	No previous funding	
Tuatapere Reserve Pest Control Group	August 2023 - \$3,000 – pest control traps August 2024 - \$2,000 – predator control	no no
Orepuki Fitness Collective	No previous funding	
Orepuki Cemetery Trust	No previous funding	

Options

- 10 The following reasonably practicable options have been identified and assessed in this report:

Option 1 - Approve grants to applicants pursuant to the funding criteria.

Option 2 - Decline the applications.

Recommended option:

- 11 Approve grants to applicants pursuant to the funding criteria. By doing this we are supporting groups and organisations in our community to achieve projects or programmes that benefit our region.

Option 1 – Approve grants to applicants pursuant to the funding criteria

Advantages	Disadvantages
<ul style="list-style-type: none"> support community groups to achieve projects and programmes that benefit the community board area. 	<ul style="list-style-type: none"> there are no disadvantages.

Option 2 – Decline the applications

Advantages	Disadvantages
<ul style="list-style-type: none"> there will be more money in the community partnership fund for the next funding round. 	<ul style="list-style-type: none"> no funds awarded could hinder the progress of community-led development due to lack of financial support. as funds come from rates there may be a negative perception from the community.

Legal considerations

- 12 There is no legal information that needs to be considered.

Strategic alignment

Strategic direction

- 13 The board will consider how applications align with the community board's vision and community outcomes.

Vision – Tuatapere Te Waewae is an attractive, vibrant, and involved community.

Community outcomes –

- a community that attracts businesses, people and visitors resulting in economic growth (outcome 1)
- a healthy, safe and connected community with access to quality services and facilities (outcome 2)
- a community that celebrates and protects its history and heritage (outcome 3)

Applicant	Application purpose	Community plan outcomes
Waitutu Incorporation	Predator control in Waitutu Lodge area	Meets outcomes 1, 2 & 3
Tuatapere Reserve Pest Control Group	Predator control in Tui Reserve	Meets outcomes 1, 2 & 3
Orepuki Fitness Collective	Fitness equipment	Meets outcome 2
Orepuki Cemetery Trust	Heritage information panels	Meets outcome 3

Policy and plan consistency

- 14 There are no inconsistencies identified.

Financial considerations

- 15 For the 2025/26 financial year there is \$13,575 available to distribute over the two funding rounds.
- 16 Requests for this round total \$11,311.51

Significance assessment

- 17 This decision has been assessed in accordance with Council's Significance and Engagement Policy as having some importance or administrative and is not considered significant.
- 18 The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to the decision being made.

Community views

- 19 In alignment with the significance assessment above, no community views have been sought in connection with this decision.

Climate change considerations

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

Risk and mitigations

- 21 There are no significant risks in relation to this matter or decision.
- 22 Grants made do follow an accountability process.

Next steps

- 23 Applicants will be advised of the outcome and payments made accordingly.

Attachments

- A Redacted applications [↗](#)

Tuatapere Te Waewae Community Partnership Fund – August 2025 funding round
Redacted applications

Applications received

Applications received	4
Total amount requested	\$11,311.51
Funds available	\$13,575

1 Waitutu Incorporation

Request assistance towards the costs of predator control in the Waitutu Lodge area.

Total project cost **\$6252**

Amount requested **\$1060**

2 Tuatapere Reserve Pest Control Group

Request assistance towards the costs of ongoing predator control in Tui Reserve.

Total project cost **\$2,000**

Amount requested **\$2,000**

3 Orepuki Fitness Collective

Request assistance towards the costs of fitness equipment.

Total project cost **\$5251.51**

Amount requested **\$5251.51**

4 Orepuki Cemetery Trust

Request assistance towards the costs of heritage information panels.

Total project cost **\$8,852.54**

Amount requested **\$3,000**

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF004AUG25 From Sue McKenna

Form Submitted 28 Aug 2025, 10:44AM NZST

Applicant details

* indicates a required field

Applicant details

Applicant name *

Sue McKenna

Street Address *

Any, but at least one field is required.

Postal Address (if different from above)

z

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Purpose/main activity of your organisation?

I represent the Committee of Management of the Waitutu Incorporation. We manage the Waitutu Forest Lodge and 2,171 hectares of podocarp forest on behalf of the Shareholders.

How many members belong to your club/organisation?

1100

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 *

Susan McKenna

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF004AUG25 From Sue McKenna

Form Submitted 28 Aug 2025, 10:44AM NZST

Name 2
Tim Dyer

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: *

Pest Eradication

What is the location of your project? *

Waitutu Forest Lodge, South Coast, Southland

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

The Waitutu Forest Lodge is situated on compensation land given to a number of Māori land owners under the SILNA Agreement. The forest is 2,171 hectares and the Lodge is situated within a short distance of the forest.

The concern is managing the pest eradication of opossum, rats, ferrets and stoats which frequent the forest. We do have manual bait setting traps which require constant checking and baiting which is not a sustainable option for us. They also tend to be ineffectual.

We, the Incorporation, are therefore requesting funding assistance for automated bait setting traps which are extremely effective and would be a far more manageable option for us.

The traps would be placed around the Lodge as well as within the forest where they can be easily accessed and checked

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

How will your project benefit the Tuatapere Te Waewae community? *

The Waitutu Incorporation, manages the Waitutu Forest as if it was a national park. We have

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF004AUG25 From Sue McKenna

Form Submitted: 28 Aug 2025, 10:44AM NZST
 many guests visiting the Lodge and walking the forest tracks. The Lodge and forest are both magnificent taongas not only to the shareholders, but also to everyone within the Tuatapere Te Waewae community to come and be our guests. We want to protect the forest for next generations and to do this, we must install more robust pest eradication traps.

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

23/09/2025

Must be a date.

Project end date

31/10/2025

Must be a date.

Community Board plan alignment

The Tuatapere Te Waewae Community Board plan document can be found [here](#). The Tuatapere Te Waewae Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

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

- ☐ a community that attracts businesses, people and visitors resulting in economic growth
- ☐ a healthy, safe and connected community with access to quality services and facilities
- ☒ a community that celebrates and protects its natural history and heritage
- ☐ 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 have a reduction in the number of rats, stoats, ferrets and possums within the vicinity of the Lodge as well as an obvious reduction within the forest.

Outcome 2

To have the numbers and variety of bird life return to the forest.

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

Data will be regularly collected and recorded on the number of pests that are killed by the traps. This will be compared with numbers trapped using the manual box traps.

The increase in the bird song will be the first indication that the bird numbers are returning. Observations of bird life within the forest will be monitored and recorded in order to demonstrate if the traps are being effective.

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

Are there any similar projects or services in your area?

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF004AUG25 From Sue McKenna

Form Submitted 28 Aug 2025, 10:44AM NZST

☒ 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 Tuatapere Te Waewae Community Board area will benefit directly from your project? *

500

Must be a number.

Additional comments on numbers benefiting:

Eradicating pests within the forest and around the Lodge, benefits the future of the Forest and birdlife in particular. By having these effective pest eradication traps placed throughout areas close to the Fiordland National Park, the south coast track and all of the whenua north west of the Waitutu can of benefit to the future of all of that area.

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 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

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF004AUG25 From Sue McKenna

Form Submitted 28 Aug 2025, 10:44AM NZST

Bank Account

Account Name: Waitutu Incorporation

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: Waitutu Incorporation.pdf

File size: 75.1 kB

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:

66057275

Must be a number.

Please upload your organisation's latest financial statements *

Filename: 2025 Financial Statements - Waitutu - Signed.pdf

File size: 7.9 MB

Please upload a current bank statement from your organisation *

Filename: Bank Statement.pdf

File size: 178.1 kB

Total Project Cost *

\$6,252.78

Must be a dollar amount.

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

Amount you are requesting from the Tuatapere Te Waewae Community Partnership Fund? *

\$1,060.00

Must be a dollar amount.

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

Please indicate your current level of reserves: *

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: *

The project is for the preservation of the Forest and there is no financial benefit for the shareholders. The Forest is held in perpetuity to be protected as if it was a national park.

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

Two shareholders will volunteer their time to installing the traps in the Forest.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF004AUG25 From Sue McKenna

Form Submitted 28 Aug 2025 10:44AM NZST

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

The Incorporation will cover any maintenance costs incurred relating to the traps. Once the 10 traps have been placed in the Forest, there shouldn't be any further operational costs relating to the traps.

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).**

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	\$
Grant	\$1,060.00	2xTraps	\$1,060.00
Grant	\$1,590.00	3xTraps	\$1,590.00
Grant	\$1,590.00	3xTraps	\$1,590.00
Own funds	\$2,012.00	2xTraps	\$2,012.00

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$6,252.00	\$6,252.00	\$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: Sales Quote_SQ-00001660_2025.08.08_11.07.54.pdf

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF004AUG25 From Sue McKenna

Form Submitted 28 Aug 2025, 10:44AM NZST
File size: 228.0 KB

Quotes

If you have not provided more than one quote, please explain why:

The NZ Auto Traps Company are the main supplier of automated bait traps in New Zealand.

Additional information

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

Supporting documentation

Supporting documentation

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

Attach documents here

Filename: support letter for Waitutu Incorp At220.docx
File size: 53.2 kB

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

\$3,190,870.00 – this reserve represents the Land Revaluation Reserve

Feedback

Feedback

How did you find out about the Tuatapere Te Waewae 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.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. **TTWWCPF004AUG25** From Sue McKenna

Form Submitted 28 Aug 2025 10:44AM NZST
Please provide us with any suggestions about any improvements we could make to the application process

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 2020.

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 *

Sue McKenna

Position in organisation *

Waitutu Incorporation Committee of Management Member

Date *

28/08/2025

Must be a date.

Submitting your form

**NZ AutoTraps**

Building 3,4,5
 143 Commerce Street
 Whakatane 3120
<https://nzautotraps.com/>

QUOTE**SQ-00001660**

Customer Ref

Customer Name: Sue McKenna

Deliver To: C/O FarmSource Otautau

Address: Waitutu Forest

Address: 84 Main Street

Quote Date: 17/07/2025

Quote Expiry Date 17/08/2025

Customer City

City: Otautau

Accept Date:

Code	Description	Qty	Price	Total
AT220 Pouch Assembly (Inc Batt)	AT220 Pouch Assembly (inc Batt) New shroud.	10.00	475.00	4,750.00
USB Charger	USB Charger	10.00	0.00	0.00
Lure 350g pouch	Lure 350 grams in pouch with cap retail	10.00	0.00	0.00
BPA2	Battery Pack	10.00	55.00	550.00
Freight Domestic.	Freight	5.00	27.44	137.20

Charge	Price	Tax Rate

Sub Total	5,437.20
Charge Sub Total	0.00
Tax Total	815.58
Total	6,252.78

Delivery Method:

Delivery Instruction Attn: Sue McKenna

Comments:



Wairaurahiri Jet
1260 Clifden Highway
RD1
Tuatapere 9691
18/07/2025

Hi,

I would like to support the Waitutu Incorporation's application to fund AT220 self-setting possum traps.

AT220 traps sold by Auto Traps NZ are very smart traps, the trap can connect to a cell phone (apple or android), by Wi-Fi which enables the user to monitor trap catches, triggers, cycles, battery health and set the duration of the self-feeding.

These traps are amazing and would really help to keep the possum numbers to a low level around the Waitutu Lodge located on SILNA land in Fiordland.

I am part of the ECO subcommittee for the Tuatapere Hump Ridge Track, we have 40 of these traps around the Hump Ridge track and toward the Wairaurahiri River in the last 12 months they have removed 100s of possums

If more folk place traps out, then we can hopefully meet the aim of predator free NZ 2050.....

If you have any questions, please feel free to contact me.

Kind regards
Joyce Kolk
Wairaurahiri Jet
PH 0272277223

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF007AUG25 From Tuatapere Reserve Pest Control

Group Charitable Trust

Form Submitted 30 Aug 2025, 2:04PM NZST

*** indicates a required field**

Applicant details

Applicant name *

Tuatapere Reserve Pest Control Group Charitable Trust

Street Address *

1 Morton St
Tuatapere Tuatapere 9620 New Zealand
Any, but at least one field is required.

Postal Address (if different from above)

Phone Number *

Must be a New Zealand phone number.

Email *

tuipestcontrolgroup@gmail.com
Must be an email address.

Purpose/main activity of your organisation?

Pest Control

How many members belong to your club/organisation?

15
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 *

Glenys Steele

Phone Number *

Must be a New Zealand phone number.

Email *

tuipestcontrolgroup@gmail.com
Must be an email address.

Name 2 *

Tony Shore

Tuatapere Te Waewae Community Partnership Fund - August 2025 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWWCPF007AUG25 From Tuatapere Reserve Pest Control Group Charitable Trust**

30 Aug 2025, 2:04PM NZST

Must be a New Zealand phone number.

Email *

tonyshore53@hotmail.com

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: *

Tui Reserve

What is the location of your project? *

Tuatapere Reserve

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

we would like funding towards ongoing trapping expenses for the 73 x AT220's, that we currently have placed in the 160Hectare Tuatapere Reserve.

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

How will your project benefit the Tuatapere Te Waewae community? *

our project is ongoing indefinitely, therefore our group must come up with funding for the operational costs of predator control within the reserve. The health and ongoing welfare of this reserve benefits all who use it and enjoy its beauty locals and visitors alike.

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

01/09/2023

Must be a date.

Project end date

01/09/2999

Must be a date.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF007AUG25 From Tuatapere Reserve Pest Control

Community Board plan alignment

Form Submitted 30 Aug 2025, 2:04PM NZST

The Tuatapere Te Waewae Community Board plan document can be found [here](#). The Tuatapere Te Waewae Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

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

- ☒ a community that attracts businesses, people and visitors resulting in economic growth
- ☒ a healthy, safe and connected community with access to quality services and facilities
- ☒ a community that celebrates and protects its natural history and heritage
- ☐ 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 *

Predator Free Reserve,

Outcome 2

Healthy flora & Fauna within our Reserve

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

Trapping results, both leg-hold & Automated Trapping. Evidence of healthy Flora & Fauna
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 Tuatapere Te Waewae Community Board area will benefit directly from your project? *

2000

Must be a number.

Additional comments on numbers benefiting:

All people in the Community board area have the opportunity to visit & enjoy this Reserve & SDC actually owns or governs parts of it, so have a duty to the taxpayers and rate payers to upkeep this reserve.

What age group will predominantly benefit? *

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF007AUG25 From Tuatapere Reserve Pest Control

Group Charitable Trust

☒ Adults (18-49 yrs) ☐ Children (5-13yrs) ☐ Youth (14-24yrs) ☐
☐ Families (25-49 yrs) ☐ Adults (50-64 yrs) ☐ Adults (65+ yrs)

At least 1 choice must be selected.

Does your project 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: Tuatapere Reserve
Pest Control Group CT

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: jpganz acct verification .jpg

File size: 133.4 kB

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.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF007AUG25 From Tuatapere Reserve Pest Control

Group Charitable Trust
Please upload your organisation's latest financial statements *

Form Submitted 30 Aug 2025, 2:04PM NZST
Filename: financial statement 2024_2025.jpg
File size: 3.3 MB

Please upload a current bank statement from your organisation *

Filename:)_Statement_2025-08-29.pdf
File size: 196.7 kB

Total Project Cost *

\$2,000.00

Must be a dollar amount.

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

Amount you are requesting from the Tuatapere Te Waewae Community Partnership Fund? *

\$2,000.00

Must be a dollar amount.

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

Please indicate your current level of reserves: *

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: *

\$1000.00 reserve, Hall hire, signage,airNz \$1000.00 earmarked for lure satchets,Legal expenses \$1500.00+, Fuel reimbursement expenses \$500.

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

over 2000 volunteer hours to date since sept2023

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

applying for grants & donations

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).**

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	\$
our funds	\$4,200.00	various	\$3,200.00
SDC	\$2,000.00	NZTRAPS lure	\$1,420.00

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF007AUG25 From Tuatapere Reserve Pest Control

Group Charitable Trust

Form Submitted 30 Aug 2025, 2:04PM NZST

	screws	\$130.00
	nails	\$50.00
	fuel	\$500.00

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount

\$6,200.00

This number/amount is calculated.

Total Expenditure Amount

\$5,300.00

This number/amount is calculated.

Income - Expenditure

\$900.00

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: bait lure invoice.jpg

File size: 138.3 kB

Filename: nails.jpg

File size: 246.0 kB

Filename: screws.jpg

File size: 206.5 kB

Quotes

If you have not provided more than one quote, please explain why:

source of lure purchase from nz autotraps only. hardware indicative only .Fuel costs would be paid on a

Additional information

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

we would purchase box of roofing screws, box of staples, remainder of monies would be spent on lure bait for the 73 x AT220s that we have managed to have funded from various local groups, ES & Air Nz every cornstone project. We estimate that each AT220 will use

Group Charitable Trust

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF007AUG25 From Tuatapere Reserve Pest Control

Group Charitable Trust and complete the application was reasonable

For submission by August 2025 04 PM NZST ☐ Strongly agree ☐ 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

Feel like Im saying the same things over and over. The process is set up for short time one off projects, where as ours is ongoing since conception to the indefinite future. Makes it hard as you want us to account for every cent accurately within a short time frame. Some of that we can do, much is guess work ie usage of lure etc.

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 2020.

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:

Tuatapere Te Waewae Community Partnership Fund - August 2025 round
Tuatapere Te Waewae Community Partnership Fund application form**Application No. TTWWCPF007AUG25 From Tuatapere Reserve Pest Control Group Charitable Trust**

Copy Submitted 30 Aug 2025, 2:04PM NZST

Position in organisation *

secretary/treasurer

Date *

30/08/2025

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 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.



NZ AutoTraps

Building 3,4,5
143 Commerce Street
Whakatane 3120
<https://nzautotraps.com/>

QUOTE

SQ-00001779

Customer Ref

Customer Name: Tuatapere Pest Control Group	Deliver To: c/- A. Shore	Quote Date: 28/08/2025
Address: 1 Morton Street	Address: 1 Morton Street	Quote Expiry Date: 28/09/2025
Customer City: Tuatapere	City: Tuatapere	Accept Date:

Code	Description	Qty	Price	Total
BPA2	Battery Pack	10.00	55.00	550.00
Lure 2L "SumFin Fishy"	2 Litre Fish Lure and Bottle	3.00	44.00	132.00
Lure 2L	2 Litre Lure and Bottle	3.00	44.00	132.00
Freight Domestic	Freight	1.00	32.64	32.64

Charge	Price	Tax Rate

Sub Total	846.64
Charge Sub Total	0.00
Tax Total	127.00
Total	973.64

Delivery Method:

Delivery Instruction

Comments:

Home > All Products Online > Summit Sta...



Summit Staple Barbed 50mm x 4.0mm 5kg \$50.87

EXCLUSIVE

Otter Treated Pine Decking Screws 10g x 65mm, Pack of 1000 ChemShield

\$129

pack of 1,000

SKU: 386917 M: DSYM10656CSK[Write a review](#)

Feedback

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF006AUG25 From Kathryn Menpes

Form Submitted 30 Aug 2025 6:57PM NZST

Applicant details

* indicates a required field

Applicant details

Applicant name *

Kathryn Menpes

Street Address *

Any, but at least one field is required.

Postal Address (if different from above)

Phone Number *

Must be a New Zealand phone number.

Email *

kathrynmenpes@hotmail.co.nz

Must be an email address.

Purpose/main activity of your organisation?

Health & Wellbeing

How many members belong to your club/organisation?

15

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 *

Kathryn Menpes

Phone Number *

Must be a New Zealand phone number.

Email *

kathrynmenpes@hotmail.co.nz

Must be an email address.

Name 2 *

Tuatapere Te Waewae Community Partnership Fund - August 2025 round
Tuatapere Te Waewae Community Partnership Fund application form**Application No. TTWWCPF006AUG25 From Kathryn Menpes**

Form Submitted 30 Aug 2025, 6:57PM NZST

Mandy Kelly

Phone Number *

Must be a New Zealand phone number.

Email *

mandyinta@gmail.com

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: *

Health & Wellbeing

What is the location of your project? *

Orepuki and Tuatapere

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

Seeking support to the variety of needs within our group and provide safer and more adaptable workouts. I am now seeking support to purchase a range of equipment to make our group even more inclusive.

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

How will your project benefit the Tuatapere Te Waewae community? *

Bringing people together who value movement not only for physical health, but also for connection, belonging and a safe welcoming environment to exercise.

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

04/03/2024

Must be a date.

Project end date

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF006AUG25 From Kathryn Menpes

Form Submitted 30 Aug 2025, 6:57PM NZST

59/08/2025
Must be a date.

Community Board plan alignment

The Tuatapere Te Waewae Community Board plan document can be found [here](#). The Tuatapere Te Waewae Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

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

- ☐ a community that attracts businesses, people and visitors resulting in economic growth
- ☒ a healthy, safe and connected community with access to quality services and facilities
- ☐ a community that celebrates and protects its natural history and heritage
- ☐ 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 *

Bring people in the community together. Initiate fitness at an affordable facility.

Outcome 2

Help people connect and grow confidence and friendships through functional fitness.

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

Feedback through the classes. People continuing to turn up to exercise.

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 Tuatapere Te Waewae Community Board area will benefit directly from your project? *

15

Must be a number.

Additional comments on numbers benefiting:

If classes became more popular I would have to look for additional volunteers to help with coaching. Or break the group down to an introductory/entrance level at an arranged time.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF006AUG25 From Kathryn Menpes

Form Submitted 130 Aug 2025 6:57PM NZST

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 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.

Building & facility information

If yes, who owns the building?

Southland District Council

Council owned buildings are not eligible for funding

Does the facility have a long-term maintenance plan?

- ☒ Yes
☐ No

No more than 1 choice may be selected.

How often is the building used and by what organisations?

Two times a week by the Orepuki Fitness Collective - with capacity to grow over summer.

Sporadically for community events.

Has your project received all the necessary statutory approvals such as resource consent or building consent?

- ☒ Yes
☐ No
☐ not applicable

No more than 1 choice may be selected.

Is your facility accessible to the elderly and disabled?

- ☒ Yes
☐ No

No more than 1 choice may be selected.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF006AUG25 From Kathryn Menpes

Form Submitted 30 Aug 2025, 6:57 PM NZST

Project Budget & Financial Details

* indicates a required field

Financial details

Bank Account *

Account Name: The Orepuki
Community Promotio

Account Number:
Must be a valid New Zealand bank account format.

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

Filename: 1_WP03-1750-0503015-000_20250722_020 (1).pdf

File size: 131.3 kB

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: CC59129_AnnualReturnSummary_AR003 (1).pdf

File size: 86.7 kB

Please upload a current bank statement from your organisation *

Filename: 1_WP0

File size: 131.3 kB

Filename: 1_

File size: 131.5 kB

Total Project Cost *

\$5,251.51

Must be a dollar amount.

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

Amount you are requesting from the Tuatapere Te Waewae Community Partnership Fund? *

\$5,251.51

Must be a dollar amount.

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

Please indicate your current level of reserves: *

Must be a dollar amount.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF006AUG25 From Kathryn Menpes

Form Submitted 30 Aug 2025, 6:57PM NZST

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

The \$1000.00 has been collected from participants attending the fitness classes. Money from the Orepuki Community Promotions Board has already been allocated to the local water tank upgrade and purchasing a defibrillator.

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

I volunteer my time and have existing equipment that I have purchased previously.

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

Continuing to apply for funding and depositing money received from classes to put towards equipment.

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).**

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	\$
Funding	\$5,251.51	Equipment	\$5,251.51

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount

\$5,251.51

This number/amount is calculated.

Total Expenditure Amount

\$5,251.51

This number/amount is calculated.

Income - Expenditure

\$0.00

This number/amount is calculated.

Quotes

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF006AUG25 From Kathryn Menpes

Form Submitted: 30 Aug 2025 16:57 PM NZST

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: Cin7_Quote_2_14457_KMEN46556-1_29_Aug_2025_130_pm.pdf

File size: 158.3 kB

Quotes

If you have not provided more than one quote, please explain why:

This was the only company that answered the request.

Additional information

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

Supporting documentation

Supporting documentation

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

Attach documents here

Filename: Letter of Support - Ini Gunn.pdf

File size: 38.1 kB

Filename: Orepuki Fitness.pdf

File size: 35.8 kB

Filename: WW Issue 282 September 2025 (1).pdf

File size: 1.1 MB

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

Feedback

Feedback

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF006AUG25 From Kathryn Menpes

Form Submitted 20 Aug 2025 6:57 PM NZST
How did you find out about the Tuatapere Te Waewae 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

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 2020.

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

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF006AUG25 From Kathryn Menpes

Form Submitted 30 Aug 2025, 6:57 PM NZST
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 *

Kathryn Menpes

Position in organisation *

Founder

Date *

30/08/2025

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 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.

Ini-Isabee Gunn
329 Frentz Road
Pahia
Southland
Ini.witzel@gmail.com
0211428986

30th August 2025

RE: Letter of Support for Funding – Orepuki Fitness Group

To whom it may concern,

I am writing to express my strong support for Kathryn Menpes and the community fitness group she regularly leads in Orepuki/Tuatapere. The classes Kathryn offers have been a vital part of my personal wellbeing and have created meaningful benefits for the wider community.

Since joining, I have seen significant improvements in both my physical and mental health. The classes are regular, affordable, and held locally, which makes it possible for people like me—and many others in our community—to participate consistently without the barrier of long and expensive drives into town. This accessibility is critical, particularly for those with busy farming or work schedules, limited budgets, or fewer transport options.

Beyond fitness, the group has strengthened our sense of community. Living in a rural farming area can often feel isolating, with very few opportunities to engage socially or join teams and clubs. These classes provide a rare and invaluable space for people to come together, connect, and support each other. The positive atmosphere and encouragement within the group are just as valuable as the physical benefits, helping us feel more resilient and less isolated.

The professionalism, dedication, and positive attitude Kathryn brings to this group are outstanding. As a community, we are incredibly fortunate to have her. What she has created is far more than a fitness class—it is a community hub and, for me personally, a lifeline.

Demand for the classes is continuously growing, which is fantastic. However, the current equipment limits participation. Funding to purchase additional equipment would make the classes more inclusive and adaptable for people at different fitness levels, body types, and abilities, and would also help us accommodate the growing numbers. This would ensure that everyone—regardless of experience—can participate fully and benefit.

In summary, Kathryn's fitness group is not just about exercise; it is about building healthier, stronger, and more connected people and communities. Supporting this initiative with funding for more equipment will allow these benefits to reach and support even more members of our community.

Thank you for considering this funding request.

Sincerely,

Ini-Isabee Gunn

Mandy Reilly
12 Bridge Street
Tuatapere
022 038 8439

30 August 2025

Re: Orepuki Fitness Collective Programme Funding Application

To Whom It May Concern,

I am writing in support of the Orepuki Fitness Collective's funding application.

As a local paramedic in a small rural town, it is vitally important for both my physical health and my mental wellbeing to stay fit and active. The Orepuki Fitness Collective programme has been invaluable in this regard. With very few resources available locally, having this growing group of dedicated women is essential and highly deserving of support.

I have seen firsthand the benefits this programme provides through social connection, encouragement, and structured strength and conditioning. The group is going from strength to strength, with new classes being added and more women participating each week. Local people know best what their community needs, and this initiative has clearly emerged as a much-needed resource.

I strongly endorse this application and encourage you to provide funding so the Orepuki Fitness Collective can continue delivering these valuable benefits to our community.

Yours sincerely,
Mandy Reilly



A FITNESS CLASS FOR *Every* BODY

Mon/Fri - 6am & 6pm Orepuki Hall
Wed - 6am Waiau Area School Hall

The Orepuki Fitness Class is going from strength to strength, and now offers more sessions each week to suit busy lifestyles.

Held at the Orepuki Hall every Monday at 6am and 6pm, the class is a great way to start or finish the day. On Wednesdays, you can join in bright and early at 6am at Waiau Area School. Fridays bring even more choice, with both a 6am and 6pm class back at Orepuki Hall.

Whether you are just starting your fitness journey or already active, the sessions are designed to be modifiable for every body. That means you can take part at your own pace, knowing you are supported in a positive and encouraging environment.

The classes are lots of fun providing, connection, motivation, and having a laugh while working hard together. Group training can make fitness feel less like a chore and more like a shared challenge, which is why the numbers are steadily growing!

So, set your alarm, bring along a friend, and see why Orepuki Fitness is fast becoming a highlight of the week. Its time look forward to warmer weather, come get fit with us!



FLEX FITNESS

EQUIPMENT

Quote

GST NUMBER: 133-325-459

Created Date
29 Aug 2025

Created By
Siggy Brookland

















ETD

Ref
KMEN46556-1

Customer PO No

Customer:
Kathryn Menpes

Ship To:
C./ Lindsay Carrying Invercargill Depot
Kathryn Menpes
102 Eye Street
Appleby, Invercargill 9812
NZ

Code	Item	Options	Qty	Unit Price	Discount	Sub Total
	PC5 Power Package 1 (W/15kg Barbell)		0			
 10044	Armortech PC5 Power Cage	PC5 Cage	1	\$999.00	\$149.85	\$849.15
 3466	Armortech V2 Olympic Womens Power Bar	Womens 15kg	3	\$329.00	\$150.00	\$837.00
 10294	Armortech Olympic Quick lock Collars - pair OQLC	Black Olympic	1	\$29.95	\$4.49	\$25.46
 3579	Armortech V2 Hi Temp Crumb Bumper Plate 5kg CBP5	Weight: 5kg Grey	2	\$46.00	\$13.80	\$78.20
 3580	Armortech V2 Hi Temp Crumb Bumper Plate 10kg CBP10	Weight: 10kg Green	2	\$75.00	\$22.50	\$127.50
 3581	Armortech V2 Hi Temp Crumb Bumper Plate 15kg CBP15	Weight: 15kg Yellow	2	\$112.50	\$33.75	\$191.25
 3582	Armortech V2 Hi Temp Crumb Bumper Plate 20kg CBP20	Weight: 20kg Blue	2	\$149.00	\$44.70	\$253.30
 10293	Armortech Commercial Rubber flooring Black	Black 1x1x15mm	10	\$44.95	\$50.00	\$399.50
 3543	Armortech V2 Adjustable bench AB200	AB200	1	\$449.00	\$67.35	\$381.65
 2401	Armortech V2 Commercial Flat Bench FB200	FB200 Wheels + handle	1	\$289.00	\$43.35	\$245.65
 10805	Armortech Commercial Foam Plyo Box 20/24/30 FPB	Commercial Black	2	\$319.00	\$95.70	\$542.30
 10619	Armortech Foam Plyometric Box - Set of 4	15/30/45/60	1	\$879.00	\$131.85	\$747.15
 3731	Armortech V2 HD Wall Ball 6kg	6kg	2	\$65.95	\$19.79	\$112.11
 3730	Armortech V2 HD Wall Ball 4kg	4kg	2	\$47.95	\$14.39	\$81.51
 10175	Armortech Ab mat 36x30cm		4	\$29.95	\$11.98	\$107.82
 4173	Armortech Dip Horn Attachment for PC5	Dip Horn	1	\$79.95	\$8.00	\$71.95

FLEX FITNESS EQUIPMENT

Quote

GST NUMBER: 133-325-459

Payment Terms

Bank Account ASB
Account Name: Ruby Distributors Pty Ltd
Account Number: 12-3109-0162605-00

Product Cost:	\$5,051.51
Surcharge:	\$0.00
Delivery Details:	<i>Invercargill Depot collection \$200.00</i>
Discount:	\$0.00
Sub Total:	\$5,251.51
Tax (15%):	\$684.98
Total (NZD):	\$5,251.51

By purchasing from Flex Fitness Equipment
you agree to
[Terms & Conditions](#) [Warranty Reg Assembly](#)
[Returns Policy](#)

Quotes valid 7 days while stocks last & subject
to change.

Flex Fitness Equipment
NZBN 9429048893237
W www.flexequipment.co.nz
E info@flexequipment.co.nz

Tuatapere Te Waewae Community Partnership Fund - August 2025 round
Tuatapere Te Waewae Community Partnership Fund application form**Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust**

Form Submitted 31 Aug 2025 8:48PM NZST

Applicant details*** indicates a required field****Applicant details****Applicant name ***

Orepuki Cemetery Trust

Street Address *

Any, but at least one field is required.

Postal Address (if different from above)

Any, but at least one field is required.

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Purpose/main activity of your organisation?

The Orepuki Cemetery Trust cares for and maintains the cemetery, preserving it as a respectful resting place and important part of local heritage

How many members belong to your club/organisation?

7

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 *

Karla Evans

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust

Form Submitted 31 Aug 2025, 8:48PM NZST

Name *
Phil Sellwood

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: *

Orepuki Cemetery Heritage Information Panels

What is the location of your project? *

Orepuki Cemetery, 146 Frenztz road, monkey island

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

The Orepuki Cemetery Trust is seeking funding to produce and install a series of interpretive panels and history boards at the Orepuki Cemetery. These boards will provide visitors with information about the cemetery's historical significance, individuals buried there, and the cultural heritage of the area. The project includes the physical installation of durable, weather-resistant signage within a shelter to be erected on site.

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

How will your project benefit the Tuatapere Te Waewae community? *

This project will enhance the community's connection to its local history, foster local pride and create a legacy. It will also promote heritage tourism. We also see that the boards will also support intergenerational learning and storytelling, encouraging younger members of the community to engage with their heritage.

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

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust

Form Submitted 31 Aug 2025, 8:48PM NZST

Project start date
01/09/2025

Must be a date.

Project end date

01/01/2026

Must be a date.

Community Board plan alignment

The Tuatapere Te Waewae Community Board plan document can be found [here](#). The Tuatapere Te Waewae Community Board outcomes can be found on page 8. Please indicate below if you think your project aligns with any of these outcomes.

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

- ☐ a community that attracts businesses, people and visitors resulting in economic growth
- ☐ a healthy, safe and connected community with access to quality services and facilities
- ☒ a community that celebrates and protects its natural history and heritage
- ☐ 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 *

Increased public awareness and appreciation of the Orepuki Cemetery

Outcome 2

Greater community engagement in preserving and sharing local heritage

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

Feedback from visitors and community members, collected through informal conversations.

Increased visitation to the cemetery

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 Tuatapere Te Waewae Community Board area will benefit directly from your project? *

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust

Form Submitted 31 Aug 2025, 8:48PM NZST

Form number:

Additional comments on numbers benefiting:

This is hard to estimate as there are many buried in the cemetery with family not necessarily living locally and hard to estimate how many visitors to the cemetery

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 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: Orepuki Cemetery Trust

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: 1000012552.jpg

File size: 205.2 kB

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

Are you registered for GST? *

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust

Form Submitted 31 Aug 2025, 8:48PM NZST

☒ 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: orepuki cemetery_0005 (1).jpg

File size: 990.1 kB

Please upload a current bank statement from your organisation *

Filename: 1000012552.jpg

File size: 205.2 kB

Filename: orepuki cemetery_0006.jpg

File size: 1.2 MB

Total Project Cost *

\$8,852.54

Must be a dollar amount.

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

Amount you are requesting from the Tuatapere Te Waewae Community Partnership Fund? *

\$3,000.00

Must be a dollar amount.

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

Please indicate your current level of reserves: *

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: *

The Cemetery Trust maintains a modest level of reserves. These funds are essential to ensure that the Trust can meet ongoing operational and maintenance expenses, such as lawn mowing, weed spraying, concreting, grave digging, hedge trimming, and periodic tree removal. In addition, the Trust faces several significant upcoming costs, including re-graveling the entire gravel area and re-sheeting the utility shed. Because the cemetery must be maintained to a safe and respectful standard for the community, the reserves are committed to these necessary and recurring obligations. While the Trust is contributing towards the costs of this project, it is not possible to commit the full level of reserves without compromising our ability to maintain core services and meet these essential future expenses

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

This project will be supported by voluntary effort from at least two members of the Trust, who will contribute labour alongside the builder. In addition, volunteer time has been committed to organising the project, including seeking quotes, applying for funding, and

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust

Form Submitted 31 Aug 2025 8:48PM NZST

Coordinating with contractors. At this stage no donated materials are being used.

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

Future operational costs for this project will be met through a combination of donated volunteer time, applications for grants where appropriate, and the ongoing income the Trust receives from cemetery fees (e.g., burial charges).

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).**

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	\$
Orepuki Cemetary Trust balance?	\$4,352.54	Timber	\$1,171.52
Grant	\$4,500.00	Gravel	\$507.52
		Coloursteel & fixings EST	\$2,500.00
		Labour EST	\$2,000.00
		Panels	\$2,173.50
		Cement	\$50.00
		Contingency	\$450.00

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount

\$8,852.54

This number/amount is calculated.

Total Expenditure Amount

\$8,852.54

This number/amount is calculated.

Income - Expenditure

\$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

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust

Form Submitted 21 Aug 2025 8:48PM NZST

Please upload quote(s)

Filename: J54375 - SDC (1).pdf

File size: 202.6 kB

Quotes

If you have not provided more than one quote, please explain why:

We had a very short timeframe to lodge this application so have only been provided with one quote at this stage

Additional information

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

We are working to a very short timeframe for this funding application, so the costs for iron, cement, fixings, and labour are currently estimates. The timber and gravel costs are actual and have already been paid for.

Supporting documentation

Supporting documentation

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

Attach documents here

Filename: boardnew25.pdf

File size: 10.1 MB

Filename: Cemetery.jpg

File size: 1.6 MB

Filename: orepuki.jpg

File size: 174.0 kB

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

Attached are images and a mock-up of the interpretive panels to illustrate the design and layout of the project. Due to the short timeframe for this application, we have not sought letters of support to accompany it. However, the Orepuki Cemetery Trust has strong backing from local families and the Southland District Council, and we are confident the project will be well supported by the wider Tuatapere-Te Waewae community.

Feedback

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust

Form Submitted 31 Aug 2025, 8:48PM NZST

Feedback

How did you find out about the Tuatapere Te Waewae 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

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 2020.

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:

Tuatapere Te Waewae Community Partnership Fund - August 2025 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWWCPF005AUG25 From Orepuki Cemetery Trust

Form Submitted: 31 Aug 2025, 8:48 PM NZST

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 *

Karla Evans

Position in organisation *

Volunteer – assisting with funding application

Date *

31/08/2025

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 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.

Cemetery History

Goldmining led to the establishment of Orepuki in 1865. The area was surveyed a year later, with land being reserved for a cemetery. The first burials took place at Orepuki Cemetery in the 1870s.

Although the location of Orepuki township changed three times, the cemetery remained at this same coastal site overlooking Monkey Island and Te Waewae Bay.

Early burials took place before the cemetery had been surveyed into plots. Families used to dig a plot anywhere in the cemetery for their loved ones and bury them. Some young children were buried in shallow graves.

The old records for the cemetery were lost many years ago but have been partially reconstructed from memorial inscriptions and genealogical research.

In 1874 residents sent a petition to the Superintendent of the Province of Otago to request fencing around the cemetery grounds to stop wandering stock from despoiling the graves. Accompanying the petition was a list of residents put forward by Warden Wood to form a Cemetery Trust. The suggested trustees were Henry Hirst, Cornelius Barry, Albert Cassels, Thomas Escott and Henry Howell.

However, the first official Cemetery Trust was not formed until 10 years later, on 25 June, 1884. The Governor-General appointed Messrs Nelson Griffiths, Robert Riddell, Cornelius Barry and W P Merrilees as trustees.

Many renowned community figures are buried in the Orepuki Cemetery.

The altar at St Faith's Anglican Church is a memorial to Captain Bayley Griffin, who died in Orepuki in 1908 after a long illness. Originally from Wiltshire in England, he spent years with the army in Hong Kong, India, Gibraltar and Egypt before coming to New Zealand in 1865 to retire. Before his death he was a lay reader at the Anglican Church and held other roles in the community. His body was interred with full military honours.

Another community figure was James Patterson Young, born in Glasgow, Scotland, in 1834. One of the best-known colonists of early years, he worked in mining and was a talented wordsmith, writing for several papers in Western Southland. His obituary describes him as having "a fund of interesting history and anecdote connected with the old times and people". He died in 1904.

Tragic tales of lives lost at sea echo in Orepuki Cemetery. Among them is John Dawson, one of 10 local men who died at sea within three weeks in 1875.

On 20 March 1875 a boating accident claimed the lives of three men, two of them from Orepuki. On April 6, a group of seven Orepuki miners decided to pay their respects to one of the missing men by attempting to find his body. Their search ended in tragedy too, and all seven were drowned.

John Dawson was among the searchers who died. He is remembered with a tombstone at Orepuki Cemetery, Plot 10, Anglican Section, although it is not known where he was buried. It is believed fellow searcher James McDonald is buried at Riverton, but there are no records of the final resting place of the eight others who lost their lives.

Orepuki has undergone dramatic change. Around 1900, the town's population had swelled to 3000 people as a result of thriving industries including goldmining, coal and shale mining, tax milling and sawmilling. The population declined rapidly after that as the industries closed down but the cemetery has remained a focal point of the community since its inception, offering families a peaceful place with stunning views as a final resting place for their loved ones.

At the time of writing, the Orepuki Cemetery Trust has been responsible for the maintenance and appearance of the cemetery. Red shale cinders from the old shale works have been used to form pathways in the cemetery. Records of those who served on the Cemetery Trust throughout the years were not kept but most local families have been involved.

This cemetery sign is a joint project between the Orepuki Cemetery Trust and Southland District Council.

A

ADAMSON David	Anglican	Plot 188
ADAMSON Edith Mary	Anglican	Plot 188
ADAMSON Frank	Anglican	Plot 188
ADAMSON Isabella Gertrude	Anglican	Plot 188
ADAMSON James Alan	Anglican	Plot 188
ADAMSON Edith Laila Ayling	Anglican	Plot 188
AITKEN Robert	Location unknown	
ALDERSON Anne Mary	Catholic	Plot Unknown
ALDERSON John	Catholic	Plot Unknown
ALDERSON Margaret Beatrice	Catholic	Plot Unknown
ALDERSON Elizabeth Cook	Anglican	Plot 114A

ALDERSON David	Section Old	Plot 51
ALDERSON Harriet Lilian	Section Old	Plot 51
ALEXANDER Duncan	RSA	Plot 51
ALEXANDER Hannah Charles	Catholic	Plot 44
ALEXANDER Margaret Ellen	RSA	Plot 51
ALLAN Alexander Ronald Lynch	Anglican	Plot 136
ALLAN Kathleen Mary Winifred	Anglican	Plot 136
ALLOTT Lawrence Huesticade	Anglican	Plot 56
ANDERSON Peter John	Section A	Plot 21

ANDERSON Winifred Catherine	Catholic	Plot 3
ARCHER David	Section B	Plot 16
ARMSTRONG Ellen	Location unknown	
ARMSTRONG Joseph John	Catholic	Plot 56
ARMSTRONG Joseph William	Catholic	Plot 56
ARTHUR Henry Malcolm	Section Old	Plot 52
AULTON Dorset Edith	Section A	Plot 23
AULTON Gordon Alexander	Section A	Plot 23

B

BAILEY Kenneth	West Beem	Plot 37
BAILEY Neil Teo Raymond	West Beem	Plot 37
BAIRD John Charles Vincent	Location unknown	
BAIRD William Charles	Location unknown	
BAKER Nola Ruth	Section B	Plot 19
BALLANTYNE Ann Dobson	Section Old	Plot 86
BALLANTYNE Leslie William	Anglican	Plot 118
BALLANTYNE William	Anglican	Plot 148
BARCLAY Alexander Robert	Section Old	Plot 97
BARCLAY Raymond Robert	Section Old	Plot 97
BARCLAY Kathleen	Section Old	Plot 97
BARCLAY David	Anglican	Plot 133
BARNEIS Edward	New Beem	Plot 17
BARNEIS Rona Leona	New Beem	Plot 17
BARNETT Ivy Evelyn	Catholic	Plot 38
BARNETT Thomas David	Catholic	Plot 38
BARNETT William Clifford George	Catholic	Plot 38
BARRIETT Robert Albert	Anglican	Plot 185
BARRY Cornelius Bernard	Catholic	Plot 1A
BARRY Elio	Catholic	Plot 1A
BARRY Mary Bridget	Location unknown	
BARRY Michael Cornelius	Location unknown	
BATCHelor Clara A	Section Old	Plot 91
BEATCH Joseph	Catholic	Plot 75A
BEATCH Kathleen Whalerhuzang	Catholic	Plot 75A
BEATSON Alexander	Section Old	Plot 69
BECHHAM Robert William	Section Old	Plot 118
BEGG Ellen Jane	Catholic	Plot 19

BENNETT Alice Elizabeth	Catholic	Plot 67
BENNETT Richard	Catholic	Plot 67
BENNETT Edward Samuel Robert	Section Old	Plot 100
BENNETT Mary	Section Old	Plot 100
BENNETT Samuel	Section Old	Plot 100
BEVIN Dorothy Margaret	Section B	Plot 14
BEVIN John William Ernest	Section B	Plot 14
BEVIN John Murdoch	West Beem	Plot 58
BLACK Ella	Section Old	Plot 86
BLACK John Gordon	Section Old	Plot 86
BLOOMFIELD Ellen	Anglican	Plot 91
BONE Edward Cornelius	Catholic	Plot 47
BONE Francis Edward	Catholic	Plot 47
BONE Mary Frances	Catholic	Plot 47
BONE Jean Bernadette	Location unknown	
BONE Mary Ann	Section A	Plot 3
BONTHRON Charles Forester	Section Old	Plot 41
BONTHRON Jessie Louise	Section Old	Plot 41
BROOKES Albert Alexander	Anglican	Plot 187
BROOKES Gordon Davidson	Anglican	Plot 187
BROWN Agnes	Anglican	Plot 156
BROWN James Thomas	Anglican	Plot 156
BROWN Alexander Ronald	Anglican	Plot 177
BROWN Annie Gullford	Section B	Plot 4
BROWN John Ferguson	Section B	Plot 4
BROWN George	Section Old	Plot 78
BROWN Rebekah	Section Old	Plot 78
BROWN William	Section Old	Plot 78
BROWN William James Lister	Section Old	Plot 78

BROWN Walter Ambrose	Section B	Plot 8
BROWN William Alfred	Anglican	Unknown
BROWNIDGE Charles	Anglican	Plot 207B
BROWNIDGE Charles	Anglican	Plot 207B
BROWNIDGE Charles	Anglican	Plot 207B
BROWNIDGE Margaret	Anglican	Plot 207B
BROWNIDGE William	Anglican	Plot 207B
BROWNIDGE Charles Gordon	Section B	Plot 12
BROWNIDGE Ethel May	Section B	Plot 12
BROWNIDGE Charlotte	Location unknown	
BROWNIDGE Elizabeth	Location unknown	
BUCHANAN Michael Maria	Section Old	Plot 71
BUCKINGHAM Henry	Anglican	Plot 100
BUCKINGHAM Lillian Doroth	Anglican	Plot 100
BUCKINGHAM Lloyd George	Anglican	Plot 100
BUCKINGHAM Henry Riley	New Beem	Plot 8
BUCKINGHAM Maud Joyce	New Beem	Plot 8
BUCKINGHAM Mabel Joan	Section A	Plot 30
BUNG Num	Location unknown	
BURKE Annie	Catholic	Plot 23
BURKE Thomas	Catholic	Plot 23
BURNS Thora	Anglican	Plot 41B
BUTLER Charles Henry	Anglican	Plot 47
BUTLER Elizabeth Margaret	Anglican	Plot 47
BUTLER Susan William	Anglican	Plot 47
BUTLER Philip Walter	Anglican	Plot 47
BYRNES Catherine Irene	Catholic	Plot 17

C

CAMERON Arthur James	Anglican	Plot 183
CAMERON Corrie	Anglican	Plot 183
CASKE Charles	Anglican	Plot 205
CASKE Mary Ann Carden	Anglican	Plot 205
CASSELL Albert	Section Old	Plot 26
CASSELL William	Location unknown	
CLAPP Harold Douglas	Section Old	Plot 35
CLEGHORN Frances Veronica	Catholic	Plot 15
CLEGHORN Frances	Catholic	Plot 68
CLEGHORN William Wallace	Catholic	Plot 68
CLEGHORN Gerald Joseph	Catholic	Plot 13A
CLEGHORN Rose Edith	Catholic	Plot 13A
CLEGHORN Graham Joseph	Catholic	Plot 13A
CLUNE Angus Matheson	Anglican	Plot 170
COCHRAN Alan Carwell	Anglican	Plot 164
COCHRAN Isabella Corvella Jane Kerr	Anglican	Plot 164
COCHRAN William Carwell	Anglican	Plot 164
COCHRAN William	Location unknown	
COLBIE Alice	Catholic	Plot 39
COOPER Ann	Section Old	Plot 48
COOPER Henry	Section Old	Plot 48
COOPER Howell	Section Old	Plot 54
COOTE Frances Janet	Section B	Plot 14
COOTE Owen Margaret	Section B	Plot 14
COOTE Arthur Henry	Section Old	Plot 76
CORBETT Catherine	Section Old	Plot 67
CORBIN Alice Imelda	Catholic	Plot 42B
CORBIN Brian Richard	Catholic	Plot 42B
CORBIN Leonard Francis	Catholic	Plot 42B
CORRIERY Annie	Catholic	Plot C
CORRIERY Denis	Catholic	Plot C
CORRIERY Robert	Catholic	Plot C
CORRIERY Agnes Susan	Catholic	Plot D
CORRIERY John	Catholic	Plot D
CORRIERY John Joseph	Catholic	Plot 11
CORRIERY Patrick	Catholic	Plot 11A
CORRIERY Christine Vera	Catholic	Plot 11A
COGROVE John Cecil	Location unknown	
COGROVE Joseph Walter	Location unknown	
COGROVE Mary	Catholic	Plot 72
COUGHAN Joseph	Location unknown	
COL Mabel Rebecca	Anglican	Plot 202A
COL Ronald Francis	Anglican	Plot 202A
COYLE James	Location unknown	
CRAWFORD Elizabeth Alice	Anglican	Plot 54
CRAWFORD John Mela	Anglican	Plot 54
CRESSLEY Harry	Location unknown	
CROCKETT Henry	Section Old	Plot 28
CROFT Sarah Ann	Anglican	Plot 62
CROW Malcolm	Section B	Plot 26
CROW William Peter	Location unknown	
CROWTHER Elizabeth Clara	Section Old	Plot 31
CROWTHER Sophia	Section Old	Plot 31
CULLEN Alexander	Anglican	Plot 145
CUNNINGHAM Charles	Location unknown	
CUPPLES Elizabeth Matilda	Section Old	Unnumbered
CUPPLES Hamilton	Section Old	Unnumbered
CUPPLES Robert	Section Old	Unnumbered
CURRIE John Leonard	Location unknown	





Customer Account: Z219
Date Created: 29 August 2025

Quote Number:
J54375

Quote Prepared For: Donna Hawkins
Southland District Council
PO Box 903
Invercargill 9840

Name: Riki Shuttleworth
Phone: 0276867999
Email: riki.shuttleworth@creationsigns.co.nz

Thank you for the opportunity to submit pricing to you. All prices are based on the quantities and items shown below.

54375	Apply new prints to Orepuki panels	1890.00
-------	------------------------------------	---------

Subtotal	1,890.00
GST	283.50
Total	2173.50

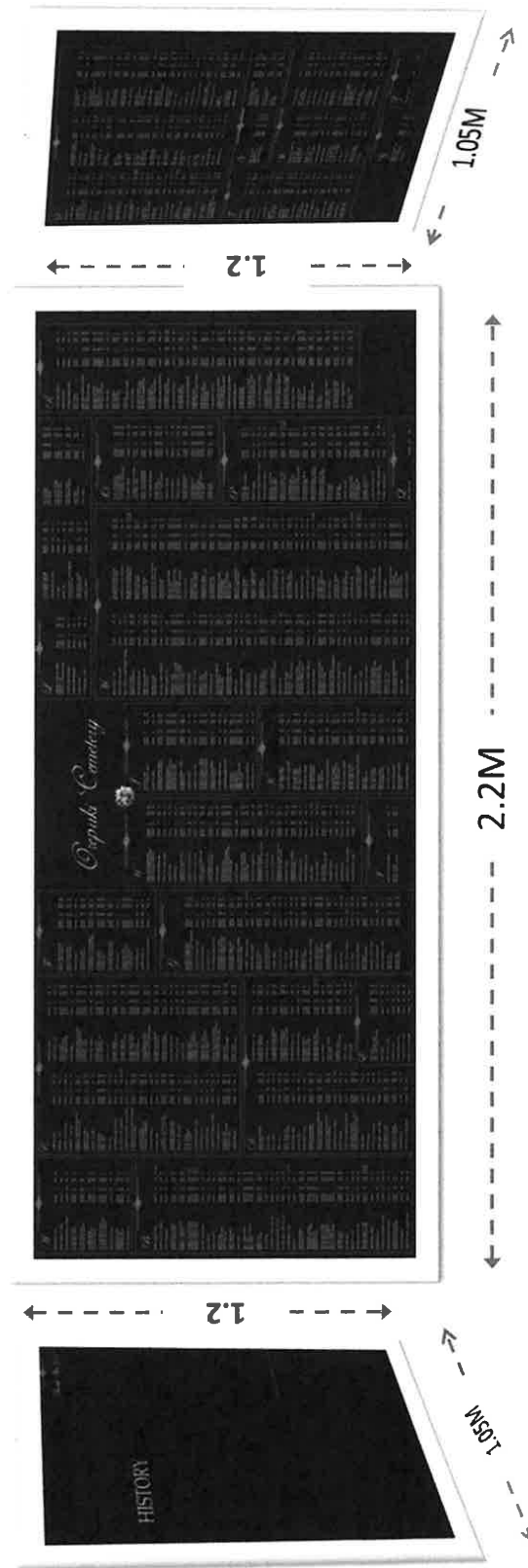
Quote Terms

- . All prices are exclusive of GST and FREIGHT unless otherwise stated.
- . All orders will be subject to our standard Terms and Conditions of Sale.
- . Delivery times may vary and will be confirmed on receipt of your order number.
- . Quote Valid for 30 Days only.
- . Prices may be subject to major currency and material cost fluctuations outside of our control. However, negotiation will be sought prior to price changes being implemented.

If you have any questions then please do not hesitate to contact me and I would be happy to assist in any way possible.

Creation Signs Limited:
8 Bill Richardson Drive
Phone: 03 211 0301
Fax Sales: 03 214 1711

OREPUKI CEMETERY BOARDS



MAIN BOARD 2200metres width and 1200 high
SIDE BOARDS 1050mm width and 1200mm high

Local budget and projects update

Record no: R/25/11/54875

Author: Stella O'Connor, Community partnership leader

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

Report type: Information

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) receives the report titled “Local budget and projects update”

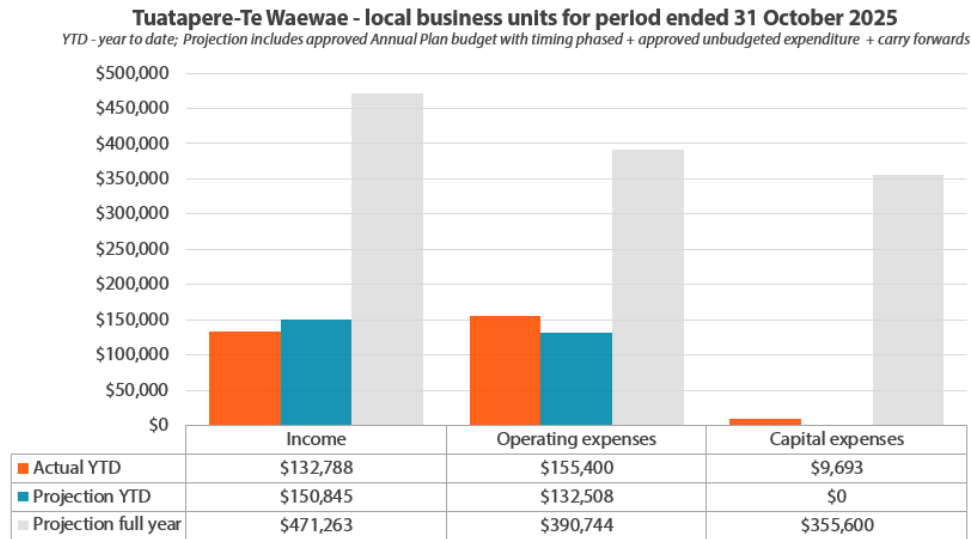
Purpose

- 1 The purpose of this report is to inform the board of the current local budget information for the Tuatapere Te Waewae area and to update the board on the status of current community projects in the board area.

Attachments

- A Local budget and projects information for Tuatapere - Te Waewae CB [↓](#)

Local budget information for Tuatapere - Te Waewae CB



Budget notes

Income is \$18k (12%) under projection. This largely relates to \$25k of insurance recoveries for the Orawia Hall that was accrued at year end and reversed in July, this will be corrected by accruing this again in November. This is offset by \$7k under projection due to the timing of the Better off Funding for the Tuatapere Historic Railway Station that will be received as the project progresses.

Operating expenses are \$23k over projection (17%) Three projects are showing as over projection due to the phasing of the budget until later in the year, these are the grant for the Tuatapere Historic Railway Station (\$64k), the Orepuki Hall maintenance project (\$2k) and the Tunatuna pump track (\$3k).

General maintenance codes are overall \$30k under projection as general maintenance is largely reactive. Tree and Hedge is \$11k under projection and footpaths are \$3k under projection as no expenditure has been incurred in these areas yet. Insurance is \$5k under projection due to actual costs being less than budgeted. Orawia Hall is showing as \$7k over projection due to work in relation to the accident, this is hoped to be recovered from insurance.

Capital expenses are \$10k (100%) over projection due to a land survey being completed for the Tuatapere Railway Station. The budget for this project is phased until later in the year and is also included in the operating expenses section.

Projects update for Tuatapere - Te Waewae CB

Activity	Name	Current Phase	Current Progress	Budget actual ytd
COMMUNITY FACILITIES	Monkey Island - shelter area development (stage 2)	Pre-delivery phase	Off track	\$386,810 \$1,000 P-10842
The response from community engagement has been reviewed and a report is to be taken to Council with recommendations for them to consider, prior to any major work being carried out on this project. In the interim there has been some maintenance work carried out on the shelter and surrounding grounds to make the space safe and available for use by the public.				
COMMUNITY FACILITIES	Tuatapere historic railway station	Delivery phase	On track	\$196,962 \$73,571 P-11091
The trust that are carrying out the work on the upgrade of the railway station are progressing well with the work and meeting the milestones that have been agreed to in their contract.				
COMMUNITY FACILITIES	Tuatapere library - exterior repaint	Delivery phase	On track	\$20,000 \$10,339 P-11446
The contractor has been pushed to resolve the issue with the door supplier and will be providing pricing for the handrail within the next week.				
PUBLIC TOILETS	Tuatapere Half Mile Road playground – new toilet	Pre-delivery phase	On track	\$236,336 \$6,311 P-10657
The building consent has been approved, toilet construction works are set to start mid November and finish mid December.				
WATER SUPPLY	Eastern Bush water supply upgrade - stage 1	Pre-delivery phase	On track	\$512,500 \$0 P-10007
The team is currently working through the design around best water take options, this will progress through 2025/2026. We are still looking to go to tender with construction in the 2026/2027 period.				

Appointments to organisations

Record no: R/25/11/56096
Author: Michal Gray, Democracy advisor
Approved by: Vibhuti Chopra, Group manager strategy and partnerships
Report type: Decision

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as some importance based on Council's Significance and Engagement Policy and therefore is not considered significant. On this basis no community engagement is required.
- 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) appoints _____ to the Tuatapere Amenities Trust.
- e) appoints _____ to the Waiau Working Party.

Purpose

- 1 The purpose of this report is for the community board to appoint one member as trustee of the Tuatapere Amenities Trust (trust) and one member to the Waiau Working Party (working party).

Discussion

- 2 The trust provides grants for the creation, maintenance and enhancement of amenities that will benefit residents within the Tuatapere area. Under the trust deed the community board has the power to appoint one trustee to the trust.
- 3 The working party is a community consultative group established through the resource consents held by Meridian Energy to address adverse effects of the Manapouri Power Scheme on the Lower Waiau River. The Fiordland Community Board and the Tuatapere Te Waewae Community Board can make one appointment each to the working party.

Options

- 4 The board is being asked to choose one member to appoint to the trust and to choose one member to appoint to the working party.
- 5 The board could also choose not to make any appointments, but this would not fulfil the obligations under the foundation documents of the two organisations.

Legal considerations

- 6 The board has the power to make the appointments in the foundation documents of each organisation.

Strategic alignment

Strategic direction

- 7 The objectives of the trust aligns with the community board's vision of being a vibrant, thriving and supportive community that is attractive to visitors. The role of the working party supports Council's outcome of communities committed to the protection of land and water.

Policy and plan consistency

- 8 Staff have not identified any inconsistencies with any policies or plans.

Financial considerations

- 9 No additional remuneration will be received by an appointee.

Significance assessment

- 10 Staff have assessed this decision as being of some importance under Council's Significance and Engagement Policy and engagement is not required.

Community views

- 11 Community views have not been sought.

Climate change considerations

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

Risk and mitigations

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

Next steps

- 14 The two organisations will be informed of the appointments.

Attachments

There are no attachments for this report.

Adoption schedule of meetings

Record no: R/25/11/55823
Author: Rachael Poole, Committee advisor
Approved by: Vibhuti Chopra, Group manager strategy and partnerships
Report type: Decision

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) adopts a schedule of meetings for the triennium, the community board will meet at 3.30pm at the Waiau Town & Country Club on the following dates:
- Tuesday 3 February 2026
 - Tuesday 14 April 2026 (7 April is Southland Anniversary Day)
 - Tuesday 2 June 2026 (Kings Birthday 1 June)
 - Tuesday 4 August 2026
 - Tuesday 6 October 2026
 - Tuesday 1 December 2026
 - Tuesday 2 February 2027
 - Tuesday 6 April 2027
 - Tuesday 1 June 2027
 - Tuesday 3 August 2027
 - Tuesday 5 October 2027
 - Tuesday 7 December 2027
 - Tuesday 1 February 2028
 - Tuesday 4 April 2028
 - Tuesday 6 June 2028 (Kings Birthday 5 June)
 - Tuesday 1 August 2028

Purpose

- 1 The purpose of this report is for the community board to adopt a meeting schedule for the triennium.

Context

- 2 An approved schedule of meeting dates is required so that meetings can be publicly notified in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- 3 The schedule proposed is consistent with the previous triennium; the community board meetings will generally be held every second month. Adjustments have been made for public holidays.
- 4 Any changes to the meeting schedule including any additional meetings, will be notified to the public and the members in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.

Attachments

There are no attachments for this report.

Chairperson's report

Record no: R/25/11/56755
Author: Rachael Poole, Committee advisor
Approved by: Vibhuti Chopra, Group manager strategy and partnerships
Report type: Information

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Purpose

1. The purpose of this report is for the chair to update the board on activities they have been involved with since the previous meeting.
2. Board members are also able to provide an update on any recent events and issues of relevance and interest to the community board.

Discussion

3. A huge welcome back to those who served on the Tuatapere Te Waewae Community Board in the last triennium-Blayne, Wayne and Marilyn and to those new to our Community Board-Derek (past Councillor), Lynette and Don (current councillor). We have a great team going forward including our wonderful staff members-community partnership leader Stella and committee adviser Rachael. There are some projects to continue and complete and other exciting initiatives to look forward to.
4. Following consultation with Community Board members, roles and responsibilities have been allocated to all. These are a guide for each member to focus on and report back to the wider group.
5. It is not intended that the member with a responsibility has to tackle issues alone. Our whole approach is collaborative and keeping good communication channels open. Our aim to keep an eye on many aspects of our community is to form a connection, be aware of needs and to be approachable and good advocates for our community members.

TTWCB roles and responsibilities 2025-2028

6. Chairperson: Anne
 - chair TTWCB formal and informal meetings.
 - submit a Chairperson's Report for Formal meeting agendas.
 - liaise with all local groups.
 - liaise with Southland District Council staff and other Community Boards.
 - work closely with the Community Partnership Leader (Stella) and the Committee Advisor (Rachael).
 - communicate with all communities within the CB area, including the publication of a column in the Western Wanderer monthly.

- communicate, as the CB's representative, with the Media and with the Communications Team at SDC.
- liaise with promotion groups for Tuatapere, Orepuki, Monowai.
- attend Tuatapere Domain Board, Tuatapere Amenities Trust and hall committee meetings.
- liaise on Tui Trails (which includes SDC tracks and DOC tracks).
- engage with senior citizens/play groups/CWA Archives/Heritage Orchard/local museums/Tuatapere Memorial Library.
- oversee Parks and Reserves/ Gemstone Beach/Monkey Island.
- attend Chairs' meeting workshops/contact with other CB Chairs/ work on attending other Community Board meetings.
- work collaboratively with other community representatives and Emergency Management Southland to formulate, confirm, record, communicate and put in place a practical up to date Emergency Plan.

Deputy Chairperson: Blayne

- step in for Chair where necessary.
- liaise with Waiau Rivercare Group.
- connect with sporting clubs including rugby, squash, tennis, bowls and golf.
- liaise with Hump Ridge Track, Tuatapere and Clifden Domain Boards, Waiau Town and Country Club.
- Orepuki, Gemstone Beach and Monkey Island liaison.

Wayne:

- Tuatapere RSA Hall Custodian and Bookings
- liaise with Small Bore Rifle Shooting Club (use of RSA Hall)
- Tuatapere and Districts' Promotions Group
- heritage buildings especially Tuatapere Railway Station and Goods Shed project development.
- town works and infrastructure (footpaths, roads, streetlighting, recycling)

Marilyn:

- school liaison (Hauroko Valley Primary, Waiau Area School)
- membership of Rural Women
- Waiau Swimming Club, Tuatapere Swimming Pool, Netball
- playgrounds
- parks and Reserves

Lynette:

- community housing, Meals on Wheels
- liaise with Hump Ridge Track
- playgrounds
- liaise with Waiau Area School re Community Garden Half Mile Road

Derek:

- liaise with communities Clifden north. This includes Clifden, Blackmount, Monowai, Orawia, Pukemaori.
- representative on the Borland Trust.

Councillor Don:

- attend Council meetings and report back to the T*TWCB.
- work alongside the Community Board.
- represent the Community Board at Waiau and Orawia Catchment Liaison meetings.

Chairperson's activities:

7. Since the start of this triennium the Chair has:

- met with a local resident on two occasions, the last with Stella O'Connor on 31/10/2025 to discuss a way forward as he goes through the process of gaining building consents. This also involved accompanying the resident to a meeting with SDC building team at Otautau to seek further advice.
- attended a Community Board workshop at Winton on 1/11/2025.
- attended the Clifden Rural Women 95th celebration as Guest Speaker on 2/11/2025. This was a wonderful celebration and an enjoyable occasion.
- attended a Chairs'/Deputy Chairs' workshop at Winton on 11/11/2025.
- attended an onsite meeting at Orepuki Hall with Rochelle Prime (custodian), Stella, Sam McDonald and Chase (online booking coordinator) to discuss the current booking situation and options available for the future. Rochelle will use a mixture of manual bookings and the online portal. Repair work required was also discussed and the works planned for the Orepuki Hall in the near future.

8. It's wonderful to see McLeod's Track completed. Thank you to Marilyn for driving this project. The progress at the Railway Station has been amazing! It was exciting seeing the total renovation of the station following our last formal meeting. Thank you and well done Wayne and the team!

9. A building on Main Street identified as unsafe has been kindly removed by the owner. The consent application for the mining of Gemstone Beach has been removed. This issue was a big concern to the Orepuki folk. A very good clean up has taken place outside the Senior Citizens rooms and some trees of concern have been removed from Elder Drive.

10. The Chair has been approached by Becky Erwood, group business director of Mango Communications. She is keen for an event to take place in February of next year where Tuatapere people will choose the best sausages from a selection produced by New World Supermarket butchers. A working group has been formed to plan this event of which the Chair is a member. Support for the event has been given by Tui Base Camp (where sausages are made and sold) and Tuatapere Four Square (where sausages are also sold). Both owners agreed that the proposed event is a good chance to showcase Tuatapere. The media will be in attendance.

11. The recent wind storm resulting in a State of Emergency has highlighted the need for all communities to develop strict guidelines to follow in this situation. The people in all of our Community Board area were wonderful in the way they supported each other. The Chair will

attend a meeting coordinated by Emergency Management Southland on Monday 8th December at 7pm at the Tuatapere Fire Station.

12. We have received a request from the Tuatapere Golf Club asking for money from the Clifden Domain Reserve to purchase a spiker machine. Are the Board in support of asking staff to come back with some information on options available to the Golf Club?
13. The next Tuatapere Te Waewae Community meeting will be held on Tuesday 3 February at 3.30pm.

Attachments

There are no attachments for this report.

Councillor update

Record no: R/25/11/57007
Author: Deborah-Ann Smith-Harding, Committee advisor/customer support partner
Approved by: Vibhuti Chopra, Group manager strategy and partnerships
Report type: Information

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Purpose

- 1 This report is to provide the community board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings from 30 July 2025 to 12 November 2025.

Discussion

- 2 An overview of the reports that have gone to Council and the Finance and Assurance Committee is given in the table below.
- 3 This report also provides an opportunity for Councillor Byars to highlight matters or to update the board on any other issues that have arisen around the Council table.
- 4 If you are interested, you can watch Council or Finance and Assurance Committee meetings via this link: [SDC youtube](#).

30 July 2025 – Council meeting	
Report	Overview
Draft Dog Control Policy and Dog Control Bylaw 2025 - Hearings information and submissions summary	Council received written submissions and listened to the submitters who wish to speak on the draft Dog Control Policy and Dog Control Bylaw. Council thanked the submitters for their time.
Reserve management plan review	Council was updated on the progress of the Reserve Management Plan Review and approved the formal notification of Council's intention to review the Reserve Management Plans in accordance with section 41 of the Reserves Act 1977.
Kowhai Reach reserve	At the Council meeting the special nature of the Kowhai Reach stretch of the Winton stream was discussed. Subject to a proposed works programme being agreed to, Council agreed to enter into a one-year memorandum of understanding with Limehills Home and School Association and fund materials to support work up to the value of \$5,000.
Risk management - annual review	Council adopted the reviewed priority strategic risk areas to become effective on 1 August 2025:

	<ul style="list-style-type: none"> • Adverse event: the risk that Council is unable to appropriately respond to the consequences of a natural or human-induced event impacting the district leading to a loss of critical service continuity • Change: the risk that Council has inadequate adaptability to respond to a continuously changing environment impacting its ability to achieve the best outcomes for the district • Climate response: the risk that Council fails to appropriately adapt to, or mitigate the effects of, a changing climate leading to significant financial, economic, and social impacts • Cyber security: the risk that Council's systems do not have the resilience to protect information assets from cyber-attack and/or error • Decision making: the risk that suboptimal decision making by Council results in misalignment with community needs and/or expectations, or with statutory obligations • Finance: the risk that Council fails to manage its financial sustainability impacting its ability to fund essential services and projects now and, in the future, • Health, safety, and wellbeing: the risk that Council is unable to manage the health, safety, and wellbeing of staff, contractors, and the community where reasonably practical to do so • Social licence: the risk that Council fails to maintain acceptable levels of satisfaction and social licence within the community leading to a loss of mandate to act on its behalf • Strategic relationships: the risk that Council fails to appropriately maintain its local, regional, and national relationships impacting its ability to achieve its objectives.
Waikawa community hall transfer of ownership of building	<p>Council agreed to transfer ownership of the Waikawa Community Hall Building to the Waikawa Community Hall Charitable Trust for \$1 and the trust will enter into a deed of lease with Council for the land the hall building sits on.</p> <p>Any funds in the Waikawa/Niagara community centres reserve, after the deduction of Council's costs, insurances and loan repayments, are to be made available to the Waikawa Community Hall Charitable Trust for expenditure on the hall building.</p>
Retrospective unbudgeted expenditure request - Creative Communities Scheme and Sport NZ Rural Travel Fund	<p>Council approved the retrospective unbudgeted expenditure of \$12,840 from the Creative Communities reserve and \$4,411 from the Rural Travel Fund reserve.</p>
Great South and Space Operations New Zealand	<p>Great South presented to Council the statement of intent for Great South and the Space Operations New Zealand Limited for 2025-2028.</p>

Limited Statement of Intent 2025-2028	
Regional Framework for Action on Climate for Murihiku Southland Phase Two	Council adopted the Regional Framework for Action on Climate for Murihiku Southland Phase Two.
13 August 2025 – Council meeting	
Report	Overview
Investment and Liability Management Policy - adoption	Council agreed to adopt the Investment and Liability Management Policy and requested that staff review the Investment and Liability Management Strategy as part of the next Long-Term Plan.
Proposed update to Delegations Manual	Staff presented Council with updates to the Delegations Manual and outlined the changes - Council approved and adopted the revised manual. Council also resolved to discharge the Five Rivers Water Supply Subcommittee.
Update on Council land at Waikaia – 37 Swalwell Street	Council agreed with the Ardlussa Community Board's recommendation that the land at 37 Swalwell Street, Waikaia is not surplus to requirements and should be retained. Council recommended staff to investigate entering into long term leases/licenses for the Waikaia Depot and the balance parcels for grazing while the spatial planning process takes place.
Adoption of Southland District Council Water Service Delivery Plan	Council approved the final Water Services Delivery Plan and confirmed that the plan is compliant with the Local Government (Water Services Preliminary Arrangements) Act 2024. Council also acknowledged staff and the thousands of hours spent by the team to get this plan across the line.
27 August 2025 – Finance and Assurance Committee meeting	
Report	Overview
Finance and Assurance Committee work plan for the year ended 30 June 2026	The committee noted amendments had been made to the workplan.
Community facilities contract renewal update	The committee provided feedback and recommendations on the proposed procurement approach for the renewal of community facilities maintenance contracts. It also provided feedback and recommendations about direct procurement in specific instances where contract values are under \$50,000, subject to market testing and community board support.
Capital delivery programme update - June 2025	The committee acknowledged that staff, as part of the Capital Delivery Governance Group (CPDGG) will review the 2025/2026 project programme (in terms of what can be delivered given the level of proposed carry forward work) and bring back a report in December 2025.

	The committee requested staff report to it on a quarterly basis on how the capital delivery programme is progressing, comparing planned timeframes with actual timeframes.
Draft unaudited Annual Report 2024/2025	The committee endorsed the draft unaudited annual report for the year ended 30 June 2025, and released the draft unaudited annual report for audit.
27 August 2025 – Council meeting	
Report	Overview
Community facilities contract renewal update	Council endorsed a proposed procurement approach for the renewal of community facilities maintenance contracts.
Budget carry forward requests from 2024/2025 financial year into the 2025/2026 financial year	Staff presented Council with an update on the projects and operational expenditure that were approved for delivery in the 2024/2025 year that were not completed by year end. Council approved that projects and operational expenditure be carried forward to the 2025/2026 and 2026/2027 years.
Draft Dog Control Policy and Bylaw review - deliberations	Staff provided information to Council to allow them to deliberate and decide on matters raised through the consultation process for the draft Dog Control Policy and draft Dog Control Bylaw.
Local Alcohol Policy review	Council approved the draft Statement of Proposal and draft Local Alcohol Policy for public consultation. Consultation will be open from 3 November 2025 to 12 December 2025. Hearings and deliberations are planned for February 2026, it's proposed the policy is adopted by Council in March 2026, and that the policy will be operative in April or May 2026.
Great South Letter of Expectation 2026/2027	Council approved the draft Letter of Expectation 2026/2027 with the addition of 'Southland District Council sees an avenue for Great South to support the Local Government Commission work around the future of local government in Southland if required'.
Mayor's Taskforce for Jobs retrospective unbudgeted expenditure	Council received an update on the Mayor's Taskforce for Jobs Community Employment Programme and approved unbudgeted expenditure of \$220,000 for delivery of the Mayoral taskforce for jobs community employment programme. This work will be undertaken by Great South and is funded from a grant received from Local Government New Zealand.
Colac Bay surfer statue project - unbudgeted expenditure request	The replacement project has evolved into a collaborative initiative between Council and the Colac Bay Progress League. The League has demonstrated leadership and commitment through a significant fundraising campaign. Council approved an unbudgeted expenditure of \$105,000 to increase the budget for the Colac Bay Surfer Statue Project to \$140,000. Acknowledging that \$11,000 is to be funded from the Ōraka Aparima Reserve and interest from the Riverton Property

	Sales Reserve if required. Colac Bay Progress League have committed to contributing funds to this project.
Ohai Recreation Reserve - Te Oruanui Incorporated	<p>Council acknowledged the recommendation of the Wallace Takitimu Community Board and resolved that the ex-marae building located on the Ohai Recreation Reserve is transferred back to Te Oruanui Incorporated for \$1.00. The transfer is contingent on Te Oruanui Incorporated agreeing to pay \$6,540.38 in outstanding service charges.</p> <p>Council approved unbudgeted expenditure of up to \$2,000 plus GST to cover the legal costs and disbursements for the transfer, funded from the Ohai general reserve.</p>
Spatial Plan Update - August 2025	It was noted that the Rakiura/Stewart Island Community Spatial Plan is underway, and the Aparima & Ōraka / Riverton & Colac Bay Community Spatial Plan are currently under discussion with the Ōraka Aparima Community Board.
Management report August 2025	Acting Chief Executive, Vibhuti Chopra and staff updated Council on different Council activities and answered questions from the councillors.
Mayor's report	<p>Mayor Scott updated Council on the events/meetings that he had been involved with during June to mid-August 2025.</p> <p>Councillor Ruddenklau advised the new exhibition at Te Hikoi would be officially opened on Friday 29 August 2025.</p> <p>Councillor Duffy advised that he had recently been invited to attend PolyFest. The Waihopai Toetoe Community Board had granted PolyFest funding from the Community Partnership Fund.</p> <p>Councillor Keast advised that she had attended the Invercargill Citizens Advice Bureau AGM as part of her role as the Southland District Council representative.</p>
10 September 2025 – Council meeting	
Report	Overview
Annual alcohol report to Alcohol Regulatory and Licensing Authority (ARLA)	The purpose of the report was for Council to meet the alcohol licensing reporting requirements under Section 199 of the Sale and Supply of Alcohol Act 2012. Council received the report.
Adoption of Dog Control Policy 2025 and Dog Control Bylaw 2025	<p>Council resolved to adopt the Dog Control Policy 2025 and the Dog Control Bylaw 2025 and revoked the previous policy and bylaw.</p> <p>Council resolved that the new policy and bylaw will come into effect from Wednesday 1 October 2025.</p>
Community facilities district funded project update	Council received the report and requested that staff report quarterly on the community facilities district funded projects.
Community board health check	A community board health check was presented to Council. This included feedback on how the community boards were operating and captured thoughts and ideas about what could be done

	differently in the future. The health check included recommendations to continue to build on the successes from the health check that was completed in 2021.
29 September 2025 – Finance and Assurance Committee meeting	
Report	Overview
Finance and Assurance Committee work plan for the year ended 30 June 2026	The committee noted amendments made to the workplan.
Annual Report 2024/2025 representation letter	The committee authorised the mayor and chief executive to sign the representation letter to Deloitte for the Annual Report 2024/2025 on behalf of Council.
Draft Annual Report 2024/2025 recommending adoption by Council	The Committee recommended that Council adopt the Annual Report 2024/2025, and it endorsed the Summary Annual Report 2024/2025.
Annual Report - Deloitte Management Report for the year ended 30 June 2025	As part of the audit process, Deloitte provides Council with a management report at the conclusion of the audit of the annual report. The management report was included with the report. It outlines the work performed by Deloitte and lists any recommended areas for improvement. Deloitte noted insights in two areas - statement of service performance (SSP) and landfill aftercare provisions. The report also included an 'emphasis of matter' relating to local water done well to reflect the uncertainty associated with Council's decision to continue to deliver future water services through an in-house business unit given that the Secretary for Local Government has not yet accepted (or rejected) the water services delivery plan.
8 October 2025 – Council meeting	
Report	Overview
Adoption of Annual Report 2024/2025	Council adopted the Annual Report and Annual Report Summary for the year ended 30 June 2025.
Draft Insurance Policy	Council agreed to continuing to include in the insurance policy the ability to insure existing non-council assets within its annual insurance renewal. Council adopted the draft Insurance Policy.
Proposed changes to the Riskpool Trust deed	Council approved amendments to the Riskpool Trust Deed and authorised the Chief Executive to sign and return the attached consent form on behalf of Council.
End of triennium governance matters	Council authorised the chief executive, subject to legal limitations, to make decisions on behalf of Council and the community boards for a set time over the election period, in respect of urgent matters and where the mayor-elect is known, in consultation with the mayor-elect.

	<p>Council resolved that the Southland Regional Heritage Committee, Great South Joint Shareholder Committee and WasteNet would stay in effect over the election period.</p> <p>Council recommended that the chief executive appoint Councillor Duffy and Councillor Menzies as commissioners to the District Licensing Committee for a set time over the election period.</p>
Drinking water supplies consolidated report - 1 July 2024 to 30 June 2025	Council received a summary on drinking water supply scheme compliance in accordance with the Drinking Standard New Zealand 2022.
Acknowledgement of retiring community board members	<p>Mayor Scott extended his thanks to each of the following board members for their contribution to the community board:</p> <ul style="list-style-type: none"> • Ardlussa Community Board – Hilary Kelso • Fiordland Community Board - Kate Norris • Northern Community Board - Pam Naylor and Sonya Taylor • Oraka Aparima Community Board - Eve Welch • Oreti Community Board - Colin Smith, Philip Dobson, Katie Allan, Dave Diack, Chris Herud and Tracy Kennedy • Stewart Island/Rakiura Community Board – Rakiura Herzhoff • Tuatapere Te Waewae Community Board - Paula McKenzie and Joanne Sanford • Waihopai Toetoe Community Board - John McIntyre • Wallace Takitimu Community Board – Bridget Mason
Valedictories	Mayor Scott expressed his thanks to Councillor Margie Ruddenklau, Councillor Derek Chamberlain and Councillor Darren Frazer for their service to the Southland District in the trienniums they served. He also thanked staff.
29 October 2025 – Council meeting	
Report	Overview
Declarations of mayor and councillors	The mayor and councillors completed their declarations.
Explanation of legislation that affects elected members	Chief Executive, Cameron McIntosh, provided elected members with a general explanation of key legislation relevant to their roles.
Appointment of deputy mayor	The mayor appointed Councillor Christine Menzies as deputy mayor of Southland District Council for the 2025-2028 triennium.
Appointment of councillors to community boards	<p>Council made the following appointments:</p> <ul style="list-style-type: none"> • Councillor Matt Wilson to the Ardlussa Community Board • Councillor Sarah Greaney to the Fiordland Community Board • Councillor Tom O'Brien to the Northern Community Board

	<ul style="list-style-type: none"> • Councillor Michael Weusten to the Ōraka Aparima Community Board • Councillor Brian Somerville to the Ōreti Community Board • Councillor Jon Spraggon to the Stewart Island/Rakiura Community Board • Councillor Don Byars to the Tuatapere Te Waewae Community Board • Councillor Julie Keast to the Waihōpai Toetoe Community Board • Councillor Jaspreet Boparai to the Wallace Takitimu Community Board.
Council's Standing Orders and Code of Conduct	Council agreed that the current Standing Orders and Code of Conduct apply to the 2025-2028 triennium, until changes are made by central government.
Date of first ordinary meeting	Council resolved that the first ordinary meeting of Southland District Council for the 2025-2028 triennium be held at 10am on Wednesday 12 November 2025 at a venue to be advised in Te Anau with a backup venue of the Council Chamber in Invercargill.
12 November 2025 – Council meeting	
Report	Overview
Waikaia speed limit reduction - submissions, deliberation and approval	<p>Council resolved that the reduced speed limit of 60km/h will come into effect as soon as reasonably practicable following:</p> <ul style="list-style-type: none"> • approval for the reduced speed limit of 60km/h the Director of Land Transport • approval from New Zealand Transport Authority for the 'stopping place' road classification at the same location • entry of the reduced speed limit of 60km/h in the National Speed Limits Register • installation of necessary signage for the reduced speed limit of 60km/h.
Committee structure and adoption of terms of reference	<p>Council noted the mayor has established the following:</p> <ul style="list-style-type: none"> • Finance and Assurance Committee – membership, Mr Bruce Robertson, the mayor and all councillors • Executive Committee – membership, the mayor (Chair), Cr Christine Menzies, Mr Bruce Robertson • Riverton Harbour Subcommittee – membership, Cr Michael Weusten, Emma Gould, Ian Coard, Nic White, Hayley Nelson • Stewart Island/Rakiura Visitor Levy Subcommittee – membership, Cr Christine Menzies (Chair), Cr Jon Spraggon, Mr Bruce Robertson (Council will make additional appointments later once nominations have been called for and made).

	<ul style="list-style-type: none"> • Te Anau Basin Water Supply Subcommittee (Council will make appointments later) • Civil Defence Emergency Management Group – membership, Mayor Rob Scott, Cr Christine Menzies as alternate • Great South Joint Shareholders Committee – membership, Mayor Rob Scott • Southland Regional Transport Committee – membership, Cr Christine Menzies Mayor Rob Scott as alternate • Southland Regional Heritage Joint Committee – membership, Cr Paul Duffy, Cr Christine Menzies • WasteNet (Waste Advisory Group) – membership, Mayor Rob Scott, Cr Christine Menzies <p>Council established:</p> <ul style="list-style-type: none"> • the Ohai Railway Fund Committee – membership, Mayor Rob Scott, Cr Jaspreet Boparai, Cr Michael Weusten • the District Licensing Committee – membership, Cr Paul Duffy (Chair), Cr Jaspreet Boparai (Deputy Chair), Cr Tom O'Brien, Cr Brian Somerville <p>Council agreed, to together with Invercargill City Council and Gore District Council, to maintain and publish a combined list of persons approved to be members of any of the licensing committees in the Southland region (subject to Invercargill City Council and Gore District Council resolving similarly) and approved Cr Paul Duffy, Cr Jaspreet Boparai, Cr Tom O'Brien, and Cr Brian Somerville to be included on the combined list.</p> <p>Council also adopted the terms of reference including delegations for the community boards, all committees, subcommittees and joint committees of Council and approved the terms of reference and delegations to be updated in Council's Delegations Manual.</p>
Appointments to council organisations	<p>Council approved the appointment of elected members to the following Council organisations:</p> <ul style="list-style-type: none"> • Cr Matt Wilson to the Around the Mountains Cycle Trail Trust • Cr Julie Keast to the Citizens Advice Bureau Invercargill Board • Cr Michael Weusten and Cr Don Byars to the Creative Communities Assessment Committee • Cr Julie Keast to the Gore and Districts Community Counselling Centre • Cr Julie Keast to the Pioneer Women's Memorial Trust • Cr Phil Dobson to the Southland Indoor Leisure Centre Charitable Trust • Cr Paul Duffy to the Southland Regional Heritage Building and Preservation Trust

	<ul style="list-style-type: none"> • Mayor Rob Scott and Cr Christine Menzies as alternative to the Te Rōpū Taiao • Cr Jaspreet Boparai to the Tuatapere Amenities Trust • Cr Julie Keast to the Whakamana te Waituna Trust • Cr Greaney to Connected Murihiku. <p>Council noted that the mayor is an ex officio member of the Southland Medical Foundation Incorporated.</p> <p>Council revoked the appointments of Ms Eve Welch and Mr Blair Stewart to the Taramea (Howell's Point) Management Committee (two members appointed last triennium), confirmed that Cr Don Byars will remain on the Management Committee, and appointed Mr Neil Linscott and Mr Michael Weusten to the Management Committee.</p> <p>Council noted the existing appointments of directors of Milford Sound Tourism Limited of the chief executive, Mr Cameron McIntosh and external appointee, Mr Rex Williams.</p> <p>Council appointed Cr Sarah Greaney as trustee of the Milford Community Trust.</p>
Elected members' remuneration	<p>Council approved the proposed allocation of the Southland District Council governance remuneration pool, until 30 June 2026, for inclusion in the remuneration proposal as follows:</p> <ul style="list-style-type: none"> • Deputy Mayor at 1.5 times the base councillor remuneration - \$62,040 • Councillor (11) - \$41,360 <p>Council requested staff provide this proposed allocation to the Remuneration Authority in the remuneration proposal for its approval.</p> <p>Council approved unbudgeted expenditure of \$23,000 associated with the increased remuneration pool, to be funded using operational surpluses, with any remaining shortfall to be funded from the District Operations Reserve.</p>
Adoption schedule of meetings	<p>Council:</p> <ul style="list-style-type: none"> • agreed that Council meetings will be held in the District on a regular basis • agreed to hold a meeting at Takutai o Te Tītī Marae, Colac Bay within the next six months • adopted the schedule of Council and Finance and Assurance Committee meetings for the remainder of 2025 and for the 2026 year.

Attachments

There are no attachments for this report.