

Agenda

Wallace Takitimu Community Board

5 February 2026, 4pm
Southland District Council Otautau Office, 176 Main Street, Otautau

Chairperson
Deputy chairperson
Members

Councillor

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

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.



Community board terms of reference

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	<p>Boards are responsible to Council</p> <p>Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).</p>
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	<p>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.</p> <p>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.</p>
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	<p>Governance</p> <p>Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).</p> <p>The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions.</p> <p>Roles outlined in the Local Government Act 2002</p> <ul style="list-style-type: none"> • appoint a chairperson and deputy chairperson • represent, and act as an advocate for, the interests of its community • consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board • maintain an overview of services provided by the territorial authority within the community • prepare an annual submission to the territorial authority for expenditure within the community • communicate with community organisations and special interest groups within the community • undertake any other responsibilities that are delegated to it by the territorial authority.

Additional roles of boards

Community wellbeing

- a) promote the social, economic, environmental and cultural well-being of local communities
- b) monitor the overall well-being of local communities.

Community leadership

- a) to provide leadership to local communities on the strategic issues and opportunities that they face
- b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities
- c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes
- d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities
- e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

Engagement and relationships

- a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.

Advocacy

- a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest
- b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally)).
- c) Providing comment (through the chairperson) to assist the chief executive on making a decision on any objections received on temporary road closures or temporary prohibition of traffic.

Local activities

For local activities

- a) recommend to Council levels of service and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process
- b) recommend to Council rates, user charges and fees to fund local activities
- c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000
- d) recommend to Council or a relevant committee unbudgeted capital expenditure
- e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service
- 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:
 - a) have been delegated to Council staff
 - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
 - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
- 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:
 - recommend levels of service and annual budget to Council or relevant committee
 - monitor the performance and delivery of the service.

Environmental management and spatial planning

- a) provide comment on resource consent applications referred to the community board for comment
- b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District
- c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback
- d) provide input into regulatory activities not otherwise specified above, where process allows

	<ul style="list-style-type: none"> e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.
DELEGATIONS	<p>In exercising the delegations the boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity. <p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers (Local Government Act 2002 section 53).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified) b) to develop local community outcomes that reflect the desired goals for their community or place. <p>Community board plans</p> <ul style="list-style-type: none"> a) Regularly review and update the community board plan to keep the plan relevant. <p>Decisions on locally funded assets and services</p> <ul style="list-style-type: none"> a) accept donations of a local asset (e.g. a gas barbecue, park bench, etc) with a value of less than \$30,000 b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000. <p>Unbudgeted expenditure</p> <ul style="list-style-type: none"> a) approve unbudgeted operating expenditure for local activities of up to \$20,000 b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan. <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <ul style="list-style-type: none"> a) accept the highest tenders for rentals more than \$10,000 b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Community spaces and roads</p>

	<ul style="list-style-type: none"> a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques. b) authority to decide on the name of public roads, private roads and rights of way <p>Community assistance</p> <ul style="list-style-type: none"> a) establish a system for prioritising allocations, based on criteria provided by Council b) grant funds from the Community Partnership Fund c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund. <p>Northern Southland development fund</p> <ul style="list-style-type: none"> a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies</p>

	<p>on behalf of Council on matters outside of the board's delegations.</p> <p>The executive leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>
DEFINITIONS	<p>District activities include:</p> <ul style="list-style-type: none"> a) community leadership at a district level (including district community grants) b) wastewater c) waste services d) water supply e) stormwater f) district funded open spaces (parks and reserves) g) roading h) district community services (library services, cemeteries, community housing and heritage/culture) i) district community facilities (public toilets, library buildings, offices and amenity buildings) j) environmental services (building services, resource management, environmental health, animal services, emergency management) k) corporate support services <p>Local activities include:</p> <ul style="list-style-type: none"> a) community leadership at a local board level (including local community grants) b) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities c) water facilities (boat ramps, wharves, jetties and harbour facilities) d) locally funded open spaces (parks and reserves, playgrounds and streetscapes) e) parking limits, footpaths and streetlights f) Te Anau/Manapouri Airport (for the Fiordland Community Board) g) Stewart Island Electricity Supply Authority (SIESA) (for the Stewart Island/Rakiura Community Board) <p>Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset</p>

management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.

Preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.

Approved budget for the financial year comprises the base budget approved by Council through the Long Term Plan or Annual Plan, along with any adjustments formally approved during the year for unbudgeted expenditure, forecasting changes and carry forwards by those with delegated authority.

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

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

5 Additional agenda items

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

6 Confirmation of minutes

Minutes of the Wallace Takitimu Community Board Meeting held on 11 December 2025.

Confidential Minutes of the Wallace Takitimu Community Board Meeting held on 11 December 2025.

7 Public participation

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

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10 Closure

The chair will close the meeting.

Summary of reports

	Report name	Purpose	Report type	Page
8.1	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.	Recommendation	25
9.1	Transfer of lease from Otautau Bowling Club Incorporated to Scouts Association of New Zealand	To seek the board's feedback on a request received to Council from Otautau Bowling Club Incorporated to transfer their lease over 20 Rye Street, Otautau, to Scouts Association of New Zealand.	Information	35
9.2	Community board reporting	The purpose of this report is to inform the board of the community leadership, operational and Council activities in the board area and across the district.	Information	39
9.3	Chairperson's Report	The purpose of this report is for the chair to update the board on activities they have been involved with since the previous meeting.	Information	55
9.4	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 13 November 2025 to 28 January 2026.	Information	57



Minutes

Wallace Takitimu Community Board

11 December 2025, 4.02pm

Southland District Council Otautau Office, 176 Main Street, Otautau

PRESENT

Chairperson

Tony Philpott

Deputy chairperson

Colin Lawry

Members

Jaspreet Boparai

Shelley Hitchcock

Edwin Mabonga

Gretchen Wilson

Lester Wilson

APOLOGIES

IN ATTENDANCE

Committee advisor

Rachael Poole

Community partnership leader

Kelly Tagg

1 Opening

The Chairperson opened the meeting.

2 Apologies

There were no apologies.

3 Leave of absence

There were no requests for leave of absence.

4 Conflict of interest

There were no conflicts of interest declared.

5 Additional Agenda items

There were no additional agenda items.

6 Confirmation of minutes

Resolved

Moved Edwin Mabonga/Lester Wilson

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 6 November 2025 as a true and correct record of that meeting.

Carried

7 Public participation

There was no public participation.

Reports

8.1 Financial report for the year ended 30 June 2025

Record No: R/25/12/58120

Report presented by finance business partner, Avneet Deo.

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.

Resolved

Moved Gretchen Wilson/Edwin Mabonga

That the Wallace Takitimu Community Board:

a) notes the information contained in the report.

Carried

During the above report, Colin Lawry arrived at 4.22pm.

8.2 Draft budgets and rates - Annual Plan 2026/2027

Record No: R/25/11/56829

Report presented by finance business partner, Avneet Deo.

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

Resolved

Moved 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 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) **agrees that the following changes be made to the 2025/2026 local community board projects and recommends to Council that these be incorporated into Council's 2025/2026 forecasting process:**

Town: Project	Current budget (2025/2026)	Revised budget (2025/2026)	Recommended timing (year) and budget
Nightcaps (P-11201) – Nightcaps – McGregor Park development	\$203,539	\$101,539	\$102,000 moved to 2026/2027.

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

Rate Description	Rate (GST inclusive)
Wallace Takitimu Community Board rate	\$359,729
	\$347,286
Nightcaps Hall rate	\$30,459
	\$30,429
Ohai Hall rate	\$31,357
	\$30,164
Otautau Pool rate	\$21,983
	\$24,076
Tikitimu Pool rate	\$17,761

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

Fee/Charge Description	Notes	Fee/Charge (GST inclusive)
Nightcaps hall		
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
Ohai hall		
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

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

i) **agrees the following changes be made to the 2026/2027 budgets:**

- remove Otautau Plunket Rooms – Interior repaint (FPROP002A) \$31,273 project.
- **agrees to use interest on reserves of \$1,038 + gst from the Ohai general reserves to reduce the Ohai Hall rate.**
- **agrees to use interest on reserves of \$5,152 + gst from Otautau town hall reserves to fund 2025/2026 project P-10786 Otautau Centennial Park playground-equipment renewal.**

Carried

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

8.3 Delegations to the community board

Record No: R/25/11/57011

Report presented by governance advisor, Jayson Trent.

To provide information to the Wallace Takitimu Community Board (community board) on the delegations from Council that were approved on 12 November 2025.

Resolved

Moved Colin Lawry/Edwin Mabonga

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Carried

8.4 Community Partnership Fund applications - August 2025 round

Record No: R/25/11/55748

Report presented by community leadership partner, Kelly Tagg.

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.

Resolved

Moved Gretchen Wilson/Lester Wilson

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 a grant of \$3,000 to the St Andrews Scouts group for costs associated with relocating heat pumps, new carpet and operating expenses, subject to the new lease being signed.
- f) approves a grant of \$8,000 to the Otautau & Districts Community Charitable Trust for operating costs.
- g) approves a grant of \$500 to the Otautau Golf Club for mower fuel costs.

Carried

8.5 Otautau Community Pool - uplift of rates 2025/26

Record No: R/25/11/56218

Report presented by community partnership leader, Kelly Tagg

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.

Resolved

Moved Gretchen Wilson/Edwin Mabonga

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.

Carried

8.6 Otautau Tennis Courts resurfacing project - unbudgeted expenditure request

Record No: R/25/11/54249

Report presented by Community partnership leader, Kelly Tagg.

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.

Resolved

Moved Lester Wilson/ Colin Lawry

That the Wallace Takitimu Community Board:

- a) **lay the report on the table.**

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

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

Record No: R/25/10/52689

Report presented by Community partnership leader, Kelly Tagg.

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.

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.

The board is also being asked to formally confirm the new pieces of play equipment to be installed.

Resolved

Moved Lester Wilson/Shelley Hitchcock

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) confirms the four items of equipment to be installed being the high swing single bay belt, baby swing, the farm scene equipment piece and swinging additions to a current structure.

Carried

8.8 Councillor update

Record No: R/25/11/57009

Councillor Jaspreet Boparai presented this report.

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.

Resolved

Moved Colin Lawry/Edwin Mabonga

That the Wallace Takitimu Community Board:

a) notes the information contained in the report.

Carried

8.9 Chair's report

Record No: R/25/11/57509

Chair, Tony Philpott spoke to this 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.

Chair Philpott gave a verbal update on the following:

- tree branches around Nightcaps are being cleared up this week
- pump track contractor coming back to fix the new track so that scooters can use the track
- chairs meeting in Winton was well attended
- Kirkland St playground drainage looks to be resolved
- local response in an emergency is a hot topic and is a work in progress.

Resolved

Moved Chair Tony Philpott/Colin Lawry

That the Wallace Takitimu Community Board:

a) notes the information contained in the report.

Carried

8.10 Adoption schedule of meetings

Record No: R/25/11/55826

Report presented by Committee advisor, Rachael Poole.

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

Resolved

Moved Gretchen Wilson/Colin Lawry

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 2 April 2026
- Thursday 4 June 2026
- Thursday 6 August 2026
- Thursday 1 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 2 December 2027
- Thursday 3 February 2028
- Thursday 6 April 2028
- Thursday 1 June 2028
- Thursday 3 August 2028

Carried

Public excluded

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

Resolved

Moved Gretchen Wilson/Colin Lawry

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

9.1 Community service award nominations – 2025

9.2 Otautau Camping Ground - cabin construction and operating model discussion

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:

Carried

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.

The meeting moved into public excluded at 6.31pm.

The meeting closed at 7.06pm.

Confirmed on:

Signed:

Otautau Tennis Courts resurfacing project - unbudgeted expenditure request

Record no: R/26/1/1105

Author: Kelly Tagg, Community partnership leader

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

Report type: Recommendation

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.

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 based on Council's Significance and Engagement Policy. On this basis [summarise engagement approach].
- 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.

Executive summary

- 2 The Wallace Takitimu Community Board had previously 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.
- 5 This report was considered at the boards meeting on 11 December 2025 and was left on the table in order to allow staff time to seek feedback from the community on this matter.

Context

- 6 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.

- 7 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.
- 8 The Wallace Takitimu Community Board has previously indicated a desire to maintain this asset for the community by deciding to resurface four of the eight courts in Otautau.
- 9 The courts are located on Council owned land and there are agreements in place with the Otautau Tennis and Netball Clubs around usage etc.
- 10 The Courts are currently utilised by the local tennis and netball clubs and members of the community are also free to use the courts. In the past, Western tennis has organised coaching clinics once a week in terms one and four and has had 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.
- 11 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.
- 12 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.
- 13 Staff have received quotes for three different types of surfaces to be laid on four of the courts.
- 14 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.
- 15 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 up to 30 years.
- 16 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.
- 17 At the boards meeting in December 2025, the board asked staff to carry out a community survey to seek feedback from the community on this issue. This survey was conducted using Council's Make It Stick platform and ran from 18 December to 16 January 2026. Links to the survey were shared via a variety of local community Facebook pages and the Antenno app. Reminder prompts were also shared.
- 18 The community was asked “Do you support the Wallace Takitimu Community Board resurfacing four of the eight tennis courts on Hulme Street, Otautau? This will add an extra \$6.62 per year to your rates bill” and also provided a space for respondents to share reasons why/why not.
- 19 Council received 59 responses to the survey with 40 or 67.8% being in favour and 19 or 32.2% being against. A copy of all the responses has been collated and is attached to this report.

Discussion

- 20 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.
- 21 In considering the three surface options, the cost of the turf option prevents it from being a viable option.
- 22 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 up to 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.
- 23 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

- 24 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 up to 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:

- 25 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.

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">• the surface of four of the tennis courts will be improved.• 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.• the improvement of the surfaces will encourage higher usage of the courts which will benefit the community as a whole.	<ul style="list-style-type: none">• there will be less reserve funds available for future projects.

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">can be completed well within the existing budget.	<ul style="list-style-type: none">the courts will not be able to be improved which will not encourage on going use of the courts.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.

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

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

Legal considerations

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

Strategic alignment

Strategic direction

27 Outcomes of a project like this align with outcomes contained in the Southland District Council open spaces strategy.

28 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

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

Financial considerations

30 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.

31 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.

32 Using this reserve means there will be no additional impact on rates for the community.

Significance assessment

33 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.

34 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.

35 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.

Level	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 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.

37 No additional community consultation is planned to be carried out about the need to increase the budget.

38 The views of the community board are deemed to represent the views of the community.

Climate change considerations

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

Risk and mitigations

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

Next steps

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

Attachments

A [Otautau court resurfacing project - community feedback - December 2025 and January 2026](#) 

1	Yes	
2	Yes	I feel this asset needs to be repaired & retained, courts for Netball , tennis, a recreation area is important to this area & Western Southland, now & for the future
3	Yes	
4	No	Normally sports clubs use their fees to cover their maintenance why should it come out of everyone's rates
5	No	
6	Yes	I believe it is prudent to do this now rather than the courts deteriorate further and have higher costs for the upgrade.
7	No	NO NO PLEASE I'm on Superannuation stagnate income.
8	No	Why should people who never use them pay, what happened to users pay,
9	Yes	But get another quote, why is it so expensive?
10	Yes	I support four of the courts being resurfaced but believe it should be at no additional cost to ratepayers, given the fact residents already pay the same price as those who live in Winton and other towns with far more amenities and services on offer. I know that the local clubs also pay the council a lease on these courts, and would suspect part of the need to resurface also comes at this stage due to a lack of maintenance. What is then proposed of the other four courts. The one light of the situation is the quote which appears to be a bargain, given what quotes have been provided to resurface six tennis courts in Winton.
11	No	They don't get used enough for this .
12	Yes	We need to keep community assets and maintain them. I think it's a great compromise that you are just doing some of them.
13	Yes	Go for it. Although there is not many playing tennis its important they have a good surface to play on. As well as netball others use it for Skateboard, pump track, model cars etc. We should be proud of what our small town provides for our whanau.
14	Yes	The courts are currently in terrible condition and need to be resurfaced.
15	Yes	
16	Yes	Too good of a community asset to lose
17	Yes	We must keep the facilities that we have, you will never get them back if they fall into disrepair

18	No	I've said No as there's not enough information as to which communities will have to contribute via a rates increase. By my rough maths the \$6.62 yearly increase would affect just over 1000 households but there is no indication of where those households lie. I'm sure if any rates increases were suggested to improve facilities in Ohai(where we live), other communities such as Otautau wouldn't want to help foot the bill. Also, rates are already increasing at a rate that is putting a lot of strain on families. How many more of these projects will be suggested throughout the year, contributing to even more rates rises which are already astronomical compared to other parts of the country.
19	No	It would not cost that much to do the job have different companies been asked for quote?
20	Yes	Please only doing 4 courts as this is all that is needed. If nothing is done we will end up with no courts and and overgrown with weeds. We have already lost too many sports venues in otautau.
21	Yes	Great community facility and needs to be maintained properly
22	Yes	It would be terrible to see these courts not become usable for the community. A new surface will encourage more users which can only be good for the community.
23	Yes	
24	Yes	These courts are a great asset for our town and need looked after so can be used by clubs and the general public
25	Yes	Can there be a working bee to help with the prep work before the asphalt. Many hands make light work. I've got a sprayer and a hard broom I can use.
26	Yes	As someone who has grown up in the community, I have spent a significant amount of time at these courts. From netball practices to tennis lessons, they hold a special place for me. Revitalising these courts would restore vibrancy to the township and create opportunities for people of all ages to come together. During the netball season, the sports complex often becomes overcrowded, and upgraded courts would provide additional space for the community to play outdoors. While Otautau School does have a court, its close proximity to school buildings makes it difficult to host proper games of netball or basketball. In addition to resurfacing the courts, improved netball and tennis nets would also be beneficial, subject to budget allowances. Overall, an additional \$6 on rates would be a worthwhile investment and would deliver long term benefits to the Otautau community.
27	Yes	This is an asset to our community. Should have been looked after previously, then maybe it wouldn't be requiring as much work now, but yes still needed.
28	Yes	Such an incredible asset to encourage and enable our community to keep active and connect with others.
29	Yes	We need these facilities for our community!
30	Yes	I'm happy to support projects that improve the facilities in Otautau, which has been neglected until recent investments
31	No	Hardly see them used and look fine for the amount of use they have
32	Yes	If we lose tennis courts we will never get them back , need done great idea !

33	Yes	The more things for young people to do the better. And us not so young. However, rates are ridiculously high and I wonder if it is time to evaluate the upper echelon salaries.
34	Yes	The town needs these things for the younger people of the area.
35	Yes	
36	Yes	It is important to keep investing in Communities. There is a lot of tennis activity in the Summer months and also netball in the winter time. \$6.62 is the equivalent of 1 cup of coffee a year. Let's go for the investment.
37	No	Not used enough. Put back into grass
38	Yes	
39	Yes	
40	Yes	Yes, I am an Otautau ratepayer and these courts need to be restored to quality courts so they can be enjoyed and used more often once they are a safe surface to play on.
41	No	I prefer to pay less in rates.
42	Yes	I would like to see both areas resurfaced. With doing the minimal maintenance over the years the council has lost both assets. Such a shame
43	Yes	It's a great asset to our community.
44	No	The tennis courts are barely utilised
45	No	Stop wasting money on crap the pump track in nightcaps now this we can't even get the foot paths upgraded to 2025 standard stops waisting ratepayers money and focus on the infrastructure how much money was wasted asking this question time to lower the rates to what we can afford so we can have a life too
46	Yes	Community asset for our children and generations to come
47	No	Enough is enough putting more cost on to the ratepayer. You collect enough rates to find this without demanding even more cost from the community!
48	No	No
49	No	Absolutely not, I struggle enough without having to fund others sports.
50	No	Every other sporting group struggles to fund raise. Why should a group of two elite sports get funding from the rate payer? The swimming pool is more accessible to families and provides life saving skills, all through fundraising. So, no!
51	No	Because the rates are overpriced already for the very little services that are provided
52	Yes	As a member of the Otautau community and part of the netball club and tennis club this a highly used asset and would be used more often if they were in better condition. If we don't look after these assets then it will be of huge detriment to the community.

53	Yes	
54	No	This is something that my family and no one else that I know uses. I feel any rate increases need to go into benefits to our community in other ways. We see no need in the extra 30 mm overlay to the current area
55	No	The constant costs on the ratepayer is getting ridiculous. Though this is a small amount, it keeps adding and adding up Especially with the water coming in. Is this an absolute need? Council should be able to fund this with the rates amount already paid.
56	Yes	As someone who grew up playing on these courts I would love to be able to use them still! At this moment in time they're nearly unusable, new tennis nets and netball hoops are also needed!
57	Yes	
58	Yes	You need to resurface all 8 of the courts other wise the other 4 will deteriorate to the point of them not being able to be used for anything by this time repairing or resurfacing will be invariable
59	Yes	My children will benefit from this a lot, they are still young and will be here for a while yet. Let's upgrade our facilities and make our town beautiful!
Yes	40	67.80%
No	19	32.20%
Total	59	100.00%

Transfer of lease from Otautau Bowling Club Incorporated to Scouts Association of New Zealand

Record no: R/26/1/1804
Author: Megan Cowley, Senior property advisor
Approved by: Cameron McIntosh, Chief executive
Report type: Information

Purpose

- 1 To seek the board's feedback on a request received to Council from Otautau Bowling Club Incorporated to transfer their lease over 20 Rye Street, Otautau, to Scouts Association of New Zealand.

Staff recommendations

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
- b) provides feedback to staff regarding the Otautau Bowling Club's proposal to Council for their registered lease over 20 Rye Street, Otautau to be transferred to the Scouts Association of New Zealand.

Executive summary

- 2 Otautau Bowling Club Incorporated is currently in the process of dissolving. The club holds a registered lease over Council owned land at 20 Rye Street, Otautau.
- 3 The club is proposing to transfer their lease to Scouts Association New Zealand in conjunction with the sale of their building.
- 4 Council agreement is required for this process to occur, and staff are seeking the board's feedback/ comments to the proposal.

Context

- 5 The Otautau Bowling Club (Club) own the buildings located on Council land at 20 Rye street, Otautau. The club holds a registered lease on the land and the lease area is shown and defined on the attached aerial map.
- 6 The current lease held by the club is for a term of 25 years commencing 1 April 2014, with a perpetual right of renewal. The current annual land rental is \$100 plus GST.
- 7 The terms of the lease dictate that the lessee is responsible for paying all rates imposed upon the property. As the land is classified as a 'recreation reserve', it is a non rateable property, however it is still subject to service charges. The club is charged for three wastewater units, one water unit, one recycle bin and one rubbish bin, which currently equates to \$4,135.47 per annum.
- 8 The Otautau Bowling Club has made the decision to wind down its club due to declining membership in recent years. Numerous attempts have been made to keep the club going but with a lack of players and a very small committee, a decision to dissolve the club has been reached.

- 9 Upon hearing of the club's decision to dissolve, representatives from St Andrew's Scouts (the local scouting group) approached the club about potentially taking over the buildings and lease. St Andrew's Scouts see the building and grounds as an ideal site to relocate to, from their current Main street, Otautau address. The Rye Street buildings and land is situated on a quiet street, is well fenced and the building is comparatively warmer and larger than their current building on Main street.
- 10 St Andrew's Scouts have the support of the Scouts Association of New Zealand to purchase the buildings and enter into a lease with Council for the land. Council's agreement as the landowner is required for this process to take place.
- 11 The registered lease currently contains terms and conditions that are standard and also specific to a bowling club operation. An example of one of the standard terms and conditions is that *“upon termination of the lease for any reason, all buildings and improvements thereon shall revert to the Lessor without compensation”*
- 12 This means that if the lease is not transferred to another party or is terminated by the club, then their building automatically defaults into Council ownership, with associated operational costs.
- 13 The lease documents are currently being worked through between the parties to amend the references to specific bowling club operations and to align the descriptions to a more general recreational usage, with the standard terms and conditions remaining.
- 14 Under Council's manual of delegations, community boards have authority to accept leases and licences for rental of \$10,000 or more per annum for land and buildings for local activities within their area. Below that value, the decision making delegation sits at a staff level. Given the lease is within the Wallace Takitimu Community Board area and the land is a local recreation reserve, staff are seeking feedback from the board prior to making a decision on the matter.

Next Steps

- 15 Staff will enter into a lease transfer agreement with Scouts Association of New Zealand.

Attachments

A [Otautau Bowling Club Lease Area](#) 



20 Rye Street, Otautau

Leased area for Otautau Bowling Club – outlined in blue.



Community board reporting

Record no: R/26/1/1702
Author: Kelly Tagg, Community partnership leader
Approved by: Cameron McIntosh, Chief executive
Report type: Information

Purpose

- 1 The purpose of this report is to inform the board of the community leadership, operational and Council activities in the board area and across the district.

Staff recommendations

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
- b) receives the report titled “Community board reporting”

Attachments

- A Wallace Takitimu Community Leadership Report - 5 February 2026 [Download](#)
- B Wallace Takitimu operational report - 5 February 2026 [Download](#)
- C RFS summary - November and December [Download](#)
- D School Holiday Programme Poster - 2026 [Download](#)
- E Companies office changes poster [Download](#)



What's happening in your area

Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Camping ground in Otautau	\$275,000	Construction of the amenities block is now underway.
Nightcaps to Ohai railway walking track investigation	\$11,500	The finalised version of the McGregor Park Master Plan (which includes the railway walking track investigation) has been circulated to members. KiwiRail have advised they are mothballing much of the Ohai Line. They have explained that mothballing is different to officially closing a rail line. Mothballing requires ongoing low-level rail corridor maintenance to limit the overall deterioration of the track, so that the line could be reopened in the future if there were commercially viable freight opportunities. This work is also designed to prevent potential safety risks to neighbouring infrastructure or properties.
McGregor Park, Nightcaps – spatial/ masterplan	\$11,500	The finalised version of the masterplan has been circulated to members and will be used to inform future stages of the development plan for McGregor Park. The pump track has now been completed, and staff are in the planning stages to install a new toilet at the park at present.

Community Service Award Nominations

Nominations for the 2025 round of Community Service Awards closed on 30 September. One nomination was received for the Wallace Takitimu area and was considered at the December 2025 community board meeting.

Te Oruanui Marae

A draft sale and purchase agreement for the building and draft lease for the land has been prepared by Council's solicitors and sent to the Marae committee for review. We are awaiting feedback from the Te Oruanui before this can commence.

The outstanding rates arrears have been cleared.

Community Partnership Fund

Grants were distributed to the following organisations for the September 2025 funding round of the Wallace Takitimu Community Partnership Fund:

• St Andrews Scouts – relocating heat pump to new premises, carpet and operating expenses	\$3,000
• Otautau & Districts Community Charitable Trust – operational costs	\$8,000
• Otautau Golf Club	\$500

Applications for the next funding round close on 31 March 2026. Applications can be made on the Southland District Council website via the SmartyGrants link:
<https://www.southlanddc.govt.nz/council/funding-and-grants/>

What's happening across the district

Community Service Award – John Titter

John Titter, the man who orchestrated an epic project to establish a railway heritage hub in Lumsden, was officially honoured with a Community Service Award on 22 August 2025.

The award, bestowed by the Northern Community Board in conjunction with Southland District Council, recognises Mr Titter's relentless work over 12 years to create a world-class static heritage railway display in the northern Southland township.

John Titter has been the driving force of the Lumsden Heritage Trust since its inception in 2012, fronting a mission to preserve the past, promote the future and provide an attraction for visitors to Lumsden.

Southland District Mayor Rob Scott, who presented the award, is himself a member of the Lumsden Heritage Trust, which consists of just three members. He told the audience gathered for the presentation at the Lumsden Senior Citizens Centre that Mr Titter's vision and energy had created a legacy that would bring people and benefits to the township and Southland for many decades to come.

“John's countless hours and dedication to his dream will leave a lasting legacy for Lumsden and Southland, and it would not have gone ahead without his drive, his determination, his passion and probably thousands of hours of his time.”

The citation says that Mr Titter recognised in 2012 that Lumsden was missing a heart – it had a train station, reflecting its strong railway history, but it needed a train.

Having come up with the idea he pursued the goal of establishing a heritage train display at the station. It took 13 years and more than \$500,000 of funding, secured by Mr Titter, but in April 2025 the heritage trust completed the job when the final piece of the puzzle, a refurbished 1880s D class locomotive, was swung into position at the head of the train display, completing a unique pre-1900 heritage train.

As well as this, Mr Titter presided over an audacious plan in early 2020 to recover two V class locomotives and their coal tenders buried in the mud of the Mararoa junction near Lumsden. It was a mammoth logistical effort. Around 20 men, four contracting companies, multiple pieces of heavy machinery and equipment and a host of local service organisations and businesses were involved in the successful effort to salvage the two historic steam engine sets, which now sit on the grounds of the Lumsden railway precinct. Mr Titter fondly refers to all those involved as “the A team”.

It is testament to his remarkable networking skills, project management and determination that he has been able to pull together a dedicated bunch of professionals to drive the many individual projects to a positive outcome.

The Lumsden Heritage Trust has won several national rail awards, the direct result of Mr Titter's efforts.

He has for many years voluntarily run tai chi classes for senior citizens in the Lumsden area and is actively involved in the local hunt community.

Mayor Scott acknowledged Mr Titter's wife, Karen, who had been a generous supporter of all the hard community work her husband had done over the years.

“If you want something done, ask a busy person,” Mayor Scott said. “And John is the type of person who certainly knows how to get stuff done. He's a true legend!”



Community Service Award – Pauline Herron

At an emotional Community Service Award presentation in Riversdale on 28 October 2025, Pauline Herron was honoured for her outstanding life-long commitment to northern Southland.

Mrs Herron was presented with the award by Southland District Mayor-elect Rob Scott, with Richard Clarkson representing the Ardlussa Community Board. She received a standing ovation from the large crowd gathered in the Riversdale Community Centre.

Her award acknowledged her embodiment of community spirit.

You can bet Pauline Herron wouldn't be one for all the fuss – but it is certainly well deserved.

Regarded as quietly capable, endlessly generous and deeply compassionate, Mrs Herron has been a driving force behind countless local groups, events, and initiatives.

She began her lengthy commitment to community service in Balfour in the 1970s alongside her late husband Paul.

Her record as a volunteer is expansive, starting as the treasurer of Balfour Plunket. She helped fundraise for families and community projects. Also in the township, she was involved with the Balfour squash and bowling clubs, being awarded life membership of the squash club.

In 1991 Mrs Herron joined the Balfour RSA women's section, again taking on the role of treasurer in 1999 and serving with great diligence. She also received life membership of this group.

She served as president the RSA Southland Provincial Council Women's Section from 2016 to 2018, and again received life membership during the 80th celebrations of the RSA in August 2024.

Moving into the 2000s, Mrs Herron expanded her community impact and moved to Riversdale, where she joined the Riversdale-Waimea Lions Club, serving as president in 2006/2007.

Here, she founded and organised the senior citizens' luncheons, which were held twice a year, but they proved so popular the frequency increased to every two months.

In 2005, Mrs Herron joined the Progress League, (also known as the hall committee) and was subsequently elected as vice-chairperson in 2007. The group leads garden beautification projects in the community and keeps the Riversdale Hall in tip-top shape.

Not one to shy away from lending a helping hand, Mrs Herron is also a volunteer with the Friends of the Hospital Gore programme, where she assists nurses on one shift per week, comforting patients and even bringing delicious homemade baking for the staff. She joined the Gore Cancer Society and has assisted with several Daffodil Days in Riversdale, where the township achieved some of the highest sales amongst small communities, no doubt thanks to the hard work of volunteers such as her.

The list doesn't stop there. Mrs Herron has also lent a hand as book-keeper and auditor for various Riversdale organisations, including the Riversdale Volunteer Fire Brigade, since 2005.

Mayor-elect Rob Scott said: "Pauline's award ceremony saw the largest turnout we have had in our Community Service Awards, reflecting the deep and lasting impact she has had across the community.

"Her dedication spans generations, reaching all the way back to the 1970s, making her a truly deserving recipient – a genuine pillar of the community."

Beyond her formal roles in the community, Pauline Herron is always supporting community events, fundraisers and social groups.

She has been deeply involved in her community and is part of the pulse that keeps the community spirit alive. She is always there with a smile on her face and a twinkle in her eye, ready to lend a helping hand or to share a story and a good laugh.

Mrs Herron truly represents the spirit of service that the Community Service Awards acknowledge.



Ulva Island wharf repaired

Essential maintenance work on the Ulva Island wharf has been completed, ensuring access for visitors throughout the summer season.

Southland District Council owns the wharf, as well as and others on Stewart Island Rakiura. Chief executive Cameron McIntosh said the wharf at Post Office Cove is the only landing point on Ulva Island, a predator-free sanctuary within Paterson Inlet.

“Restrictions were placed on the wharf in 2023 over concerns about its condition. Repairs have now been carried out to keep the wharf operational for the peak visitor period.

“Planning is well under way for a full rebuild of the wharf in its current location once the season concludes,” Mr McIntosh said.

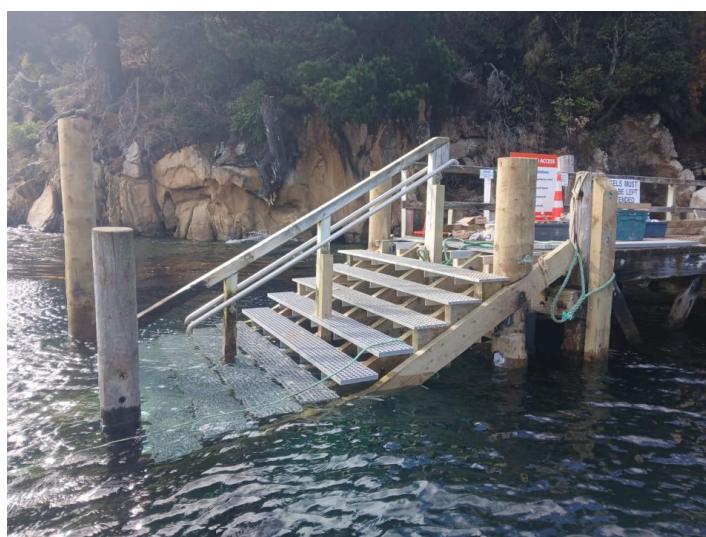
The new wharf is planned to be completed by October 2026. Exact timeframes will be confirmed subject to approvals.

The project will be part-funded by a 50% grant from the Tourism Infrastructure Fund and the Stewart Island Visitor Levy.

Council will continue to work closely with stakeholders, including iwi, the Department of Conservation, the Hunter Family Trust, and local operators, to ensure the project proceeds smoothly.

“Ulva Island is a jewel in Southland’s crown. This maintenance ensures visitors can enjoy it safely this summer, and the planned rebuild will secure access for generations to come,” Mr McIntosh said.

The jetty at Millars Beach and the Golden Bay wharf, both in Paterson Inlet, have also been repaired in time for the holiday season.



Community funding

District Initiatives Fund

Grants were distributed to the following organisations for the September 2025 funding round of the District Initiatives Fund:

• Loss and Grief Support Trust – operational costs	\$7,500
• Te Araroa Trust – Longwoods boardwalk renewal project	\$3,000
• Fiordland Marine SAR – training and equipment costs	\$3,000
• Waikaia Trails Trust – Stage 2 – blue descent trail	\$4,000
• Citizens Advice Bureau – operational costs	\$5,000
• Parent to Parent Southland – outreach programme	\$4,000
• NSCRCCT – operational costs	\$4,000
• Multipurpose Turf Central Southland/CSC	\$3,000

• Life Education Trust – operational costs	\$4,000
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Applications for the next funding round close on 31 March 2026. Applications can be made on the Southland District Council website via the SmartyGrants link:
<https://www.southlanddc.govt.nz/council/funding-and-grants/>

Other funding opportunities

Grants were distributed to the following organisations for the September 2025 funding round of the Sport NZ Rural Travel Fund:

• Netball Fiordland	\$1,200
• Fiordland Hockey Club	\$1,000
• Johnston Waters Swim Club	\$1,000
• Te Anau Cricket Club	\$1,000
• Menzies College	\$1,000
• Fiordland Swimming Club	\$800
• Te Anau Tennis Club	\$500

Applications for the next funding round of the Sport NZ Rural Travel Fund close on 31 March 2026. Applications can be made on the Southland District Council website via the SmartyGrants link:
<https://www.southlanddc.govt.nz/council/funding-and-grants/>

The following Southland District Council funds are open for applications:

- Centennial Bursary Scholarships for recognised tertiary study – closes 20 December 2026
- Valmai Robertson Creative NZ Arts Scholarships – closes 20 December 2026
- Eric Hawkes Memorial Outward Bound Scholarship – closes December 2026

Applications can be made on the Southland District Council website via the SmartyGrants link:
<https://www.southlanddc.govt.nz/council/funding-and-grants/>

GEM Local update

Since launching GEM Local for Murihiku Southland in mid August 2025, 20 organisations have registered to use it. Feedback from users is that the Portal has provided information about new funds they can apply for.

This comprehensive database pulls together funding opportunities from across Aotearoa, making it easier than ever for community organisations to find the right funders for their projects and aspirations. Organisations can register for access to the portal by visiting Connected Murihiku's website www.connectedmurihiku.co.nz.

Connected Murihiku is happy to help organisations find their way around the portal and provide support to ensure they are getting the most from the portal.

Council department updates

Governance

Work streams progressing in the governance team include:

Pecuniary interest register – At the end of January the governance team will be requesting all elected members complete a declaration of their interests. This will need to be completed by the end of February.

Ōraka Aparima Community Board By-election – There are four candidates for the by-election to fill the remaining position on the Ōraka Aparima Community Board. Only people who live in the board area (or who own property in the area) will be able to vote. Voting documents will start being delivered from 30 January and people will be able to vote until noon on 3 March 2026. People can return their vote via

post or place their vote in an orange vote bin at either the Riverton library or Council's head office at 15 Forth St, Invercargill.

Policy and planning update

Climate Change

Regional activities

The membership of the Regional Climate Change Working Group has been confirmed. Cr Matt Wilson is SDC's governance representative and will work alongside Crs Phil Morrison and Maurice Rodway (Environment Southland), Crs Paul McPhail and Neville Phillips (Gore District Council) and Cr Alex Crackett (Invercargill City Council). Bi-monthly governance meetings recommence in February 2026. The Working Group's first task is to consider initial findings of a review into regional climate change governance arrangements. The Working Group will also explore the recently published local government sector climate scenarios which can be viewed at <https://www.lgfa.co.nz/sustainability/sustainability-lgfa/local-government-sector-scenarios>.

The staff interagency group will continue to support the Working Group by monitoring progress of the actions in the Regional Framework for Action on Climate for Murihiku Southland (https://www.es.govt.nz/repository/libraries/id:26gi9ayo517q9stt81sd/hierarchy/environment/climate-change/documents/RFFAC_2025_Draft_v7.pdf), and developing a pathway to create Southland's first regional Climate Action Plan alongside the next Long Term Plan.

Updated climate projections for Southland have been produced by Earth Sciences NZ (formerly NIWA), and are expected to be made publicly available in the near future. The work was commissioned by ES. We have been working closely with ES to highlight SDC's science and information needs in relation to natural hazards, including those arising from climate change.

Climate adaptation

We are half-way through an internal project to assess risks from climate change to SDC's assets and operations, with completion planned in mid 2026.

Late last year, the government announced its plan to require councils to prepare climate adaptation plans for communities that are identified, through spatial planning, as being at risk from flooding and/or coastal hazards. The Climate Change Response (Efficiency and Effectiveness) Amendment Bill will be introduced early this year and will work with the reformed resource management system. The cabinet paper is available on the Ministry for the Environment's website (<https://environment.govt.nz/assets/publications/Establishing-a-National-Adaptation-Framework-Proactive-Release.pdf>). Staff are closely monitoring developments.

Internal alignment

Council report templates were changed and now include a climate change considerations section. We are continuing to develop information and resources for staff so that relevant climate change issues are identified and can be factored into decision-making. Our internal staff climate change working group will recommence meetings soon to plan sustainability-focussed activities for the coming year.

Stakeholder updates

Active Southland - update

The school holiday programme run by Active Southland in conjunction with SDC is underway with three of the programmes having been held at the time of writing this report; Te Anau, Lumsden and Riverton. The advertising flyer for this popular programme is attached.

New Zealand Companies Office changes

An important law change affecting all incorporated societies in New Zealand is taking place. Under the Incorporated Societies Act 2022, all incorporated societies, registered under the 1908 Act, must reregister by 5 April 2026, or they will no longer exist. There are around 24,000 incorporated societies across Aotearoa, but only about a third have updated their rules in line with the **Incorporated Societies Act 2022**. This is not just a tick-box exercise—the new Act sets clearer expectations around governance, officer duties, dispute resolution, and member rights.

This is a significant change that some societies may not yet be aware of. Please share this information in the attached poster with any community groups and society members that you know.

Wallace Takitimu Community Board

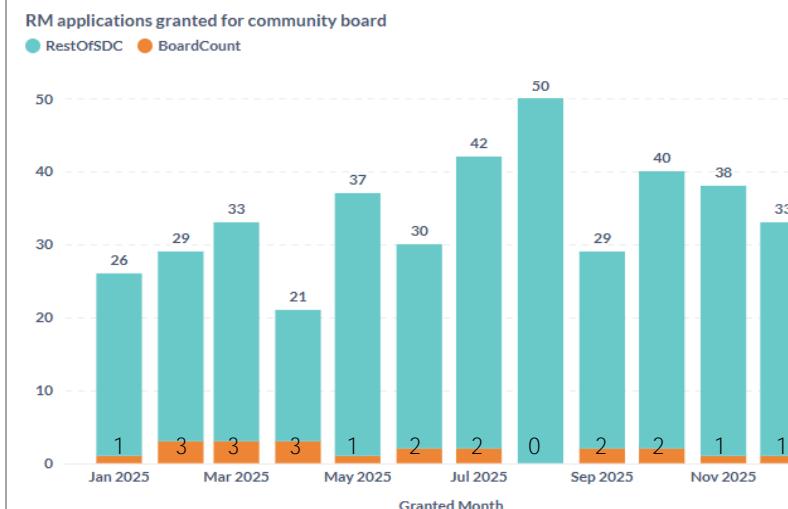
Tracker – ongoing

Dog waste bags for Nightcaps.
 Stormwater issues – Kirkland Street, Ohai (programmed)
 Ohai toilet mural – prep work deferred to spring
 Te Oruanui Marae lease – draft Sale & Purchase agreement and lease have been prepared
 Main Street, Otautau - speed concerns
 Otautau camping ground project – construction has commenced
 Centennial Park Playground upgrade – Otautau – equipment has been ordered
 Otautau – community response plan update by EMS
 New potential dog park site identified in Otautau (included in submission)

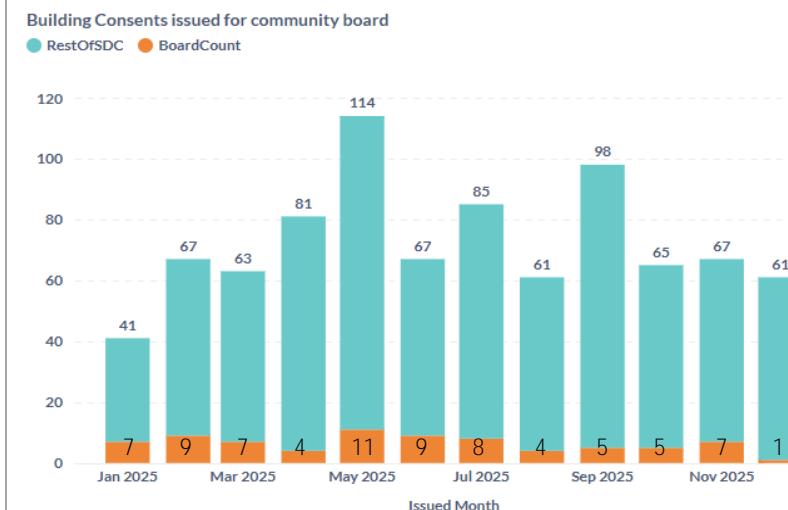
Upcoming priorities

Community board plan review/familiarisation
 Spatial planning

Resource consents issued



Building consents issued (Oct-July)



Service contracts

Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract continues to run smoothly across the Wallace Takitimu Community Board region. Water and wastewater services across the area have continued to operate with what would be considered a normal number of service requests being received by Council and Downer, resources were pushed to respond in a timely manner.

During December, Council representatives undertook site investigations and audits of all contract facilities within the area. These inspections were carried out to assess the standard of maintenance and to verify recorded asset information against on-site conditions.

All facilities audited were found to be in generally good condition. Minor damage resulting from the October/November storm events was identified at some sites and has been reported to Downer for remediation.

Mowing for the Wallace Takitimu areas

Mowing across the Wallace-Takitimu areas is ongoing. While weather conditions have previously delayed progress, improved conditions have allowed regular mowing to resume. Levels of service are steadily improving as we continue discussions and expectation-setting sessions with our contract partners.

Central area gardening (Otautau)

Gardening in Otautau is currently being managed by the communities maintenance team, with contractors engaged as required. Work continues to ensure agreed levels of service are met.

Ohai

Ohai has now been included within the communities maintenance team service areas. As a result, levels of service are improving and will continue to be monitored.

Central Alliance roading contract

The start of December saw the final reseal site released for the 2025/2026 season, this being Marson Road in Drummond after having the culvert replacement sealed.

The premix crew were decommissioned for the month of December with staff on annual leave. However, we have utilised this time to get our stabi foreman out with some university students doing bridge painting around the Ryan Road/Hundred Line Road East area.

The spray operator completed the sealed road spray round and has started on the unsealed road network.

McDonough's have been working on the second round of mowing around the sealed road network. Dean has been getting through his list of drainage works and helping with RFS response as required throughout the month.

The graders have continued around the given beats, Clayton working the non-stat days grading through the break with Grant and Paul having a couple of weeks off. Steven got around most of the week five area for cyclic being the Drummond, Argyle, Thornbury area and we skipped week six being the Winton, Wallacetown area to get a run of the level one road completed before the break.

The stabi crew also jumped in for a couple of days to help get the level one roads done. We will do a run of level one roads when we come back and then slot back into the routine beats.

Service contracts continued...

With the pre-reseal repairs completed for 2025/2026 we will update the programme next month for 2026/2027.

We have also started our 600 and above culvert inspections, a large portion of this is now complete.

Local project updates

Activity	Name	Current Phase	Current Progress	Budget actual ytd
PARKS AND RESERVES	Otautau - War memorial replacement	Pre-delivery phase	Off track	\$95,463 \$0 P-11202

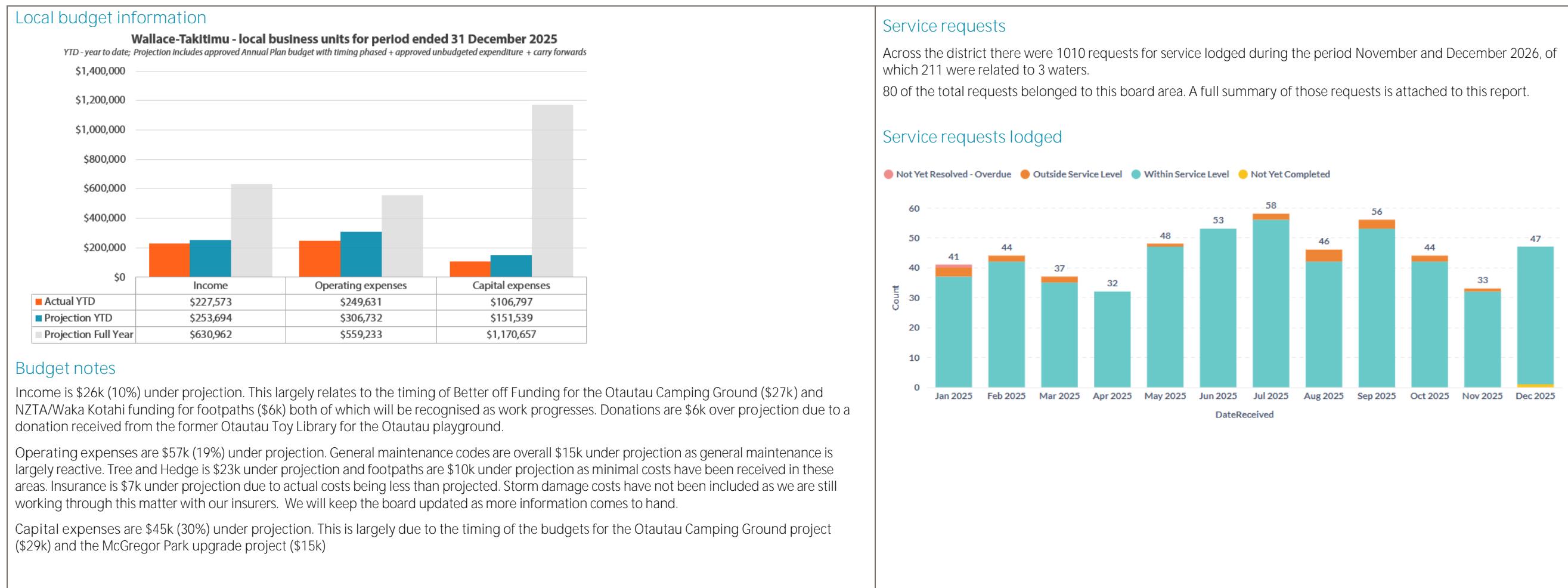
A decision in relation to the next steps are sitting with the community facilities team and the Otautau RSA.

PARKS AND RESERVES	Camping ground in Otautau (Holt Park)	Delivery phase	On track	\$424,135 \$20,623 P-11085
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Construction of the amenity building is currently in progress.

WASTEWATER	Nightcaps wastewater - treatment upgrade	Initiation phase	On track	\$94,824 \$17,250 P-10462
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Lead designers have been appointed and are working to renew the consent. They will create an option assessment outlining future treatment options that will include a potential option to dispose to land. This may be negated if the proposed new wastewater treatment plant deposit standards are changed for townships of less than 1000 people, thus the consent work is currently ON HOLD. The disposal to land option may also incorporate Ohai, thus removing the water discharge to both townships. Construction is in the Long Term Plan programmed for 2031 to 2034.



2025 Community Board calendar

JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026	JULY 2026	AUGUST 2026	SEPTEMBER 2026	OCTOBER 2026	NOVEMBER 2026	DECEMBER 2026
22 January - board tour	5 Feb - board meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	5 March - board workshop	2 April - board meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	7 May - board workshop	4 June - board meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	2 July - board workshop	6 August - meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	3 September - board workshop	1 October - board meeting at Otautau @ 4pm	5 November - board workshop	3 December - board meeting at Otautau @ 4pm
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March					Community Partnership fund applications close 31 August	Community service award nominations close 30 September			Scholarships and bursary applications close 20 December
		Ohai Railway Fund applications close 31 March		Ohai Railway fund meeting – TBC			Ohai Railway Fund applications close 30 September		Ohai Railway Fund meeting – TBC		
		Community Partnership fund applications close 31 March.					District Initiatives fund, Creative Communities fund, Sport New Zealand Rural Travel fund applications close 30 September				

Requests for service breakdown by type – November and December 2026

Request Type	Count
Cemeteries/memorials - repairs and maintenance	3
Community facilities - halls - repairs/maintenance	3
Community facilities general	1
Community housing - current tenant enquires	1
Community housing - repairs and maintenance	15
Gravel road faults	2
Hazards	3
Litter matters rural (not state highway)	1
Parks and reserves - repairs and maintenance	3
Roadside spraying - noxious weeds	1
Rural verge mowing	1
Signs repairs (not stop/give way)	1
Streetscape - vegetation	7
Toilets - cleaning, repairs and maintenance	1
Transport general enquiries	7
Urban stormwater (manholes, grates)	1
Vegetation rural (overgrown or visibility issues)	2
Water and waste general	5
Water urban - non urgent weeping water	1
Water urban - toby leaking or unable to be used non urgent	2
Wheelie bin - cancel/damaged/stolen	4
Wheelie bin - collection complaints	1
Wheelie bin - new/additional	14
TOTAL	80



SDC SUMMER HOLIDAY PROGRAMME

Get #ActiveAS with our #FunAS Holiday Programme

LOCATIONS

- Te Anau - Tuesday 13th January
- Lumsden - Wednesday 14th January
- Riverton - Tuesday 20th January
- Otautau - Thursday 22nd January
- Winton - Monday 26th January
- Wyndham - Tuesday 27th January
- Riversdale - Friday 30th January
- Stewart Island - Monday 2nd February

\$6 PER CHILD

5-12 YEARS

10AM - 3PM

And more

Sports

Free play

Swimming

REAP
RURAL EDUCATION ACTIVITIES PROGRAMME

Active Southland
TE TAKARO ORA Ö MURIHIKU

To register, visit our event page on our website: www.activesouthland.co.nz

Registrations close 48 hours before the session





Are you a member of a community group or club?

Your community group or club could be an incorporated society

Recent law changes mean that every incorporated society must reregister before 5 April 2026 to keep its status and assets.



Learn more about the law changes by scanning the QR code, or go to: is-register.companiesoffice.govt.nz/law-changes



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

Te Kāwanatanga o Aotearoa
New Zealand Government

Chairperson's Report

Record no: R/26/1/1241
Author: Rachael Poole, Committee advisor
Approved by: Robyn Rout, Governance legal manager
Report type: Information

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.

Staff recommendations

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Chairperson update

- 3 Chair Philpott will give a verbal update at the meeting.

Attachments

There are no attachments for this report.

Councillor update

Record no: R/26/1/2987

Author: Deborah-Ann Smith-Harding, Committee advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Report type: Information

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 13 November 2025 to 28 January 2026.

Staff recommendations

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Context

- 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](#)

26 November 2025 – Council meeting															
Report	Overview														
Sport NZ rural travel fund allocations - September 2025 funding round	<p>Council received seven application and approved the allocation of funds for the Sport NZ Rural Travel Fund as follows:</p> <table><tbody><tr><td>1. Netball Fiordland</td><td>\$1,200</td></tr><tr><td>2. Fiordland Hockey Club</td><td>\$1,000</td></tr><tr><td>3. Winton Swimming Club</td><td>\$1,000</td></tr><tr><td>4. Te Anau Cricket Club</td><td>\$1,000</td></tr><tr><td>5. Menzies College</td><td>\$1,000</td></tr><tr><td>6. Fiordland Swimming Club</td><td>\$800</td></tr><tr><td>7. Te Anau Tennis Club</td><td>\$500</td></tr></tbody></table>	1. Netball Fiordland	\$1,200	2. Fiordland Hockey Club	\$1,000	3. Winton Swimming Club	\$1,000	4. Te Anau Cricket Club	\$1,000	5. Menzies College	\$1,000	6. Fiordland Swimming Club	\$800	7. Te Anau Tennis Club	\$500
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6. Fiordland Swimming Club	\$800														
7. Te Anau Tennis Club	\$500														
District initiatives fund allocations - September 2025 funding round	<p>Council received 11 applications and approved the allocation of funds from the District Initiatives Fund as follows:</p> <table><tbody><tr><td>1. Loss & Grief Support Trust</td><td>\$7,500</td></tr><tr><td>2. Te Araroa Trail</td><td>\$3,000</td></tr><tr><td>3. Fiordland Marine SAR</td><td>\$3,000</td></tr><tr><td>4. Waikaia Trails Trust</td><td>\$4,000</td></tr><tr><td>5. Citizens Advice Bureau</td><td>\$5,000</td></tr><tr><td>6. Southern Cancer Society</td><td>\$0</td></tr></tbody></table>	1. Loss & Grief Support Trust	\$7,500	2. Te Araroa Trail	\$3,000	3. Fiordland Marine SAR	\$3,000	4. Waikaia Trails Trust	\$4,000	5. Citizens Advice Bureau	\$5,000	6. Southern Cancer Society	\$0		
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7. Parent to Parent	\$4,000										
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9. Multi-purpose turf Central Southland	\$3,000										
10. Royal NZ Plunket Trust	\$0										
11. Life Education Trust	\$4,000										
10 December 2025 – Council meeting											
Report	Overview										
Private plan change 3 - Blue Sky Meats - approval	<p>Plan Change 3 sought to rezone approximately 46 hectares of land at 729 Woodlands Morton Mains Road from Rural to Industrial with Blue Sky Meats Precinct provisions.</p> <p>Council accepted the recommendation of the Independent Hearing Commissioner pursuant to Clause 10 of the First Schedule of the Resource Management Act 1991, and approves Plan Change 3 with modifications as set out in the Commissioner's report.</p> <p>Council noted that the decision will be publicly notified under Clauses 10 and 11 of Schedule 1 of the Resource Management Act 1991, with a 30-working day appeal period.</p>										
Revised Charter of Understanding	<p>The Charter of Understanding He Huarahi mō Ngā Uri Whakatupu (the Charter) provides the basis for an ongoing relationship between local authorities and tangata whenua of Murihiku Southland.</p> <p>Council noted the information contained in the report that informed them of the review of the Charter and the changes made. Due to the current uncertainty around the local government structure, Council requested that the charter be reviewed within 12 months to ensure relationships are maintained.</p>										
Management report October 2025	<p>The chief executive and staff provided an update on recent staff activity across Council and spoke about the severe windstorm event that struck at the end of October. Mr McIntosh reflected that what stood out for him was the character and commitment of our people.</p> <p>Through the challenges of the weeks that followed, staff continued to deliver essential services as well as supporting families and friends who were affected by the storm.</p> <p>Manager resource consent processing Elizabeth Hovell, team leader monitoring and compliance Dave Blanks, programme delivery manager Dave Connell, strategic manager transport Hartley Hare, GM customer and community wellbeing Sam Marshall, community facilities manager Mark Day and GM strategy and partnerships Vibhuti Chopra spoke to their parts of the management report.</p>										
10 December 2025 – Finance and Assurance Committee meeting											
Finance and Assurance Committee work plan for the year ended 30 June 2026	The Committee noted the information and amendments made to the work plan for the work programme discussed and agreed at the 19 March 2025 meeting for the financial year ending 30 June 2026.										

Financial Report for the period ended 31 October 2025	<p>The Committee received an overview of the financial results for the four months to 31 October 2025 by Council's seven activity groups and corporate services, as well as the financial position and the statement of cashflows as of 31 October 2025.</p> <p>This provided the Committee with a report on the reporting covenants and thresholds on 31 October 2025 as identified in our investment and liability management policy and by the Local Government Funding Agency.</p> <p>The Committee was provided with the most recent investment reports from Council's balanced funds managers, Milford Investments and BTNZ (Westpac). BTNZ returned 11.34% and Milford returned 11.24% for the previous 1 year period.</p>
Health and Safety Update	<p>Organisational health and safety manager, David McCone provided an update on health and safety related events and activity over the last quarter.</p> <p>Staff have identified the top three risks encountered during the last quarter as driving (one near miss), unstable ground/falling objects (approx. 15,000 trees in public areas) and psychosocial (abuse from members of the public). Effective mitigation is in place for these identified risks.</p>
Risk management - December 2025 quarterly update	<p>Risk analyst, Jane Edwards, submitted the December 2025 quarterly risk management report noting the following:</p> <ul style="list-style-type: none">• three risks are assessed as requiring an increased focus. The increased risk status of two of these remains unchanged from last quarter (change risk and finance risk), and one risk status has changed from stable to increased (adverse event risk).• two risks have changed from increased to stable (cybersecurity risk and strategic relationships risk).• one risk has been changed from stable to decreased (social licence risk). <p>The Committee noted those risks currently assessed as of significant issue for the December 2025 quarter.</p>
Capital delivery programme review	<p>Programme delivery manager, Dave Connell and GM infrastructure and capital delivery, Fran Mikulicic spoke to the Committee and confirmed that the Capital Programme Delivery Governance Group (CPDGG) reviewed the 2025/2026 programme and determined its deliverability.</p> <p>The Committee recommended to Council that it approves the changes to the 2025/2026 capital programme as reported, with the outcome being the total annual capital programme will reduce for 2025/2026 to \$75,965,364.</p> <p>The Committee requested a workshop be held to understand the budgeting and scoping process and prioritisation of projects and that future capital delivery programme reporting will include the origin date of projects where practicable.</p>

B2B update	The Committee received an update on the progress with the Back Together Build (B2B) project. Internal demolition has started, staff have been involved in key design refinements, and everything is progressing as planned. Requests for tender have been uploaded and will close on 19 December 2025 and all other KPI's are on track.
Interim performance report - period one, 1 July 2025 to 31 October 2025	The Committee was presented with the Interim Performance Report for period one, from 1 July 2025 to 31 October 2025 by GM finance and assurance, Anne Robson. The results to date show that for the 70 KPI's, 66% (46) are on target, 10% (7) are near target, 13% (9) are off target and 11% (8) are yet to be measured. This is in line with reporting for the same period last year.
Quarterly update on progress for the Environmental Services Business Improvement plan - 17a review	The Committee received an update and approved the closure of all remaining Environmental Services Business Improvement Plan action points based on the work undertaken and discussions included in the report.

Attachments

There are no attachments for this report.