



# Minutes

## Waihōpai Toetoe Community Board

Tuesday, 16 December 2025, 7pm  
Memorial Hall Wyndham, 44 Balaclava Street, Wyndham

### PRESENT

Chairperson	Pam Yorke
Deputy chairperson	Emily Butters (via video link)
Members	Denise Fodie
	Fiona McCabe
	Melanie McIntyre
	George Stevenson
	Andrea Straith
	Councillor Julie Keast

### IN ATTENDANCE

Councillor Paul Duffy  
Committee advisor - Fiona Dunlop  
Community partnership leader - Karen Purdue

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1 Opening

The Chairperson opened the meeting.

2 Apologies

There were no apologies.

3 Leave of absence

There were no requests for leave of absence.

4 Conflict of interest

Councillor Keast declared a conflict of interest in relation to item 8.2 Community partnership fund applications - September 2025 funding round application 7 – South Catlins Promotions. She advised that she would not take part in discussion or vote.

Emily Butters declared a conflict of interest in relation to item 8.2 Community partnership fund applications - September 2025 funding round application 7 – South Catlins Promotions. She advised that she would not take part in discussion or vote.

Denise Fodie declared a conflict of interest in relation to item 8.2 Community partnership fund applications - September 2025 funding round application 7 – South Catlins Promotions. She advised that she would not take part in discussion or vote.

Pam Yorke declared a conflict of interest in relation to item 9.1 Community service award nomination – September 2025. She advised that she would not vote.

5 Additional Agenda items

There were no additional agenda items.

6 Confirmation of minutes

Resolved

Moved Cr Julie Keast/Fiona McCabe

That the Waihōpai Toetoe Community Board confirms the minutes of the meeting held on 3 November 2025 as a true and correct record of that meeting.

Carried

## 7 Public participation

David McKenzie Edendale Primary School Principal addressed the Board in support of their application to the Community Initiatives Fund.

## Reports

### 8.1 Delegations to the community board

Record No: R/25/11/57010

Report presented by Governance legal manager Robyn Rout.

The purpose of the report was to provide information to the Waihōpai Toetoe Community Board on the delegations from Council that were approved on 12 November 2025.

Resolved

Moved Andrea Straith/George Stevenson

That the Waihōpai Toetoe Community Board:

- a) notes the information contained in the report.

Carried

### 8.3 Wyndham camping ground - future management

Record No: R/25/11/54695

Report presented by Community partnership leader Karen Purdue.

The purpose of the report was to update the board on progress, recent community feedback, and new operational information regarding the Wyndham camping ground, and to seek direction on a preferred operating model that will enable a reopening and support a cost neutral long term operation after some initial capital investment in the facilities and grounds.

Resolved

Moved Andrea Straith/Cr Julie Keast

That the Waihōpai Toetoe 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/administrative based on Southland District Council's Significance and Engagement Policy.
- 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) Recommend to council to approve the transfer of the remaining budget \$34,020.69 from the Baird-Hewat Square/Doctors Square project to P-11222 Wyndham Camping Ground – Construction. To be funded from Better off Funding if approved by the Department of Internal Affairs otherwise to be funded by a ten-year loan.
- e) recommends to staff that they proceed to install a user pays technology system at the Wyndham camping ground with the following:
  - installation of 240v power supply to gate location
  - Wi-Fi, 4G/5G, or Starlink installation and monthly data charges
  - trenching and underground cable installation
  - network hardware (router, switches, CAT6 cabling)
  - any internal rewiring within the amenities block
  - earthworks or concrete pads for gate posts
  - shower rebuilds or plumbing upgrades
  - cabin upgrades (mattresses, curtains, screens)
  - electrical upgrades (power point earthing, appliance replacement)
  - replacement laundry equipment
  - signage for entry, site rules and wayfinding
  - fencing

Carried

Staff recommendations were moved with changes as **indicated**.

Melanie McIntyre, Denise Fodie and Fiona McCabe abstained from voting on the above.

#### 8.4 Brydone recreation reserve grazing income

Record No: R/25/11/55952

Report presented by Property advisor, Sara-Jane Fitzgerald.

The purpose of the report was for staff to seek a recommendation from the Waihōpai Toetoe Community Board, on the continuation of the rental income from the Brydone recreation reserve being available to be spent on the upkeep and running of the neighbouring Brydone hall.

Resolved

Moved Fiona McCabe/George Stevenson

That the Waihōpai Toetoe 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.
- 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) recommends to Council to write to the Minister of Conservation seeking approval for the rental income from the Brydone recreation reserve be spent on the upkeep and running of the Brydone public hall.

Carried

8.5 Financial report for the year ended 30 June 2025

Record No: R/25/12/57748

Report presented by finance business partner lead Susan McNamara.

The purpose of the report was to present the final financial results and supporting information for the local activities within the Waihōpai Toetoe Board area for the year ended 30 June 2025.

Resolved

Moved Cr Julie Keast/George Stevenson

That the Waihōpai Toetoe Community Board:

- a) notes the information contained in the report.

Carried

8.6 Draft budgets and rates - Annual Plan 2026/2027

Record No: R/25/11/56832

Report presented by finance business partner lead Susan McNamara.

The purpose of the report was for the community board to consider and recommend the local budgets for the Annual Plan 2026/2027 and the associated local rates for the year commencing 1 July 2026.

Resolved

Moved Andrea Straith/Cr Julie Keast

That the Waihōpai Toetoe 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 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.
- 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) confirms the local budgets and work programmes attached (including the following-amendments agreed at the meeting) and recommends to Council these be included in the draft Annual Plan 2026/2027.
- P-11222 Wyndham camping ground project to be reduced from \$156,366 to \$75,000 to be funded by loan
  - Reduce the community partnership grant from \$23,827 to \$20,000
- e) agrees that the following changes be made to the 2025/2026 local community board projects and recommends to Council that these be incorporated into Council's 2025/2026 forecasting process:

Town: Project	Current budget (2025/2026)	Revised budget (2025/2026)	Recommended timing (year) and budget
Edendale and Wyndham – Creation of multi-use track	\$600,000	\$0	LTP 2027-2037 \$600,000
Gorge Road – Speed feedback sign at Gorge Road Invercargill Highway	\$20,000	\$0	cancelled
Gorge Road – Speed feedback sign at Tokanui Gorge Road Highway	\$20,000	\$0	cancelled
Wyndham Museum Disposal	\$100,911	\$60,911	Balance cancelled
Edendale Proposed dog park	\$51,000	\$0	2026/2027 \$51,000
Edendale recreation reserve playground equipment renewal	\$2,855 Funded by loan	\$2,855 funded from Waihōpai Toetoe Community Board reserve	Funding source to be changed
Woodlands reconstruction of the track to Kingswood Bush	\$51,000 Funded by: Woodlands general reserve \$39,028 Loan \$11,972	\$51,000 Funded by: Woodlands general reserve \$42,143 Loan \$8,857	Funding source to be changed
Wyndham playground redevelopment	\$76,500 Funded by loan	\$76,500 funded from Waihōpai Toetoe	Funding source to be changed

		Community Board reserve	
Edendale Wyndham footpath renewal programme	\$376,444 Funded by: NZTA \$63,618 Loan \$275,803 Edendale Wyndham footpath reserve \$37,023	\$376,444 Funded by: NZTA \$63,618 Loan \$274,310 Edendale Wyndham footpath reserve \$38,516	Funding source to be changed
Edendale and Wyndham five speed feedback signs	\$48,860 Funded by: Waihōpai Toetoe ward reserve \$20,060 Loan \$28,800	\$48,860 Funded by: Waihōpai Toetoe ward reserve \$21,607 Loan \$27,253	Funding source to be changed

- f) 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)
Waihōpai Toetoe Community Board rate	\$302,767
Tokanui/Quarry Hills Hall rate	\$26,225
Edendale-Wyndham Hall rate	\$42,250
Waihōpai Toetoe Hall rate ( <i>was Fortrose Domain Hall rate</i> )	\$5,099
Waihōpai Toetoe Pool rate	\$28,750
Woodlands Septic Tank rate	\$17,146

- g) recommends to Council the setting of the following fees and charges for the year commencing 1 July 2026:

Fee/Charge Description	Notes	Fee/Charge (GST inclusive)
<b>Tokanui hall</b>		
Hall hire	Per hour (minimum booking 4 hours for casual users, no minimum for verified users)	\$10.00
	Per day	\$80.00
	Night charge per night (after 5pm)	\$150.00
Bond (refundable) (may be imposed at discretion of the custodian and advised at time of booking)	No GST	\$400.00
Cleaning	Per hour	\$50.00

If excessive staining on the floor and commercial cleaning is required the cost of such will be charged to the hirer		
<b>Wyndham hall</b>		
Hall hire	Per hour (minimum 4 hour booking for casual users, no minimum for verified users)	\$10.00
	Per day	\$80.00
Hall hire - night charge	Per night (after 5pm)	<b>\$150.00</b>
Diesel heating	Per litre used	At cost
Breakages/Damage	Repair/replacement	At cost
Bond (refundable) (may be imposed at discretion of the custodian and advised at time of booking)	No GST	\$1,000.00
Cleaning	Per hour	<b>\$50.00</b>
If excessive staining on the floor and commercial cleaning is required the cost of such will be charged to the hirer		
<b>Wyndham camping ground</b>		
Powered site (2 adults, 2 children)	Per day (maximum 6 people per site)	\$38.00
Non powered vehicle site	Per day (maximum 6 people per site)	\$30.00
Non powered tent site	Per day (maximum 6 people per site)	\$25.00
Cabin site	Per day	\$65.00
Additional persons per site	Adult per day	\$10.00
	Child (up to 15 years) per day	\$5.00
Shower base fee	Per use	\$4.00
Washing machine/dryer	Per use	\$6.00
Dump station	Per use	\$5.00

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

Carried

Staff recommendations were moved with changes as **indicated**.



8.7 Appointments to organisations (Hokonui Community-Led Health Table)

Record No: R/25/12/58693

Report presented by community leadership partner Karen Purdue.

The purpose of the report for the community board to appoint a representative to the Hokonui Community-Led Health table.

Following discussion on the matter, the Board agreed that it would lie the report on the table.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- a) Lay the report on the table.

Carried

Staff recommendations were moved with changes as indicated.

8.8 Adoption schedule of meetings

Record No: R/25/11/55824

Report presented by Committee advisor, Fiona Dunlop.

The purpose of the report was for the community board to adopt a meeting schedule for the triennium.

Resolved

Moved Chair Pam Yorke/George Stevenson

That the Waihōpai Toetoe Community Board:

- a) adopts a schedule of meetings for the triennium, of which the community board will meet at 7pm in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham on the following dates:
- Tuesday 24 February 2026
  - Tuesday 28 April 2026
  - Tuesday 23 June 2026
  - Tuesday 25 August 2026
  - Wednesday 28 October 2026
  - Tuesday 15 December 2026
  - Tuesday 23 February 2027
  - Tuesday 27 April 2027
  - Tuesday 22 June 2027
  - Tuesday 24 August 2027
  - Wednesday 27 October 2027
  - Tuesday 14 December 2027
  - Tuesday 22 February 2028

- Wednesday 26 April 2028 \*
  - Tuesday 27 June 2028
  - Tuesday 22 August 2028.
- \*ANZAC day

Carried

Staff recommendations were moved with changes as **indicated**.

8.9 Councillor update

Record No: R/25/11/57008

Councillor Keast took the board through the report.

This purpose of the report was 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.

Resolved

Moved Cr Julie Keast/Andrea Straith

That the Waihōpai Toetoe Community Board:

- a) notes the information contained in the report.

Carried

8.10 Chairs report

Record No: R/25/11/56129

There was no chairs report.

8.11 Local budget and projects update

Record No: R/25/12/58023

Report presented by Community partnership leader, Karen Purdue.

The purpose of this report is to inform the board of the current local budget information for the Waihōpai Toetoe Community Board area and to update the board on the status of current community projects in the board area.

Resolved

Moved George Stevenson/Melanie McIntyre

That the Waihōpai Toetoe Community Board:

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

Carried

8.2 Community partnership fund applications - September 2025 funding round

Record No: R/25/12/57706

Report presented by Community liaison officer, Gordon Crombie.

The purpose of the report was for the Waihōpai Toetoe Community Board to allocate funding for the September 2025 round of the Waihōpai Toetoe Community Partnership Fund.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as having 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. Edendale Primary School
  - 2. Eastern Southland Search & Rescue
  - 3. Wyndham Dance
  - 4. Niagara Hall Committee
  - 5. Wyndham Toy Library
  - 6. Seaward Downs Community Centre (application withdrawn)
  - 7. South Catlins Promotions

Carried

Denise Fodie withdrew from the table due to a conflict of interest.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- e) **Declines** a grant to Edendale Primary School to assist with the costs of redeveloping the playground.

Carried

Staff recommendation was moved with changes as **indicated**.

Denise Fodie returned to the table.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- f) **Approves** a grant of **\$5,000** to Eastern Southland Search & Rescue to assist with the costs of the operational base fit-out.

Carried

Staff recommendation was moved with changes as **indicated**.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- g) **Approves** a grant of **\$500 (incl GST)** to Wyndham Dance **tagged for hire of Wyndham Hall**.

Carried

Staff recommendation was moved with changes as **indicated**.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- h) **Declines** a grant to the Niagara Hall Committee to assist with the costs of upgrades **tagged that the Board welcomes an application in the future when a building warrant of fitness has been obtained**.

Carried

Staff recommendation was moved with changes as **indicated**.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- i) **Approves** a grant of **\$1,030.41** to the Wyndham Toy Library to assist with the costs of storage bags.

Carried

Staff recommendation was moved with changes as **indicated**.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- j) **Notes that the Seaward Downs Community Centre application was withdrawn.**

Carried

Staff recommendation was moved with changes as **indicated**.

Emily Butters and Councillor Keast withdrew from the table due to a conflict of interest.

Resolved

Moved Chair Pam Yorke/Andrea Straith

That the Waihōpai Toetoe Community Board:

- k) **Approves a grant of \$1,200 to South Catlins Promotions tagged for two scholarships to for people to attend the muster from the Waihōpai Toetoe Community Board area.**

Carried

Staff recommendation was moved with changes as **indicated**.

Emily Butters and Councillor Keast returned to the table.

Final resolution

That the Waihōpai Toetoe Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as having 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. Edendale Primary School
  - 2. Eastern Southland Search & Rescue
  - 3. Wyndham Dance
  - 4. Niagara Hall Committee
  - 5. Wyndham Toy Library
  - 6. Seaward Downs Community Centre

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7. South Catlins Promotions

- e) Declines a grant to Edendale Primary School to assist with the costs of redeveloping the playground.
- f) Approves a grant of \$5,000 to Eastern Southland Search & Rescue to assist with the costs of the operational base fit-out.
- g) Approves a grant of \$500 (incl GST) to Wyndham Dance tagged for hire of Wyndham Hall.
- h) Declines a grant to the Niagara Hall Committee to assist with the costs of upgrades tagged that the Board welcomes an application in the future when a building warrant of fitness has been obtained.
- i) Approves a grant of \$1,030.41 to the Wyndham Toy Library to assist with the costs of storage bags.
- j) Notes that the Seaward Downs Community Centre application was withdrawn.
- k) Approves a grant of \$1,200 to South Catlins Promotions tagged for two scholarships to for people to attend the muster from the Waihōpai Toetoe Community Board area.

Public excluded

Exclusion of the public: Local Government Official Information and Meetings Act 1987

Resolved

Moved Cr Julie Keast/Andrea Straith

That the public be excluded from the following part(s) of the proceedings of this meeting.

9.1 Community service award nomination - September 2025

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Community service award nomination - September 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Permit Councillor Duffy to be present for public excluded.

Carried

The public were excluded at 10.25pm.

The meeting closed at 10.29pm.

Confirmed on:

Signed: