



# Agenda

## Wallace Takitimu Community Board

Thursday, 11 Dec 2025, 4pm  
Southland District Council Otautau Office, 176 Main Street, Otautau



Chairperson  
Deputy chairperson  
Members

Tony Philpott  
Colin Lawry  
Jaspreet Boparai  
Shelley Hitchcock  
Edwin Mabonga  
Gretchen Wilson  
Lester Wilson



# 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.







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1 Opening

The chair will open the meeting.

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

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

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 Wallace Takitimu Community Board Meeting held on 06 November 2025.



# Minutes

## Wallace Takitimu Community Board

6 November 2025, 5pm

Southland District Council Otautau Office, 176 Main Street, Otautau

### PRESENT

Chairperson  
Deputy chairperson  
Members

Tony Philpott  
Colin Lawry  
Shelley Hitchcock  
Edwin Mabonga  
Gretchen Wilson  
Lester Wilson  
Councillor Jaspreet Boparai

### APOLOGIES

### IN ATTENDANCE

Mayor  
Chief executive  
GM strategy and partnerships  
Community partnership leader  
Committee advisor

Rob Scott  
Cameron McIntosh  
Vibhuti Chopra  
Kelly Tagg  
Rachael Poole

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1 Opening

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

2 Apologies

There were no Apologies.

Reports

3.1 Declarations

Record No: R/25/10/52713

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.

8.2 Explanation of legislation that affects elected members

Record No: R/25/10/52734

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 Edwin Mabonga / Cr Jaspreet Boparai

That the Wallace Takitimu Community Board:

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

Carried



8.3 Electing chairperson and deputy chairperson

Record No: R/25/10/52737

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 Colin Lawry / Tony Philpott

That the Wallace Takitimu 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 Gretchen Wilson / Cr Jaspreet Boparai

That the Wallace Takitimu Community Board:

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

Carried

Moved Cr Jaspreet Boparai/ Lester Wilson

That the Wallace Takitimu Community Board:

- d) elects Tony Philpott to be the chairperson and Colin Lawry to be the deputy chairperson of the Wallace Takitimu Community Board.

Carried

Tony Philpott assumed the chair.

#### 8.4 Standing Orders and Code of Conduct

Record No: R/25/10/52616

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 Gretchen Wilson / Colin Lawry

That the Wallace Takitimu 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.

Carried

#### 8.5 Setting first ordinary meeting

Record No: R/25/10/52482

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

Resolved

Moved Cr Jaspreet Boparai, seconded Edwin Mabonga

That the Wallace Takitimu Community Board:

- a) resolves that the first ordinary meeting of the Wallace Takitimu Community Board for the 2025-2028 triennium be held at 4pm on 11 December 2025 at the SDC Otautau Office, 176 Main Street, Otautau.

Carried

The meeting closed at 5.33pm

Confirmed on:

Signed:

## 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](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

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8.2	Draft budgets and rates - Annual Plan 2026/2027	25
8.3	Delegations to the community board	45
8.4	Community Partnership Fund applications - August 2025 round	55
8.5	Otautau Community Pool - uplift of rates 2025/26	91
8.6	Otautau Tennis Courts resurfacing project - unbudgeted expenditure request	99
8.7	Centennial Park playground upgrade - unbudgeted expenditure approval and new equipment confirmation	105
8.8	Councillor update	113
8.9	Chair's report	123
8.10	Adoption schedule of meetings	125

## 9 Public excluded reports

	Exclusion of the public	127
9.1	Community service award nominations - 2025	127
9.2	Otautau Camping Ground - cabin construction and operating model discussion	127

## 10 Closure

The chair will close the meeting.



## Summary of reports

	Report Name	Purpose	Report Type	Page
8.1	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 Wallace Takitimu Board area for the year ended 30 June 2025.	Information	13
8.2	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 the associated local rates for the year commencing 1 July 2026.	Decision	25
8.3	Delegations to the community board	To provide information to the Wallace Takitimu Community Board (community board) on the delegations from Council that were approved on 12 November 2025.	Information	45
8.4	Community Partnership Fund applications - August 2025 round	The purpose of the report is for the Wallace Takitimu Community Board to allocate funding for the August 2025 round of the Community Partnership Fund.	Decision	55
8.5	Otautau Community Pool - uplift of rates 2025/26	The purpose of this report is for the Wallace Takitimu Community Board to decide whether to approve the request from the Otautau Community Swimming Pool (Otautau Pool) to uplift rates funds.	Decision	91
8.6	Otautau Tennis Courts resurfacing project - unbudgeted expenditure request	The purpose of this report is for the Wallace Takitimu Community Board to consider whether it wishes to recommend to Council that unbudgeted expenditure be approved in order to proceed with the resurfacing of four of the Otautau tennis courts.	Decision	99

8.7	Centennial Park playground upgrade - unbudgeted expenditure approval and new equipment confirmation	The purpose of this report is for the Wallace Takitimu Community Board to consider whether it wishes to increase the project budget from \$125,550 to \$131,996 for the Centennial Park playground equipment replacement project.	Decision	105
8.8	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	113
8.9	Chair'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.	Information	123
8.10	Adoption schedule of meetings	The purpose of this report is for the community board to adopt a meeting schedule for the triennium.	Information	125

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## Financial report for the year ended 30 June 2025

Record no: R/25/12/58120

Author: Nicole Taylor, Finance development co-ordinator

Approved by: Anne Robson, Group manager finance and assurance

Report type: Information

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### Staff recommendations

That the Wallace Takitimu 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 Wallace Takitimu 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 Wallace Takitimu - Financial report for year ended 30 June 2025 [↴](#)





## Wallace Takitimu Community Board

Detailed financial report 1 July 2024 to 30 June 2025

Southland District Council  
Te Rohe Pōtae o Murihiku

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## 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 *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:

Diagram illustrating the components of the financial statements:

- 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
<p>“Projection” figures include the original Annual Plan 2024/2025 budget (AP Budget) adjusted for:</p> <ul style="list-style-type: none"> <li>any expenditure carried forward from the prior year (2023/2024) approved by Council (Sep 2024)</li> <li>any unbudgeted expenditure or forecasting changes approved by the board or Council during the financial year.</li> </ul>											

“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

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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
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5. Reserves .....	9
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## 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 0 (Projects).

**Wallace Takitimu Community Board - sub activity detail 1 July 2024 to 30 June 2025**

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	365,239	538,751	(173,512)	531,804	317,788	484,840	(167,051)	475,265	118,428	575,364	(456,936)	515,000
Footpaths	28,952	25,982	2,970	141,482	32,608	28,649	3,959	28,649	-	1	(1)	210,000
Halls	48,133	47,991	142	47,991	47,431	56,464	(9,033)	150,773	4,317	3,317	1,000	-
Other Property	4,883	5,000	(117)	5,000	4,797	4,887	(90)	5,000	-	-	-	-
Community Assistance	58,261	56,200	2,061	56,200	43,933	52,954	(9,021)	54,890	-	-	-	-
<b>TOTAL CB</b>	<b>505,468</b>	<b>673,924</b>	<b>(168,456)</b>	<b>782,477</b>	<b>446,557</b>	<b>627,794</b>	<b>(181,236)</b>	<b>714,576</b>	<b>122,745</b>	<b>578,682</b>	<b>(455,937)</b>	<b>725,000</b>
<b>Act v Projn (%)</b>			<b>(25%)</b>				<b>(29%)</b>				<b>(79%)</b>	

**Wallace-Takitimu 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 \$168k (25%) less than projection mainly due to lower grant funding for the Otautau Camping ground (\$147k) project which is still in progress.

**Operating expenses** were \$181k (29%) below projection primarily due to lower maintenance costs for parks and reserves (\$122k), halls (\$4k) as well as reduced depreciation costs (\$48k) and Takitimu pool funding (\$9k).

**Capital expenses** were \$456k (79%) less than projection primarily due to projects that were still in progress at the Otautau camping ground (\$324k) and McGregor Park (\$96k). Additionally, the Ohai playground project was completed under budget (\$19k), with some costs recorded as an operating expense.



## 2. Financial breakdown by activity and business unit type (area/asset) 1 July 2024 to 30 June 2025

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
<b>Parks &amp; Reserves</b>												
Parks & Reserves - Drummond	11,206	11,331	(125)	11,331	13,383	22,700	(9,317)	22,700	-	-	-	-
Parks & Reserves - Nightcaps	47,040	47,011	29	47,011	38,365	71,082	(32,717)	71,071	-	-	-	-
Parks & Reserves - Ohai	54,939	54,861	78	54,861	46,981	71,055	(24,073)	71,055	31,319	56,178	(24,859)	-
Parks & Reserves - Otautau	205,343	378,871	(173,528)	377,446	160,920	221,675	(60,755)	215,373	81,921	416,425	(334,504)	415,000
Wallace Takitimu - parks & res	1,021	1,571	(550)	1,571	1,461	1,457	4	1,020	-	-	-	-
Drummond Rec Reserve Committee	2,378	1,833	545	1,833	11,911	52,181	(40,270)	52,181	5,837	-	5,837	-
McGregor Park	18,118	20,022	(1,905)	14,500	25,883	23,475	2,408	20,650	(650)	102,761	(103,411)	100,000
Forestry - Holt Park	3,573	2,036	1,537	2,036	1,792	-	1,792	-	-	-	-	-
Recreation Reserve - Wairio	10,170	10,000	170	10,000	8,131	10,000	(1,869)	10,000	-	-	-	-
Recreation Reserve - Glenburn	11,453	11,215	238	11,215	8,962	11,215	(2,253)	11,215	-	-	-	-
<b>Parks &amp; Reserves Total</b>	<b>365,239</b>	<b>538,751</b>	<b>(173,512)</b>	<b>531,804</b>	<b>317,788</b>	<b>484,840</b>	<b>(167,051)</b>	<b>475,265</b>	<b>118,428</b>	<b>575,364</b>	<b>(456,936)</b>	<b>515,000</b>

Income was \$174k (32%) under projection mainly due to the timing of Better Off grant funding for Otautau Camping ground project. This project is still in progress and the grant funding will only be recorded as income once the associated work is completed.

Operating expenses were \$167k (34%) under projection due to lower maintenance costs across the board area (\$28k) with this type of work only undertaken as needed and some costs were coded to capital expenses. In addition, tree and hedge maintenance was \$47k below projection, mainly because the tree removal at Drummond recreation reserve was completed under budget. Lower depreciation costs (\$43k), resulting from changes to the timing of capital projects, also contributed to the underspend. The remainder relates to maintenance projects not completed during the year or being included under capital expenses (\$47k).

Capital expenses were \$457k (79%) under projection. Most of this variance relates to Otautau projects, with the camping ground redevelopment still in progress (\$324k) and war memorial design/engineering costs included in operating expenses (\$6k). The project at McGregor Park was also \$96k lower as this is currently in the procurement stage, with physical work to be delivered in the next financial year. As part of completing this year-end report, we have identified that \$9k of costs relating to the McGregor Masterplan have been coded to operating expenses in error, resulting in a negative year end actual figure. The Ohai playground project costs are split between capital (\$27k) and operating expenses (\$9k). Also included in the capital costs is \$4k of additional costs for fencing timber and garden edging at the playground.

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
<b>Footpaths</b>												
Street Works - Drummond	209	-	209	-	-	-	-	-	-	-	-	-
Street Works - Nightcaps	6,174	5,000	1,174	5,000	7,132	5,000	2,132	5,000	-	-	-	-
Street Works - Ohai	7,673	6,000	1,673	6,000	9,386	6,347	3,039	6,347	-	-	-	-
Street Works - Otautau	14,896	14,982	(86)	130,482	16,090	17,302	(1,212)	17,302	-	1	(1)	210,000
<b>Footpaths Total</b>	<b>28,952</b>	<b>25,982</b>	<b>2,970</b>	<b>141,482</b>	<b>32,608</b>	<b>28,649</b>	<b>3,959</b>	<b>28,649</b>	<b>-</b>	<b>1</b>	<b>(1)</b>	<b>210,000</b>

Income was \$3k (11%) over projection due to higher grants received from Waka Kotahi.

Operating expenses were \$4k (14%) over projection due to higher maintenance costs.

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
<b>Community Assistance</b>												
Community Leadership Wallace T	21,296	19,451	1,845	19,451	18,535	18,543	(8)	18,543	-	-	-	-
Baths - Otautau	20,922	20,903	19	20,903	19,167	18,967	200	20,903	-	-	-	-
Takitimu Pool	16,043	15,846	197	15,846	6,231	15,444	(9,213)	15,444	-	-	-	-
<b>Community Assistance Total</b>	<b>58,261</b>	<b>56,200</b>	<b>2,061</b>	<b>56,200</b>	<b>43,933</b>	<b>52,954</b>	<b>(9,021)</b>	<b>54,890</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Income was \$2k (4%) over projection, primarily due to higher interest earned on reserves. Reserve balances remained above projected levels, as they were not drawn down to fund project expenditure during the year.

Operating expenses were \$9k (18%) under projection. Actual costs reflect the invoice received from the Takitimu Pool Society.

There were no 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
<b>Halls</b>												
Hall - Nightcaps	25,573	25,589	(16)	25,589	22,887	27,307	(4,420)	122,367	4,317	3,317	1,000	-
Hall - Ohai	22,560	22,402	158	22,402	24,544	29,157	(4,613)	28,406	-	-	-	-
<b>Halls Total</b>	<b>48,133</b>	<b>47,991</b>	<b>142</b>	<b>47,991</b>	<b>47,431</b>	<b>56,464</b>	<b>(9,033)</b>	<b>150,773</b>	<b>4,317</b>	<b>3,317</b>	<b>1,000</b>	<b>-</b>

Income was on projection.

Operating expenses were \$9k (16%) below projection due to lower depreciation costs (\$5k) and reduced maintenance/electricity costs (\$6k), partially offset by higher cleaning costs (\$2k).

Capital expenses were \$1k (30%) above projection due to the reclassification of a fuel tank purchase for Nightcaps hall. This was previously recorded as an operating expense in the prior year.

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
<b>Other Property</b>												
Plunket Rooms - Otautau	4,883	5,000	(117)	5,000	4,797	4,887	(90)	5,000	-	-	-	-
<b>Other Property Total</b>	<b>4,883</b>	<b>5,000</b>	<b>(117)</b>	<b>5,000</b>	<b>4,797</b>	<b>4,887</b>	<b>(90)</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

There were no significant variances.

### 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 27 August 2025.

Activity	Type	Business Unit	Code CAMMS + Fulcrum	Name	Status	Actual	Projection Budget	AP Budget	Variation (Act v Projn)	Funding source
<b>PROJECTS</b>										
Parks & Reserves	Capex	McGregor Park	P-11086	Nightcaps to Ohai railway track multiuse trail concept and design	Complete	-	2,761	-	(2,761)	Grants
Parks & Reserves	Capex	McGregor Park	P-11201 P-11201A	Nightcaps - McGregor Park development	Carry Forward	3,983	100,000	100,000	(96,017)	Reserves
Parks & Reserves	Opex	McGregor Park	P-11087	McGregor Park Masterplan	Complete	-	2,761	-	(2,761)	Grants
Parks & Reserves	Opex	Parks & Reserves - Nightcaps	P-11465 FPLAY015A	Nightcaps - Playground maintenance	Cancelled	-	5,300	5,300	(5,300)	Rates
Parks & Reserves	Capex	Parks & Reserves - Ohai	P-10779	Ohai Playground - replace large module and small	Complete	36,698	56,178	-	(19,480)	Loan & Reserves
Parks & Reserves	Capex	Parks & Reserves - Otautau	P-11085 P-11085A	Otautau - Camping Ground Redevelopment	In progress - On Track	72,290	396,425	245,000	(324,135)	Reserves & Grant
Parks & Reserves	Capex	Parks & Reserves - Otautau	P-11199 P-11199A	Otautau - Camping ground development	Cancelled	-	-	150,000	-	Reserves
Parks & Reserves	Capex	Parks & Reserves - Otautau	P-11202 P-11202A	Otautau - War Memorial replacement	In progress - On Track	6,137	20,000	20,000	(13,863)	Loan
Parks & Reserves	Opex	Parks & Reserves - Otautau	P-11457 FPARK016A	Otautau - Concept plan for new playground	In progress - On Track	1,950	10,200	10,200	(8,250)	Reserves
Parks & Reserves	Opex	Drummond Rec Reserve Committee	P-11458 FPARK022A	Drummond Recreation Reserve - Removal of trees on the northern boundary of the rugby fields	Complete	16,118	50,000	50,000	(33,882)	Reserves
Footpaths	Capex	Street Works - Otautau	FFOOT001H	Otautau - Footpath renewal programme 2024/2025 to 2026/2027	Pushed to Future Year	-	-	210,000	-	Waka Kotahi, reserves & loans
Halls	Opex	Hall - Nightcaps	P-11442 FHALL054A	Nightcaps Hall - Repairs to exterior wall and minor repairs	Complete	-	-	93,820	-	Reserves
<b>Total</b>						<b>137,175</b>	<b>643,625</b>	<b>884,320</b>	<b>(506,450)</b>	



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	Loan end date
Parks & Reserves	Ohai	Ohai playground	-	-	9,089	9,089	2041
Parks & Reserves	Otautau	War Memorial Replacement P-11202	-	-	6,137	6,137	2041
Footpaths	Otautau	New Footpaths - Wallace Takitimu	12,365	(348)		12,017	2045
Halls	Ohai	Ohai Hall 20/21	5,242	(536)		4,706	2033
<b>TOTAL</b>			<b>17,607</b>	<b>(884)</b>	<b>15,226</b>	<b>31,948</b>	

## 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 Takitimu, Ōraka Aparima and Tuatapere Te Waewae community board areas.

Reserve	Opening Balance 1 July 2024	Movement To/(From)	Closing Balance 30 June 2025
Wallace Takitimu CB	108,228	(1,280)	106,948
<b>Wallace Takitimu Total</b>	<b>108,228</b>	<b>(1,280)</b>	<b>106,948</b>
Drummond general	12,332	(3,579)	8,752
Drummond recreation reserve	3,855	(916)	2,939
<b>Drummond Total</b>	<b>16,187</b>	<b>(4,495)</b>	<b>11,692</b>
Nightcaps community centre	14,470	(1,064)	13,406
Nightcaps general	5,829	117	5,946
Nightcaps McGregor Park	64,883	(2,725)	62,158
<b>Nightcaps Total</b>	<b>85,181</b>	<b>(3,673)</b>	<b>81,509</b>
Ohai community centre	3,412	1,925	5,337
Ohai general	242,936	(20,458)	222,478
<b>Ohai Total</b>	<b>246,348</b>	<b>(18,533)</b>	<b>227,815</b>
Arboretum recreation reserve	10,608	2,491	13,099
Otautau baths	0	1,755	1,755
Otautau Brightwood development	18,157	363	18,520
Otautau community board conference	90	(90)	0
Otautau forestry	178,647	3,573	182,220
Otautau general	328,549	(24,427)	304,122
Otautau town hall	30,847	617	31,464
Wallace bowling club	231	(231)	(0)
<b>Otautau Total</b>	<b>567,129</b>	<b>(15,949)</b>	<b>551,180</b>
Takitimu Pool	23,329	9,812	33,141
<b>Takitimu Total</b>	<b>23,329</b>	<b>9,812</b>	<b>33,141</b>
Wairio recreation reserve	2,101	1,935	4,036
Wairio Town General	5,192	104	5,296
<b>Wairio Total</b>	<b>7,293</b>	<b>2,039</b>	<b>9,332</b>
Waiau Aparima Ward*	225,606	4,512	230,118
<b>Other reserve Total</b>	<b>225,606</b>	<b>4,512</b>	<b>230,118</b>
<b>TOTAL</b>	<b>1,279,300</b>	<b>(27,566)</b>	<b>1,251,733</b>

## 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		
<b>What can these be used for</b> - 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.		
<b>Where can these be used</b> - 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
Otautau	212	-
<b>Total</b>	<b>212</b>	<b>-</b>



## Draft budgets and rates - Annual Plan 2026/2027

Record no: R/25/11/56829  
Author: Avneet Deo, Finance Business Partner  
Approved by: Anne Robson, Group manager finance and assurance  
Report type: Recommendation

### Staff recommendations

That the Wallace Takitimu 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 any amendments agreed at the meeting) and recommends to Council these be included in the draft Annual Plan 2026/27.
- e) 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)):

Rate Description	Rate (GST inclusive)
Wallace Takitimu Community Board rate	\$359,729
Nightcaps Hall rate	\$30,459
Ohai Hall rate	\$31,357
Otautau Pool rate	\$21,983
Takitimu Pool rate	\$17,761

- f) 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>Nightcaps hall</b>		
Funerals		\$0.00 (100% discount from \$100)
Cabaret, socials, weddings		\$0.00 (100% discount from \$125)
Rifle club	Full season	\$0.00 (100% discount from \$200)
Netball and rugby club	Per hour	\$0.00 (100% discount from \$15)
Meeting room hire	Per hour	\$0.00 (100% discount from \$15)
Hire of kitchen, supper room and meeting room for function	Flat fee	\$0.00 (100% discount from \$80)
Funerals for RSA members and spouses		\$0.00 (100% discount from \$100)
Bond	No GST	\$125.00

Fee/Charge Description	Notes	Fee/Charge (GST inclusive)
<b>Ohai hall</b>		
Wedding dance/cabarets		\$0.00 (100% discount from \$115)
Wedding reception only/banquets		\$0.00 (100% discount from \$100)
Group hire	Hourly	\$0.00 (100% discount from \$15)
Non-profit organisation hire	Per hour	\$0.00 (100% discount from \$10)
Bond	No GST	\$125.00

- g) 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 the 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 Wallace Takitimu 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 **\$46,956 (15%)** from **\$312,773 to \$359,729** (GST inclusive). The main driver for the change in the community board rate is **increases in loan interest and principal repayments (\$29k), maintenance projects (\$9k), tree and hedge maintenance (\$6.7k) slightly offset by decrease in general maintenance and gardening (\$11.9k)**. The table below shows what this equates to per unit using the current number of rating units.

Community Board Rate	Current rate per unit 2025/26 (Incl GST)	Proposed rate per unit 2026/27 (Incl GST)	Change
CB Rate - Urban Full Charge	\$309.93	\$355.57	\$45.64
CB Rate - Semi-Urban Half Charge	\$154.96	\$177.79	\$22.83
CB Rate - Rural Quarter Charge	\$77.48	\$88.89	\$11.41

- 5 This compares to the 22% increase forecast in year three of the LTP where the urban full charge rate per unit was forecast to increase by \$72.
- 6 Other local rates have different variances ranging from a reduction of \$3.24 (8.5%) for the Otautau pool rate to an increase of \$10.63 (7.2%) for the Ohai hall rate as shown in the table. More details about the community board rate and other local rates changes are shown in *Financial considerations* section of the report from paragraph 27 and attachment A.

Rate	Current rate per unit 2025/26 (Incl GST)	Proposed rate per unit 2026/27 (Incl GST)	Change
Nightcaps Hall Rate	\$126.14	\$131.73	\$5.59
Ohai Hall Rate	\$137.28	\$147.91	\$10.63
Otautau Pool Rate	\$37.27	\$34.03	(\$3.24)



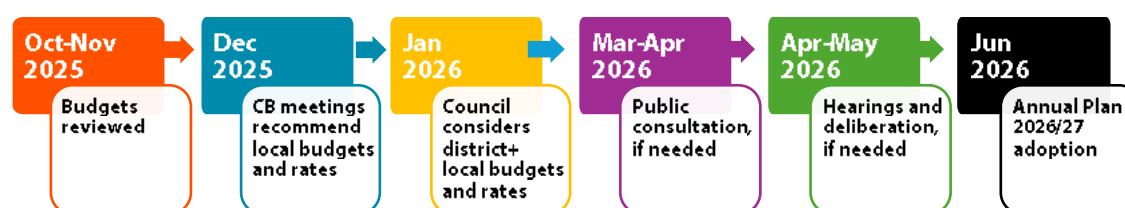
Takitimu Pool Rate	\$28.02	\$28.02	\$0.00
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- 7 The board is being asked to discuss and confirm the relevant draft budget and local rates for 2026/27 which will be incorporated into the draft annual plan financial statements scheduled to be discussed 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) will 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



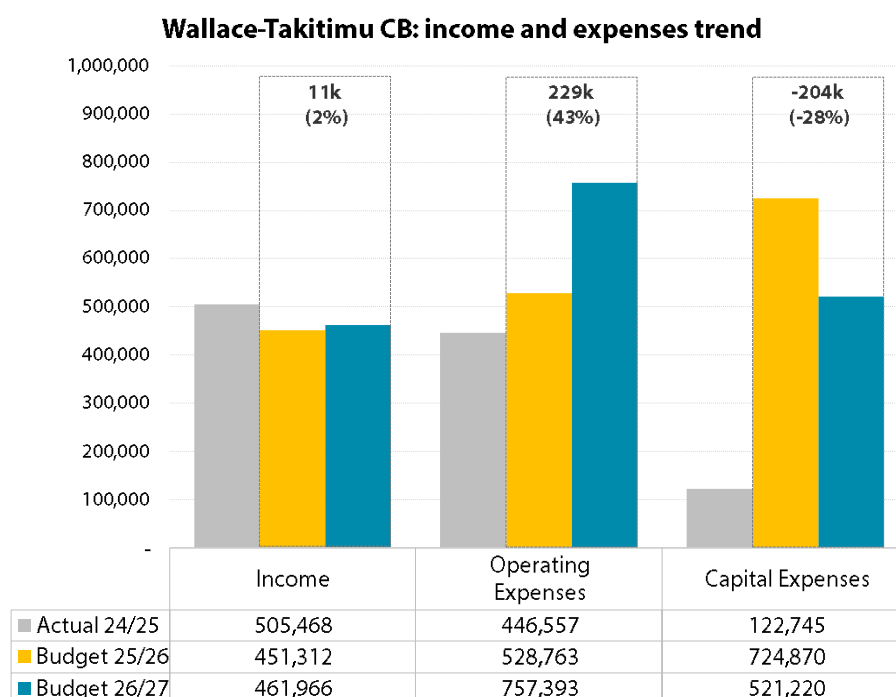
- 11 The board is also being asked to review and confirm the local activity budgets and recommend the rates and fees for the 2026/27 year in line with the role of community boards as detailed in the community board terms of reference.
- 12 The information in this report has been prepared using the financial 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)
- 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 27 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.



- 16 **Income is \$11k (2%) higher** due to increase in rates.
- 17 **Operating expenses are \$229k (43%) higher** due to number of maintenance projects planned in 2026/27.
- 18 **Capital expenses are \$204k (28%) lower** due to 2025/26 having a higher capital projects budget than 2026/27 mainly for footpaths renewals.
- 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.

## Options

- 20 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:

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

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"> <li>the proposed budgets and projects can reflect any further changes requested by the board.</li> </ul>	<ul style="list-style-type: none"> <li>flow-on impact of any budget change on income and expenditure including rates required (which may need to be recalculated)</li> <li>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</li> <li>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.</li> </ul>

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"> <li>no advantages.</li> </ul>	<ul style="list-style-type: none"> <li>Council may have to make decisions on the local budgets and rates for the draft annual plan directly</li> </ul>

	<ul style="list-style-type: none"> <li>may impact the delivery of the annual plan within the legislative timeframe.</li> </ul>
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## Legal considerations

- 22 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.
- 23 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.
- 24 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

- 25 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

- 26 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

- 27 Based on the current budgets, the total rate revenue needed to fund the community board rate would increase from **\$312,773 in 2025/26 to \$359,729 in 2026/27** (incl GST) which equates to a \$46,956 (15%) increase. Using the current estimate of rating units, this equates to a **\$45.64** increase per unit for CB urban rate bringing the total urban rate to **\$355.57**. This compares to the 22% increase forecast from year two to year three of the LTP where the urban full charge rate per unit was forecast to increase by \$72 to \$397.
- 28 Table 1 below shows the key reasons for the rate change.
- 29 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.
- 30 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).
- 31 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)	\$271,977		
<i>Increases/(decreases) due to:</i>			
Parks & Reserves			
Increase in interest and loan repayments	\$29,850	An increase in term loan interest and principal repayments for new project loans planned in 2025/26 (refer to attachment C).	
Increase in maintenance project	\$9,903	An increase due to Nightcaps playground maintenance project funded by rates.	
Increase in tree and hedge maintenance	\$6,688	Increase due to tree and hedge maintenance for Otautau parks and reserves which was funded by reserves in the prior year.	
Increase in mowing	\$2,627	Reflects actual mowing costs incurred prior year and an inflation adjustment.	
Increase in planned maintenance	\$2,531	Increase to cover contracts currently in place.	
Decrease in maintenance	(\$11,923)	Decreased based on actuals for general and gardening maintenance incurred in prior year and expectation of upcoming work mainly at Nightcaps, McGregor Park, Ohai and Wairio. This was slightly offset by an increase noted for Otautau parks and reserves.	
Footpaths			
Increase in interest and loan repayments	\$4,537	An increase in term loan interest and principal repayments for new 2025/26 project loan (refer to attachment C).	
Increase in footpath maintenance	\$232	Rate funding portion for footpath maintenance.	
Reserve transfer	(\$4,005)	2025/26 rate smoothing adjustment.	
Community Assistance			
Increase in community partnership fund	\$231	Inflation adjustment.	
Other Property			
Increase in rates expense	\$106	Increase in rates expense for Otautau plunket rooms.	
Increase in planned maintenance	\$59	Inflation adjustment.	
Decrease in insurance	(\$5)	Decrease in insurance for Otautau plunket rooms.	
Proposed rate revenue: 2026/27 (excl GST)	\$312,808	Change from prior year (excl GST) >	\$40,831
Plus GST	\$46,921		
Proposed rate revenue: 2026/27 (incl GST)	\$359,729	Change from prior year (incl GST) >	\$46,956 15%

*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 (831 units rated)	1	\$309.93	\$355.57	\$45.64	14.73%
CB Rate Semi Urban - half charge (16 units rated)	0.50	\$154.96	\$177.79	\$22.83	14.73%
CB Rate Rural - quarter charge (690 units rated)	0.25	\$77.48	\$88.89	\$11.41	14.73%

*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)	\$	%
Nightcaps Hall Rate (231 units rated)	\$29,011	\$30,429	\$126.14	\$131.73	\$5.59	4.43%
Ohai Hall Rate (212 units rated)	\$29,240	\$31,357	\$137.28	\$147.91	\$10.63	7.74%
Otautau Pool Rate (646 units rated)	\$24,038	\$21,983	\$37.27	\$34.03	(\$3.24)	(8.69%)
Takitimu Pool Rate (634 units rated)	\$17,761	\$17,761	\$28.02	\$28.02	\$0.00	0.02%
Total	\$100,050	\$101,530				

- 32 The main driver for the change in the other rates are as follows:
- **Nightcaps hall rate:** increases related to maintenance (\$2.6k), cleaning (\$1.1k) and heating fuels (\$1k). This was slightly offset by prior year reserve transfer of \$2.4k and decrease in electricity by \$1.1k
  - **Ohai hall rate:** reserve utilised to fund portion of operating expenditure in 2025/26, whereas in 2026/27 is to be fully funded by rates
  - **Otautau pool rate:** decrease due to reduction in grants planned based on prior year actuals.

#### Significance assessment

- 33 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.
- 34 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.
- 35 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

- 36 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.
- 37 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.
- 38 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.
- 39 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.
- 40 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

- 41 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

- 42 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.

- 
- 43 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 Wallace Takitimu community about the reasons for any changes.

#### Next steps

- 44 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 Wallace Takitimu Community Board Annual Plan 2026 2027 budgets and rates [↓](#)

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**Attachment – Wallace Takitimu CB Proposed budgets and rates 2026/27**

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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.

**Income (\$462k)** includes rates (87%), grants (6%), rental income (5%) and reserve interest (2%). 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 footpaths.

**Operating expenses (\$757k)** are the everyday costs of running the board's activities including maintenance (44%), mowing/gardening/cleaning (22%), depreciation (20%), grants (4%), rates (4%), insurance (3%) and interest (3%). Parks and reserves activity make up the majority of operating costs for gardening, mowing, trimming trees and hedges, and general upkeep as well as some maintenance projects.

**Capital expenses (\$521k)** 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 2026/2027 capital cost is for Nightcaps McGregor park development. This project is funded through loans.

Wallace-Takitimu CB: 26/27 budget by activity

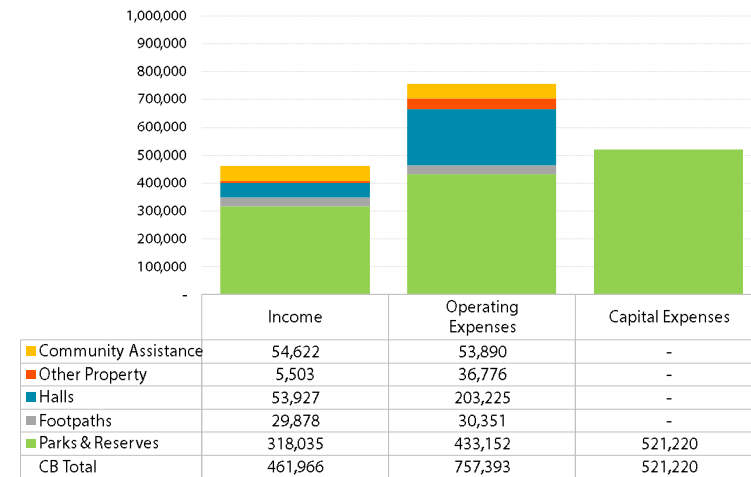


Table 1: Budget summary

Activity	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	365,239	279,679	<b>318,035</b>	38,356	14%	317,788	379,527	<b>433,152</b>	53,625	14%	118,428	362,100	<b>521,220</b>	159,120	44%
Footpaths	28,952	59,212	<b>29,878</b>	(29,334)	(50%)	32,608	27,780	<b>30,351</b>	2,571	9%	-	362,770	-	(362,770)	(100%)
Halls	48,133	51,099	<b>53,927</b>	2,828	6%	47,431	60,852	<b>203,225</b>	142,373	234%	4,317	-	-	-	-
Other Property	4,883	5,343	<b>5,503</b>	160	3%	4,797	5,343	<b>36,776</b>	31,433	588%	-	-	-	-	-
Community Assistance	58,261	55,979	<b>54,622</b>	(1,357)	(2%)	43,933	55,261	<b>53,890</b>	(1,371)	(2%)	-	-	-	-	-
<b>Total</b>	<b>505,468</b>	<b>451,312</b>	<b>461,966</b>	<b>10,654</b>	<b>2%</b>	<b>446,557</b>	<b>528,763</b>	<b>757,393</b>	<b>228,630</b>	<b>43%</b>	<b>122,745</b>	<b>724,870</b>	<b>521,220</b>	<b>(203,650)</b>	<b>(28%)</b>

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	\$	%
<b>Parks &amp; Reserves</b>	<b>365,239</b>	<b>279,679</b>	<b>318,035</b>	<b>38,356</b>	<b>14%</b>	<b>317,788</b>	<b>379,527</b>	<b>433,152</b>	<b>53,625</b>	<b>14%</b>	<b>118,428</b>	<b>362,100</b>	<b>521,220</b>	<b>159,120</b>	<b>44%</b>
Beautification - Nightcaps	-	405	-	(405)	(100%)	-	405	-	(405)	(100%)	-	-	-	-	-
Beautification - Ohai	-	204	-	(204)	(100%)	-	204	-	(204)	(100%)	-	-	-	-	-
Beautification - Otautau	-	173	-	(173)	(100%)	-	173	-	(173)	(100%)	-	-	-	-	-
Drummond Rec Reserve Committee	2,378	1,870	1,911	41	2%	11,911	2,193	1,581	(612)	(28%)	5,837	-	-	-	-
Forestry - Holt Park	3,573	2,482	2,525	43	2%	1,792	1,906	1,937	31	2%	-	-	-	-	-
McGregor Park	18,118	20,841	26,289	5,448	26%	25,883	35,453	67,259	31,806	90%	(650)	102,000	521,220	419,220	411%
Parks & Reserves - Drummond	11,206	13,483	13,779	296	2%	13,383	13,464	13,760	296	2%	-	-	-	-	-
Parks & Reserves - Nightcaps	47,040	43,311	47,431	4,120	10%	38,365	52,429	56,602	4,173	8%	-	-	-	-	-
Parks & Reserves - Ohai	54,939	48,339	46,696	(1,643)	(3%)	46,981	55,240	55,668	428	1%	31,319	-	-	-	-
Parks & Reserves - Otautau	205,343	124,689	157,033	32,344	26%	160,920	194,753	214,583	19,830	10%	81,921	260,100	-	(260,100)	(100%)
Recreation Reserve - Glenburn	11,453	11,597	12,479	882	8%	8,962	11,597	12,479	882	8%	-	-	-	-	-
Recreation Reserve - Wairio	10,170	10,200	7,712	(2,488)	(24%)	8,131	10,200	7,712	(2,488)	(24%)	-	-	-	-	-
Wallace Takitimu - parks & res	1,021	2,085	2,181	96	5%	1,461	1,510	1,571	61	4%	-	-	-	-	-
<b>Footpaths</b>	<b>28,952</b>	<b>59,212</b>	<b>29,878</b>	<b>(29,334)</b>	<b>(50%)</b>	<b>32,608</b>	<b>27,780</b>	<b>30,351</b>	<b>2,571</b>	<b>9%</b>	<b>-</b>	<b>362,770</b>	<b>-</b>	<b>(362,770)</b>	<b>(100%)</b>
Street Works - Drummond	209	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Street Works - Nightcaps	6,174	5,100	5,212	112	2%	7,132	5,100	5,212	112	2%	-	-	-	-	-
Street Works - Ohai	7,673	22,675	6,255	(16,420)	(72%)	9,386	6,467	6,602	135	2%	-	98,900	-	(98,900)	(100%)
Street Works - Otautau	14,896	31,437	18,411	(13,026)	(41%)	16,090	16,213	18,537	2,324	14%	-	263,870	-	(263,870)	(100%)
<b>Community Assistance</b>	<b>58,261</b>	<b>55,979</b>	<b>54,622</b>	<b>(1,357)</b>	<b>(2%)</b>	<b>43,933</b>	<b>55,261</b>	<b>53,890</b>	<b>(1,371)</b>	<b>(2%)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Baths - Otautau	20,922	20,903	19,116	(1,787)	(9%)	19,167	20,903	19,116	(1,787)	(9%)	-	-	-	-	-
Community Leadership Wallace T	21,296	19,222	19,644	422	2%	18,535	18,914	19,330	416	2%	-	-	-	-	-
Takitimu Pool	16,043	15,854	15,862	8	0%	6,231	15,444	15,444	-	0%	-	-	-	-	-
<b>Halls</b>	<b>48,133</b>	<b>51,099</b>	<b>53,927</b>	<b>2,828</b>	<b>6%</b>	<b>47,431</b>	<b>60,852</b>	<b>203,225</b>	<b>142,373</b>	<b>234%</b>	<b>4,317</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Hall - Nightcaps	25,573	25,597	26,656	1,059	4%	22,887	26,045	125,633	99,588	382%	4,317	-	-	-	-
Hall - Ohai	22,560	25,502	27,271	1,769	7%	24,544	34,807	77,592	42,785	123%	-	-	-	-	-
<b>Other Property</b>	<b>4,883</b>	<b>5,343</b>	<b>5,503</b>	<b>160</b>	<b>3%</b>	<b>4,797</b>	<b>5,343</b>	<b>36,776</b>	<b>31,433</b>	<b>588%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Plunket Rooms - Otautau	4,883	5,343	5,503	160	3%	4,797	5,343	36,776	31,433	588%	-	-	-	-	-
<b>Grand Total</b>	<b>505,468</b>	<b>451,312</b>	<b>461,966</b>	<b>10,654</b>	<b>2%</b>	<b>446,557</b>	<b>528,763</b>	<b>757,393</b>	<b>228,630</b>	<b>43%</b>	<b>122,745</b>	<b>724,870</b>	<b>521,220</b>	<b>(203,650)</b>	<b>(28%)</b>

## 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:
			\$	%								
<b>Community Board Rate</b>	<b>\$312,773</b>	<b>\$359,729</b>	<b>\$46,956</b>	<b>15.0%</b>								
Community Assistance	\$12,070	\$12,336	\$266	2.2%	Urban - full charge	1.00	831	rating unit	\$309.93	\$355.57	\$45.64	\$0.75
Footpaths	\$17,881	\$18,760	\$879	4.9%	Semi Urban - half charge	0.50	16	rating unit	\$154.96	\$177.79	\$22.83	\$0.37
Other Property	\$6,144	\$6,328	\$184	3.0%	Rural - quarter charge	0.25	690	rating unit	\$77.48	\$88.89	\$11.41	\$0.19
Parks & Reserves	\$276,677	\$322,304	\$45,628	16.5%								
Other local rates (e.g. hall, pool)												
Total rate revenue					Rate per unit							
Nightcaps Hall Rate	\$29,011	\$30,429	\$1,418	4.9%	Nightcaps Hall Rate	1.00	231	SUIP	\$126.14	\$131.73	\$5.59	\$4.98
Ohai Hall Rate	\$29,240	\$31,357	\$2,117	7.2%	Ohai Hall Rate	1.00	212	SUIP	\$137.28	\$147.91	\$10.63	\$5.42
Otautau Pool Rate	\$24,038	\$21,983	(\$2,055)	(8.5%)	Otautau Pool Rate	1.00	646	SUIP	\$37.27	\$34.03	(\$3.24)	\$1.78
Takitimu Pool Rate	\$17,761	\$17,761	-	0.0%	Takitimu Pool Rate	1.00	634	SUIP	\$28.02	\$28.02	\$0.00	\$1.81
<b>Total other local rates</b>	<b>\$100,050</b>	<b>\$101,530</b>										

## 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	Code	Project Name Fulcrum	AP Budget 26/27	Funding Source
Parks & Reserves	Capex	McGregor Park	P-11201A	Nightcaps - McGregor Park development	521,220	Loan
Parks & Reserves	Opex	Parks & Reserves - Nightcaps	FPLAY016A	Nightcaps Playground - Maintenance	9,903	Rate
Other Property	Opex	Plunket Rooms - Otautau	FPROP002A	Otautau Plunket Rooms - Interior repaint	31,273	Loan
Halls	Opex	Hall - Nightcaps	FHALL054A	Nightcaps Hall - Repairs to exterior wall and minor repairs	95,884	Reserve, Loan
Halls	Opex	Hall - Ohai	FHALL056A	Ohai Hall - Interior repaint	41,698	Reserve, Loan
<b>Total</b>					<b>699,978</b>	

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	Revised Projection 25/26	Funding Source
Parks & Reserves	Capex	Parks & Reserves - Tuatapere	P-11085A P-11085	Otautau - Camping Ground Redevelopment	Procurement Underway	-	324,135	100,000	424,135	Reserves & Grant
Parks & Reserves	Capex	Parks & Reserves - Tuatapere	P-11202A P-11202	Otautau - War Memorial replacement	Procurement Underway	81,600	13,863		95,463	Loan
Parks & Reserves	Capex	Parks & Reserves - Orepuki	P-10786A P-10786	Otautau Centennial Park Playground - Equipment renewal	Scoping /Consultations	117,300	8,250		125,550	Reserves, Loans
Parks & Reserves	Capex	Street Works - Orepuki	P-11203A P-11203	Otautau - Tennis court resurfacing	Scoping /Consultations	61,200			61,200	Loan
Parks & Reserves	Opex	Street Works - Tuatapere	P-11201A P-11201	Nightcaps - McGregor Park development	In Physical Delivery	102,000	101,539		203,539	Reserves, Loans
Footpaths	Capex	Hall - Tuatapere	FFOOT001H FFOOT001H	Otautau - Footpath renewal programme 2024/2025 to 2026/2027	Not Started	263,870			263,870	Waka Kotahi, reserves & loans
Footpaths	Capex	Hall - Orepuki	FFOOT001f FFOOT001f	Ohai - Footpath renewal programme 2024/2025 to 2026/2027	Not Started	98,900			98,900	Waka Kotahi, reserves
<b>Total</b>						<b>724,870</b>	<b>447,787</b>	<b>100,000</b>	-	



## 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 \$0.96 (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
<b>Parks &amp; Reserves</b>											
McGregor Park	Development of McGregor Park P-11201	-	-	102,000	35,117	<b>137,117</b>	6,441	521,220	<b>651,896</b>	6,609	2041
Parks & Reserves - Ohai	Ohai playground	9,089	(424)		-	<b>8,665</b>	448		<b>8,217</b>	418	2040
Parks & Reserves - Otautau	Otautau Centennial Park Playground P-10786	-	-	98,410	-	<b>98,410</b>	4,623		<b>93,787</b>	4,743	2041
Parks & Reserves - Otautau	Otautau Tennis Court resurfacing	-	-	61,200	-	<b>61,200</b>	2,875		<b>58,325</b>	2,950	2041
Parks & Reserves - Otautau	War Memorial Replacement P-11202	6,137	(286)	81,600	13,863	<b>101,314</b>	4,787		<b>96,527</b>	4,883	2041
<b>Footpaths</b>											
Street Works - Otautau	Footpath renewals	-	-	57,506	-	<b>57,506</b>	1,772		<b>55,734</b>	2,772	2046
Street Works - Otautau	New Footpaths - Wallace Takitimu	12,017	(397)		-	<b>11,620</b>	420		<b>11,200</b>	560	2044
<b>Other Property</b>											
Plunket Rooms - Otautau	Otautau Plunket rooms interior repaint	-	-		-	-	-	31,273	<b>31,273</b>	-	2036
<b>Halls</b>											
Hall - Nightcaps	Repairs to exterior walls and exterior repaint	-	-		-	-	-	79,441	<b>79,441</b>	-	2046
Hall - Ohai	Interior repaint	-	-		-	-	-	38,811	<b>38,811</b>	-	2036
Hall - Ohai	Ohai Hall 20/21	4,706	(580)		-	<b>4,126</b>	609		<b>3,517</b>	199	2032
<b>Wallace-Takitimu Total</b>		<b>31,948</b>	<b>(1,687)</b>	<b>400,716</b>	<b>48,980</b>	<b>479,958</b>	<b>21,974</b>	<b>670,745</b>	<b>1,128,728</b>	<b>23,134</b>	

## 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
Wallace Takitimu CB	106,948	4,313	(7,204)	104,057	314	104,371
<b>Wallace Takitimu Total</b>	<b>106,948</b>	<b>4,313</b>	<b>(7,204)</b>	<b>104,057</b>	<b>314</b>	<b>104,371</b>
Drummond general	8,752	19	-	8,771	19	8,790
Drummond recreation reserve	2,939	1,271	-	4,210	1,949	6,159
<b>Drummond Total</b>	<b>11,692</b>	<b>1,290</b>	<b>-</b>	<b>12,982</b>	<b>1,968</b>	<b>14,950</b>
Nightcaps community centre	13,406	2,841	-	16,247	(16,247)	(0)
Nightcaps general	5,946	55	-	6,001	3	6,004
Nightcaps McGregor Park	62,158	-	(60,900)	1,257	-	1,257
<b>Nightcaps Total</b>	<b>81,509</b>	<b>2,896</b>	<b>(60,900)</b>	<b>23,505</b>	<b>(16,244)</b>	<b>7,261</b>
Ohai community centre	5,337	(1,924)	-	3,413	(2,883)	530
Ohai general	222,478	(78,756)	(7,207)	136,515	2,848	139,363
<b>Ohai Total</b>	<b>227,815</b>	<b>(80,680)</b>	<b>(7,207)</b>	<b>139,928</b>	<b>(35)</b>	<b>139,893</b>
Arboretum recreation reserve	13,099	438	-	13,537	446	13,983
Otautau baths	1,755	-	-	1,755	-	1,755
Otautau Brightwood development	18,520	(18,520)	-	(0)	378	378
Otautau community board conference	0	2	(2)	0	-	0
Otautau forestry	182,220	576	(182,796)	0	588	588
Otautau general	304,122	(208,921)	(91,513)	3,688	(2,610)	1,078
Otautau town hall	31,464	629	-	32,093	642	32,735
Wallace bowling club	(0)	5	(5)	(0)	-	(0)
<b>Otautau Total</b>	<b>551,180</b>	<b>(225,791)</b>	<b>(274,316)</b>	<b>51,073</b>	<b>(556)</b>	<b>50,517</b>
Takitimu Pool	33,141	410	-	33,551	418	33,969
<b>Takitimu Total</b>	<b>33,141</b>	<b>410</b>	<b>-</b>	<b>33,551</b>	<b>418</b>	<b>33,969</b>
Wairio recreation reserve	4,036	20	-	4,056	20	4,076
Wairio Town General	5,296	104	-	5,400	106	5,506
<b>Wairio Total</b>	<b>9,332</b>	<b>124</b>	<b>-</b>	<b>9,456</b>	<b>126</b>	<b>9,582</b>
<b>Waiau Aparima Ward*</b>	<b>230,118</b>	<b>4,604</b>	<b>-</b>	<b>234,722</b>	<b>4,696</b>	<b>239,418</b>
<b>Grand Total</b>	<b>1,251,733</b>	<b>(292,834)</b>	<b>(349,627)</b>	<b>609,272</b>	<b>(9,313)</b>	<b>599,959</b>

Reserve reconciliation	Movement (\$)	Reason
<b>1. Wallace Takitimu CB</b>		
2025/2026	308	Interest on reserve
2025/2026	4,005	Surplus from Otautau street works
2025/2026	(7,204)	Otautau - Camping Ground Redevelopment project P-11085A
Total 2025/2026	(2,891)	
2026/2027	314	Interest on reserve
<b>2. Drummond general</b>		
2025/26	19	Interest on reserve
2026/27	19	Interest on reserve
<b>3. Drummond recreation reserve</b>		
2025/26	1,258	Surplus from Drummond Rec Reserve Committee rentals
2025/26	13	Interest on reserve
Total 2025/26	1,271	
2026/27	1,911	Surplus from Drummond Rec Reserve Committee rentals
2026/27	38	Interest on reserve
2026/27 Total	1,949	
<b>4. Nightcaps community centre</b>		
2025/26	370	Interest on reserve
2025/26	2,471	Surplus from Nightcaps hall
Total 2025/26	2,841	
2026/27	196	Interest on reserve
2026/27	(16,443)	Nightcaps Hall-repairs to exterior wall and minor repairs project FHALL054A
Total 2026/27	(16,247)	
<b>5. Nightcaps general</b>		
2025/26	55	Interest on reserve
2026/27	3	Interest on reserve
<b>6. Nightcaps McGregor Park</b>		
2025/26	(60,900)	Nightcaps-McGregor Park development P-11201A
<b>7. Ohai community centre</b>		
2025/26	76	Interest on reserve
2025/26	(2,000)	2025/2026 rate smoothing adjustment
Total 2025/26	(1,924)	
2026/27	4	Interest on reserve
2026/27	(2,887)	Ohai hall-interior repaint project FHALL056A
Total 2026/27	(2,883)	
<b>8. Ohai general</b>		
2025/26	3,589	Interest on reserve
2025/26	(82,345)	Footpath - renewal project FFOOT001F
2025/26	(2,000)	Legal cost for unbudgeted expenditure
2025/26	(5,207)	Tree and hedge maintenance
Total 2025/26	(85,963)	
2026/27	2,848	Interest on reserve
<b>9. Arboretum recreation reserve</b>		
2025/26	438	Interest on reserve
2026/27	446	Interest on reserve
<b>10. Otautau Brightwood development</b>		
2025/26	(18,890)	Funding for centennial park playground project P-10786
2025/26	370	Interest on reserve
Total 2025/26	(18,520)	
2026/27	378	Interest on reserve
<b>11. Otautau forestry</b>		
2025/26	576	Interest on reserve

Reserve reconciliation	Movement (\$)	Reason
2025/26	(182,796)	Funding for Otautau-camping ground redevelopment P-11085A
Total 2025/26	(182,220)	
2026/27	588	Interest on reserve
<b>12. Otautau general</b>		
2025/26	3,469	Interest on reserve
2025/26	(43,124)	Tree and hedge maintenance
2025/26	(192,529)	Footpaths-Renewal project FFOOT001H
2025/26	(60,000)	Funding for Otautau-camping ground redevelopment P-11085A
2025/26	(8,250)	Funding for Otautau Centennial Park Playground - Equipment renewal - project P-10786
Total 2025/26	(300,434)	
2026/27	2,212	Interest on reserve
2026/27	(4,822)	Tree and hedge maintenance
Total 2026/27	(2,610)	
<b>13. Otautau town hall</b>		
2025/26	629	Interest on reserve
2026/27	642	Interest on reserve
<b>14. Takitimu Pool</b>		
2025/26	410	Interest on reserve
2026/27	418	Interest on reserve
<b>15. Wairio recreation reserve</b>		
2025/26	20	Interest on reserve
2026/27	20	Interest on reserve
<b>16. Wairio Town General</b>		
2025/26	104	Interest on reserve
2026/27	106	Interest on reserve
<b>17. Waiau Aparima Ward</b>		
2025/26	4,604	Interest on reserve
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 2026/2027		2025/26 Current (GST incl)	2026/27 Proposed (GST incl)
<b>Nightcaps hall</b>			
Funerals		\$0.00 (100% discount from \$100)	
Cabaret, socials, weddings		\$0.00 (100% discount from \$125)	
Rifle club	Full season	\$0.00 (100% discount from \$200)	
Netball and rugby club	Per hour	\$0.00 (100% discount from \$15)	
Meeting room hire	Per hour	\$0.00 (100% discount from \$15)	
Hire of kitchen, supper room and meeting room for function	Flat fee	\$0.00 (100% discount from \$80)	
Funerals for RSA members and spouses		\$0.00 (100% discount from \$100)	
Bond	No GST	\$125.00	
<b>Ohai hall</b>			
Wedding dance/cabarets		\$0.00 (100% discount from \$115)	
Wedding reception only/banquets		\$0.00 (100% discount from \$100)	
Group hire	Hourly	\$0.00 (100% discount from \$15)	
Non-profit organisation hire	Per hour	\$0.00 (100% discount from \$10)	
Bond	No GST	\$125.00	

## Delegations to the community board

Record no: R/25/11/57011  
Author: Rachael Poole, Committee advisor  
Approved by: Vibhuti Chopra, Group manager strategy and partnerships  
Report type: Information

### Staff recommendations

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

### Purpose

- 1 To provide information to the Wallace Takitimu 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"> <li>• appoint a chairperson and deputy chairperson</li> </ul>

	<ul style="list-style-type: none"> <li>• represent, and act as an advocate for, the interests of its community</li> <li>• consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board</li> <li>• maintain an overview of services provided by the territorial authority within the community</li> <li>• prepare an annual submission to the territorial authority for expenditure within the community</li> <li>• communicate with community organisations and special interest groups within the community</li> <li>• undertake any other responsibilities that are delegated to it by the territorial authority.</li> </ul> <p>Additional roles of boards</p> <p><b>Community wellbeing</b></p> <ol style="list-style-type: none"> <li>a) promote the social, economic, environmental and cultural well-being of local communities</li> <li>b) monitor the overall well-being of local communities.</li> </ol> <p><b>Community leadership</b></p> <ol style="list-style-type: none"> <li>a) to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>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</li> <li>c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes</li> <li>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</li> <li>e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.</li> </ol> <p><b>Engagement and relationships</b></p> <ol style="list-style-type: none"> <li>a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.</li> </ol> <p><b>Advocacy</b></p> <ol style="list-style-type: none"> <li>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</li> <li>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</li> </ol>
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	<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><b>Local activities</b></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"> <li>• recommend levels of service and annual budget to Council or relevant committee</li> <li>• monitor the performance and delivery of the service.</li> </ul> <p><b>Environmental management and spatial planning</b></p> <p>a) provide comment on resource consent applications referred to the community board for comment</p> <p>b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District</p>
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	<ul style="list-style-type: none"> <li>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</li> <li>d) provide input into regulatory activities not otherwise specified above, where process allows</li> <li>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</li> <li>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</li> <li>g)</li> </ul>
DELEGATIONS	<p>In exercising the delegations the boards will operate within:</p> <ul style="list-style-type: none"> <li>a) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>b) the needs of the local communities</li> <li>c) the approved budgets for the activity.</li> </ul> <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><b>Community wellbeing</b></p> <ul style="list-style-type: none"> <li>a) develop local strategies to improve areas of wellbeing (where a need has been identified)</li> <li>b) to develop local community outcomes that reflect the desired goals for their community or place.</li> </ul> <p><b>Community board plans</b></p> <ul style="list-style-type: none"> <li>a) Regularly review and update the community board plan to keep the plan relevant.</li> </ul> <p><b>Decisions on locally funded assets and services</b></p> <ul style="list-style-type: none"> <li>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</li> <li>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</li> </ul> <p><b>Unbudgeted expenditure</b></p> <ul style="list-style-type: none"> <li>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</li> <li>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</li> <li>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.</li> </ul> <p><b>Leases and licenses</b></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"> <li>a) accept the highest tenders for rentals more than \$10,000</li> <li>b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</li> </ul> <p><b>Community spaces and roads</b></p> <ul style="list-style-type: none"> <li>a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques.</li> <li>b) authority to decide on the name of public roads, private roads and rights of way.</li> </ul> <p><b>Community assistance</b></p> <ul style="list-style-type: none"> <li>a) establish a system for prioritising allocations, based on criteria provided by Council</li> <li>b) grant funds from the Community Partnership Fund</li> <li>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</li> </ul> <p><b>Northern Southland development fund</b></p> <ul style="list-style-type: none"> <li>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</li> </ul>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters that are not delegated</b></p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> <li>a) make a rate or bylaw</li> <li>b) acquire, hold or dispose of property</li> <li>c) direct, appoint, suspend or remove staff</li> <li>d) engage or enter into contracts and agreements and financial commitments</li> <li>e) institute an action for recovery of any amount</li> <li>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p>

	<p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The executive leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>
DEFINITIONS	<p><b>District activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a district level (including district community grants)</li> <li>b) wastewater</li> <li>c) waste services</li> <li>d) water supply</li> <li>e) stormwater</li> <li>f) district <b>funded</b> open spaces (parks and reserves)</li> <li>g) roading</li> <li>h) district community services (library services, cemeteries, community housing and heritage/culture)</li> <li>i) district community facilities (public toilets, library buildings, offices and amenity buildings)</li> <li>j) environmental services (building services, resource management, environmental health, animal services, emergency management)</li> <li>k) corporate support services</li> </ul> <p><b>Local activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a local board level (including local community grants)</li> <li>b) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities</li> <li>c) water facilities (boat ramps, wharves, jetties and harbour facilities)</li> <li>d) locally funded open spaces (parks and reserves, playgrounds and streetscapes)</li> <li>e) parking limits, footpaths and streetlights</li> <li>f) Te Anau/Manapouri Airport (for the Fiordland Community Board)</li> <li>g) Stewart Island Electricity Supply Authority (SIESA) (for the Stewart Island/Rakiura Community Board)</li> </ul> <p><b>Levels of service</b> 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><b>Preferential allocation</b> 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><b>Approved budget</b> for the financial year comprises the base budget approved by Council through the Long Term Plan or Annual Plan, along with any adjustments formally approved during the year for unbudgeted expenditure, forecasting changes and carry forwards by those with delegated authority.</p>
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## Community Partnership Fund applications - August 2025 round

Record no: R/25/11/55748  
Author: Kathryn Cowie, Community liaison officer  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Decision

### Staff recommendations

That the Wallace Takitimu 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 and is therefore 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) receives applications from the following:
  1. St Andrews Scouts
  2. Otautau & Districts Community Charitable Trust
  3. Otautau Golf Club
- e) approves/declines a grant of \$3,000 to the St Andrews Scouts group for costs associated with relocating heat pumps, new carpet and operating expenses.
- f) approves/declines a grant of \$8,000 to the Otautau & Districts Community Charitable Trust for operating costs.
- g) approves/declines a grant of \$2,984 to the Otautau Golf Club for mower fuel costs.

### Purpose

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

### Executive summary

- 2 A total of three applications have been received for the August 2025 funding round of the Wallace Takitimu Community Partnership Fund. The applications are included in this report. Please note that the attachments to the applications (including financials) are not included in this report as they contain information sensitive to applicants' privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Wallace Takitimu Community Board has \$18,914 to allocate through the Wallace Takitimu Community Partnership Fund for the 2025/2026 financial year, over two funding rounds.

- 4 There is \$13,984 in requests from the three applicants.

#### 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, which resulted in the establishment of the community partnership fund whereby the nine community boards in the district allocate funding directly to their communities.
- 7 The Wallace Takitimu Community Board set the following criteria for the Wallace Takitimu Community Partnership Fund:
- consideration will be given to all funding requests on a case by case basis
  - the board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
  - there is no cap on the amount applicants can request
  - co funding is preferable, but not essential
  - two quotes are preferable for capital works, but if it is not possible to get more than one quote an explanation why will be sufficient
  - if appropriate, applicants are to come to a board meeting and speak to their application
  - groups do not have to be a legal entity to apply.

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

**Vision** – A self-reliant, tidy, safe, thriving community – a great place to visit and live.

#### **Outcomes:**

1. A vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth.
2. Wallace Takitimu is a strong, connected and inclusive community.
3. A healthy, safe community with access to quality facilities, amenities and services.
4. A community whose Council fosters leadership, transparency and community engagement.

#### Discussion

- 8 The applications received are summarised below. The community board members, as representatives of their community will assess the applications and their benefit to the Wallace Takitimu Community Board area and will decide if and how much to allocate. The information in the tables below can assist with this discussion.

## Application summary

<b>Applications received</b>	<b>3</b>
<b>Total amount requested</b>	<b>\$13,984</b>
<b>Funds available</b>	<b>\$18,914</b>
<b>1 St Andrews Scouts</b>	
For assistance towards relocating heat pumps from their current premises to the Otautau Bowls Club, for carpet to cover and protect the indoor bowling green, and also for a small amount of operating expenses.	
Total project cost	<b>\$3,500</b>
Amount requested	<b>\$3,000</b>
<b>2 Otautau &amp; Districts Community Charitable Trust</b>	
Request assistance towards the operational costs of the Trust, specifically the employment of the community support person after losing a valuable funding stream.	
Total project cost	<b>\$59,255</b>
Amount requested	<b>\$8,000</b>
<b>3 Otautau Golf Club</b>	
Requests assistance with the fuel costs for the club mowers.	
Total project cost	<b>\$2,984</b>
Amount requested	<b>\$2,984</b>

## Criteria matrix for applications

		Criteria			
		Benefits community board area	Co funding proposed	Two quotes sought	Legal entity
Applicants	<b>St Andrews Scout Group Committee</b>	yes	yes	no	yes
	<b>Otautau &amp; Districts Community Charitable Trust</b>	yes	yes	n/a	yes
	<b>Otautau Golf Club</b>	yes	no	no	yes

Community board plan outcomes matrix		Community board plan outcomes			
		A vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth	Wallace Takitimu is a strong, connected & inclusive community	A healthy, safe community with access to quality facilities, amenities and services	A community whose Council fosters leadership, transparency & community engagement
Applicants	St Andrews Scout Group Committee	no	yes	yes	n/a
	Otautau & Districts Community Charitable Trust	no	yes	yes	n/a
	Otautau Golf Club	yes	yes	yes	n/a

Previous funding and accountability		Previous CPF funding received		Accountability received
Applicants	<b>St Andrews Scout Group Committee</b>	August 2020 – \$3,624 - hot water installation	Yes	
	<b>Otautau &amp; Districts Community Charitable Trust</b>	June 2024 - \$604 – community board donation	Yes	
		December 2022 – \$3,000 operational costs	Yes	
		June 2022 - \$1,798 - new upright freezer	Yes	
		October 2021 – \$1,698 – new laptop	Yes	
		March 2021 - \$1,287 – new phone	Yes	
		November 2020 - \$5,000 – operational costs	Yes	
	<b>Otautau Golf Club</b>	March 2025 - \$240 – mower maintenance	No (not due yet, but can be requested before a new grant is paid)	
		March 2024 – \$2,721 - fuel and oil for mowers	Yes	
		March 2023 - \$3,000 – fuel and oil for mowers	Yes	
		March 2022 - \$2,109 – spray for weeds	Yes	
		March 2021 - \$960 – new cutter bars for mower	Yes	
		August 2020 - \$1,490 – spray	Yes	

## Options

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

Option 1 – approve and allocate funding to applicants pursuant to the funding criteria.

Option 2 – decline the applications.

Recommended option:

- 10 Approve and allocate funding pursuant to the funding criteria set by the community board. Approving these grants supports local groups to complete their projects and provide services that benefit the local community.

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

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

## Option 2 – Decline the applications

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

## Legal considerations

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

## Strategic alignment

### Strategic direction

- 12 The Community Partnership Fund is designed to support local projects that strengthen connected and resilient communities and deliver on the social and cultural outcomes outlined in the current Long Term Plan (LTP). By funding initiatives such as sports, recreation, health services and community programmes, the fund promotes wellbeing, fosters a sense of belonging, and enhances facilities that make the area attractive and liveable.
- 13 The funding decisions covered in this report reflect these objectives, ensuring that allocations contribute to the LTP vision of vibrant, connected communities and opportunities to thrive. The table above under the discussion paragraph outlines how the applications align with the Wallace Takitimu Community Board plan outcomes.

### Policy and plan consistency

- 14 There are no inconsistencies identified.

## Financial considerations

- 15 There is \$18,914 available to allocate for the Wallace Takitimu Community Partnership Fund for the 2025/2026 financial year, over two funding rounds.
- 16 A total of \$13,984 in requests have been received for this funding round.

## 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 allocation of these funds follows a guiding document endorsed by Council in 2020, and the allocations are within the budgeted fund allowances. The decision provides minor positive impact on Council's social and cultural community outcomes in terms of this policy and has no impact on the provisions of Council's level of services. This decision is reversible but there would be some hurdles to do so. Allocations of grants do follow an accountability process, where applicants are required to submit a report detailing how the funds were spent and confirming that they were spent on the agreed purpose.
- 19 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.

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

- 20 In alignment with the significance assessment above, no community views have been sought in connection with this decision, however the community will be informed of the community board's decision in upcoming community board reports.

### Climate change considerations

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

### Risk and mitigations

- 22 There are no significant risks in relation to this matter or decision.
- 23 Grants made, do follow an accountability process as detailed above.

### Next steps

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

### Attachments

- A Wallace CPF applications for agenda - August 2025 [📄](#)



**Wallace Community Partnership Fund Application**  
**August 2025**

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# 1. ST ANDREWS SCOUTS

– heat pump relocation



**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF002AUG25 From St Andrews Scout Group Committee**

Form Submitted 20 Aug 2025, 9:14PM NZST

**Applicant details**

**\* indicates a required field**

**Applicant details**

**Applicant name \***

St Andrews Scout Group Committee

**Street Address \***

Main St  
Otautau Otautau New Zealand  
Any, but at least one field is required.

**Postal Address (if different from above)**

68 Allan Rd  
Waikoura Otautau 9682 New Zealand

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

Must be an email address.

**Purpose/main activity of your organisation?**

Scout group

**How many members belong to your club/organisation?**

30  
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 \***

Natalie Carran

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

Must be an email address.

**Name 2 \***

**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF002AUG25 From St Andrews Scout Group**  
**Committee**

Form Submitted 20 Aug 2025, 9:14PM NZST  
Nicole Carr

**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: \***

Relocation costs and Troop expenses

**What is the location of your project? \***

Scout Den, Main Street, Otautau

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

St Andrews Scouts are going to be taking over the lease of the Otautau Bowling Club. We currently reside out of the scout den on the main street of Otautau. We are going to relocate to the Bowling club because of the better facilities, safer environment for the 30 children that we have enrolled in our group. When we relocate we will be relocating our 2 heatpumps just installed 2 years ago to the new facility. We would also like to obtain funding to be able to cover the the indoor bowling green, so it can be used by the children but also preserved so it can still be used for indoor bowls. With us being able to do this we continue to promote indoor bowls and keep this wondering activity alive in our community. Promoting the health and well being of our community.

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

**How will your project benefit the Wallace Takitimu community? \***

It offers a much safer environment for the children to do their scouting activities and keeps another small group running in our community. As currently the Otautau Bowling Club is going into recess and the building will potentially be handed back to the SDC. Therefore the community will most likely loose the indoor bowling facility and the burdon be handed back

**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF002AUG25 From St Andrews Scout Group Committee**

Form Submitted 20 Aug 2025, 9:14PM NZST  
 to the ratepayer.

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**

01/10/2025

Must be a date.

**Project end date**

30/11/2025

Must be a date.

**Community Board plan alignment**

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu 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 Wallace Takitimu Community Board's community board plan outcomes? (please tick all that apply) \***

- ☒ a vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth
- ☒ Wallace Takitimu is a strong, connected and inclusive community
- ☒ a healthy, safe community with access to quality facilities, amenities and services
- ☒ A community whose Council fosters leadership, transparency and community engagement
- ☐ 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 \***

Being able to offer better and safer facilities for the scouting children to do all their scouting activities.

**Outcome 2**

With this funding this will give us the financial help we need to be able to take over the lease of the Otautau Bowling Club, which means the community keeps this facility and enables the other community groups such as, Indoor bowls, Patchwork Ladies, community afternoons functions such as bingo and soup and chat ran by the local Community worker.

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

Just being able to have the financial help to make the transition to move to the Otautau Bowling and working together with all the other parties to make it work for everyone in the community.

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

**Are there any similar projects or services in your area?**

## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF002AUG25 From St Andrews Scout Group Committee

Form Submitted 20 Aug 2025, 9:14PM NZST

☐ 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 Wallace Takitimu Community Board area will benefit directly from your project? \*

100

Must be a number.

#### Additional comments on numbers benefiting:

Hopefully more and more people will benefit with keeping the facility open and accessible

#### What age group will predominantly benefit? \*

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

### Building & facility information

#### Does your application relate to a building or facility?

☒ Yes

☐ No

No more than 1 choice may be selected.

### Building & facility information

#### If yes, who owns the building?

Otautau Bowling Club

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.

**Wallace Takitimu Community Partnership Fund - August 2025 round****Wallace Takitimu Community Partnership Fund application form  
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Form Submitted 20 Aug 2025, 9:14PM NZST

**How often is the building used and by what organisations?**

Weekly, St Andrews Scout Group, Indoor bowls community, Otautau Patch work group, Otautau Community worker.

**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.

**Project Budget & Financial Details****\* indicates a required field****Financial details****Bank Account \***

Account Name: St Andrews Scout Group Committee

Account Number:

Must be a valid New Zealand bank account number.

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

Filename: Deposit slip.pdf

File size: 245.9 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: Financials year end sept 2024.pdf

File size: 424.1 kB

**Please upload a current bank statement from your organisation \***

Filename: Bank Statement Aug 25.pdf

File size: 745.1 kB

**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF002AUG25 From St Andrews Scout Group Committee**

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**Total Project Cost \***

\$3,500.00

Must be a dollar amount.

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

**Total amount you are requesting from the Wallace Takitimu 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: \***

\$10,000.00

Must be a dollar amount.

At the time of this application

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

Current level of reserves, we do not wish to have to use these reserves as we will potentially have 8 scouts that would like to attend Jamboree in 2026 so we would like to keep as many reserves as possible in case we need to assist them to get to Jamboree in Mystery Creek

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

Moving of all the equipment from the scout den to the bowling club will be done by all the St Andrews Scouts Committee who are all volunteers.

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

With continual fundraising

**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	\$
Reserves	\$500.00	Mats to cover indoor bowling green	\$1,500.00
SDC Grant application	\$3,000.00	Troop Expenses (operating expenses)	\$1,000.00
		Relocation of heat-pumps	\$1,000.00



**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
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### Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$3,500.00 This number/amount is calculated.	\$3,500.00 This number/amount is calculated.	\$0.00 This number/amount is calculated.

### Quotes

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

**Have you sought at least two quotes?**

☐ yes

☒ no

No more than 1 choice may be selected.

**Please upload quote(s)**

*No files have been uploaded*

### Quotes

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

### Additional information

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

I received a verbal quote from Western Electrical for relocation of the heatpumps. Income for troop expenses is an amount requested to assist with this expense, as troop expenses was over \$3000 last year.

We have not been able to get a carpet specialist out to give us the best option for cover the bowling green.

### Supporting documentation

### Supporting documentation

**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF002AUG25 From St Andrews Scout Group Committee**

Form Submitted 20 Aug 2025 9:14PM NZST

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

**Attach documents here**

*No files have been uploaded*

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

## Feedback

### Feedback

**How did you find out about the Wallace Takitimu 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;



**Wallace Takitimu Community Partnership Fund - August 2025 round**  
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- 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 \***

Natalie Carran

**Position in organisation \***

Treasurer

**Date \***

20/08/2025

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.



**Wallace Community Partnership Fund Application**  
**August 2025**

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## 2. OTAUTAU & DISTRICTS COMMUNITY CHARITABLE TRUST

– OPERATIONAL COSTS

**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF005AUG25 From Otautau and Districts Community Charitable Trust**

Form Submitted 29 Aug 2025, 1:41PM NZST

**Applicant details**

\* indicates a required field

**Applicant details**

**Applicant name \***

Otautau and Districts Community Charitable Trust

**Street Address \***

174 Main St  
Otautau Otautau 9610 New Zealand  
Any, but at least one field is required.

**Postal Address (if different from above)**

174 Main St  
Otautau Otautau 9610 New Zealand

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

must be an email address.

**Purpose/main activity of your organisation?**

To employ our Community Support person to give information and support to those in need within the Otautau and Districts community

**How many members belong to your club/organisation?**

9

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 \***

Thelma Froude

**Phone Number \***

must be a New Zealand phone number.

**Email \***

must be an email address.

## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF005AUG25 From Otautau and Districts Community Charitable Trust

Form Submitted 29 Aug 2025, 1:41PM NZST

Name 2 \*

Janice DeClifford

#### 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: \*

Ongoing operational costs

#### What is the location of your project? \*

Otautau and Districts

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

We have recently lost one of our areas of funding. We have applied for several grants to help with ongoing operational costs, but nothing has yet been confirmed. We require funding for operational costs to keep employing our community support person, who carries out much needed support and advice for our Elderly, Families and Youth in the Otautau District.

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

#### How will your project benefit the Wallace Takitimu community? \*

Operational grants enable the Otautau and Districts Community Community Charitable Trust, to employ our community support person. She is a valuable asset to our community. She has provided much needed support for families, our elderly and youth in need. She provides assistance with food parcels, doctor's visits and firewood. She also provides community social opportunities for the elderly and Families so that social needs are met and our community can grow positively and promote inclusion.

i.e. improvements/events that will enable the community to be more connected, or improvements to a

## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form

#### Application No. WallaceCPF005AUG25 From Otatau and Districts Community Charitable Trust

Form Submitted 29 Aug 2025, 1:41PM NZST  
 facility that will enable it to run more efficiently etc

#### Project start date

01/07/2025

(Must be a date.)

#### Project end date

01/07/2026

(Must be a date.)

### Community Board plan alignment

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu 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 Wallace Takitimu Community Board's community board plan outcomes? (please tick all that apply) \*

- ☐ a vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth
- ☒ Wallace Takitimu is a strong, connected and inclusive community
- ☒ a healthy, safe community with access to quality facilities, amenities and services
- ☐ A community whose Council fosters leadership, transparency and community engagement
- ☐ 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 \*

Our community support person would like to carry out more support on mental health in the community. We would love to reach out to our families and our youth. To bring relevant speakers that bring education, understanding and support on mental health to our community.

#### Outcome 2

Our community support person would like to do more for Men's mental health. We would love to set up a Men's group that bring the Men in our community together to build relationships and promote social interaction.

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

We will know when we have achieved the above outcomes when the people in our community use and support these initiatives. Our community support person sees this need within our community and works hard to get these initiatives up and running. We know that these groups will bring our communities together to support each other and encourage each other.

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

**Wallace Takitimu Community Partnership Fund - August 2025 round****Wallace Takitimu Community Partnership Fund application form  
Application No. WallaceCPF005AUG25 From Otatau and Districts  
Community Charitable Trust**

Form Submitted 29 Aug 2025, 1:41PM NZST

**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 Wallace Takitimu Community Board area will benefit directly from your project? \***

500

Must be a number.

**Additional comments on numbers benefiting:**

We know that our community support person is contacted by over 500 people in our community per year.

**What age group will predominantly benefit? \***☒ All ☒ Early years (pre-natal - 4yrs) ☒ Children (5-13yrs) ☒ Youth (14-24yrs) ☒ Adults (25-64yrs) ☒ Older persons (65+yrs)

At least 1 choice must be selected.

**Does your project mainly focus on any of the following: \***☒ Parents/families ☒ People with a disability ☒ Rural communities ☒ At risk families ☒ People who are not currently participating and those experiencing barriers to participation ☒ Volunteers ☒ At risk youth ☒ New migrants ☒ Refugees ☒ High needs populations

At least 1 choice must be selected.

**The following are the main ethnic groups in our region - please indicate who will predominantly benefit? \***☒ All ☐ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ Other

At least 1 choice must be selected.

**Building & facility information****Does your application relate to a building or facility?**☐ Yes☒ No

No more than 1 choice may be selected.

**Project Budget & Financial Details****\* indicates a required field****Financial details**



## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF005AUG25 From Otautau and Districts Community Charitable Trust

Form Submitted 29 Aug 2025, 1:41PM NZST

#### Bank Account \*

Account Name: Otautau and Districts  
Community Charitable  
Trust

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: deposit slip.jpg

File size: 589.9 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: Trust Income Expenditure 2024-25 (version 1).xls

File size: 83.5 kB

#### Please upload a current bank statement from your organisation \*

Filename: July 2025 bank statement.pdf

File size: 36.3 kB

#### Total Project Cost \*

\$59,255.00

Must be a dollar amount.

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

#### Total amount you are requesting from the Wallace Takitimu Community Partnership Fund? \*

\$8,000.00

Must be a dollar amount.

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

#### Please indicate your current level of reserves: \*

\$75,000.00

Must be a dollar amount.

At the time of this application

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

We are not guaranteed to be successful in any Grants for operational costs. We keep some reserves to keep our Community support person employed in her position.

## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF005AUG25 From Otautau and Districts Community Charitable Trust

Form Submitted: 29 Aug 2025, 1:41PM NZST

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

The Trust do depend on voluntary efforts; our trustees are all volunteers. We are also extremely fortunate to have some food donated to us.

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

We have no other choice but to apply for grants for ongoing operational costs. We apply to the lotteries commission and Community Trust of southland.

### 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	\$
Lotteries commission	\$15,000.00	wages/employee expenses	\$45,900.00
Community Trust of Southland	\$10,500.00	Admin costs	\$955.00
Donations	\$2,000.00	Vouchers	\$1,000.00
CTOS- RCW Grant	\$5,000.00	Audit fees	\$200.00
Vickery Trust	\$4,300.00	Phone/Internet fees, etc	\$800.00
		Office rental	\$1,600.00
		Activities/Courses	\$6,000.00
		Foodbank costs	\$2,800.00

### Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$36,800.00	\$59,255.00	-\$22,455.00
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.



**Wallace Takitimu Community Partnership Fund - August 2025 round****Wallace Takitimu Community Partnership Fund application form  
Application No. WallaceCPF005AUG25 From Otautau and Districts  
Community Charitable Trust**

Form Submitted 29 Aug 2025, 1:41PM NZST

**Have you sought at least two quotes?**☐ yes☒ no

No more than 1 choice may be selected.

**Please upload quote(s)**

Filename: ODCCT Budget 25-26 Draft.docx

File size: 14.6 kB

Filename: Trust Income Expenditure 2024-25 (version 1).xls

File size: 83.5 kB

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

I have uploaded our budget for this year, so you can see our projected income and expenditure. I have also uploaded our income and expenditure for our previous year.

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

Our budget is set on our income and expenditure of the previous year, with slight increases where we know and expect our expenses to increase.

**Supporting documentation****Supporting documentation**

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

**Attach documents here***No files have been uploaded***If you have any other comments about your application please detail here:**

The Trust has only a number of grants that we can apply to for operational costs. We are extremely grateful for any financial support for us to keep employing our Community Support person. We know that she is an asset to the Otautau and Districts community.

**Feedback****Feedback****How did you find out about the Wallace Takitimu Community Partnership Fund?**

☒ Have applied previously ☐ Southland District Council website ☐ Council or  
Community Board Facebook page ☐ Radio ☐ Newspaper ☐ Online ☐ Referred by

## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF005AUG25 From Otautau and Districts Community Charitable Trust

Form Submitted 29 Aug 2025, 1:41PM NZST  
☐ 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 application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF005AUG25 From Otautau and Districts Community Charitable Trust**

Form Submitted 29 Aug 2025 1:41PM NZST

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

**Name \***

Thelma Froude

**Position in organisation \***

Funding Officer for Otautau and Districts Community Charitable Trust

**Date \***

29/08/2025

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.



**Wallace Community Partnership Fund Application**  
**August 2025**

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# 3. OTAUTAU GOLF CLUB

## – FUEL COSTS

**Wallace Takitimu Community Partnership Fund - August 2025 round****Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF006AUG25 From Otautau Golf Club**

Form Submitted 5 Sep 2025, 1:20PM NZST

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

Otautau Golf Club

**Street Address \***55 Slaughterhouse Rd  
Otautau Otautau 9682 New Zealand  
Any, but at least one field is required.**Postal Address (if different from above)**P O Box 55  
OTAUTAU  
Otautau Otautau 9641 New Zealand**Phone Number \***

Must be a New Zealand phone number.

**Email \***

Must be an email address.

**Purpose/main activity of your organisation?**

Golf Club

**How many members belong to your club/organisation?**

37

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 \***

Kelly Tagg

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

Must be an email address.

**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF006AUG25 From Otautau Golf Club**  
Form Submitted 5 Sep 2025, 1:20PM NZST

**Name 2 \***

Andre Bekhuis

**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: \***

Fuel

**What is the location of your project? \***

Otautau Golf Course

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

to assist with the purchase of fuel to run the golf club mowers for the upcoming season

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

**How will your project benefit the Wallace Takitimu community? \***

this will allow our volunteers to continue to provide a manicured golf course for both members and the wider community to enjoy

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**

01/12/2025

Must be a date.

**Project end date**

28/02/2026

**Wallace Takitimu Community Partnership Fund - August 2025 round****Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF006AUG25 From Otautau Golf Club**

Form Submitted 5 Sep 2025, 1:20PM NZST

Must be a date.

**Community Board plan alignment**

The Wallace Takitimu Community Board plan document can be found [here](#). The Wallace Takitimu 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 Wallace Takitimu Community Board's community board plan outcomes? (please tick all that apply) \***

- ☒ a vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth
- ☐ Wallace Takitimu is a strong, connected and inclusive community
- ☐ a healthy, safe community with access to quality facilities, amenities and services
- ☐ A community whose Council fosters leadership, transparency and community engagement
- ☐ 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 \***

Having assistance with the fuel costs means our limited funds can be used for other projects such as the installation of a new practice green.

**Outcome 2****How will you know you are achieving the above outcome(s)?**

The greens will continue to be well maintained for the benefit of our members and the wider community.

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

**Are there any similar projects or services in your area?**

- ☐ yes
- ☒ no

No more than 1 choice may be selected.

**Community benefits**

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 Wallace Takitimu Community Board area will benefit directly from your project? \***

100

Must be a number.



## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF006AUG25 From Otautau Golf Club

Form Submitted 5 Sep 2025, 1:20PM NZST

#### Additional comments on numbers benefiting:

we have approx 37 members but a number of casual players also use the course who play green fees. The course is able to be used recreationally by walkers. We are holding a disc golf tournament in October for players from all over Southland and further afield. The local primary school is holding an Ambrose Tournament as a fundraiser in November. It is hard to guesstimate the number of people that will benefit and is likely more than 100.

#### What age group will predominantly benefit? \*

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

### Building & facility information

#### Does your application relate to a building or facility?

☐ Yes  
☒ No

No more than 1 choice may be selected.

## Project Budget & Financial Details

\* indicates a required field

### Financial details

#### Bank Account \*

Account Name: Otautau Golf Club Inc

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: 06-0925-0949664-00\_Statement\_2025-08-19.pdf

File size: 234.3 kB

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

#### Are you registered for GST? \*

☒ Yes



**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF006AUG25 From Otautau Golf Club**  
 Form Submitted 5 Sep 2025, 1:20PM NZST

☐ No

No more than 1 choice may be selected.

**If yes, GST number:**

10861705

Must be a number.

**Please upload your organisation's latest financial statements \***

Filename: 2024 Annual accounts.pdf

File size: 194.0 kB

**Please upload a current bank statement from your organisation \***

Filename: 06-0925-0949664-00\_Statement\_2025-08-19.pdf

File size: 234.3 kB

**Total Project Cost \***

\$2,983.50

Must be a dollar amount.

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

**Total amount you are requesting from the Wallace Takitimu Community Partnership Fund? \***

\$2,983.50

Must be a dollar amount.

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

**Please indicate your current level of reserves: \***

\$30,000.00

Must be a dollar amount.

At the time of this application

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

Our operating costs are around \$15-\$20K per annum. Our income via membership, green fees, clubhouse hire, fundraising etc is around \$13,000 per annum. We need to maintain a level of reserves to ensure the financial viability of our club.

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

Our volunteers spend around 30 hours a week mowing the greens during the season which is about 8 months. In addition many hours are spending trimming trees, gardening and on other course maintenance.

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

## **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).**

## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form

Application No. WallaceCPF006AUG25 From Otautau Golf Club

Form Submitted 5 Sep 2025, 1:20PM NZST

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	\$
SDC CPF	\$2,983.50	Fuel	\$2,983.50

### Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,983.50	\$2,983.50	\$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: Fuel quote.pdf

File size: 27.1 kB

### Quotes

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

We only have one local petrol station in Otautau. We don't have capacity to store large volumes of fuel so it is easier for us to source it locally.

### Additional information

**Wallace Takitimu Community Partnership Fund - August 2025 round**  
**Wallace Takitimu Community Partnership Fund application form**  
**Application No. WallaceCPF006AUG25 From Otautau Golf Club**  
Form Submitted 5 Sep 2025, 1:20PM NZST

**If you have any other 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**

*No files have been uploaded*

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

## Feedback

### Feedback

**How did you find out about the Wallace Takitimu 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

## Wallace Takitimu Community Partnership Fund - August 2025 round

### Wallace Takitimu Community Partnership Fund application form Application No. WallaceCPF006AUG25 From Otautau Golf Club

Form Submitted 5 Sep 2025, 1:20PM NZST

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 \***

Kelly Tagg

**Position in organisation \***

Secretary

**Date \***

05/09/2025

Must be a date.

### Submitting your form

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

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

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

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

## Otautau Community Pool - uplift of rates 2025/26

Record no: R/25/11/56218  
Author: Kathryn Cowie, Community liaison officer  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Decision

### Staff recommendations

That the Wallace Takitimu 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 significant. The assessed level of significance indicates that no community engagement is necessary to make the decision.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) approves/declines the payment of the grant of \$13,944 to the Otautau Community Swimming Pool from the Otautau community pool rate collected for the 2025/2026 financial year.

### Purpose

- 1 The purpose of this report is for the Wallace Takitimu Community Board to decide whether to approve the request from the Otautau Community Swimming Pool (Otautau Pool) to uplift rates funds.

### Executive summary

- 2 The Otautau Pool committee have made a request to the Wallace Takitimu Community Board to uplift the pool rate collected for the current financial year.
- 3 There is currently \$13,944 budgeted to grant in the 2025/2026 financial year for the Otautau community pool rate.
- 4 A letter from the pool committee requesting the funds is attached to this report, along with their financial information.
- 5 The last time the Otautau Pool uplifted rates funds was in November 2024.

### Context

- 6 The Otautau Community Pool Incorporated are the entity responsible for the operation and maintenance of the Otautau swimming pool complex, located on Hulme Street, Otautau.

- 7 A pool rate is collected for the area, and the pool committee are entitled to uplift these funds on an annual or ad hoc basis. They are required to submit a request to the board along with their current financial information and are also expected to attend a board meeting in person.
- 8 There is \$13,944 budgeted to grant in the 2025/2026 financial year for the Otautau community pool rate. This is the total amount available for the pool to uplift at this time.
- 9 The last time the pool committee uplifted funds from this reserve was in November 2024.
- 10 They have made a request to the Wallace Takitimu Community Board to uplift all the rates available to them for the 2025/2026 financial year.

#### Discussion

- 11 The pool committee have provided financial information for the organisation, along with information on the last season and plans for the future. A representative from the committee attended a community board workshop on 20 November to verbally update the board on these topics and any other relevant issues.
- 12 This presentation, along with this report should be sufficient information for the board to make a decision regarding the uplift of the pool rate to the pool committee.

#### Options

- 13 The following reasonably practicable options have been identified and assessed in this report:
- Option 1 - approve the payment of the grant of \$13,944 to the Otautau Community Swimming Pool from the Otautau community pool rate collected for the 2025/2026 financial year.
- Option 2 – do not approve the payment of the grant of \$13,944 to the Otautau Community Swimming Pool from the Otautau community pool rate collected for the 2025/2026 financial year.

#### Recommended option:

Option 1 - approve the payment of the grant of \$13,944 to the Otautau Community Swimming Pool from the Otautau community pool rate collected for the 2025/2026 financial year. This will allow the pool to operate over the 2025/2026 summer season.

Option 1 – approve the payment of the grant of \$13,944 to the Otautau Community Swimming Pool from the Otautau community pool rate collected for the 2025/2026 financial year.

Advantages	Disadvantages
<ul style="list-style-type: none"><li>the pool committee will be able to use the funds for operational and project costs for the pool, keeping the pool operational for the community and also keeping the cost for keys down for users.</li></ul>	<ul style="list-style-type: none"><li>none identified.</li></ul>



Option 2 – do not approve the payment of the grant of \$13,944 to the Otautau Community Swimming Pool from the Otautau community pool rate collected for the 2025/2026 financial year.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• none identified.</li> </ul>	<ul style="list-style-type: none"> <li>• the pool committee may have to use their own reserves to cover operational costs, and this may hamper capital or maintenance work, and could also increase the price of keys for community members, or the pool may have to operate a reduced season due to lack of operating funds.</li> </ul>

### Legal considerations

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

### Strategic alignment

#### Strategic direction

- 15 Southland District Council collects various pool rates across all our community board areas. Granting these funds to the local pools helps to strengthen connected and resilient communities and deliver on the social and cultural outcomes outlined in the current Long Term Plan (LTP). It ensures a continued access to a beneficial recreational facility, promotes health and wellbeing, fosters a sense of belonging, and enhances facilities that make the area attractive and liveable.
- 16 By supporting this community led amenity, the decision covered in this report reflect these objectives, ensuring that allocations contribute to the LTP vision of vibrant, connected communities with infrastructure and opportunities to thrive.

#### Policy and plan consistency

- 17 This decision is consistent with Council's broader policies and plans, including the Revenue and Financing Policy, which supports the use of targeted rates for community assistance activities, and the Significance and Engagement Policy, which empowers community boards to make locally focused decisions.
- 18 It reflects the principles in the Long Term Plan and Community Board Plan by prioritising community led development and supporting important community amenities that contribute to wellbeing and connectedness.

### Financial considerations

- 19 There is \$13,944 budgeted to grant in the 2025/2026 financial year for the Otautau community pool rate.

### Significance assessment

- 20 This decision has been assessed in accordance with Council's Significance and Engagement Policy as having some importance and is not considered significant.
- 21 The allocation of these funds is within the budgeted rate allowances which is reversible but there would be some hurdles to do so. The decision provides minor positive impact on Council's social

and cultural community outcomes and has no impact on the provisions of Council's level of services. While there are limited levels of public interest locally, this is considered negligible in the wider district.

- 22 The assessed level of significance indicates that the community does not need to be engaged on this decision and instead informed once it has been made.

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

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

#### Climate change considerations

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

#### Risk and mitigations

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

#### Next steps

- 26 The pool committee will be advised of the outcome, and payment made if the board approve their request.

#### Attachments

- A Otautau pool rates request info 2025 [↓](#)



**From:** Hadleigh Germann <h.germann@xtra.co.nz>  
**Sent:** Sunday, 30 November 2025 8:34 pm  
**To:** Kathryn Cowie <Kathryn.Cowie@southlanddc.govt.nz>  
**Subject:** Re: FW: Pool rates info for report

**This message is from an external sender**

Hi Kathryn

We would like to request to uplift the pool rates for the 2025/26 financial year.

Key points from the last season are:

- we changed from a waste oil boiler to a diesel boiler. Although diesel is much more expensive, the waste oil was too variable and we were not able to heat the pool consistently (which put people off from using it). It also meant a lot more cleaning/de-ashing.
- the pool is 100% compliant with SDC now as all outstanding consents have been signed off. This included some major repair work to some of the steel beams/portals inside the pool building. These were rusting and have been fully repaired now, so they will no longer rust (a concrete foot was put on them).
- we are very grateful of the money we received towards operating costs
- due to all of the extra work going on, we only had a short season but it was very successful (only one minor break down and no loss of heating). We made pool keys very cheap to reflect the short season. Otautau School pupils were able to have lessons, and then compete in Western Swimming and Southland Schools' Swimming.
- we had public sessions twice a week (entry \$2 per swimmer), which allows access to people who do not buy a key.
- we have a strong committee, and have made a real effort to find sponsors (sponsors get a sign displayed inside the pool building). There are countless volunteer hours put into the pool every season. On average, there would be at least 1 hour per day of time needed for testing, cleaning, putting on/off the covers, checking the systems etc. Most people do not realise this.

Key things for the future:

- improving the useability of the pool covers. Putting the covers on over night really helps maintain temperature, but the current set up is cumbersome (a two person job) and they obviously need to be taken off in the morning. We are investigating options to make this easier.
- there are heaps of things that would make the pool better (e.g. showers, steps in for elderly to be able to access the pool, repainting the surface of the pool etc), but everything has to be carefully budgeted, as pools are very capital intensive! We have considered solar or heat pumps, but this would be a significant capital investment.

I will forward you the financials from last season.

Thanks again for your help. We really appreciate it. The pool is a fantastic (if not money and time hungry!) asset, and we are pleased to be able to help run it for the community.

Hadleigh Germann  
President

## Profit and Loss

### Otautau Community Swimming Pool Incorporated For the year ended 31 May 2025

	2025
<b>Trading Income</b>	
Donations	7,365
Fundraising	1,900
Grants	10,000
Honesty Box	4
SDC - Rates Revenue	12,217
Season Passes	520
Sponsorship	2,020
<b>Total Trading Income</b>	<b>34,025</b>
<b>Cost of Sales</b>	
Consultant-Consents	4,775
Fire Protection	472
<b>Total Cost of Sales</b>	<b>5,246</b>
<b>Gross Profit</b>	<b>28,779</b>
<b>Other Income</b>	
Interest Received - SBS	6
<b>Total Other Income</b>	<b>6</b>
<b>Operating Expenses</b>	
Bank Fees	6
Electricity	3,578
General	51
Maintenance - Engineering	8,528
Maintenance - Plumbing	583
Rates	4,029
Xero subscription	221
Remove waste oil	1,725
Diesel	15,519
Pool Chemicals	699
Auditor fees	160
Refund	5,313
<b>Total Operating Expenses</b>	<b>40,412</b>
<b>Net Profit</b>	<b>(11,627)</b>
	<b>2025</b>
<b>1. Bank Account</b>	
Cash on Hand (679)	(179)
Cheque Account	7,951

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## Otautau Tennis Courts resurfacing project - unbudgeted expenditure request

Record no: R/25/11/54249  
Author: Kelly Tagg, Community partnership leader  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Recommendation

### Staff recommendations

That the Wallace Takitimu 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 and is therefore 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) recommends to Council that unbudgeted expenditure of up to \$30,000 plus GST, to be funded from the Wallace Takitimu general reserve, be approved so that the asphalt resurfacing option for the Otautau tennis courts can proceed with an expected life span of 30 years.

### Purpose

- 1 The purpose of this report is for the Wallace Takitimu Community Board to consider whether it wishes to recommend to Council that unbudgeted expenditure be approved in order to proceed with the resurfacing of four of the Otautau tennis courts.

### Executive summary

- 2 The Wallace Takitimu Community Board has determined to upgrade four of the eight tennis and netball courts located in an area known as the Holt Park extension in Otautau.
- 3 A budget of \$61,200 plus GST was approved as part of the 2024-2034 Long Term Plan with the project to be completed in the 2025/2026 financial year.
- 4 Quotes for a range of different surfaces have been received and range from \$35,000 - \$40,000 for a pave coat solution to \$195,529 for a turf solution with an asphalt solution sitting at \$85,716.26 plus GST.

### Context

- 5 The Otautau and surrounding community has enjoyed the benefit of having access to eight asphalt tennis and netball courts for a number of years with Otautau having previously been the

hub of netball in Western Southland until the new indoor courts were built in Winton and all central, northern and western southland netball relocated to Winton.

- 6 The courts have had minimal maintenance over the last 10-15 years and various quotes have been sourced so that the relevant board of the day could consider whether it wished to proceed with this work.
- 7 The Wallace Takitimu Community Board has indicated a desire to maintain this asset, in part, for the community by deciding to resurface four of the eight courts in Otautau.
- 8 The courts are located on Council owned land and there are agreements in place with the Otautau Tennis and Netball Clubs around usage etc.
- 9 The Courts are currently utilised by the local tennis and netball clubs and members of the community are also free to use the courts. Western tennis runs coaching clinics once a week in terms one and four and has up to 50 or 60 children receiving coaching each week. In addition, social tennis leagues are played on the courts one – two nights a week. The netball club also utilises the courts for practice during the season.
- 10 The courts are asphalt and are showing signs of wear and tear with cracks beginning to appear which have the ability to create trip hazards.
- 11 This project was initially included in the Long Term Plan for 2021/2022 with a budget of \$28,119 to enable crack repairs to take place. However, once this project was fully scoped it was decided that just doing crack repairs would not have the desired outcome and the board decided to look at other options such as partnering with local groups to apply for grant funding to undertake this project. Unfortunately, this was not able to proceed as an option as neither the tennis or netball club had incorporated society status and therefore could not access the larger pools of money available through the likes of Community Trust Southland or Lotteries.
- 12 Staff have received quotes for three different types of surfaces to be laid on four of the courts.
- 13 Option one – pave coat which is an asphalt re-surfacer using a specially formulated bitumen emulsion combined with mineral fillers, graded aggregates and pigments. Estimate is \$35,000 - \$40,000 including line marking. Expected lifespan is 10-15 years.
- 14 Option two – supply and construct 30mm nominal depth asphaltic concrete surfacing. Quote is \$85,716 plus GST and includes spraying and removal of lichen, moss and weeds and taping over the cracks. Expected lifespan is 30 years.
- 15 Option three - synthetic grass surface. Prices range from \$183,590 - \$195,530 depending on which grass option is selected. This has a warranty period of 7-10 years and a lifespan of approximately 15 years.

#### Discussion

- 16 The Wallace Takitimu Community Board must determine whether it wishes to recommend to Council that unbudgeted expenditure of up to \$30,000 plus GST be approved, to be funded from the Wallace Takitimu general reserve.
- 17 In considering the three surface options, the cost of the turf option precludes it being a viable option.
- 18 Both the pave coat and asphalt surfacing options are probably achievable by the board, but it is worth considering the life span of each being 10-15 years for the pave coat and 30 years for the

asphalt. Given the life span of the asphalt surfacing options it would seem to be the more cost effective option over a longer period.

- 19 Both the options available will require minimal maintenance over their life span which will likely include annual spraying for lichen, moss and weeds and line marking as required.

### Options

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

Option 1 – recommends to Council that unbudgeted expenditure of up to \$30,000 plus GST, to be funded from the Wallace Takitimu general reserve, be approved so that the asphalt resurfacing option for the Otautau tennis courts can proceed with an expected life span of 30 years.

Option 2 – determines that it wishes to proceed with the pave coat option which can be completed within the existing budget of \$61,200, which will have an expected life span of 10-15 years.

Option 3 – does not proceed with either option and no resurfacing is undertaken.

### Recommended option:

- 21 Option one – recommends to Council that unbudgeted expenditure of up to \$30,000 plus GST, to be funded from the Wallace Takitimu general reserve, be approved so that the asphalt resurfacing option for the Otautau tennis courts can proceed with an expected life span of 30 years.
- 22 Option 1 – recommends to Council that unbudgeted expenditure of up to \$30,000 plus GST, to be funded from the Wallace Takitimu general reserve, be approved so that the asphalt resurfacing option for the Otautau tennis courts can proceed with an expected life span of 30 years.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>the surface of four of the tennis courts will be improved.</li> <li>the per year cost of this option over the life of this asset is \$3,040 per annum compared to \$4,000 per annum for option two.</li> <li>the improvement of the surfaces will encourage higher usage of the courts which will benefit the community as a whole.</li> </ul>	<ul style="list-style-type: none"> <li>there will be less reserve funds available for future projects.</li> </ul>

Option 2 – determines that it wishes to proceed with the pave coat option which can be completed within the existing budget of \$61,200, which will have an expected life span of 10-15 years.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>can be completed well within the existing budget.</li> </ul>	<ul style="list-style-type: none"> <li>the courts will not be able to be improved which will not encourage on going use of the courts.</li> <li>the per year cost of this option over the life of this asset is \$4,000 per annum compared to \$3,040 per annum for option one.</li> </ul>

Option 3 – does not proceed with either option and no resurfacing is undertaken.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• reserve funds will be available for future projects.</li> </ul>	<ul style="list-style-type: none"> <li>• the courts will continue to deteriorate and may get to a point in the future where they are unusable.</li> <li>• the longer the courts are left, the more expensive it will be to repair and/or replace them.</li> </ul>

### Legal considerations

- 23 The board is being requested to recommend to Council the approval of unbudgeted expenditure up to \$30,000.

### Strategic alignment

#### **Strategic direction**

- 24 Outcomes of a project like this align with outcomes contained in the Southland District Council open spaces strategy.
- 25 Outcomes of a project like this align with the following Wallace Takitimu Community Board Plans outcomes:
- Vibrant area that attracts people, businesses and visitors
  - Strong connected and inclusive community
  - Healthy and safe community with access to quality facilities, amenities and services

#### **Policy and plan consistency**

- 26 No inconsistencies with Council's policies or plans have been identified.

### Financial considerations

- 27 The 2024-2034 Long Term Plan includes a project to resurface the Otautau tennis courts with a budget of \$61,200 to be funded via a loan.
- 28 The Wallace Takitimu Community Board general reserve had a balance of \$106,947.78 as at 30 June 2025 and is forecast to have a balance of \$106,753 by 30 June 2039 so it is recommended to allocate the \$30,000 from this reserve.
- 29 Using this reserve means there will be no additional impact on rates for the community.

### Significance assessment

- 30 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.
- 31 Whilst the board is being asked to consider whether it wishes to recommend to Council that unbudgeted expenditure be approved in order to proceed with the resurfacing of four of the Otautau tennis courts it is important to note that there is no increased impact on ratepayers as the additional funds will be drawn from the Wallace Takitimu Community Board general reserve.



- 32 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.

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

- 33 This project was initially included in the 2024-2034 Long Term Plan, and the community has been advised of the board's intention to resurface the courts.
- 34 No additional community consultation is planned to be carried out about the need to increase the budget.
- 35 The views of the community board are deemed to represent the views of the community.

#### Climate change considerations

- 36 There are no climate change considerations relevant to this matter of decision.

#### Risk and mitigations

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

#### Next steps

- 38 If option one is approved, then a report to Council will be prepared.

#### Attachments

There are no attachments for this report.



## Centennial Park playground upgrade - unbudgeted expenditure approval and new equipment confirmation

Record no: R/25/10/52689  
Author: Kelly Tagg, Community partnership leader  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Decision

### Staff recommendations

That the Wallace Takitimu 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 and is therefore 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) agrees to increase the project budget from \$125,550 to \$131,996 (an increase of \$6,446) to incorporate the donation of \$6,446.02, received from the Otautau Toy Library.
- e) confirms the four items of equipment to be installed being the high swing single bay belt, single bay basket swing, the farm scene equipment piece and swinging additions to a current structure.

### Purpose

- 1 The purpose of this report is for the Wallace Takitimu Community Board to consider whether it wishes to increase the project budget from \$125,550 to \$131,996 for the Centennial Park playground equipment replacement project.
- 2 This additional expenditure is to be funded by way of the donation of \$6,446 plus GST that was gifted to Council by the former Otautau Toy Library to be used for the purchase of a piece of play equipment for young children.
- 3 The board is also being asked to formally confirm the new pieces of play equipment to be installed.

### Executive summary

- 4 In December 2024, the Otautau Toy Library closed and wound up their organisation. They contacted Council advising they wished to donate \$6,446.02 plus GST towards the playground upgrade occurring at Centennial Park, Otautau.

- 5 The Centennial Park playground equipment replacement project was in the planning stages in December 2024 with public consultation taking place in May 2025 via a Make it Stick survey and Active Southland engagement.
- 6 Feedback from these engagements was collated and utilised in creating a proposal for the upgrade of the playground.
- 7 At the time that the budget for this project was created, the board and staff were not aware that the Otautau Toy Library wished to make a contribution towards this project.
- 8 The funds were donated to Council under the expectation that a specific piece of equipment, suitable for younger children, would be purchased using the funds.
- 9 At the time the funds were received, they were not budgeted to be spent, so if the board wishes to increase the budget by the amount of the grant, then unbudgeted expenditure in the amount of \$6,446.02 must be approved.
- 10 At present there are five pieces of play equipment at Centennial Park and all pieces except the piece with the blue roof are being removed.
- 11 It is proposed to replace the green swings nearest the hedge with a new set, the baby swing with a basket swing, the piece of equipment closest to Main Street will be replaced with the farm scene and the piece of equipment with the blue roof will remain but have a slide added to the north and some swinging equipment added to the south of it. The small tower with slide closest to the Plunket rooms is also being removed.

#### Context

- 12 In December 2024, Council was contacted by the Otautau Toy Library advising their organisation had been wound up and they wished to donate their remaining funds towards the Centennial Park playground upgrade. Remaining funds totalled \$6,446.02.
- 13 The community board have been in the planning stages of developing a concept for the playground upgrade. Public engagement has occurred by way of a survey on Make it Stick and an Active Southland engagement at the park. Feedback and ideas have been collated and used to help form a design for the playground upgrades.
- 14 As the donation from the toy library was not included in the original budget approved for the playground upgrade, the community board are required to approve the equivalent of the donated amount as unbudgeted expenditure if they wish to increase the budget by the amount of the donation.

#### Discussion

- 15 The initial budget for this project was set at \$125,550 to be funded as follows;
- Otautau general reserve \$8,250
  - Otautau Brightwood Contribution Reserve \$18,890
  - Loan \$98,410
- 16 Additional funding is now available for the project by way of the donation of \$6,446 that was received from the Otautau Toy Library.
- 17 The board has the option to increase the budget to reflect the additional funding or decrease the amount of the loan that needs to be drawn down.

## Options

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

Option 1 – agrees to increase the project budget from \$125,550 to \$131,996 (an increase of \$6,446) to incorporate the donation funding of \$6,446.02, received from the Otautau Toy Library.

Option 2 – does not agree to increase the project budget and instead chooses to decrease the amount of loan funding required from \$98,410 to \$91,964 (a decrease of \$6,446).

Recommended option:

- 19 Option 1 – agrees to increase the project budget from \$125,550 to \$131,996 (an increase of \$6,446) to incorporate the donation funding of \$6,446.02, received from the Otautau Toy Library.

Option 1 – agrees to increase the project budget from \$125,550 to \$131,996 (an increase of \$6,446) to incorporate the donation funding of \$6,446.02, received from the Otautau Toy Library.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>there will be extra funds that can be utilised toward the upgrade of Centennial Park playground</li> <li>this will fulfill the Otautau Toy Library's request to contribute towards the community in a lasting way towards a specific piece of playground equipment for the Centennial Park playground upgrade.</li> </ul>	<ul style="list-style-type: none"> <li>none identified.</li> </ul>

Option 2 – does not agree to increase the project budget and instead chooses to decrease the amount of loan funding required from \$98,410 to \$91,964 (a decrease of \$6,446).

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>the loan to be repaid by the community will decrease from \$98,410 to \$91,964 meaning a small saving for ratepayers.</li> </ul>	<ul style="list-style-type: none"> <li>Otautau Toy Library's wish to contribute funds toward a piece of equipment specifically for younger children may not be able to be fulfilled within the existing budget.</li> <li>there will not be extra funding to be utilised on upgrading the Centennial Park playground.</li> </ul>

## Legal considerations

- 20 The board is being requested to approve unbudgeted expenditure in the amount of \$6,446.02 which will effectively allow for the overall project budget to be increased from \$125,550 to \$131,996.

## Strategic alignment

### Strategic direction

- 21 Outcomes of a project like this align with outcomes contained in the Southland District Council open spaces strategy.
- 22 Outcomes of a project like this align with the following Wallace Takitimu Community Board Plans outcomes:
- Vibrant area that attracts people, businesses and visitors
  - Strong connected and inclusive community
  - Healthy and safe community with access to quality facilities, amenities and services

### Policy and plan consistency

- 23 No inconsistencies with Council's policies or plans have been identified.

## Financial considerations

- 24 Whilst increasing the budget for this project does equate to additional unbudgeted expenditure being required, it is important to note that unbudgeted income i.e. the donation from the Otautau Toy Library has also been received to offset this cost.
- 25 If the board chooses not to increase the budget, then the amount of the loan can be decreased.
- 26 It is important to note that the installation costs for the project are not yet known at this stage. It may be that the total cost of the project is still able to fit within the initial budget which would result in a smaller loan being drawn as the donation funding would still be used to offset the costs of the budget.

## Significance assessment

- 27 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.
- 28 Whilst the board is being asked to increase the budget for the Otautau Centennial Park playground equipment replacement project, it is important to note that there is no increased impact on ratepayers as the additional funds being allocated to this project are the result of the donation being made to assist with this project from the Otautau Toy Library.
- 29 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.

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.

CATEGORY	LIKELIHOOD OF ENGAGEMENT
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

- 30 The board sought feedback from the community around the design elements and play outcomes to be achieved with this project.
- 31 A good level of engagement was achieved with more than 70 responses being received on Council's Make it Stick platform. Responders shared a high level of enthusiasm for this project and offered many suggestions for what they would like to see in the new playground.
- 32 The board has delegated authority to decide whether to make this minor change to the budget and there will be no further impact on costs to ratepayers in making this decision.
- 33 The board is also being asked to confirm the pieces of playground equipment that are being installed.

### Climate change considerations

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

### Risk and mitigations

- 35 There are no significant risks in relation to this decision.

### Next steps

- 36 Advise the project delivery team so that procurement can commence.

### Attachments

- A Centennial Park - new playground equipment - December 2025 [📄](#)

**Replacement double swing and new toddler swing****CS07 High Swing Single Bay Belt**

Total required area: 9.6 x 4m

Ages: 3-12

Users: 2

**CS05A Single Bay Basket Swing**

Total required area: 7.9 x 3.35m

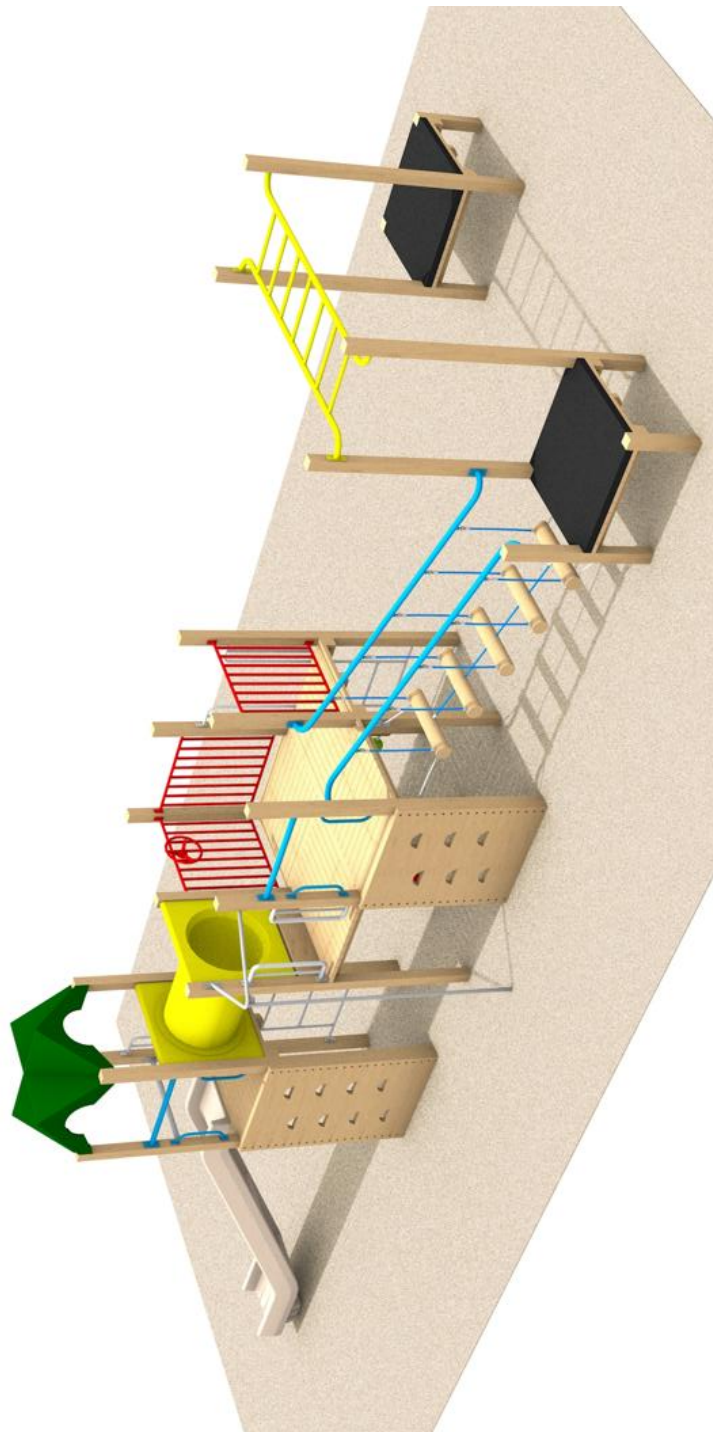
Ages: 3-12

Users: 6

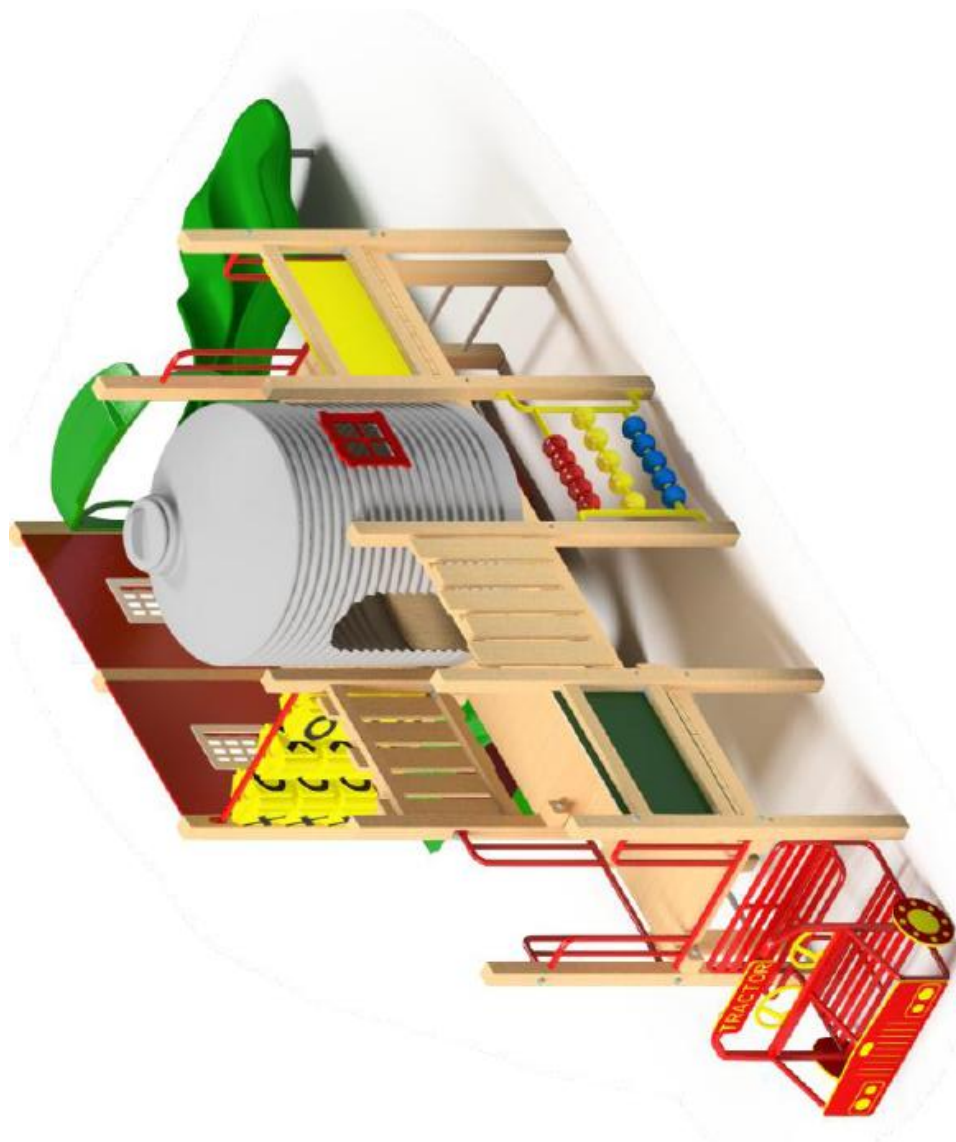




This is a current structure that is staying with some additions



Toddler play equipment to be located in area closest to fence



## Councillor update

Record no: R/25/11/57009  
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 Wallace Takitimu 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 Boparai 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"> <li>• Adverse event: the risk that Council is unable to appropriately respond to the consequences of a natural or</li> </ul>

	<p>human-induced event impacting the district leading to a loss of critical service continuity</p> <ul style="list-style-type: none"> <li>• Change: the risk that Council has inadequate adaptability to respond to a continuously changing environment impacting its ability to achieve the best outcomes for the district</li> <li>• Climate response: the risk that Council fails to appropriately adapt to, or mitigate the effects of, a changing climate leading to significant financial, economic, and social impacts</li> <li>• Cyber security: the risk that Council's systems do not have the resilience to protect information assets from cyber-attack and/or error</li> <li>• Decision making: the risk that suboptimal decision making by Council results in misalignment with community needs and/or expectations, or with statutory obligations</li> <li>• Finance: the risk that Council fails to manage its financial sustainability impacting its ability to fund essential services and projects now and, in the future,</li> <li>• Health, safety, and wellbeing: the risk that Council is unable to manage the health, safety, and wellbeing of staff, contractors, and the community where reasonably practical to do so</li> <li>• Social licence: the risk that Council fails to maintain acceptable levels of satisfaction and social licence within the community leading to a loss of mandate to act on its behalf</li> <li>• Strategic relationships: the risk that Council fails to appropriately maintain its local, regional, and national relationships impacting its ability to achieve its objectives.</li> </ul>
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 dead 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 Limited Statement of Intent 2025-2028	<p>Great South presented to Council the statement of intent for Great South and the Space Operations New Zealand Limited for 2025-2028.</p>

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.
<b>13 August 2025 – Council meeting</b>	
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.
<b>27 August 2025 – Finance and Assurance Committee meeting</b>	
<b>Report</b>	<b>Overview</b>
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.
<b>27 August 2025 – Council meeting</b>	
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 Leagued. 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	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. 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.
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	Mayor Scott updated Council on the events/meetings that he had been involved with during June to mid-August 2025. Councillor Ruddenklau advised the new exhibition at Te Hikoi would be officially opened on Friday 29 August 2025. 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. Councillor Keast advised that she had attended the Invercargill Citizens Advice Bureau AGM as part of her role as the Southland District Council representative.
<b>10 September 2025 – Council meeting</b>	
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	Council resolved to adopt the Dog Control Policy 2025 and the Dog Control Bylaw 2025 and revoked the previous policy and bylaw. Council resolved that the new policy and bylaw will come into effect from Wednesday 1 October 2025.
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.
<b>29 September 2025 – Finance and Assurance Committee meeting</b>	
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.
<b>8 October 2025 – Council meeting</b>	
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. Council resolved that the Southland Regional Heritage Committee, Great South Joint Shareholder Committee and WasteNet would stay in effect over the election period. 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.
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	Mayor Scott extended his thanks to each of the following board members for their contribution to the community board: <ul style="list-style-type: none"> <li>• Ardlussa Community Board – Hilary Kelso</li> <li>• Fiordland Community Board - Kate Norris</li> <li>• Northern Community Board - Pam Naylor and Sonya Taylor</li> <li>• Oraka Aparima Community Board - Eve Welch</li> <li>• Oreti Community Board - Colin Smith, Philip Dobson, Katie Allan, Dave Diack, Chris Herud and Tracy Kennedy</li> <li>• Stewart Island/Rakiura Community Board – Rakiura Herzhoff</li> <li>• Tuatapere Te Waewae Community Board - Paula McKenzie and Joanne Sanford</li> <li>• Waihopai Toetoe Community Board - John McIntyre</li> <li>• Wallace Takitimu Community Board – Bridget Mason</li> </ul>



Valedictorys	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.
<b>29 October 2025 – Council meeting</b>	
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"> <li>• Councillor Matt Wilson to the Ardlussa Community Board</li> <li>• Councillor Sarah Greaney to the Fiordland Community Board</li> <li>• Councillor Tom O'Brien to the Northern Community Board</li> <li>• Councillor Michael Weusten to the Ōraka Aparima Community Board</li> <li>• Councillor Brian Somerville to the Ōreti Community Board</li> <li>• Councillor Jon Spraggon to the Stewart Island/Rakiura Community Board</li> <li>• Councillor Don Byars to the Tuatapere Te Waewae Community Board</li> <li>• Councillor Julie Keast to the Waihōpai Toetoe Community Board</li> <li>• Councillor Jaspreet Boparai to the Wallace Takitimu Community Board.</li> </ul>
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.
<b>12 November 2025 – Council meeting</b>	
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"> <li>• approval for the reduced speed limit of 60km/h the Director of Land Transport</li> <li>• approval from New Zealand Transport Authority for the 'stopping place' road classification at the same location</li> <li>• entry of the reduced speed limit of 60km/h in the National Speed Limits Register</li> </ul>

	<ul style="list-style-type: none"> <li>• installation of necessary signage for the reduced speed limit of 60km/h.</li> </ul>
Committee structure and adoption of terms of reference	<p>Council noted the mayor has established the following:</p> <ul style="list-style-type: none"> <li>• Finance and Assurance Committee – membership, Mr Bruce Robertson, the mayor and all councillors</li> <li>• Executive Committee – membership, the mayor (Chair), Cr Christine Menzies, Mr Bruce Robertson</li> <li>• Riverton Harbour Subcommittee – membership, Cr Michael Weusten, Emma Gould, Ian Coard, Nic White, Hayley Nelson</li> <li>• 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).</li> <li>• Te Anau Basin Water Supply Subcommittee (Council will make appointments later)</li> <li>• Civil Defence Emergency Management Group – membership, Mayor Rob Scott, Cr Christine Menzies as alternate</li> <li>• Great South Joint Shareholders Committee – membership, Mayor Rob Scott</li> <li>• Southland Regional Transport Committee – membership, Cr Christine Menzies Mayor Rob Scott as alternate</li> <li>• Southland Regional Heritage Joint Committee – membership, Cr Paul Duffy, Cr Christine Menzies</li> <li>• WasteNet (Waste Advisory Group) – membership, Mayor Rob Scott, Cr Christine Menzies</li> </ul> <p>Council established:</p> <ul style="list-style-type: none"> <li>• the Ohai Railway Fund Committee – membership, Mayor Rob Scott, Cr Jaspreet Boparai, Cr Michael Weusten</li> <li>• the District Licensing Committee – membership, Cr Paul Duffy (Chair), Cr Jaspreet Boparai (Deputy Chair), Cr Tom O'Brien, Cr Brian Somerville</li> </ul> <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>

<p>Appointments to council organisations</p>	<p>Council approved the appointment of elected members to the following Council organisations:</p> <ul style="list-style-type: none"> <li>• Cr Matt Wilson to the Around the Mountains Cycle Trail Trust</li> <li>• Cr Julie Keast to the Citizens Advice Bureau Invercargill Board</li> <li>• Cr Michael Weusten and Cr Don Byars to the Creative Communities Assessment Committee</li> <li>• Cr Julie Keast to the Gore and Districts Community Counselling Centre</li> <li>• Cr Julie Keast to the Pioneer Women's Memorial Trust</li> <li>• Cr Phil Dobson to the Southland Indoor Leisure Centre Charitable Trust</li> <li>• Cr Paul Duffy to the Southland Regional Heritage Building and Preservation Trust</li> <li>• Mayor Rob Scott and Cr Christine Menzies as alternative to the Te Rōpū Taiao</li> <li>• Cr Jaspreet Boparai to the Tuatapere Amenities Trust</li> <li>• Cr Julie Keast to the Whakamana te Waituna Trust</li> <li>• Cr Greaney to Connected Murihiku.</li> </ul> <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>
<p>Elected members' remuneration</p>	<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"> <li>• Deputy Mayor at 1.5 times the base councillor remuneration - \$62,040</li> <li>• Councillor (11) - \$41,360</li> </ul> <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>
<p>Adoption schedule of meetings</p>	<p>Council:</p>

	<ul style="list-style-type: none"><li>• agreed that Council meetings will be held in the District on a regular basis</li><li>• agreed to hold a meeting at Takutai o Te Titi Marae, Colac Bay within the next six months</li><li>• adopted the schedule of Council and Finance and Assurance Committee meetings for the remainder of 2025 and for the 2026 year.</li></ul>
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## Attachments

There are no attachments for this report.

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## Chair's report

Record no: R/25/11/57509  
Author: Rachael Poole, Committee advisor  
Approved by: Robyn Rout, Governance legal manager  
Report type: Information

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### Staff recommendations

That the Wallace Takitimu 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.

### Attachments

There are no attachments for this report.



## Adoption schedule of meetings

Record no: R/25/11/55826  
Author: Deborah-Ann Smith-Harding, Committee advisor/customer support partner  
Approved by: Vibhuti Chopra, Group manager strategy and partnerships  
Report type: Decision

### Staff recommendations

That the Wallace Takitimu Community Board:

- a) adopts a schedule of meetings for the triennium, the community board will meet at 4pm at Southland District Council Otautau Office on the following dates:
- Thursday 5 February 2026
  - Thursday 9 April 2026
  - Thursday 4 June 2026
  - Thursday 6 August 2026
  - Thursday 8 October 2026
  - Thursday 3 December 2026
  - Thursday 4 February 2027
  - Thursday 8 April 2027
  - Thursday 3 June 2027
  - Thursday 5 August 2027
  - Thursday 7 October 2027
  - Thursday 9 December 2027
  - Thursday 3 February 2028
  - Thursday 6 April 2028
  - Thursday 8 June 2028
  - Thursday 3 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.

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.



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

### Recommendation

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

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:

- 9.1 Community service award nominations - 2025
- 9.2 Otautau Camping Ground - cabin construction and operating model discussion

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 nominations - 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.
Otautau Camping Ground - cabin construction and operating model discussion	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	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.