



# Agenda

## Northern Community Board

Monday, 8 June 2026, 6pm  
Mossburn Fire Station, 45 Devon Street, Mossburn



Chairperson  
Deputy chairperson  
Members

Greg Tither  
Lance Hellewell  
Ian Clark  
Councillor Tom O'Brien  
Amanda Reedy  
Carolyn Smith  
Megan Vande Sandt

# 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.



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



**Cultural** - communities with a sense of belonging for all.



**Economic** - communities with the infrastructure to grow.



## Community board terms of reference

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

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

	<p><b>Community spaces and roads</b></p> <ul style="list-style-type: none"> <li>a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques.</li> <li>b) authority to decide on the name of public roads, private roads and rights of way</li> </ul> <p><b>Community assistance</b></p> <ul style="list-style-type: none"> <li>a) establish a system for prioritising allocations, based on criteria provided by Council</li> <li>b) grant funds from the Community Partnership Fund</li> <li>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</li> </ul> <p><b>Northern Southland development fund</b></p> <ul style="list-style-type: none"> <li>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</li> </ul>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters that are not delegated</b></p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> <li>a) make a rate or bylaw</li> <li>b) acquire, hold or dispose of property</li> <li>c) direct, appoint, suspend or remove staff</li> <li>d) engage or enter into contracts and agreements and financial commitments</li> <li>e) institute an action for recovery of any amount</li> <li>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies</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><b>District activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a district level (including district community grants)</li> <li>b) wastewater</li> <li>c) waste services</li> <li>d) water supply</li> <li>e) stormwater</li> <li>f) district <b>funded</b> open spaces (parks and reserves)</li> <li>g) roading</li> <li>h) district community services (library services, cemeteries, community housing and heritage/culture)</li> <li>i) district community facilities (public toilets, library buildings, offices and amenity buildings)</li> <li>j) environmental services (building services, resource management, environmental health, animal services, emergency management)</li> <li>k) corporate support services</li> </ul> <p><b>Local activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a local board level (including local community grants)</li> <li>b) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities</li> <li>c) water facilities (boat ramps, wharves, jetties and harbour facilities)</li> <li>d) locally <b>funded</b> open spaces (parks and reserves, playgrounds and streetscapes)</li> <li>e) parking limits, footpaths and streetlights</li> <li>f) Te Anau/Manapouri Airport (for the Fiordland Community Board)</li> <li>g) Stewart Island Electricity Supply Authority (SIESA) (for the Stewart Island/Rakiura Community Board)</li> </ul>

**Levels of service** is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.

**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.

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1 Opening

The chair will open the meeting.

2 Apologies

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

3 Leave of absence

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

4 Conflict of interest

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

5 Additional agenda items

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

6 Confirmation of minutes

Confidential Minutes of the Northern Community Board Meeting held on 04 May 2026.

7 Public participation

Requests to speak should be made by midday of the day before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

8 Reports

Page

8.1	Project scope confirmation 2026/2027	17
8.2	Deed of lease of Lumsden Railway Station to Five Fingers Craft	109
8.3	Northern Southland Development Fund - March 2026 funding round allocations	129
8.4	Community board reporting	185
8.5	Councillor update	207
8.6	Chairperson's Report	211

9 Closure

The chair will close the meeting.

## Summary of reports

	Report name	Purpose	Report type	Page
8.1	Project scope confirmation 2026/2027	<p>The purpose of this report is to update and seek approval (or a recommendation where required by delegations) from the Northern Community Board (the board) on locally funded community facilities project scopes, planned for delivery in the 2026/2027 financial year.</p> <p>The report seeks confirmation from the board that it intends to proceed with the projects as defined in the attached project scopes and budgeted for in the Annual Plan 2026/2027.</p> <p>This report also provides district funded community facilities project summaries for the board's knowledge and comment, should it wish to do so.</p>	Decision	17
8.2	Deed of lease of Lumsden Railway Station to Five Fingers Craft	For the Northern Community Board to consider and provide feedback on the draft deed of lease for Five Fingers Craft Incorporated regarding their occupation of a portion of the Lumsden Railway Station.	Information	109
8.3	Northern Southland Development Fund - March 2026 funding round allocations	The purpose of this report is for the Northern Community Board to make allocation decisions for the March 2026 funding round of the Northern Southland Development Fund.	Decision	129
8.4	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	185

8.5	Councillor update	This report is to provide the community board with an overview of the matters that have been considered at Council meetings from 1 April 2026 to 13 May 2026.	Information	207
8.6	Chairperson's Report	<p>The purpose of this report is for the chair to update the board on activities they have been involved with since the previous meeting.</p> <p>Board members are also able to provide an update on any recent events and issues of relevance and interest to the community board.</p>	Information	211



# Minutes

## Northern Community Board

Monday, 4 May 2026, 6pm.  
Lumsden Memorial Hall, 8 Meadow Street, Lumsden

### PRESENT

Chairperson	Greg Tither
Deputy chairperson	Lance Hellewell
Members	Ian Clark Amanda Reedy Carolyn Smith

### APOLOGIES

**Councillor Tom O'Brien**  
Megan Vande Sandt

### IN ATTENDANCE

Committee advisor/customer support partner	Deborah-Ann Smith-Harding
Community partnership leader	Kelly Tagg

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1 Opening

The Chairperson opened the meeting.

2 Apologies

Apologies were received from Cr Tom O'Brien and Megan Vande Sandt.

Resolved

Moved Carolyn Smith/Ian Clark

That the Northern Community Board accepts the apology received from Cr Tom O'Brien and Megan Vande Sandt.

Carried

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 Lance Hellewell/Amanda Reedy

That the Northern Community Board confirms the minutes of the meeting held on 13 April 2026 as a true and correct record of that meeting with the amendment in the Chair's report to read "The kindergarten has been extended to Helena Street with a carpark to it on Pluto Road and there are no footpaths on Pluto Road for the Lumsden Playcentre".

Carried

7 Public participation

There was no public participation.

Public excluded

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

Recommendation

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

8.1 Community facilities contracts

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Community facilities contracts	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.  Decision on awarding contract.	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 closed at 6.58pm

Confirmed on:

Signed:

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## Project scope confirmation 2026/2027

Record no: R/26/5/121292  
Author: Alex Macleod, Community projects planning manager  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Decision

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### Purpose

- 1 The purpose of this report is to update and seek approval (or a recommendation where required by delegations) from the Northern Community Board (the board) on locally funded community facilities project scopes, planned for delivery in the 2026/2027 financial year.
- 2 The report seeks confirmation from the board that it intends to proceed with the projects as defined in the attached project scopes and budgeted for in the Annual Plan 2026/2027.
- 3 This report also provides district funded community facilities project summaries for the board's knowledge and comment, should it wish to do so.

### Staff recommendations

That the Northern 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 but not significant based on Council's Significance and Engagement Policy and therefore is not significant. The assessed level of significance indicates that the community should be 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 requirements of the Local Government Act 2002 for this decision, and as required under section 79 that, it does not need any more information, option assessments, costs and benefits analysis before making this decision.
- d) notes the district funded community facilities project scopes in attachments and provides comments or feedback to Council should it wish to do so.
- e) confirms that it intends to proceed with the following 2026/2027 locally funded community facilities projects as budgeted in the Annual Plan 2026/2027, and approves the project scopes attached to this report:
  - P-11194A – Lumsden basketball hoop: install basketball hoop and backboard on existing concrete pad, with court line markings (\$5,228)
  - FBUILD003A/FBUILD004A – Lumsden information centre: combined exterior painting and repairs, interior repaint and floor piling (\$81,000 combined budget)

### Executive summary

- 4 The board approved the project scopes for locally funded community facility projects for 2026/2027 delivery at its meeting 10 June 2024, as part of the 2024-2034 Long Term Plan programme.

- 5 The projects were confirmed by the board at the Annual Plan 2026/2027 meeting on 1 December 2025 and recommended to Council.
- 6 Procurement is due to commence July to August 2026, this report provides the board with an update on each project's status, notes any changes since the original scope approval and seeks the board's confirmation of the updated scopes.
- 7 It should be noted, that the terms project scope and project definition are used interchangeably in this report, given the community board delegations refer to the term 'project definition' rather than 'project scope'.

### Context

- 8 Community boards are delegated the following powers in relation to project scopes/project definitions:
- 9 Decisions on locally funded services and assets:
- approval of project definitions or business cases for approved capital expenditure up to \$300,000
  - recommend to Council or a relevant committee the approval of project definitions for capital expenditure over \$300,000.
- 10 Boards are also provided as part of the Long Term Plan or Annual Plan process, an ability to outline the relative priorities for the delivery of district services and levels of service within the board area.
- 11 For the full community board delegations please refer to the community board terms of reference as provided at the start of this agenda.
- 12 As part of the 2024-2034 Long Term Plan, the board identified a programme of locally funded capital and maintenance projects for delivery in the first three years of the plan. The following are scheduled for the 2026/2027 financial year.
- 13 These projects and the 2026/2027 district funded community facilities projects are the subject of this report. It should be noted, that in some cases additional projects may be added to annual plans after the Long Term Plan has been developed.
- 14 At the Annual Plan 2026/2027 meeting held on 1 December 2025, the board confirmed local budgets and work programmes for 2026/2027 and recommended these to Council. The total budgeted expenditure across the 2026/2027 projects is \$86,228, funded through a combination of loans and reserves. The table below summarises the projects.

Project	Code	Budget 2026/2027	Funding
Lumsden basketball hoop – install basketball hoop and backboard at existing concrete pad, with court line markings	P-11194A	\$5,228	Financial contributions (reserve)

Lumsden information centre – exterior painting and repairs (combined with interior repaint and floor piling)	FBUILD003A / FBUILD004A	\$81,000 (\$30,000 plus \$51,000)	Loan
<b>Total</b>		<b>\$86,228</b>	

- 15 Since June 2024, these projects have been subject to developments that the board should be aware of before confirming its intent to proceed. These are described in the discussion section below.

Discussion

- 16 This section provides individual project updates for each of the 2026/2027 locally funded projects.

17 **P-11194A – Lumsden basketball hoop**

- 18 The Lumsden basketball hoop project was originally scoped in June 2024 as a half basketball court and hoop. At the Annual Plan 2026/2027 meeting on 1 December 2025, the board amended the scope to a basketball hoop installation only, at the existing concrete pad at Lumsden playground, reducing the budget from approximately \$31,273 to \$5,228 funded from financial contribution reserves (subject to approval by the Group Manager finance and assurance; if not approved, to be funded from the Lumsden general reserve).

- 19 The project scope delivers a basketball hoop and backboard on a ground mounted pole set in a concrete foundation on the existing concrete pad, together with half court line markings and relocation of existing metal rails to create sufficient space. No new court surface is required.

- 20 This is a straightforward project with no significant complications identified to date. Procurement is planned for July to August 2026, with construction and handover to be completed within the 2026/2027 financial year. The site address is to be confirmed with community partnership leader (CPL) Kelly Tagg prior to procurement, and a Before You Dig clearance is required before any ground works commence.

21 **FBUILD003A / FBUILD004A – Lumsden information centre: exterior painting and repairs, interior repaint and floor piling**

- 22 At the Annual Plan 2026/2027 meeting on 1 December 2025, the board resolved to combine the Lumsden information centre exterior painting and repairs (FBUILD003A, \$30,000) and interior repaint and floor piling (FBUILD004A, \$51,000) into a single combined project, with a total budget of \$81,000 funded by loan.

- 23 This is a complex project, and progress has been affected by structural dependency. The floor piling beneath the building requires a structural assessment before any painting programme can be finalised. Staff recently visited the site with Phil Orr of Archdraught, who has been engaged to complete a structural assessment of the piles and develop an appropriate remediation plan. Exterior and interior painting works cannot commence until a decision is reached on the piles and any required remediation is completed.

- 24 The exterior painting scope (FBUILD003A) covers garden removal and replacement at the front of the building, full site preparation (pressure washing, mould treatment, hazardous materials

assessment), structural and surface repairs to all external elevations, scaffolding erection, and application of one undercoat and two topcoats of premium grade exterior paint. A preworks hazardous materials assessment is mandatory given the age of the building and the potential for lead based paint or asbestos containing materials.

- 25 The interior scope (FBUILD004A) covers interior repainting and floor piling work. The two scopes must be carefully sequenced and coordinated given the concurrent delivery: scaffolding access zones, tenant disruption, and contractor scheduling must be managed across both components.
- 26 Subject to the structural assessment outcome, the target construction window for exterior painting works remains October 2026 through to March 2027, aligned with Southland’s drier and warmer months. Painting must not proceed in sustained wet conditions or when temperatures are forecast below 10°C.
- 27 The board is asked to consider whether it wishes to proceed with the combined project as planned, or to provide any direction to staff on scope, sequencing, or timing in light of the structural dependency.

**28 District community facilities projects**

- 29 In addition to locally funded projects, a number of district funded community facilities projects are planned for the 2026/2027 year. These include projects relating to reserves, community housing, toilets, offices, buildings and cemetery work.
- 30 All 2026/2027 district community facilities project summaries are provided which are underpinned with detailed scopes which for brevity are not included in this report.
- 31 Noting that the governance of these projects primarily sits with Council, however the board may wish to provide comment or make a recommendation on these projects for Council consideration, particularly for those district projects that are within the board area.

Options

- 32 The following reasonably practicable options have been identified and assessed in this report:
  - Option 1 - Confirms its intent to proceed and the project scopes for the 2026/2027 locally funded projects as per the attachments to this report with any required amendments.
  - Option 2 - Confirms its intent to proceed with some locally funded projects and requests amendments to the project scopes and/or the deferral of other projects.
  - Option 3 - Defers all locally funded projects pending further information or board direction.
- 33 It should be noted that within all options above, the board also has the ability to comment on the attached district project summary tables should it wish to do so.

Recommended option:

- 34 Staff recommend Option 1.

Option 1 –Confirm intent to proceed with all locally funded projects

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• all projects have approved budgets confirmed in the Annual Plan 2026/2027</li> </ul>	<ul style="list-style-type: none"> <li>• none identified</li> </ul>

<ul style="list-style-type: none"> <li>• procurement can commence July to August 2026, keeping projects on track for delivery within the financial year</li> <li>• early confirmation allows staff to finalise project scopes, engage contractors, and manage delivery timelines effectively.</li> </ul>	
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Option 2 – Proceed with some projects; amend or defer others

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• allows the board to defer or amend a specific project if it has concerns.</li> <li>• allows for improved scoping of a project should further time be required for that.</li> <li>• some reduction in expenditure is achieved</li> </ul>	<ul style="list-style-type: none"> <li>• deferring any project may result in the budget lapsing or being unavailable in a future year</li> <li>• may affect the timing and cost of procurement if related scope or budget changes are required.</li> <li>• there may be unresolved health and safety issues associated with some projects</li> </ul>

Option 3 – Defer all projects pending further information

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• none identified.</li> <li>• a reduction in expenditure is achieved.</li> </ul>	<ul style="list-style-type: none"> <li>• project budgets may lapse if not committed within the 2026/2027 financial year.</li> <li>• deferring projects increases the risk of further asset deterioration and/or higher future project costs</li> <li>• there may be unresolved health and safety issues associated with some projects.</li> </ul>

Legal considerations

- 35 All projects are located on Council owned land. At a general level the projects were included in the 2024 -2034 Long Term Plan and consulted on as part of that process.
- 36 While not necessarily a legal requirement, it should be noted that some projects will require further consultation or engagement beyond that carried out in a Long Term Plan process. Further there are often changes in community boards after the Long Term Plan process due to elections (as is the case with elections occurring in the 2025 year).
- 37 In some cases, there may be legal considerations associated with specific projects and board members are encouraged to consider the full project scopes in relation to this.

Strategic alignment

**Strategic direction**

- 38 All local activity project scopes in this report generally align with Southland District Council vision, mission, outcomes and strategic priorities.

**Policy and plan consistency**

39 All projects within this report are included in the approved 2024 - 2034 Long Term Plan and were confirmed in the Annual Plan 2026/2027. They are consistent with the board's outcomes, particularly: a healthy, safe and connected community with access to quality services and facilities; and providing well maintained community halls available for local use.

Financial considerations

40 The total budgeted expenditure across the two 2026/2027 projects is \$86,228. All budgets were confirmed by the board at the 1 December 2025 meeting and recommended to Council as part of the Annual Plan 2026/2027.

41 No additional rates impact arises from the decisions in this report. Projects are funded as follows:

- P-11194A – Lumsden basketball hoop: \$5,228 funded from financial contribution reserves.
- FBUILD003A / FBUILD004A – Lumsden information centre combined project: \$81,000 total funded by loan (\$30,000 exterior, \$51,000 interior/piling)
  - i) the \$30,000 exterior loan drawdown carries an annual interest cost of approximately \$1,446 at 4.82%. The loan is scheduled to end in 2033.
  - ii) the \$51,000 interior/piling loan drawdown carries an annual interest cost of approximately \$2,458 at 4.82%. The loan is scheduled to end in 2036.
  - iii) further programme slippage beyond 2026/2027 will incur ongoing interest against an undelivered project.

42 The projects included in this report were part of the ‘Draft budgets and rates -Annual Plan 2026/2027’ report presented to the community board on 1 December 2025. They are included in the Annual Plan 2026/2027 being presented for adoption by Council on 24 June 2026.

43 Any loans required to complete work in 2026/2027 will impact on rates in 2027/2028.

Significance assessment

44 The decisions in this report are assessed as being of some importance based on Council's Significance and Engagement Policy and are not assessed as significant. The projects were included in the Long Term Plan and consulted on as part of that process. This report is specially focussed on the further project definition/scoping stage associated with these projects. The community is kept informed of these decisions 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

Community views were canvassed during the 2024 - 2034 Long Term Plan consultation process, during which, these projects were included and publicly consulted on. Please refer to the project scopes for further information relating to community views.

### Climate change considerations

- 45 The projects in this report involve maintenance and renewal of existing community assets. No significant climate change implications have been identified.

### Risk and mitigations

- 46 The following risks have been identified across the projects:

Risk	Mitigation	Project	Status
Structural pile assessment outcome is unknown, preventing painting programme from commencing.	Phil Orr (Archdraught) has been engaged to complete the structural assessment. Staff to monitor outcome and report back to board. Programme to be updated once assessment is complete.	FBUILD003A / FBUILD004A	High  Action required before procurement
Pile remediation may be required, with scope and cost unknown, creating budget uncertainty for the combined project.	Await structural assessment outcome. If remediation is needed, a budget variation report will be required before proceeding.	FBUILD003A / FBUILD004A	High
Loan interest exposure during further programme slippage. The \$30,000 exterior loan carries ~\$1,446/year interest at 4.82%.	Establish firm contract award deadline (target no later than August 2026 for exterior component, subject to pile assessment). Report programme status at each board meeting.	FBUILD003A	Medium
Hazardous materials (lead paint / ACMs) present in information centre building.	Pre-works hazardous materials assessment mandatory before any surface preparation commences. Community partnership leader to sight written clearance or management plan before contract is issued.	FBUILD003A	Medium
Tenant and business disruption at Lumsden	Formal stakeholder communication plan to be developed. All tenants to	FBUILD003A / FBUILD004A	Medium

information centre during works.	receive written notice minimum three weeks before works commence. Safe, signed access maintained at all times.		
Weather delays to exterior painting works at information centre.	Restrict construction programme to drier and warmer months (October through March). Programme to allow for weather contingency days. Painting not to proceed in wet or very cold conditions.	FBUILD003A	Low

### Next steps


- 47 Subject to the board confirming the project scopes and its intent to proceed, staff will commence with the next stages of implementing the local activity projects.
- 48 Should the board make any comments on district project summaries these will be provided to Council through a report confirming the district project scopes.
- 50 All projects work to be delivered within the 2026/2027 financial year. Handover sign off and asset register updates to be completed on project completion.

### Attachments

- A Project Scope Lumsden basketball hoop 2026/2027 [↓](#)
- B Project Scope Lumsden information centre exterior painting and repairs 2026/2027 [↓](#)
- C Project Scope Lumsden information centre interior painting and repairs 2026/2027 [↓](#)
- D Project Scope District Toilet Summary 2026/2027 [↓](#)
- E District project summary page 2026/2027 [↓](#)
- F Project scope District Wide Toilet Garston - planning [↓](#)
- G Project Scope District Wide Toilet Garston - refurbishment [↓](#)
- H Project scope Lumsden office exterior repaint [↓](#)
- I Project scope District Wide cemetery beams [↓](#)
- J Project scope District wide community housing units refurbishment [↓](#)

## Combined project scope, G1.0 and G2.0

### Lumsden basketball hoop

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-11194A
	ACTIVITY	Community facilities -
	COMMUNITY BOARD	Northern Community Board
	CHAIRPERSON	Greg Tither
	COUNCILLOR	Tom O'Brien
	CPL	Kelly Tagg
<b>DESCRIPTION</b>		
<p><b>Lumsden playground, 11 Diana Street, Lumsden, Southland [Site to be confirmed]</b></p>		
<p>This project delivers on the Northern Community Board's Long Term Plan (LTP) priority to install a half basketball court and hoop at Lumsden. The project has been identified and budgeted through the LTP process as a new recreational asset for the Lumsden community.</p>		
<p>Lumsden is the hub of the Northern Community Board area, and the community values its recreational facilities strongly. The Northern Community Board Plan identifies cohesion of recreational activities and facilities as a key priority with residents expressing a desire for a more unified approach to sport and recreation that connects community members of all ages. A half basketball court with hoop provides an accessible, low barrier recreational option for youth and wider community members, complementing existing facilities at the site.</p>		
<p>This project delivers a basketball hoop installation and court line marking at the Lumsden playground, utilising the existing concrete pad on site. No new court surface is required. The Northern Community Board intends to fund this project through financial contributions rather than a loan.</p>		
<b>SCOPE</b>		
<p><b>1. Basketball hoop and backboard</b></p>		
<ul style="list-style-type: none"> <li>• Supply and install one regulation height basketball hoop and backboard on a ground-mounted pole, positioned on the existing concrete pad at the Lumsden playground</li> <li>• Pole to be set in a concrete foundation of appropriate depth and design for the site conditions</li> <li>• Hoop, backboard and pole to be of robust, weather-resistant construction suitable for outdoor public use in Southland conditions</li> <li>• Equipment to meet relevant safety standards for public recreational facilities</li> </ul>		
<p><b>2. Metal rail relocation</b></p>		



<ul style="list-style-type: none"> <li>Existing metal rails on the concrete pad to be relocated to create sufficient space for the court circle to be marked. Exact repositioning to be agreed on site with community partnership leader (Kelly Tagg) before works commence</li> <li>Confirm with community partnership leader whether rail relocation is within the contractor's scope or is to be handled separately by Council staff or the Southland District Council depot</li> </ul>	
<b>3. Court line marking</b>	
<ul style="list-style-type: none"> <li>Paint half court markings on the existing concrete pad, at minimum a three point arc and key markings using durable outdoor paint suitable for concrete</li> <li>Line marking to be completed after the hoop is installed and rail relocation is confirmed</li> </ul>	
<b>4. Site reinstatement</b>	
<ul style="list-style-type: none"> <li>All construction waste and packaging to be removed from site on completion</li> </ul>	
<b>What is NOT in scope</b>	
<ul style="list-style-type: none"> <li>Any new court surface, the existing concrete pad is to be used as-is</li> <li>Full court markings beyond the half court layout</li> <li>Seating, fencing or lighting</li> <li>Maintenance of any existing playground equipment at the site</li> </ul>	
<b>COMMUNICATION</b>	
<p>Community board: Northern Community Board To be kept informed of progress and any scope/budget decisions.</p> <p>Community notification: Lumsden community to be notified before works commence. Reserve may have restricted access during construction - appropriate health and safety signage and exclusion zones required.</p>	
<b>CONSENT</b>	
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (To Be Confirmed)
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (To Be Confirmed)
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (To Be Confirmed)
<b>RISKS</b>	
<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> <li>What mitigation is in place</li> <li>What is the status (high/ medium/ low)</li> </ul>	<p>Site address not confirmed - works at wrong location</p> <p>Confirm site address and exact location within the reserve with community partnership leader (Kelly Tagg) before any procurement or works are commissioned.</p> <p>Low</p> <p>Underground services struck during pole foundation or ground works</p> <p>Before You Dig mandatory before any ground works. Service location results to</p>



	<p>be provided to project manager before breaking ground.</p> <p>Medium</p> <p>Reserve access during works affects playground users</p> <p>Appropriate health and safety signage and exclusion zones during construction.</p> <p>Community to be notified in advance.</p> <p>Works to be completed as efficiently as possible to minimise disruption.</p> <p>Low</p>
<b>COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)</b>	
<p>Primary Stakeholders</p> <p>Northern Community Board, Lumsden community</p> <p>Community partnership leader: Kelly Tagg</p> <p>PCG team: community facilities asset owner, project delivery team project manager</p>	
<b>OVERVIEW</b>	
What is this project (ie, capital, consent, operating or procurement)	Long Term Plan capital
Is this a one off project or works programme	Capital - new asset (one off)
What are the strategic and activity links	Strategic link: Southland District Council strategy 1.1.4 People have everything they need to live, work, play and visit.
Are there any links to the corporate performance framework	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does this project fit in with the outcomes of the community board plans	<p>This project aligns with the Northern Community Board Plan (2021-2024) under the following outcomes:</p> <ul style="list-style-type: none"> <li>• Outcome Two: A Safe and Healthy Community with Access to Quality Facilities and Services: The board plan identifies the community's value of excellent recreational facilities and the desire for a more cohesive approach to sport and recreation. A half basketball court directly adds to the recreational offering for Lumsden residents, particularly youth, and contributes to a healthy, active community.</li> <li>• Outcome Two Action: Encourage Further Cohesion Between Recreational and Sporting Groups and Current Facilities: The board plan commits to encouraging</li> </ul>



	<p>further cohesion between recreational and sporting groups and the facilities available in the area. A public half court is an informal, accessible facility that any community member can use without club membership or organised events, contributing to this goal.</p> <ul style="list-style-type: none"> <li>• Outcome Three: A Connected, Involved and Thriving Community: The board plan highlights the importance of recreational activities and facilities in creating community connection and involvement. A basketball hoop and court provides a gathering point for young people and families and contributes to community activation in Lumsden.</li> </ul>	
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What type of communication plan is required	Communication through Community Board Updates	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)	•	
<b>BUDGETS</b>		
Approved budget	\$5,228	
What is the initial cost made up of:	Design	(typically, 10% of project)
	Consents	(typically, 2% of project)
	Consultation	
	Project	
	Contingency	(typically, 10% of project)
	Total Budget	
How is the project being funded (loan or reserves)	Financial Contributions	
<b>WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION</b>		
	Full capital cost	
	Interest on loan	



WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION	
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs.  For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	(if applicable)
	Useful life (in years)
	Residual value
	Annual maintenance costs
	Annual operating costs
	Other cost (renovations) and at what intervals?
	Disposal costs
	Total cost of ownership?
What is the impact on rates going forward for the TCO?	
Is this affordable?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones	Confirm site address and location with community partnership leader - before procurement Obtain indicative contractor pricing, confirm scope achievable within budget - before procurement Before You Dig completed - before any ground works Procurement -2026/2027 financial year Construction and delivery: 2026/2027 financial year Post installation inspection and handover: 2026/2027 financial year			



	Asset register updated: On handover
Planning	Underway
Design	March – April 2026
Consent	To check
Procurement	July – August 2026.
Construction or delivery	2026/27 Financial Year.
Handover	Late 2026 / Early 2027 (TBC).
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	•



## FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's	2026/27	
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget	\$	
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has ongoing maintenance costs been allowed for	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, annual costs	\$	
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does design meet SDC/ NZTA design standards		<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> <li>delegated authority for scope and budget changes</li> <li>variations to scope and budget</li> </ul>		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement <ul style="list-style-type: none"> <li>tender open date</li> <li>tender close date</li> <li>award of contract date</li> </ul>		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



## Combined project scope, G1.0 and G2.0

### Lumsden information centre exterior painting and repairs

PHOTOS 	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FBUILD003
	ACTIVITY	Community facilities
	COMMUNITY BOARD	Northern
	CHAIRPERSON	Greg Tither
	COUNCILLOR	Tom O'Brien
	CPL	Kelly Tagg

#### DESCRIPTION

##### 23 Diana Street, Lumsden, Southland

Land Ownership: SDC-owned freehold title.



##### Building overview

The Lumsden information centre is a publicly accessible civic facility serving as the primary visitor information point for Lumsden township on State Highway 97. The building is a single storey older construction with corrugated roofing and painted weatherboard or masonry external cladding. It houses commercial tenants who generate hire/rental income for the Northern Community Board and serves both local residents and passing tourists.

##### Project context and related works

This project (FBUILD003) covers exterior painting and repairs only. Two concurrent and related projects must be noted:

- FBUILD004A / P-11488 — Lumsden information centre interior repaint and floor piling (\$51,000, loan-funded). This project is also at scoping/consultations stage (status as at 25.11.25) and is being



delivered in the same financial year. Contractor scheduling, access management, and scaffolding zones must be coordinated between both projects to avoid conflict.

- P-10731 — Lumsden information centre reroofing (legacy loan, opening balance \$17,349 on 1 July 2025, loan end 2044). The roof has been previously replaced or repaired under this loan. The exterior painting works should confirm that the roof to wall junctions are watertight and that no active leaks could compromise newly painted surfaces.

#### **Hazardous materials notice**

Given the age of the building, the presence of lead based paint on existing exterior surfaces and/or asbestos containing materials (ACMs) in eaves, soffits, or wall linings cannot be excluded. A preworks hazardous materials assessment must be completed prior to any preparation or painting work commencing. All works involving disturbing existing paint or cladding must comply with the Health and Safety at Work (Hazardous Substances) Regulations 2017 and WorkSafe NZ guidelines for lead paint and asbestos. The project manager must sight a written hazardous materials clearance or management plan before issuing the contract.

#### **Loan funding note**

This project is funded by a loan drawdown of \$30,000 in 2025/2026. Annual interest costs are approximately \$1,446/year at 4.82% with the loan scheduled to end in 2033. The project should be delivered within the 2025/2026 financial year to avoid incurring interest against an undelivered project.

### SCOPE

#### **A. Garden removal and replacement**

Remove the existing gardens along the front of the building and replace with new narrower ones using bridge beams, set well clear of the building wall. Plant out with agreed low-maintenance shrubs as confirmed by the Northern Community Board prior to procurement. Note: A separate itemised quote for this garden landscaping component must be obtained during the procurement phase to confirm whether the total budget of \$30,000 is sufficient, or whether a budget increase request is required prior to contract award.

#### **B. Site preparation**

Prior to any surface works, the contractor must complete the following preparatory steps:

- Hazardous materials: obtain or confirm a current hazardous materials assessment. If lead paint or ACMs are identified, implement an approved management plan before proceeding. Do not commence any pressure washing, scraping, or surface disturbance without clearance.
- Preworks photographic record: photograph all external elevations and recorded before mobilisation.
- Site clearance: clear the building site to allow scaffolding erection around the full building perimeter as required.
- Pressure wash: pressure wash all external wall surfaces to remove debris, chalk, old paint residue, cobwebs, and dirt. Apply bleach solution to remove mildew and fungal growth.
- Vegetation trim: trim back any plants or trees that obstruct the work area. Cover adjacent vegetation with plastic sheeting to prevent paint contamination.
- Services test all external power outlets and water taps. Report any non functioning services to the community partnership leader immediately to avoid delays on site.

#### **C. Structural and surface repairs**

Prior to painting, all damaged external surfaces must be remediated:

- Inspect and repair all areas of holes, rot, decay, mould, and surface deterioration on external walls, foundations, fascia's, soffits, and joinery surrounds.



- Document the extent of all rot or structural damage found and report to the project manager before proceeding with repairs. Where hidden damage exceeds the \$3,000 contingency, the project manager must be consulted before additional work is instructed.
- All repairs must achieve a sound, smooth surface suitable for painting prior to the application of any undercoat.

#### **D. Scaffolding**

Scaffolding must be erected as required to safely reach all external surfaces including walls at height, fascia's, soffits, and the full extent of downpipes. The contractor must ensure scaffolding does not obstruct tenant entrances or public footpaths without adequate compensating access arrangements and signage.

#### **E. Painting**

Apply one full undercoat and two topcoats of premium quality exterior paint to all external surfaces. Surfaces to be painted include:

- foundation / base course
- external walls (all elevations)
- doors (external faces)
- handrails
- downpipes and gutters
- window frames and surrounds

Paint colours must be confirmed as agreed by the Northern Community Board prior to ordering paint. The community board has confirmed existing colours to remain. All paint colours, brands, product codes, and batch numbers must be recorded in the community facilities system on completion.

#### **F. Cleanup and handover**

All surfaces not designated for painting are to be paint free at the completion of works. All scaffolding, hoarding, and site signage must be removed and the site returned to a clean, safe condition before handover. The contractor must provide a post-works photographic record of all completed elevations for record purposes.

#### **G. Out of scope**

The following items are explicitly excluded from this project:

- interior painting, repainting, or floor works (covered under FBUILD004A / P-11488).
- roofing works (covered under legacy P-10731).
- structural engineering or building consent works beyond surface repair.
- electrical or plumbing works.
- landscaping beyond the defined front garden replacement.

#### **COMMUNICATION**

A communication plan is required for this project. The following communication obligations apply:

##### **Northern Community Board**

The Northern Community Board must be formally notified at least four weeks before works commence. Paint colours and low-maintenance shrub species must be formally confirmed by the board prior to contract award. The community partnership leader (Kelly Tagg) is responsible for presenting these items at a board meeting for sign off. Any proposed changes to the colour scheme or plant species during delivery must return to the community partnership leader for approval before proceeding.



#### Building tenants

All commercial tenants operating within the Lumsden information centre must be formally notified in writing at least three weeks prior to works commencing. Notification must include: the planned programme dates, which areas of the building exterior will be affected each week, anticipated periods of restricted building access, and the contractor's contact person for queries. The contractor must coordinate all highly disruptive activities (pressure washing, scaffolding erection) during agreed off-peak hours and maintain clear, safe customer access to tenant entrances at all times.

#### Public and visitor notification

The Lumsden information centre serves tourist visitors. Onsite signage must be erected at least one week before works commence advising visitors of the construction activity. The community partnership leader should notify Lumsden township community group of the expected works programme and any temporary impact on visitor access.

#### Iwi engagement

The project is located within the rohe of Ngai Tahu. While this is a maintenance project on existing Southland District Council infrastructure that is unlikely to trigger consultation obligations, the community partnership leader must confirm in writing with the Southland District Council resource management team whether iwi notification or engagement is required. This confirmation must be obtained and recorded before the project proceeds to procurement.

#### Concurrent project coordination

Given the concurrent delivery of FBUILD004A (interior works), the community partnership leaders of both projects must meet prior to procurement to agree on a combined access and programme schedule that minimises cumulative disruption to tenants and the public.

#### CONSENT

Building (Note: to confirm with building team if structural repairs exceed surface level.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

#### RISKS

<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> <li>• What mitigation is in place</li> <li>• What is the status (high/ medium/ low)</li> </ul>	<p>A formal project risk register has been prepared and is to be attached to this scoping document. The register is a live document to be reviewed at each checkpoint. Key risks are summarised below. Risks rated HIGH are highlighted.</p>
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#### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)

##### Direct impacts

- Building tenants will experience disruption to their business operations during exterior works, including noise, restricted access, and visual obstruction from scaffolding.
- Customers of tenants will face temporary inconvenience. Safe pedestrian access must be maintained to all entrances at all times.
- Visitors using the Lumsden information centre as a tourist information point may arrive to restricted access. Public signage and advance notification are required to manage visitor expectations.

##### Wider community impacts

- The improved building appearance will benefit the visual amenity of the Lumsden township.
- The project delivery aligns with the Northern Community Board's stewardship of community assets, and once complete will contribute to the information centre income line budgeted to increase.
- The community board's loan obligations for this project (\$30,000 at 4.82% to 2033) are a financial commitment that benefits the whole rating area served by the Northern Community Board.

##### Stakeholder identification

A stakeholder management plan is required for this project. The following parties must be identified and consulted:

- Commercial tenants within the Lumsden information centre (names to be confirmed by community partnership leader from building records).
- Northern Community Board members.
- Tourism Southland (TBC) (re: visitor information service continuity during works).
- Lumsden township community group or residents association (if applicable).

#### OVERVIEW

What is this project (ie, capital, consent, operating or procurement)	Operating / maintenance
Is this a one off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy-People have everything they need to live, work, play and visit.
Are there any links to the corporate performance framework	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To be prepared following community board sign off on preferred option.



What type of communication plan is required			
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)		<ul style="list-style-type: none"> <li>• Kelly Tagg - community partnership leader</li> <li>• Greg Tither -community board chair</li> <li>• Community facilities asset owner</li> <li>• Project delivery team – project manager</li> <li>• Planning team</li> <li>• Finance business partner</li> </ul>	
<b>BUDGETS</b>			
Approved budget		\$ 30,000	
<p><b>Note:</b> The current \$30,000 budget has two unresolved cost uncertainties:</p> <p>(1) the garden replacement component, which the original scope flags may require additional budget; and</p> <p>(2) the pre-works hazardous materials assessment, which has not previously been budgeted for. These must be resolved during procurement planning before contract award.</p>			
What is the initial cost made up of:	Design	\$ 0	(typically, 10% of project)
	Consents	\$ 0	(typically, 2% of project)
	Consultation	\$ 0	
	Project	\$ 27,000	
	Contingency	\$ 3,000	(typically, 10% of project)
	Total Budget	\$ 30,000	
How is the project being funded (loan or reserves)		Loan	
<b>WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION</b>			
	Full capital cost		
	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		



WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
	Other cost (renovations) and at what intervals?	
	Disposal costs	
	Total cost of ownership?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning		<ul style="list-style-type: none"> <li>• Planning and budget confirmation: Target April–May 2026</li> <li>• Hazardous materials assessment: Target May–June 2026</li> <li>• Stakeholder management plan and communication plan: Target June 2026</li> </ul>		
Design				
Consent				
Procurement		<ul style="list-style-type: none"> <li>• Procurement (RFQ issue): Target June–July 2026</li> <li>• Contract award: No later than August 2026</li> </ul>		
Construction or delivery		Target October 2026 (start of suitable painting season)		



Handover	Target March 2027 at the latest
Are there any critical path activities	<ul style="list-style-type: none"> <li>• Hazardous materials assessment must be completed before any surface preparation commences.</li> <li>• Community board sign-off on paint colours and plant species required before RFQ is issued.</li> <li>• Garden replacement cost confirmation required before contract award, budget variation may be needed.</li> <li>• Coordination meeting between FBUILD003 and FBUILD004A CPLs before procurement commences.</li> </ul> <p>Exterior painting must be delivered during Southland's drier and warmer months. Target construction window: October 2026 through March 2027. Work must not commence during periods of sustained rain or when temperatures are forecast below 10°C.</p>
<b>ASSUMPTIONS</b>	
What if any assumptions have been made on the project to date	<p>The following assumptions have been made in preparing this scope and must be reviewed and confirmed before procurement proceeds:</p> <ul style="list-style-type: none"> <li>• Paint colours are confirmed as remaining the same as the existing scheme, as confirmed by the Northern Community Board. Any change to colours must be reconfirmed at the next board meeting before contract award.</li> <li>• No building consent is required. This is a maintenance painting project not involving structural alteration. If structural timber repairs exceed surface-level remediation, the building team must be consulted.</li> <li>• No archaeology or heritage overlay applies to the building. This must be confirmed in writing with the resource management team.</li> <li>• No resource consent is required for works on Southland District Council owned land.</li> <li>• The hazardous materials assessment will confirm the building is safe to work on without specialist remediation, or that an approved management plan can be implemented within the existing budget. If significant ACM or lead paint remediation is required, a budget variation will be necessary.</li> <li>• The \$30,000 budget can accommodate both the painting and repair works and the garden replacement. This is unconfirmed. A separate garden</li> </ul>



	<p>landscaping quote is required before this assumption can be validated.</p> <ul style="list-style-type: none"> <li>• Suitable exterior painting contractors are available in the Southland market to provide competitive responses to the RFQ. This must be confirmed through market sounding during procurement planning.</li> <li>• The building's roof junctions are weathertight and will not cause water ingress that compromises newly painted surfaces. This must be confirmed during the pre-works inspection.</li> <li>• FBUILD004A (interior works) will not prevent contractor access to any external elevations during the exterior painting programme. This must be confirmed through a coordination meeting between both community partnership leaders.</li> <li>• Floor piling repair work (FBUILD004) had been completed.</li> <li>• Iwi engagement is not required for this maintenance project. This must be confirmed in writing by the Southland District Council resource management team.</li> </ul>
OTHER	
Any other items relating to this project	



## FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's	2026/27	
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does design meet SDC/ NZTA design standards		<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> <li>delegated authority for scope and budget changes</li> <li>variations to scope and budget</li> </ul>		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement <ul style="list-style-type: none"> <li>tender open date</li> <li>tender close date</li> <li>award of contract date</li> </ul>		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



**Project risk register: Lumsden information centre exterior painting and repairs (FBUILD003)**

Risk ID	Category	Description	Likelihood	Impact	Mitigation	Owner
R01	Financial / scope	Budget overrun due to hidden structural damage: The extent of external rot, decay, and mould is unknown until works begin. Extensive damage could exhaust the \$3,000 contingency rapidly.	Medium	High	Conduct a mandatory precontract building inspection to assess the depth and extent of rot before finalising the scope of repairs. Require the contractor to submit itemised quotes separating standard preparation and painting from rot/decay repair work. Where damage is found to exceed contingency, the community partnership leader must seek a budget review from the finance business partner before instructing additional works.	Community partnership leader / project manager
R02	Financial / scope	Garden replacement costs exceed budget: Removal of existing gardens and installation of new bridge beams and low-maintenance shrubs may exhaust the remaining budget. The original scope explicitly notes the budget 'may need increasing' for this component.	Medium	Medium	Obtain a specific, itemised quote for the garden landscaping component separately during procurement, before awarding the contract. If the total quoted cost exceeds \$30,000, a budget increase request must be submitted and approved before contract award. Do not proceed to construction without budget certainty.	Community partnership leader / project manager
R03	Health and safety	Public access and safety incidents: The building is a	Medium	High	Require the contractor to submit a Site-Specific Safety Plan (SSSP) for community	Contractor / community

Combined project scope, G1.0 and G2.0  
25/10/2022

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		public hub and tourist stopover. Scaffolding, water blasting debris, bleach chemicals, and paint overspray could cause injury to members of the public or visiting tourists.			partnership leader approval before site mobilisation. Mandate secure hoarding and exclusion zone fencing, clear public safety signage in both English and appropriate alternative formats, and strict access restrictions around active work areas. Contractor public liability insurance must be confirmed prior to award.	partnership leader
R04	Operational / stakeholder	Tenant and business disruption: The building houses commercial tenants generating income for the community board. Restricted access, scaffolding, noise, and chemical use could disrupt their business operations and deter customers.	High	Medium	Develop and execute a formal stakeholder communication plan identifying all tenants by name, their operating hours, and the likely impact of each construction phase on their operations. Require the contractor to schedule highly disruptive activities (pressure washing, scaffolding) outside tenant peak hours. Maintain safe, clearly signed customer access to all tenanted spaces at all times. Weekly check-ins between the contractor and tenants during the works programme.	Project Manager / community partnership leader
R05	Schedule / environmental	Weather delays: exterior painting and structural repairs are highly weather-dependent. Southland rain, wind, and cold temperatures could delay paint curing, halt scaffolding	High	Medium	Restrict the construction programme to the drier and warmer months (October through March). Build weather contingency days (minimum five days) into the programme. Ensure any exposed rot or open repair areas are temporarily weatherproofed with sheeting	Project manager / contractor



		work, and compress the delivery programme.			if work must pause. Include weather-day provisions in the contract terms.	
R06	Stakeholder	Community board misalignment on paint colours or plant species: Delays in obtaining formal community board sign-off on the final paint colour scheme or the specific low-maintenance shrub varieties selected could hold up procurement or the planting phase.	Low	Low	Schedule a formal agenda item at the next Northern Community Board meeting to confirm paint colours (noted as staying the same) and plant species prior to issuing the RFQ/tender. Lock in decisions before contract award.	Community partnership leader
R07	Health and safety / legal	Hazardous materials. lead paint and ACMs: Given the age of the building, lead-based paint on existing surfaces or asbestos-containing materials in eaves, soffits, or cladding may be present. Disturbing these without a management plan creates a legal and health risk.	Medium	High	Commission a preworks hazardous materials assessment by a competent assessor before procurement commences. If lead paint or ACMs are identified, engage a licensed removalist and prepare a management plan compliant with WorkSafe NZ guidelines and the Health and Safety at Work (Hazardous Substances) Regulations 2017. Community partnership leader to sight written clearance or approved management plan before issuing the contract.	Community partnership leader



R08	Schedule / operational	Dependency/ concurrent project interface risk: FBUILD003 (exterior) and FBUILD004A (interior repaint and floor piling, \$51,000) are not completed/ in delivery simultaneously.	<b>High</b>	<b>High</b>	Not completed: to postpone the delivery and make sure all dependency project to be completed.  Simultaneous delivery: consider whether both contracts can be procured sequentially or whether a combined contractor briefing can reduce the interface risk. Document agreed sequencing and access arrangements in both project files.	Project Manager / community partnership leader
R09	Procurement	Contractor availability: Lumsden is a small rural township. A limited pool of suitably qualified exterior painting and repair contractors may be available locally, increasing the risk of either a single tender response or elevated pricing.	<b>Medium</b>	<b>Medium</b>	Conduct early market sounding during the procurement planning phase to identify available contractors across Southland. Consider whether the RFQ can be issued to the wider regional market (Gore, Invercargill) to encourage competitive responses. Allow adequate tender window (minimum 15 working days).	Project manager / community partnership leader
R10	Financial / schedule	Loan interest exposure during further programme slippage: The project was originally scoped for FY2024/2025 and has already slipped into 2025/2026. The \$30,000 loan is budgeted to draw down in 2025/2026. Further slippage	<b>Medium</b>	<b>Medium</b>	Establish a firm contract award deadline (target: no later than August 2026) and a construction commencement target before end of October 2026 (start of Southland's suitable painting season). Report programme status to the community board at each board meeting. If further slippage appears likely, escalate to the finance business partner to	Community partnership leader / finance business partner



		into 2026/2027 would incur ongoing interest (~\$1,446/year) against an undelivered project, and the 2026/2027 operating budget does not appear to re-provide for this project.			assess whether the loan drawdown timeline needs to be revised.	
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## Combined project scope, G1.0 and G2.0

### Lumsden information centre interior painting and floor repairs

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FBUILD004A
	ACTIVITY	Community facilities
	COMMUNITY BOARD	Northern
	CHAIRPERSON	Greg Tither
	COUNCILLOR	Tom O'Brien
	CPL	Kelly Tagg

#### DESCRIPTION

##### 23 Diana Street, Lumsden, Southland

Land Ownership: SDC-owned freehold title.



#### Building overview

The Lumsden information centre is a publicly accessible civic facility serving as the primary visitor information point for Lumsden township on State Highway 97. The building is a single storey older construction with corrugated roofing and painted weatherboard or masonry external cladding. It houses commercial tenants who generate hire/rental income for the Northern Community Board and serves both local residents and passing tourists.

#### Hazardous materials notice

Given the age of the building, the presence of lead-based paint on existing interior surfaces and/or asbestos-containing materials (ACMs) in eaves, soffits, or wall linings cannot be excluded. A preworks hazardous materials assessment must be completed prior to any preparation or painting work commencing. All works involving disturbing existing paint must comply with the Health and Safety at Work (Hazardous Substances) Regulations 2017 and WorkSafe NZ guidelines for lead paint and

Combined project scope, G1.0 and G2.0  
25/10/2022

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asbestos. The project manager must sign a written hazardous materials clearance or management plan before issuing the contract.

#### **Loan funding note**

This project is funded by a loan drawdown of \$51,000 in 2025/2026. Annual interest costs are approximately \$2,458/year at 4.82% with the loan scheduled to end in 2036.

### SCOPE

#### **Workstream 1: floor releveling and pile replacement**

- Relevel the existing floor, replacing any piles, bearers or timber that is no longer structurally suitable. Ensure all tie down fixings are in place and meet current standards. Carpet or alternative floor coverings are to be assessed and replaced as required, depending on the final layout of exhibits confirmed by the museum group and roaming museum officer.

\*Note: a pile condition inspection report was commissioned in 2024/2025. The outcome of that report must be reviewed and incorporated into the design brief before procurement commences.

#### **Workstream 2: internal repainting**

- Undertake internal repairs to ensure wall and ceiling linings are in sound condition to receive decoration. Apply undercoat and two topcoats of premium quality paint. Paint colour and brand to be agreed by the Northern Community Board and the museum group prior to specification issue. All paint colours, codes and brands to be recorded in the Southland District Council community facilities IPS system upon completion.

#### **Collection relocation**

- The museum collection must be relocated to suitable temporary storage before works commence. The community partnership leader is to work with the roaming museum officer and museum group to:
  - (a) produce a prereslocation condition and inventory record,
  - (b) confirm appropriate and insured storage arrangements, and
  - (c) agree what items are returned to the space and in what configuration post-works.

The museum group has indicated interest in installing a carriage exhibit, if this proceeds, sub floor strengthening may be required. This decision must be confirmed in writing before design is finalised and before procurement commences. If the carriage exhibit is not confirmed, it is explicitly out of scope.

#### **Out of scope**

- The following are explicitly out of scope for this project:
  - exterior works of any kind (covered under separate project FBUILD003A — exterior paint and repairs, \$30,000)
  - HVAC, electrical or plumbing upgrades
  - museum collection management, cataloguing or curation
  - permanent exhibition fit out or display infrastructure (unless sub floor strengthening for carriage exhibit is formally confirmed in scope)
- Structural upgrades beyond pile replacement and tie down fixings

### COMMUNICATION

- Northern Community Board: To be briefed at a scheduled board meeting. Board resolution required on paint colour/finish specification before procurement. Board to be updated at key project milestones.



<ul style="list-style-type: none"> <li>• RMO (Roaming museum officer): to be engaged in collection relocation planning, pre-works condition and inventory documentation, and agreement on what returns to the space post works.</li> <li>• Museum group: to confirm exhibit intentions (including carriage decision) in writing before design is finalised. Input on floor covering and layout required. To be consulted on paint colour selection.</li> <li>• Crafty tenant: minimum four weeks written notice required before works commence. Contractor access schedule to be agreed with tenant. Contractor health and safety plan to address tenant and customer safety. Property team to confirm lease obligations re: access and disruption.</li> <li>• Iwi / Rūnanga: consult with Stella (community partnership leader māori engagement lead) to confirm whether formal rūnanga notification or consultation is required given the heritage/museum context of the building.</li> </ul>	
<b>CONSENT</b>	
Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (To Be Confirmed)
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (To Be Confirmed)
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (To Be Confirmed)
<b>RISKS</b>	
<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> <li>• What mitigation is in place</li> <li>• What is the status (high/ medium/ low)</li> </ul>	<p>A formal risk register has been prepared for this project. See Risk Register table below. Key risks identified include unknown sub-floor/pile condition, unresolved carriage exhibit scope, museum collection damage during relocation, crafty tenant business disruption, hazardous materials, and insufficient contingency. All risks to be reviewed at PCG meetings and updated as the project progresses.</p>
<b>COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)</b>	
<p><b>Museum visitors and community:</b></p> <p>The museum will be closed and its collection in temporary storage for the duration of works. This affects community access to a key cultural facility in Lumsden. Programme delays will extend this closure; early contractor engagement and clear milestones are essential.</p> <p><b>Crafty tenant:</b></p> <p>An active commercial tenant operates within the building. Business disruption (restricted access, construction noise, dust) is a material impact. Advance notice agreed working hours and clear contractor tenant protocols are required to manage this.</p> <p><b>Northern Community Board:</b></p> <p>The board is a decision maker on paint colour/specification and must be formally engaged at design stage. Project progress updates should be included in scheduled board reporting.</p> <p><b>RMO and museum stewardship group:</b></p>	



These parties hold curatorial responsibility and must be formally co-decision makers on collection relocation and exhibit reinstatement, not merely notified.	
<b>OVERVIEW</b>	
What is this project (ie, capital, consent, operating or procurement)	Operating / maintenance
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy-People have everything they need to live, work, play and visit.
Are there any links to the Corporate Performance Framework	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To be prepared following Community Board sign-off on preferred option.
What type of communication plan is required	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What team members will make up the Project Control Group (PCG)	<ul style="list-style-type: none"> <li>• Kelly Tagg - community partnership leader</li> <li>• Greg Tither – community board chair</li> <li>• Community facilities asset owner</li> <li>• Project delivery team – project manager</li> <li>• Planning team</li> <li>• Finance business partner</li> </ul>
<b>BUDGETS</b>	
Approved budget	\$ 51,000
<p><b>Note:</b> The current \$30,000 budget has two unresolved cost uncertainties:</p> <p>(1) the garden replacement component, which the original scope flags may require additional budget; and</p>	



(2) the preworks hazardous materials assessment, which has not previously been budgeted for. These must be resolved during procurement planning before contract award.			
What is the initial cost made up of:	Design	\$ 0	(typically, 10% of project)
	Consents	\$ 0	(typically, 2% of project)
	Consultation	\$ 0	
	Project	\$ 45,900	
	Contingency	\$ 5,100	(typically, 10% of project)
	Total Budget	\$ 51,000	
How is the project being funded (loan or reserves)		Loan	
<b>WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION</b>			
	Full capital cost		
	Interest on loan <small>(if applicable)</small>		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	



Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
<b>PROGRAMME DATES</b>				
What are the key project milestones		<ul style="list-style-type: none"> <li>• Pile inspection report review : TBC, to be completed before procurement commences</li> <li>• Hazardous materials assessment: TBC, to be completed before procurement commences</li> <li>• Carriage exhibit confirmation: TBC, must be confirmed in writing before design is finalised</li> <li>• Paint colour selection (community board resolution): TBC, scheduled Northern Community Board meeting</li> <li>• Procurement / tender: TBC</li> <li>• Construction commencement: TBC, target within 2026/2027 financial year</li> <li>• Practical completion / handover: TBC</li> <li>• Collection reinstatement: TBC, following handover and in consultation with RMO and museum group</li> <li>• Defects liability period: to be confirmed at contract award</li> </ul>		
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
<b>ASSUMPTIONS</b>				
What if any assumptions have been made on the project to date		<ul style="list-style-type: none"> <li>• The 2024/2025 pile inspection report has been, or will be, completed and reviewed before procurement, and its findings fall within the existing budget and scope envelope.</li> <li>• No building, resource or heritage consent is required. This is assumed, not yet evidenced, formal written confirmation is required from the relevant Southland District Council teams before procurement.</li> </ul>		



	<ul style="list-style-type: none"> <li>• The museum group's carriage exhibit will not proceed during this project, or its sub-floor implications fall within the existing contingency. This must be confirmed in writing.</li> <li>• Floor covering replacement costs are included within the \$45,900 project budget.</li> <li>• The crafty tenant's lease contains no clauses that restrict access, construction noise or contractor working hours beyond standard Southland District Council practice.</li> <li>• The museum collection can be relocated to suitable storage without specialist handling requirements, or that any specialist handling costs are accommodated within existing budget.</li> <li>• No asbestos or other hazardous materials are present in the building fabric. To be confirmed by hazardous materials assessment prior to procurement.</li> <li>• The 10% contingency (\$5,100) is sufficient to absorb unknowns, subject to the pile inspection outcome and carriage decision.</li> <li>• Paint colour selection will be resolved at a scheduled community board meeting with prior written input from the museum group, without material delay to the programme.</li> </ul>
OTHER	
Any other items relating to this project	



## FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's	2026/27	
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does design meet SDC/ NZTA design standards		<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> <li>delegated authority for scope and budget changes</li> <li>variations to scope and budget</li> </ul>		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement <ul style="list-style-type: none"> <li>• tender open date</li> <li>• tender close date</li> <li>• award of contract date</li> </ul>		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



**Project risk register: Lumsden information centre exterior painting and repairs (FBUILD003)**

Risk ID	Category	Description	Likelihood	Impact	Mitigation	Owner
R-01	Structural	Subfloor and pile condition worse than anticipated, requiring remediation beyond scope.	Medium	High	Obtain completed pile inspection report (commissioned 2024/2025) before procurement. Adjust scope and contingency if findings warrant. Seek PCG approval for any variation.	Community partnership leader / project manager
R-02	Scope	Unresolved carriage exhibit intent by museum group may require additional subfloor strengthening not budgeted.	Medium	High	Confirm museum group's exhibit intentions in writing before design is finalised. Either include structural allowance in scope or formally defer carriage decision to post-project.	Community partnership leader / roaming museum officer
R-03	Programme	Works programme delayed due to contractor availability, weather or unforeseen site conditions, extending museum closure.	Medium	Medium	Establish clear programme milestones at procurement stage. Include liquidated damages clause in contract. Maintain regular PCG reporting.	Project manager
R-04	Stakeholder	Museum collection damaged or lost during relocation to temporary storage.	Low	High	Engage RMO and museum group to produce a collection condition and inventory record before relocation. Confirm insurance coverage for items during transit and storage. Engage specialist handlers if required.	Community partnership leader / roaming museum officer

Combined project scope, G1.0 and G2.0  
25/10/2022

Southland District Council  
Te Rohe Pōtae o Murihiku

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R-05	Stakeholder	Crafty tenant business disruption: access restrictions impact trade and customer safety, leading to complaints or compensation claims.	Medium	Medium	Provide minimum four weeks written notice to tenant. Agree access schedule and contractor working hours with tenant prior to works commencing. Contractor health and safety plan must address tenant interface. Review lease obligations with property team.	Community partnership leader / project manager
R-06	Health and safety	Public and tenant safety risk during floor levelling and painting works in occupied/shared building.	Medium	Medium	Contractor to prepare site-specific safety plan (SSSP) prior to commencement. Worksite to be appropriately hoarded, signage and access controlled. Community partnership leader to review SSSP before works begin.	Contractor / project manager
R-07	Financial	10% contingency (\$5,100) insufficient to absorb combined unknowns (structural, floor covering, subfloor strengthening).	Medium	Medium	Prioritise pile inspection outcome and carriage decision before locking procurement. If risk profile is elevated post-inspection, present variation to PCG and Northern Community Board before contract award.	Community partnership leader / finance business partner
R-08	Consent / heritage	Building or heritage consent requirement identified during design that was not anticipated at scoping stage.	Low	Medium	Obtain formal written confirmation from building and resource management teams that no consents are required before procurement. Note heritage/museum use context in any assessment.	Community partnership leader / resource management team
R-09	Environmental	Presence of hazardous materials (asbestos or lead	Low	High	Commission hazardous materials assessment (or confirm existing assessment is current)	Community partnership



		paint) in building fabric given age of construction.			prior to procurement. If hazardous materials identified, engage licensed removalist and allow for cost and programme impact.	leader / project manager
R-10	Stakeholder	Disagreement between community board and museum group on paint colour or finish specification, delaying design sign off.	Low	Low	Schedule colour selection presentation to Northern Community Board meeting with museum group input documented in advance. Obtain written community board resolution before issuing specification to contractor.	Community partnership leader

### District Projects — Public toilet programme 2026/2027

This document summarises the 17 public toilet projects included in the 2026/2027 Annual Plan. There is a total budget of \$2,260,000, comprising of \$215,000 in planning and \$2,045,000 in construction and renewal. Draft scoping documents are also available.

There is \$268,000 of Better Off Funding (BOF) available, that is to be allocated to facilities in Tuatapere, Riverton, Wallacetown, Tokonui, and Te Anau. This funding needs to be used by the end of the 2026 calendar year

The programme is based upon the most recent field surveys and represents a financially streamlined, fit for purpose programme.

#### Summary

Project No.	Location	Description	Phase	Cost estimate	Status	Notes
FTOIL L0010A	Te Anau – Steamers Beach	Feasibility investigation and planning for a new public toilet at Steamers Beach.	Scoping and planning	\$60,000	Pre-scoping	Request initiated by the Fiordland Community Board in response to local demand, particularly during community events. Water supply, site stability, road proximity, and resource consent requirements are all to be assessed. Relieves current reliance on the local yacht club and Department of Conservation visitor centre facilities that are approximately 400m away.
FTOIL L011A	Otautau – Arboretum	Planning for upgrade and refurbishment of the existing arboretum toilet.	Scoping and planning	\$15,000	Pre-scoping	Facility is functional but needs attention. A detailed scope of works is to be determined and will go to market.
FTOIL XXXX	Mandeville – Taylor Park	Investigation into installation of a toilet facility.	Scoping and planning	\$10,000	Pre-scoping	There is no toilet facility here and there is a need due to people using the park and defecating.

Project No.	Location	Description	Phase	Cost estimate	Status	Notes
FTOIL L012A	Riverton – Leader street / Rugby Club	This building has a low seismic assessment score and requires work.	Planning and consultation	\$25,000	Scoping underway	Scoping options under consideration, including structural repairs (wing wall replacement, masonry infill) combined with a general refurbishment or removal. Community board input is sought on implications of closure or demolition. There may be an opportunity to work with the adjacent Rugby club with regards and solution
FTOIL L013A	Curio Bay campground	Planning for possible replacement of the campground toilet, contingent on broader campsite operator arrangements.	Planning and consultation	\$25,000	Pre-scoping	Facility is functional but needs attention. Longer term replacement planning will track campsite operator status.
FTOIL L014A	Garston	Resource consent application for a new septic disposal field and the replacement of existing septic tank.	Planning and resource consenting	\$50,000	Resource consent pending	Resource consent application has been lodged, awaiting the outcome.
FTOIL L015A	Riverton – Princess street / Palmerston street	The Detailed Seismic Investigation (DSI) has provided recommendations to follow up	Planning and consultation	\$30,000	Scoping underway	Seismic strengthening is not required, although it is highly recommended to replace the circular hollow section steel post in the northeastern corner of the building that supports the roof. The section does not provide adequate structural support under a snow loading. A new, larger post should be directly connected to the wall plate and the concrete floor slab.  Resource consent may be required.

Project No.	Location	Description	Phase	Cost estimate	Status	Notes
FTOIL L016A	Garston – refurbishment and disposal field	High use site that requires upgrade work (pending resource consent outcome)	Pre-construction	\$400,000	Resource consent pending	Construction of a new septic disposal field (approximately 200m from the toilet building) and replacement of the septic tank. Additional budget will be required if further refurbishment or full replacement is needed.
FTOIL XXXX	Nightcaps – McGregor Park	New toilet facility at McGregor Park. Resource consent is likely to be required.	Scoping, planning and construction	\$200,000	Scoping underway	Need for a facility at this location was confirmed at a 2025 community board meeting. Demand has grown following installation of a pump track. Water access and river proximity are to be assessed during scoping.
FTOIL L017A	Tuatapere – Main street	Refurbishment required	Scoping, planning and construction	\$300,000	Scoping underway	This work is BOF funding eligible and will be a full refurbishment of the exterior and interior. Noting the Detailed Seismic Assessment (DSA) indicate that strengthening work is not required.
FTOIL L018A	Tokonui – rebuild and dump station	Replacement of tired toilet facility and relocation of the dump station, including improved vehicle access.	Scoping, planning and construction	\$400,000	Scoping underway	Existing facility is aged and does not meet local needs and presents an opportunity to improve. Resource consent advice will be sought, regarding the relocated dump station that has vehicle access issues. Adjacent tree removal proposed.  BOF funding eligible.
FTOIL L019A	Te Anau – Ivon Wilson Park	Refurbishment and septic tank upgrade to extend the operational life of this facility.	Scoping, planning and construction	\$150,000	Scoping underway	Scoping a refurbishment while longer term investment is directed toward the Steamers Beach new build. Tree root ingress and septic tank condition are the primary issues. BOF funding eligible.

Project No.	Location	Description	Phase	Cost estimate	Status	Notes
FTOIL L020A	Riverton – Princess street / Palmerston street	Full refurbishment and possible strengthening	Scoping, planning and construction	\$200,000	Scoping underway	Scoping a refurbishment and following up recommendations from Detailed Seismic Assessment.
FTOIL L021A	Wallacetown – new toilet	Construction of a new public toilet facility at an agreed location.	Finalisation and construction	\$350,000	Resource consent pending	Project is well advanced. Consultation regarding door direction and door screening measures are being finalised to address resident concerns. Resource consent required. BOF funding eligible.
FTOIL L022A	Riverton – Howells Point	Refurbishment and repairs	Construction	\$20,000	Scoping underway	Scoping light refurbishment, addressing roof holes and guttering defects.
FTOIL L023A	Thornbury – minor works	Refurbishment and repairs	Construction	\$20,000	Pre-scoping	Re-levelling of footings and minor structural stabilisation to retain the asset.
FTOIL L024A	Fortrose – light refurbishment	Minor refurbishment works on an as required basis.	Construction	\$5,000	Monitor	Replace and upgrade fixtures and fittings. Flooding risk from proximity to the estuary noted.
<b>TOTAL</b>				<b>\$2,260,000</b>		

### District projects — District programme 2026/2027

This section identifies the 12 district funded projects included in the 2026/2027 Annual Plan for parks and reserves, property, offices and buildings, community housing and cemeteries. The total programme budget is \$775,748.

#### Summary

Project No.	Location	Description	Phase	Budget	Notes
P-11483A	Parks and Reserves	Reserve Management Plans	Ongoing	\$51,537	Ongoing project across all reserves
FPARK033A	Parks and Reserves	Edendale Scenic Reserve - Bridge maintenance	Closing	\$15,637	Project finalising gravel path to install. The walking track is approximately 2 km loop track suited to walkers, runners, school groups and families. Upgrade of the first section of track or short track to be more accessible for all users and top up areas on the long loop where required.
FHOUS003A	Community Housing	Community Housing - Housing units refurbishment	Ongoing	\$105,093	21 Units at Edendale, Nightcaps and Lumsden
FHOUS018A	Community Housing	Community Housing - replace roof	Ongoing	\$31,273	Reroof two units at Riversdale (48A and 48B, York Road)
FHOUS020A	Community Housing	Community Housing - replacement of water bore at Riversdale	Ongoing	\$10,424	Obtain a condition assessment of the existing bore and water quality. If the bore is not fit for purpose replace with a new unit and install UV filters to make sure that the water meets potable water standards



Project No.	Location	Description	Phase	Budget	Notes
P-10989A	Cemeteries	Riverton - land purchase to increase cemetery size	Ongoing	\$205,836	Early investigations continue, ground penetrating radar work being considered with respect to potential purchase of land, prior to any purchasing decisions.
P-10974A	Cemeteries	District Wide - cemetery beams	Ongoing	\$17,000	Annual installation of new cemetery beams at identified cemeteries based on the remaining plot available and influx of new burials from surrounding communities
FBUILD011A	Offices and Buildings	Otautau Office - internal refurbishment	Scoping	\$260,610	Possible roof repairs/ building interior refurbishment
FBUILD010A	Offices and Buildings	Lumsden Office - Exterior repaint	Scheduled	\$26,061	Scheduled for September 2026
P-11191A	Offices and Buildings	Te Anau Library - Entrance flooring and automatic doors	Scoping	\$18,764	Replace the auto door mechanisms and replace the flooring in the entranceway. If budget allows, paint the entrance.
FBUILD028A	Other Property	Waikiwi Yard - Remove hedges and build new fences in conjunction with neighbours	Ongoing	\$23,513	This project is to remove the large hedges on the boundary and construct new security fencing.
FBUILD029A	Other Property	Waikiwi Yard - options analysis for future facility provisions for depot/yard	Ongoing	\$10,000	Located at 30 Hunt Street, being used as a base for the community maintenance team (CMT). It is also used as storage for roading, three waters, and the project delivery team. This project is to develop an options analysis for the future of the yard/depot.

Project No.	Location	Description	Phase	Budget	Notes
				\$775,748	



## Combined project scope, G1.0 and G2.0

### Toilet renewal – consenting

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FTOIL014A
	ACTIVITY	Public conveniences
	COMMUNITY BOARD	Northern
	CHAIRPERSON	Greg Tither
	COUNCILLOR	Tom O'Brian
	CPL	Kelly Tagg
<b>DESCRIPTION</b>		
<p>9 Garston Athol Highway, Garston</p> <p>Location: This is council owned land and does not require a boundary survey. Lot 4 DP 14271, Lot 5 DP 14271, Lot 6 DP 14271, Lot 8 DP 14271, Lot 9 DP 14271</p> <p>Resource consent application lodged — awaiting outcome. If the construction phase (P10642, \$400,000) proves sufficient to cover all works, this planning provision may be redirected to scoping at Woodlands or Nightcaps/McGregor Park.</p>		
		
<b>SCOPE</b>		
Resource consent application and design for a new septic disposal field and replacement septic tank.		
<b>COMMUNICATION</b>		
The community will need to be informed that this work will be undertaken.		
<b>CONSENT</b>		
Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Combined project scope, G1.0 and G2.0  
25/10/2022

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Resource	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>RISKS</b>			
What are the project risks that have been identified to date			
<ul style="list-style-type: none"> <li>What mitigation is in place</li> <li>What is the status (high/ medium/ low)</li> </ul>			
<b>COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)</b>			
There may be a period when the area will need to be cordoned off to allow work to be undertaken. The toilet will not be available to the public while the work is being undertaken. Stakeholders include: The community. Tourist operators.			
<b>OVERVIEW</b>			
What is this project (ie, capital, consent, operating or procurement)	Capital		
Is this a one-off project or works programme	One Off		
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit		
Are there any links to the Corporate Performance Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
How does this project fit in with the outcomes of the community board plans			
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
What type of communication plan is required	Medium		
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager		
<b>BUDGETS</b>			
Approved budget	\$50,000		
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$45,000	
	Contingency	\$5,000	(typically, 10% of project)
	Total Budget	\$50,000	



How is the project being funded (loan or reserves)			
<b>WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION</b>			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan <small>(if applicable)</small>		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
	What is the impact on rates going forward for the TCO?		
Is this affordable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>APPROVALS</b>				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
<b>PROGRAMME DATES</b>				
What are the key project milestones				
Planning				
Design				
Consent				



Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	



## FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does design meet SDC/ NZTA design standards		<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> <li>delegated authority for scope and budget changes</li> <li>variations to scope and budget</li> </ul>		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		





(RFP, RFIP, RFT, three quotes)		
Timeline for procurement <ul style="list-style-type: none"> <li>• tender open date</li> <li>• tender close date</li> <li>• award of contract date</li> </ul>		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



## Combined project scope, G1.0 and G2.0

### Toilet renewal – refurbishment and disposal field

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FTOIL016A
	ACTIVITY	Public conveniences
	COMMUNITY BOARD	Northern
	CHAIRPERSON	Greg Tither
	COUNCILLOR	Tom O'Brian
	CPL	Kelly Tagg
<b>DESCRIPTION</b>		
<p>9 Garston Athol Highway, Garston</p> <p>Location: This is council owned land and does not require a boundary survey. Lot 4 DP 14271, Lot 5 DP 14271, Lot 6 DP 14271, Lot 8 DP 14271, Lot 9 DP 14271</p> <p>The current septic configuration presents a health and safety risk — water bores are located within 50m of the non-compliant tank. The toilet building itself is in good condition with only minor OPEX repairs identified. Any underspend is to be reallocated to Nightcaps/McGregor Park. See also: Garston Planning phase.</p>		
		
<b>SCOPE</b>		
<p>Construction of a new septic disposal field (approximately 200m from the toilet building), replacement of the existing non compliant septic tank, and minor building repairs.</p>		
<b>COMMUNICATION</b>		
<p>The community will need to be informed that this work will be undertaken. Consent requirement not yet checked.</p>		



CONSENT		
Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Archaeology/ Heritage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resource	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
RISKS		
What are the project risks that have been identified to date <ul style="list-style-type: none"> <li>What mitigation is in place</li> <li>What is the status (high/ medium/ low)</li> </ul>	Current configuration represents a potential health and safety risk with the location of the bores within 50m of the non compliant septic tank.	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)		
There may be a period when the area will need to be cordoned off to allow work to be undertaken. The toilet will not be available to the public while the work is being undertaken. Stakeholders include: community, tourist operators.		
OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Capital	
Is this a one-off project or works programme	One Off	
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit	
Are there any links to the Corporate Performance Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What type of communication plan is required	Medium	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager	
BUDGETS		
Approved budget	\$400,000	
What is the initial cost made up of:	Design	\$ (typically, 10% of project)
	Consents	\$ (typically, 2% of project)
	Consultation	\$



	Project	\$360,000	
	Contingency	\$40,000	(typically, 10% of project)
	Total Budget	\$400,00	
How is the project being funded (loan or reserves)			
<b>WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION</b>			
	Full capital cost		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan		
	(if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
What is the impact on rates going forward for the TCO?			
Is this affordable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>APPROVALS</b>				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
<b>PROGRAMME DATES</b>				
What are the key project milestones				



Planning	
Design	
Consent	
Procurement	
Construction or delivery	
Handover	
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	



## FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does design meet SDC/ NZTA design standards		<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> <li>delegated authority for scope and budget changes</li> <li>variations to scope and budget</li> </ul>		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		





(RFP, RFIP, RFT, three quotes)		
Timeline for procurement <ul style="list-style-type: none"> <li>tender open date</li> <li>tender close date</li> <li>award of contract date</li> </ul>		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



## Combined project scope, G1.0 and G2.0

### Lumsden Office – Exterior Repaint

<b>PHOTOS</b>	<b>FINANCIAL YEAR</b>	2026/2027
	<b>PROJECT NUMBER</b>	FBUILD10
	<b>ACTIVITY</b>	Community Facilities
	<b>COMMUNITY BOARD</b>	Northern
	<b>CHAIRPERSON</b>	Greg Tither
	<b>COUNCILLOR</b>	Tom O'Brien
	<b>CPL</b>	Kelly Tagg
<b>DESCRIPTION</b>		
<p>18 Diana Street, Lumsden</p> 		
<b>SCOPE</b>		
<p>The trees and shrubs will require trimming back to allow scaffolding around the building.</p> <p>Preparation:</p> <ol style="list-style-type: none"> <li>1. Clean up: Pressure-wash off any debris, chalk, old paint residues, cobwebs, and dirt on the walls. Use bleach to remove mildew or fungus.</li> <li>2. Trim Vegetation: Make sure that any plants or trees that could get in the way of your painting contractors are trimmed back to provide adequate room. Cover leaves of nearby trees and plants with plastic to prevent unsightly paint splatters.</li> <li>3. Test external power outlets and taps: Painters will need access to water or power for tools, depending on the type of job. Ensuring that these are all in good working order before they arrive can avoid delays and unnecessary frustration.</li> <li>4. Repair wall damage: As with internal commercial painting, make sure you repair any damage to the external surfaces, such as holes, rot, decay, mould, and other common commercial property problems.</li> </ol>		

Combined project scope, G1.0 and G2.0  
25/10/2022

Southland District Council  
Te Rohe Pōtae o Murihiku

PO Box 903  
15 Forth Street  
Invercargill 9840

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**Painting:**  
 Apply 1 undercoat as required and 2 top coats of premium paint to exterior of the office in a color(s) that is agreed upon by the project manager. Ensure the paint specified is used and not substituted for a different brand.

**Cleanup:**  
 All surfaces that aren't being painted are to be paint free at the end of the project.

**Paint Colors:**  
 Foundation  
 Doors  
 Hand Rails  
 Down Pipes  
 Walls  
 Windows

All paint colors and brands used are to be recorded into community facilities IPS system (include paint codes if available).

All left over paint is to be left with SDC maintenance officer.

**COMMUNICATION**  
 The office staff and community will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the office staff so this project does not interfere with the day to day running of the office.

**CONSENT**

Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**RISKS**

What are the project risks that have been identified to date ➤ What mitigation is in place ➤ What is the status (high/ medium/ low)	The area will be set up as a work site with the correct health and safety plans, signage and equipment in place
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**COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)**  
 The site and office may have restricted access while this work is being undertaken.

**OVERVIEW**



What is this project (ie, capital, consent, operating or procurement)	Maintenance			
Is this a one-off project or works programme	One off			
What are the strategic and activity links				
Are there any links to the Corporate Performance Framework	<input type="checkbox"/> Yes <input type="checkbox"/> No			
How does this project fit in with the outcomes of the community board plans				
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
What type of communication plan is required				
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Has a draft risk register been prepared	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager			
<b>BUDGETS</b>				
Approved budget	\$25,000			
What is the initial cost made up of:	Design	\$	(typically, 10% of project)	
	Consents	\$	(typically, 2% of project)	
	Consultation	\$		
	Project	\$22,500		
	Contingency	\$2,500	(typically, 10% of project)	
	Total Budget	\$25,000		
How is the project being funded (loan or reserves)	Loan			
<b>WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION</b>				
	Full capital cost			
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the	Interest on loan (if applicable)			
	Useful life (in years)			
	Residual value			
	Annual maintenance costs			
	Annual operating costs			
	Other cost (renovations) and at what intervals?			



WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION	
end TOC figure you get.	Disposal costs
	Total cost of ownership?
What is the impact on rates going forward for the TCO?	
Is this affordable?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning				
Design				
Consent				
Procurement				
Construction or delivery				
Handover				
Are there any critical path activities				
ASSUMPTIONS				
What if any assumptions have been made on the project to date				
OTHER				
Any other items relating to this project				



## FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's		
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		




PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does design meet SDC/ NZTA design standards		<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> <li>delegated authority for scope and budget changes</li> <li>variations to scope and budget</li> </ul>		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement <ul style="list-style-type: none"> <li>• tender open date</li> <li>• tender close date</li> <li>• award of contract date</li> </ul>		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
<b>NOTES</b>		
<b>CONTRACT NUMBER</b>		
<b>DATE OF HANDOVER</b>		

## Combined project scope, G1.0 and G2.0

### P-10974A — District wide cemetery beams

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-10974A
	ACTIVITY	Community Services
	COMMUNITY BOARD	As Required
	CHAIRPERSON	As Required
	COUNCILLOR	As Required
	CPL	As Required

#### DESCRIPTION

Location: district wide

This is based upon demand/ priorities required.

#### SCOPE

Install new beam. An allocation of funding has been set aside to install one beam each year. The location and size will be determined each year depending on demand.

Concrete beams will be formed as per the headstones and cemetery monuments, NZS 4242:2018.

#### COMMUNICATION

The community will need to be informed that this work will be undertaken.

#### CONSENT

Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

#### RISKS

<ul style="list-style-type: none"> <li>What are the risks that have been identified to date</li> <li>What mitigation is in place</li> <li>What is the status (high / medium / low)</li> </ul>	<p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a low risk activity.</p>
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#### COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

There may be a period when the area will need to be cordoned off to allow work to be undertaken. The area will not be available to the public while the work is being undertaken.

Stakeholders include: The community and iwi.

OVERVIEW	
• What is this project (ie, capital, consent, operating or procurement)?	Capital
• Is this a one-off project or works programme?	One Off
• Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17745
• What are the strategic and activity links?	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
• Are there any links to the Corporate Performance Framework?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to the Community Facilities Team Business Plan 2024 – 2025 and the Corporate Performance Framework
• Is the project on Council owned land?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Do we have approvals for land use?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Are consents and permits required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is a procurement process required for the design phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	To be determined

Budgets			
• What is the initial cost made up of:	Design	\$00.00	(typically 10% of project)
	Consents	\$00.00	(typically 2% of project)
	Consultation	\$00.00	
	Project contingency	\$1,700.00	(typically 10% of project)
	Total Budget	\$17,000.00	
• How is the project being funded (ie, LTP, locally funded, other?)	District Reserves		


Approvals				
COMMUNICATIONS	SIGNED		Date	
IWI	SIGNED		Date	
BUILDING	SIGNED		Date	
PROPERTY	SIGNED		Date	
RESOURCE MANAGEMENT	SIGNED		Date	
THREE WATERS	SIGNED		Date	
COMMUNITY BOARD	SIGNED		Date	

APPENDICES				



## Combined project scope, G1.0 and G2.0

Community housing – internal refurbishment - 21 units

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FHOUS003A
	ACTIVITY	Community facilities
	COMMUNITY BOARD	As Required
	CHAIRPERSON	As Required
	COUNCILLOR	As Required
	CPL	As Required
	<b>DESCRIPTION</b>	
<p><b>Pioneer Place, Edendale (10 units), Seaward Road, Edendale (one unit) Annan Street, Nightcaps (six units), Tauna Street, Lumsden (four units)</b></p> <p>Location: Council owned land. No boundary survey required</p> <p>Interior repainting is a standard, recurring maintenance obligation within Council's asset management programme. Trigger points for repainting include unit vacancy and turnover (condition on exit), scheduled maintenance cycles, and identification of deteriorated surfaces during routine property inspections.</p> <p>This project has been identified to address accumulated deferred maintenance across 21 units at four locations, with paint condition ranging from faded and marked through to surface adhesion failure in the worst-affected units.</p> <p>The project also establishes a district wide uniform colour standard across all community housing units, replacing the current inconsistent palette that has resulted from ad hoc repaints over multiple years.</p>		
<b>SCOPE</b>		
<p>This project covers the full internal repaint of up to 21 council-owned community housing units across three locations: Edendale (11 units), Nightcaps (six units), and Lumsden (four units).</p> <p>The total unit count is fixed at 21; however, sequencing within each financial year is subject to unit availability as determined by tenant vacancy and exit condition.</p> <p><b>Works at each unit will include:</b></p> <ul style="list-style-type: none"> <li>• full internal repaint of all rooms to the approved Southland District Council district wide community housing colour schedule and paint specification.</li> <li>• surface preparation: washing, sanding, filling holes and cracks, and priming bare surfaces prior to painting.</li> <li>• all work to be completed to a professional finish in accordance with the paint manufacturer's specification to the painting of buildings.</li> </ul>		



- mandatory hazardous materials assessment (lead paint and asbestos survey) to be completed by a certified assessor at each unit before any preparatory sanding or scraping commences.
- concurrent condition assessment of each unit to record any additional maintenance requirements identified during the repaint.
- concurrent exterior visual assessment to identify any immediate, low-cost improvement opportunities (lighting, accessibility, placemaking) while contractor is on site. Findings to be reported for inclusion in future programmes.

#### **Paint colour standard**

Colours to be uniform across the district at all community housing units. The approved Southland District Council district wide community housing colour schedule applies. The project manager must confirm the current approved colour schedule with the community facilities asset owner before procurement is issued.

#### **Out of scope:**

- Reroofing, structural, or exterior painting works.
- Carpet, flooring replacement, or kitchen/bathroom fixture renewals.
- Any works requiring building or resource consent.
- Healthy Homes Standards remediation works (to be reported separately if deficiencies identified during access).

#### **COMMUNICATION**

Each community (Edendale, Nightcaps, and Lumsden) must be notified a minimum of four weeks before works commence at their location. The following communication actions are required:

- **Tenants (all units)- minimum four weeks prior to works commencing at the unit**

Written notice delivered to each unit. Include: start date, expected duration, named Southland District Council contact person, and disruption management process.

- **Tenants (elderly or vulnerable)- minimum four weeks prior, follow-up one week prior**

Personal door knock by the tenancy manager in addition to written notice. Discuss fume sensitivity, access requirements, and whether temporary accommodation is needed.

- **Edendale, Nightcaps, Lumsden communities- minimum two weeks prior to works at each location**

Community board members to provide local notice via usual community channels. Site access restrictions to be signed on-site.

- **Iwi- before procurement is issued**

Confirm with Iwi whether engagement is required for this activity. Record outcome in the communications sign-off field.

- **Community board- monthly during works**

Progress reporting at each board meeting during the works programme.

#### **Contractor responsibilities:**

- The contractor must coordinate directly with the tenancy manager to confirm access arrangements at each unit before commencing work.



<ul style="list-style-type: none"> <li>The contractor must not commence surface preparation (sanding, scraping) at any unit until the hazardous materials clearance certificate for that unit has been issued.</li> <li>The contractor must maintain a site diary recording daily access arrangements, any tenant concerns raised, and resolution actions taken.</li> </ul>	
<b>CONSENT</b>	
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (To Be Confirmed)
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (To Be Confirmed)
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (To Be Confirmed)
<b>RISKS</b>	
<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> <li>What mitigation is in place</li> <li>What is the status (high/ medium/ low)</li> </ul>	<p>A table of risk register had been attached in this document. Rows shaded red indicate high risks requiring immediate mitigation action prior to project commencement.</p>
<b>COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)</b>	
<p><b>Current tenants (primary)</b></p> <p>Direct disruption during works: rooms temporarily inaccessible, fume exposure during and immediately after painting. Elderly and vulnerable tenants may require temporary accommodation. Managed through formal decanting strategy, minimum four week written notice, and personal contact for vulnerable tenants. Long-term positive impact: improved living conditions and uniform dwelling standard.</p> <p><b>Community (Edendale, Nightcaps, Lumsden)</b></p> <p>Restricted site access at Pioneer Place during active works. Community notified in advance via written notice and community board channels. Long term positive: improved appearance of council housing within the community.</p> <p><b>Community board / Council</b></p> <p>Governance risk if cross boundary budget coding proceeds without authority. Reputational risk if hazardous materials are found after works commence without prior testing. Both are addressed in the risk register.</p> <p><b>Iwi</b></p> <p>Engagement to be confirmed. Record outcome in the approvals section.</p>	
<b>OVERVIEW</b>	
What is this project (ie, capital, consent, operating or procurement)	Operating internal repaints of council-owned community housing units.
Is this a one-off project or works programme	One-off project
What are the strategic and activity links	1.1.4 Undefined Strategy-People have everything they need to live, work, play and visit.
Are there any links to the Corporate Performance Framework	<input type="checkbox"/> Yes <input type="checkbox"/> No improved housing conditions for community housing tenants aligns with community wellbeing outcomes.



How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do we have approvals for land use		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is a procurement plan required		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What type of communication plan is required		Standard written notice (minimum 4 weeks), personal contact for vulnerable tenants, community-level notification at all three locations, and monthly board reporting during works.
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has a draft risk register been prepared		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What team members will make up the Project Control Group (PCG)		<ul style="list-style-type: none"> <li>• CPL</li> <li>• Councillor</li> <li>• Community Facilities Asset Owner</li> <li>• Project Delivery Team – Project Manager</li> <li>• Planning Team</li> <li>• Finance Business Partner</li> </ul>
<b>BUDGETS</b>		
Approved budget		\$ 105,093
What is the initial cost made up of:	Design	\$ 0 (typically, 10% of project)
	Consents	* to be confirmed (resource consent) (typically, 2% of project)
	Consultation	\$ 0
	Project	\$ 94,584 1. Hazardous materials assessment 2. Per-unit condition assessment 3. Project works (repaints)
	Contingency	\$ 10,509 (typically, 10% of project)
	Total Budget	\$ 105,093
How is the project being funded (loan or reserves)		Loan
<b>WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION</b>		
	Full capital cost	
Calculating the Whole of Life (WOL)	Interest on loan	
	(if applicable)	



WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Useful life (in years)	
	Residual value	
	Annual maintenance costs	
	Annual operating costs	
	Other cost (renovations) and at what intervals?	
	Disposal costs	Nil.
	Total cost of ownership?	
What is the impact on rates going forward for the TCO?		
Is this affordable?		<input type="checkbox"/> Yes <input type="checkbox"/> No

APPROVALS				
Communications	Signed		Date	
Iwi	Signed		Date	
Building	Signed		Date	
Property	Signed		Date	
Resource management	Signed		Date	
Three waters	Signed		Date	
Community board	Signed		Date	
Asset manager	Signed		Date	
Finance business partner	Signed		Date	
PROGRAMME DATES				
What are the key project milestones				
Planning		<b>Scoping / planning:</b> target April – May 2026 Resolve geographic funding boundary (Nightcaps and Lumsden). Confirm all unit addresses. Confirm Annual Plan budget capture with finance.		
Design		<b>Hazardous materials assessment:</b> target May – June 2026 Certified assessor to survey all identified units before procurement is issued. Results to inform procurement specification and budget. <b>Per unit condition assessments:</b> target May – June 2026		



	<p>Complete alongside hazmat assessment. Results to confirm scope and establish capped per-unit cost.</p> <p><b>Tenant decanting strategy:</b> target May 2026</p> <p>Tenancy manager to develop and approve strategy before procurement.</p>
Consent	N/A
Procurement	<p><b>Procurement:</b> target June – July 2026</p> <p>Issue RFQ to local Southland painting contractors. Evaluation criteria to include local contractor weighting.</p> <p><b>Contract award:</b> target July – August 2026;</p> <p>Subject to community board approval where required by delegated authority thresholds.</p>
Construction or delivery	<p><b>Community notification:</b> target August 2026;</p> <p>Written notice issued to all tenants and communities at least four weeks before works commence at each location.</p> <p><b>Construction:</b> target September – November 2026</p> <p>Sequencing subject to unit vacancy. Edendale to be completed first given confirmed address and funding.</p>
Handover	<p><b>Handover / practical completion:</b> target December–March 2027</p> <p>Per unit sign off by project manager and asset owner. Condition records updated in CAMMS.</p> <p><b>Post completion review:</b> target March 2027;</p> <p>Document actual cost per unit, lessons learned, and recommendations for the next repaint cycle.</p>
Are there any critical path activities	<ul style="list-style-type: none"> <li>hazardous materials assessment must be completed before procurement is issued.</li> <li>geographic funding boundary resolution (R01) must be achieved before works proceed at Nightcaps and Lumsden.</li> <li>unit vacancy is outside the project's control and is the primary scheduling dependency.</li> </ul>
<b>ASSUMPTIONS</b>	
What if any assumptions have been made on the project to date	<ul style="list-style-type: none"> <li>sequencing depends on unit vacancy. Not all 21 units will necessarily be repainted in 2026/2027, the approved budget covers the full programme and any unspent funds to be carried forward or returned.</li> <li>paint colours are to be standardised district wide. The approved Southland District Council district wide community housing colour schedule is current and has been confirmed with the community facilities asset owner before procurement.</li> </ul>



	<ul style="list-style-type: none"> <li>• no building, resource, or heritage consents are required for interior painting. This assumption fails if: (a) structural opening-up works are identified, or (b) the unit is heritage-listed.</li> <li>• this project carries moderate operational and health and safety risk. The 'low risk' classification in the original scoping document has been revised in light of the hazardous materials and tenant disruption risks identified.</li> <li>• hazardous materials (lead paint and asbestos) may be present in some or all units given the age of the housing stock. This is not assumed to be absent. Testing is mandatory before works commence.</li> <li>• budget is sufficient for the works programme including hazmat assessment and condition surveys. This estimate is subject to review once per-unit condition assessments are complete and quotes are received. A budget variation request will be submitted if the estimate is exceeded.</li> <li>• qualified painting contractors are available in the Southland region and able to service three rural locations. Market research to be completed before procurement is issued.</li> <li>• units can be repainted while briefly vacant between tenancies in most cases. Where a unit must be repainted while occupied, a tenant decanting strategy will be implemented and temporary accommodation arranged if required.</li> <li>• the project is a one-off operating expenditure programme in 2026/2027. If not completed within the financial year due to unit unavailability, a carry-forward will be sought in the Annual Plan 2027/2028.</li> <li>• loan funding of an operating-classified project has been formally confirmed as appropriate by the finance business partner.</li> </ul>
<b>OTHER</b>	
<p>Any other items relating to this project</p>	<p><b>Healthy homes standards:</b></p> <p>The project manager and contractor are to note any apparent non compliance with the healthy homes standards (ventilation, moisture ingress, draught stopping) identified during internal access at each unit. A condition summary is to be provided to the tenancy manager on completion of each unit for follow-up action outside this project.</p> <p><b>Defects liability:</b></p> <p>A 12 month defects liability period applies from the date of practical completion at each unit. The contractor is responsible for rectifying any paint adhesion failures, significant colour variation, or surface defects identified</p>



	within this period at no additional cost to Council. The defects liability period is to be monitored by the community facilities asset owner.
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## FOR INTERNAL USE ONLY

BUDGET (FINANCE TO ASSIST IF REQUIRED)		
Financial year's	2026/27	
Unbudgeted expenditure report RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm work order is approved	W	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components of budget	External funding	\$
	District funding	\$
	Local funding	\$
	NZTA funding	\$
	Loan	\$
	Other	\$
How was the budget developed	Contingency	\$
	Risk	\$
	Consultants fees	\$
	Investigation fees	\$
Total budget		\$
Committed budget (what has been committed or spent to date)	Consultants fee	\$
	Consent charges	\$
	Design costs	\$
	Other	\$
Are there any constraints for external funding		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details		
If the project if over \$2 million, has finance been informed to inform insurance company		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ongoing maintenance costs been allowed for		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, annual costs		\$
External funding reporting requirements and timeline		
If this is a new asset, what is the reference code (you get this from the finance team)		
Has retentions or bond management been set up with the finance team		<input type="checkbox"/> Yes <input type="checkbox"/> No
How long is the defects liability period (if any)		
Who will the defects liability period (if any) sit with		



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does design meet SDC/ NZTA design standards		<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> <li>delegated authority for scope and budget changes</li> <li>variations to scope and budget</li> </ul>		
PROCUREMENT		
Is a procurement plan required (including for design)		
Is this an NZTA procurement policy request project		
Is public tender required		
Type of procurement		



(RFP, RFIP, RFT, three quotes)		
Timeline for procurement <ul style="list-style-type: none"> <li>tender open date</li> <li>tender close date</li> <li>award of contract date</li> </ul>		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions are required		
What ANZ standards requirements		
Delegated authority to go to tender, award contract, sign off		
Types and limits of insurance	Public liability	\$
	Vehicle	\$
	Plant	\$
NOTES		
CONTRACT NUMBER		
DATE OF HANDOVER		



Risk ID	Category	Description	Likelihood	Impact	Mitigation	Risk owner
R01	Health & Safety	Hazardous materials exposure. Surface preparation in older housing stock may disturb lead paint or asbestos, exposing contractors and tenants to hazardous materials.	High	Severe	Mandatory certified hazardous materials assessment (lead and asbestos) at every unit before any preparatory works commence. Contractor must not commence sanding/scraping without written clearance certificate.	Project Manager / H&S Officer
R02	Operational & Reputational	Tenant disruption. Repainting occupied units causes fume exposure, loss of access, and disruption, particularly for elderly or vulnerable tenants.	Almost Certain	High	Develop and implement a formal tenant decanting strategy before programme approval. Provide temporary accommodation where required. Tenancy Manager to personally contact vulnerable tenants.	Community Facilities / Tenancy Manager
R03	Financial	Budget overrun from reactive approach. Absence of baseline condition assessments and fixed per-unit costs may lead to scope drift and budget overrun.	High	High	Conduct upfront per-unit condition assessments. Set a maximum capped cost per unit. Fix contingency at 10% minimum. Track spend per unit against the capped rate.	Project Manager / Finance
R04	Strategic & Procurement	Local contractor preference not reflected in procurement. Failing to structure procurement to favour local contractors misses the CB's economic development objective.	Medium	Medium	Procurement plan to include specific evaluation weighting for local Southland contractors or social enterprises.	Procurement Officer / PM
R05	Strategic & Urban Design	Missed exterior improvement opportunity. Internal-only focus misses low-cost exterior placemaking, lighting, or accessibility improvements achievable while contractors are on site.	High	Medium	Contractor to complete a concurrent exterior visual assessment at each unit. Findings reported to asset owner for future planning.	Community Facilities / Project Planner

Combined project scope, G1.0 and G2.0  
25/10/2022

Southland District Council  
Te Rohe Pōtae o Murihiku

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Invercargill 9840

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R06	Operational	Contractor availability in rural locations. Three geographically dispersed rural sites may limit the pool of available qualified contractors and increase mobilisation costs.	Medium	Medium	Conduct market research on available Southland painting contractors before procurement is issued. Allow adequate mobilisation time in programme.	Procurement Officer
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## Deed of lease of Lumsden Railway Station to Five Fingers Craft

Record no: R/26/3/103257  
Author: Sara-Jane Fitzgerald, Property advisor  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Information

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### Purpose

- 1 For the Northern Community Board to consider and provide feedback on the draft deed of lease for Five Fingers Craft Incorporated regarding their occupation of a portion of the Lumsden Railway Station.

### Staff recommendations

That the Northern Community Board:

- a) notes the information contained in the report.
- b) provides staff with their feedback on the draft deed of lease between Council and Five Fingers Craft Incorporated over a portion of the Lumsden Railway Station.

### Executive summary

- 2 Five Fingers Craft Incorporated (Five Fingers) previously held an agreement to lease over the Lumsden Railway Station, which has been rolling over on a year by year basis at the same rental since its expiry on 30 June 2021.
- 3 The previous lease has been rolling over while discussions on the future use of the Lumsden Railway Station were undertaken.
- 4 Five Fingers wish to enter into a new deed of lease to ensure they have a sense of security over the portion of the Railway Station they occupy for operating their community homemade craft retail store.
- 5 A draft deed of lease has been drawn up, as shown in attachment A. This deed of lease follows Council's standard deed of lease terms and conditions.

### Feedback

- 6 Feedback is being sought from the Northern Community Board on whether it supports the issuing of the draft deed of lease to Five Fingers Craft Incorporated over a portion of the Lumsden Railway Station on the proposed terms and conditions.

### Context

- 7 The Lumsden Railway Station is located at 23 Diana Street, Lumsden which is legally known as Part Lot 1 DP 12125. This parcel of land is freehold and held in a fee simple title.

- 8 Five Fingers have operated a community based homemade craft retail store out of the Lumsden Railway Station in conjunction with operating the Lumsden information centre for a number of years.
- 9 Five Fingers currently pay an annual rental of \$1,300.00 including GST. This rental has been in place since 2019.
- 10 Council staff propose to review the rental of Five Fingers using the Consumer Price Index (CPI) from 2019 to 2026, this process would result in an increase in the rental to \$1,467.00 plus GST per annum.
- 11 The income from this lease is allocated to the Lumsden – Information – Centre: Rentals business unit.
- 12 It is to be noted that there are differences between the terms and conditions of the previous agreement to lease and the proposed new deed of lease. This is due to Council now using an updated deed of lease template that follows legal requirements:
  - Lessee is responsible for additional outgoings (if requested) including rates and service charges, building insurance and insurance excesses. Noting the lessee is not currently responsible for these charges and it is suggested these clauses are not included in the lease.
  - Liability for all building maintenance over the leased portion is now the responsibility of the lessee. Noting the lessee is not currently responsible for any maintenance only to ensure the building is kept clean and tidy, it is suggested this clause is not included in the lease.
  - Public liability insurance of \$2,000,000 must be held by the lessee under the new lease, indemnifying Council. Noting the lessee has advised that they hold and pay liability insurance.
- 13 Council staff propose that a new deed of lease is entered into to formalise the continuation of this occupation for a term of three years commencing 1 July 2026, with a right of renewal for a further term of three years, and to also determine the new annual CPI adjusted rental.

#### Next steps

- 14 Following receiving feedback from the board on the terms and conditions and annual rental proposed, the draft deed of lease will be sent to Five Fingers for review and comment. Once Five Fingers are in agreement with the deed of lease, this will be finalised and made ready for signing and then formalised by Council's delegated signatory.

#### Attachments

- A DRAFT Deed of lease 2026 - Five Fingers Craft - Lumsden Railway Station - 23 Diana Street, Lumsden [↓](#)



# Deed of lease – Lumsden Railway Station

Five Fingers Craft Incorporated

DRAFT

Southland District Council  
Te Rohe Pōtae o Murihiku

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Table of Contents

**Deed of lease of Lumsden Railway Station.....3**  
    Background ..... 3  
    This deed records ..... 3  
**Schedule ..... 15**  
    Particulars and Special Terms..... 15  
    Plan..... 16  
    Internal floor plan ..... 17

DRAFT

## Deed of lease of Lumsden Railway Station

Deed agreement dated ..... 2026

PARTIES                      Southland District Council a local authority under the provisions of the  
Local Government Act 2002 (**Lessor**)  
Five Fingers Craft Incorporated (**Lessee**)

### Background

- A. The Lessor is the owner of the Premises as defined in the Schedule.
- B. The Lessor has agreed to lease the Premises to the Lessee on the Terms set out in the Schedule subject to the following terms and conditions.

### This deed records

#### 1. Grant of lease

- 1.1 The Lessor leases to the Lessee and the Lessee accepts a lease of the Premises for the Term from the Commencement Date and at the Rent (subject to review) as defined in the Schedule.

#### 2. Payment of Rent

- 2.1 The Lessee will pay the Rent payable by equal payments in advance on the Rent Payment Dates as more particularly specified in the Schedule. All Rent shall be paid without any deductions by direct payment to the Lessor or as the Lessor directs.

#### 3. Rent Review

- 3.1 The Rent may be reviewed by the Lessor in the following manner.
  - (a) The Rent will be reviewed on the Review Dates.
  - (b) The Rent will be assessed at each Rent Review Date in accordance with the policy of the Lessor as at the Review Date for the determination of rentals for lease types the Premises forms part of.
  - (c) The Lessee will pay the reviewed Rent from the Review Date on the basis recorded in clause 2.

#### 4. Rates and Outgoings

- 4.1 The Lessee will pay the following Outgoings as they become due.
  - (a) ~~All rates and other charges levied or assessed in respect of the Premises by any territorial or other local government authority.~~
  - (b) All charges or levies for water, gas, electricity, telephones and other utilities or services supplied to or used on the Premises.
  - (c) ~~All insurance premiums and valuation fees payable in respect of all insurances effected pursuant to this lease and any insurance excess in relation to any claim under such insurance.~~
  - (d) All rubbish collection and sanitation charges or levies in respect of the Premises.

- (e) ~~The costs incurred and payable by the Lessor in supplying to the territorial authority a building warrant of fitness and obtaining reports as required by section 108 of the Building Act 2004.~~
- (f) All Goods and Services Tax payable in respect of the Rent and other payments due under this lease.
- 4.2 The Outgoings will be apportioned between the Lessor and the Lessee in respect of the periods current at the Commencement Date and end of the Term.
- 5. Default in payments**
- 5.1 If the Lessee defaults in payment of the Rent, Outgoings, or any other moneys payable under this lease, the Lessee must pay the outstanding amount on demand together with Default Interest from the date payment was due to the date of recovery by the Lessor.
- 6. Legal costs**
- 6.1 Each party will meet their own legal costs relating to this lease and any further legal cost relating to any variation or renewal or any deed recording a Rent Review.
- 6.2 The Lessee will meet the Lessor's legal costs of and incidental to the enforcement or attempted enforcements of the Lessor's rights, remedies and powers under this lease.
- 7. Buildings and maintenance**
- 7.1 The Lessee will not erect or alter any building or structure on the Premises nor excavate the Premises without the prior written consent of the Lessor (as the landowner). Before requesting such consent, the Lessee will submit to the Lessor for its approval complete working plans and specifications together with a copy to be retained by the Lessor. The Lessee will not proceed until such plans and specifications have been approved by the Lessor.
- 7.2 The Lessee, in constructing or altering any building that has received prior approval by the Lessor under clause 7.1, will comply with the provisions of all Acts, bylaws and regulations and lawful requisitions of any proper authority having power with respect to the use of the Premises and with any conditions imposed by the Lessor or otherwise arising pursuant to the operative district plan.
- 7.3 The Lessee will comply with the provisions of the Building Act 2004 as if it were the owner of the Premises in Terms of that Act.
- 7.4 The Lessee will ensure copies of any document under the Building Act 2004 provided by the Lessor are displayed in the buildings on the Premises as required under that Act.
- 7.5 The Lessee will not plant any trees or shrubs on the Premises or remove any trees or shrubs from the Premises without the prior written approval of the Lessor.
- 7.6 The Lessee will at its cost in a proper and workmanlike manner and in accordance with the reasonable requirements of the Lessor.
- (a) Keep the Premises (including any buildings and structures on the Premises, fences and gates) in a clean and tidy condition ~~and in good and substantial repair.~~
- (b) Keep the Premises clear of all noxious weeds, plants and shrubs and will comply with the provisions of the Biosecurity Act 1993 and any rules, regulations and bylaws dealing with noxious weeds and growths.
- (c) Repair all glass breakages and breakage or damage to all light fittings and power points and keep the electrical system of the Premises (including any building and structures on the Premises) in good operating condition.

- (d) ~~Paint and re-paint any building and structures on the Premises as and when the same reasonably require painting.~~
  - (e) Make good any damage caused to or any defect in the interior ~~or the exterior~~ of any buildings and structures on the Premises.
  - (f) ~~Keep and maintain any car parks and any paved, sealed or surfaced areas in the same order, repair and condition as they were in at the commencement of this lease.~~
  - (g) Keep any grounds, gardens, lawns, yards or surfaced areas in a tidy condition.
  - (h) ~~Keep and maintain all open parts of the storm and or wastewater drainage system contained in the Premises or connected thereto including downpipes and guttering clear and unobstructed.~~
  - (i) Keep the Premises clear of vermin.
- 7.7 The Lessee will regularly remove all rubbish and keep rubbish bins or containers in a tidy and sanitary condition.
- 7.8 The Lessee will give the Lessor immediate notice of any damage to or defect in the Premises or any pipes or fittings used in connection with water, electrical, gas or drainage services to the Premises.
- 7.9 ~~The Lessee will not require the Lessor to contribute towards the cost of the erection or maintenance of any fence dividing the Premises from the balance of the land of which the Premises forms part or any adjoining land owned by the Lessor or the removal of such fences at the end of the Term.~~
- 7.10 The Lessee shall allow the Lessor to lay any drain pipes through any part of the Premises without payment and for that purpose to allow officers, servants and contractors of the Lessor on reasonable notice to enter on the Premises with or without vehicles and machinery.
- 7.11 The Lessee shall not by any act or omission damage or disrupt the Lessor's services on or under the Premises.
- 7.12 In the event of any breach of this clause the Lessor may without prior notice enter the Premises and take such remedial action as it deems appropriate and recover the cost of doing so from the Lessee. Entry under this provision will not determine the lease.
- 8. Insurance**
- 8.1 For any buildings, structures, fittings and fixtures on the Premises that are owned by the Lessor, the Lessor shall at all times insure and keep insured throughout the Term (and any Further Terms if granted) all of the Lessor's buildings, structures, fittings and fixtures on the Premises against damage and destruction by fire, flood, explosion, lightning, storm, earthquake and volcanic activity on the basis of full replacement and reinstatement (including loss damage or destruction of windows and other glass). The cost of such insurance shall be recoverable from the Lessee as an Outgoing under clause 4.1.
- 8.2 If insurance cover required under clause 8.1 becomes unavailable during the term of the lease or any renewal other than because the Lessor's act or omission, the Lessor will not be in breach while cover is unavailable, provided the Lessor uses all reasonable endeavours on an ongoing basis to obtain cover and where available obtains the closest comparable cover in the meantime. The Lessor will advise the Lessee in writing whenever cover becomes unavailable and provide reasons as to the unavailability.

8.3 For any buildings, structures, fittings and fixtures on the Premises that are owned by the Lessee, the Lessee will at its cost insure and keep insured throughout the Term (and any Further Terms if granted) all of those buildings, structures, fittings and fixtures against damage and destruction by fire, flood, explosion, lightning, storm, earthquake and volcanic activity on the basis of full replacement and reinstatement (including loss damage or destruction of windows and other glass). The Lessee shall provide evidence of such insurance upon receiving a request from the Lessor. The Lessee shall also be required to meet the cost of any insurance excess in relation to any claim under such insurance.

8.4 If insurance cover required under clause 8.3 becomes unavailable during the term of the lease or any renewal other than because the Lessee's act or omission, the Lessee will not be in breach while cover is unavailable, provided the Lessee uses all reasonable endeavours on an ongoing basis to obtain cover and where available obtains the closest comparable cover in the meantime. The Lessee will advise the Lessor in writing whenever cover becomes unavailable and provide reasons as to the unavailability.

## **9. Inspection**

9.1 The Lessee will permit the Lessor, its officers, employees and agents to enter the Premises at all reasonable times upon the Lessor providing reasonable prior notice to view the state of repair.

9.2 If the Lessor gives notice of any defect, damage or default the Lessee will as soon as reasonably practicable properly repair or remedy the defect, damage or default.

9.3 If the Lessee fails to comply with its obligations under clause 9.2, the Lessor may at its option take such steps, expend such money and do such other things as it considers necessary to make good such defect, damage or default. Any money expended by the Lessor (together with Default Interest from the time of payment by the Lessor until the Lessee reimburses the Lessor) will be recoverable from the Lessee.

## **10. Use of Premises**

10.1 The Lessee will not use or permit the use of the Premises for any purpose other than the Permitted Use.

10.2 The Lessee will not carry on or permit to be carried on upon the Premises any noisy or offensive trade or business or permit anything in or about the Premises which is or may become a nuisance or annoyance to either the Lessor or the owners or occupiers of land in the vicinity of the Premises.

10.3 The Lessee will comply with the provisions of all Acts, bylaws and regulations and the lawful requisition of any authority having jurisdiction over the Premises.

10.4 The Lessee shall not carry out any activity on the Premises that may damage or destroy any natural, scenic, historic, cultural, archaeological, biological, geological or other natural or scientific features or indigenous flora and fauna.

10.5 The Lessee will indemnify the Lessor against all costs, claims, damages, expenses, actions and proceedings which may arise out of any breach by the Lessee of this clause.

## **11. Renewal**

11.1 Where a Further Term is recorded in this Schedule, the Lessee will only be entitled to a renewal for the Further Term provided the Lessor has first confirmed to the Lessee by the date that is four months prior to the relevant Expiry Date that:

- (a) The Lessee is not in breach of any Term or condition of this lease.

- (b) There is a sufficient need for the Permitted Use.
  - (c) The Lessor considers in its sole opinion that it is in the public interest that no other sport, game or recreational activity should have priority.
- 11.2 Provided the preconditions in clause 11.1 have been met, the Lessee will be entitled to a renewal of this lease for a Further Term at a rental from the Renewal Date to be determined by the Lessor as on a review under clause 3 but otherwise on the same Terms and conditions contained in this lease but excluding this right of renewal. The Lessee shall give the Lessor written notice to renew the lease for a Further Term at least three calendar months prior to the expiry of the relevant Term.
- 12. Signs**
- 12.1 The Lessee will not erect or display or permit the erection or display of any signs or advertising matter on the Premises without the prior consent of the Lessor.
- 13. Transfer**
- 13.1 The Lessee will not assign, transfer, sublet or otherwise part with the possession or occupation of the Premises or any part of the Premises without the Lessor's prior written consent which shall be at the Lessor's sole discretion.
- 14. Registration**
- 14.1 The Lessee will not call for registration of this lease.
- 15. Damage or Destruction**
- 15.1 Total Destruction of Lessor's buildings: If the Lessor's buildings on the Premises are destroyed or so damaged:
- (a) As to render the buildings untenable then the Term shall at once terminate.
  - (b) In the reasonable opinion of the Lessor as to require demolition or reconstruction, then the Lessor may within three months of the date of damage give the Lessee 20 working days' notice to terminate and a fair proportion of the Rent and Outgoings shall cease to be payable as from the date of the damage.
- Any termination pursuant to this clause shall be without prejudice to the rights of either party against the other.
- 15.2 Partial Destruction of Lessor's buildings: If the Lessor's buildings on the Premises are damaged but not so as to render the buildings untenable and the Lessor's policy or policies of insurance shall have not been invalidated or payment of the policy moneys refused in consequence of some act or default of the Lessee and all necessary permits and consents shall be obtainable, then:
- (a) The Lessor shall with all reasonable speed expend all the insurance moneys received by the Lessor in respect of such damage towards repairing such damage or reinstating the Lessor's building(s), but the Lessor shall not be liable to expend any sum of money greater than the amount of the insurance money received. Any repair or reinstatement may be carried out by the Lessor using such materials and form of construction and according to such plan as the Lessor thinks fit and shall be sufficient so long as it is reasonably adequate for the Lessee's occupation and use of the Premises.
  - (b) Until the completion of the repairs or reinstatement, a fair proportion of the Rent and Outgoings shall cease to be payable as from the date of damage.

- (c) If any necessary permit or consent shall not be obtainable or the insurance moneys received by the Lessor shall be inadequate for the repair or reinstatement then the Term shall at once terminate but without prejudice to the rights of either party against the other.
- 15.3 Damage or Destruction of Lessee's buildings: If any of the Lessee's buildings on the Premises or any part of them at any time during the lease are destroyed or damaged then all moneys received by the Lessee in respect of the insurance shall be expended by the Lessee with all reasonable speed in either:
- (a) Repairing and reinstating any of the Lessee's partially destroyed or damaged buildings, and until the completion of the repairs or reinstatement a fair proportion of the Rent and Outgoings shall cease to be payable as from the date of damage.
- (b) Erecting a new building to replace any of the Lessee's buildings that are completely destroyed, and until the completion of the new building a fair proportion of the Rent and Outgoings shall cease to be payable as from the date of damage.
- (c) Clearing the Premises of all remains and rubbish in the event that the Lessee receives insufficient insurance funds to erect a new building and is unable to do so or any necessary permit or consent shall not be obtainable. In this event the Lessee will return the Premises to the Lessor in its original condition and the lease will immediately terminate, and a fair proportion of the Rent and Outgoings shall cease to be payable as from the date of damage.

## 16. Termination

- 16.1 If at any time the Lessor is of the opinion that the Premises are not being used or not being sufficiently used for the purpose specified in this lease, the Lessor, after making such enquiries as the Lessor thinks fit and giving the Lessee an opportunity of explaining the usage of the Premises leased, and if satisfied that the Premises leased is not being used or is not being sufficiently used for the purpose specified in this lease, may terminate the lease on such Terms as the Lessor approves.
- 16.2 If in the event of the Lessee wishing to surrender this lease during the currency of the term it shall give the Lessor three months' notice in writing, and such surrender may be accepted by the Lessor on such conditions as the Lessor may deem appropriate.

## 17. Re-entry

- 17.1 If:
- (a) The Rent or any part of it is in arrears and unpaid for 20 working days following a Rent Payment Date and the Lessee has failed to remedy the breach within 10 working days after being served notice pursuant to section 245 of the Property Law Act 2007 (PLA).
- (b) In case of breach of the Terms of the lease by the Lessee (including without limitation a breach of the Permitted Use) which the Lessee has failed to remedy within the notice period specified in a notice under section 246 of the PLA.
- (c) In the event the Lessee makes or enters into or endeavours to make or enter into any composition, assignment, compromise or other arrangement with or for the benefit of the Lessee's creditors.
- (d) In the event of the insolvency, bankruptcy, liquidation of the Lessee or the Lessee goes into recess is wound up for any reason other than for its reconstruction.
- (e) The Lessee suffers distress or execution to issue against the Lessee's property goods or effects under any judgment against the Lessee for a sum in excess of \$5,000.

Then the Lessor may cancel the lease by re-entering the Premises without giving prior notice (or further notice as the case may be) and the lease will terminate without prejudice to the rights of either party against the other.

- 17.2 On re-entry the Lessor may remove from the Premises any improvements in the apparent possession of the Lessee and place them outside the Premises and the Lessor will not be answerable for any loss resulting from the exercise of the power of re-entry.

**18. Indemnity**

- 18.1 The Lessor will not be liable for any loss or damage caused or arising out of the use of the Premises by the Lessee. The Lessee will throughout the Term (and any Further Terms if granted) indemnify the Lessor against all actions, claims, suits and demands arising out of the use of the Premises or anything done or omitted to be done on the Premises by the Lessee its members, invitees, agents or employees.
- 18.2 Without limiting the Lessee's liability under this clause, the Lessee will maintain throughout the Term a public liability insurance policy (in the joint names of the Lessor and the Lessee for their respective interests) against any damage, loss or injury for which the Lessee is liable to indemnify the Lessor. Such public liability insurance will be effected with an insurer on Terms approved by the Lessor (which approval will not be unreasonably or arbitrarily withheld) and for at least \$2 million in respect of any one claim or series of claims arising out of the same occurrence. The Lessee will on demand produce the policy to the Lessor and the receipt for payment of the current premium.

**19. Control**

- 19.1 The Lessee will allow any members of the public free and unhindered access to the Land at all times and any such person entering or remaining on the Land shall not be deemed to be a trespasser while that person conducts and behaves themselves in an orderly and seemly manner provided however that the right of public access shall not be deemed to authorise any such member of the public to enter into the buildings occupied by the Lessee.

**20. Compensation**

- 20.1 The Lessor will not be liable to pay compensation for any improvements effected or buildings erected by the Lessee on the Premises.
- 20.2 The Lessee may at any time (and will if required by the Lessor at the expiry or earlier termination of the lease) remove all buildings and improvements on the Premises erected by the Lessee on the Premises and make good at the Lessee's expense all resulting damage.
- 20.3 If the Lessee's buildings and improvements are not removed within 20 days after the Lessor's request (or such later date as the Lessor requires, having regard to the extent of removal required), ownership of such building and improvements will pass to the Lessor without compensation.

**21. Statute**

- 21.1 Where the Land Transfer Act 2017 and the Property Law Act 2007 or any amendment of those Acts is inconsistent with or contradictory to any provision in this lease, that provision will be negated or modified to the extent of such inconsistency as permitted by law.

**22. Consents**

- 22.1 All consents or approvals required to be given by the Lessor under this lease will be in writing and, except where otherwise stated, will not be unreasonably or arbitrarily withheld provided that any conditions relating to such consents or approvals have been duly complied with.

**23. Provisions remain in force**

- 23.1 Termination of this lease will not affect the operation of any clauses in this lease which are expressed or implied to have effect after its termination.
- 23.2 Nothing in the above provisions affects any other legal or equitable rights of the Lessor.

**24. Notices**

- 24.1 Any notice or other communication (notice) given under this lease must be in writing.
- 24.2 A notice may be served personally or sent to any of the relevant party's Communication Points listed in this lease.
- 24.3 In the case of a notice under sections 245 or 246 of the PLA, notice will be served in the manner prescribed by section 353 of the PLA. In all other cases, unless otherwise required by sections 352 to 361 of the PLA, notice will be served:
- (a) In the manner authorised by sections 354 to 361 of the PLA.
  - (b) By personal delivery, or by posting by registered or ordinary mail, or by email.
- 24.4 Notices are deemed served at the following times:
- (a) When given personally, on delivery.
  - (b) When sent by post (other than airmail) or document exchange, on the fourth working day following the date of posting.
  - (c) When sent by airmail outside New Zealand, on the seventh working day following the date of posting.
  - (d) When sent by email, when acknowledged by the addressee by return email or otherwise in writing.
- 24.5 Any notice which has been served on a Saturday, Sunday or public holiday or after 5pm on a working day is deemed to be served at 9am on the first working day after that day.
- 24.6 A notice may be given by an authorised officer, employee or agent.
- 24.7 Notice may be given personally to a director, employee or agent of the party at that party's address or to a person who appears to be in charge at the time of delivery or according to sections 387 to 390 (inclusive) of the Companies Act 1993.
- 24.8 If the party is a natural person, partnership or association, the notice may be given to that person or any partner or responsible person. If they refuse to accept the notice, it may be brought to their attention and left in a place accessible to them.
- 24.9 Time is of the essence.

**25. Dispute resolution**

- 25.1 Unless otherwise provided under this lease, if a party has any dispute with the other party in connection with this lease:
- (a) That party will promptly give full written particulars of the dispute to the other.
  - (b) The parties will promptly meet together and in good faith try and resolve the dispute.
- 25.2 If the dispute is not resolved within 10 working days of written particulars being given (or any longer period agreed to by the parties) the dispute will be referred to mediation.

- 25.3 A party must use the mediation procedure to resolve a dispute before commencing any other dispute resolution proceedings.
- 25.4 The mediation procedure is:
- (a) The parties will appoint a mediator and if they fail to agree on a mediator within 15 working days of referral to mediation, the mediator will be appointed by the president of the New Zealand Law Society or the president's nominee.
  - (b) The parties must co-operate with the mediator in an effort to resolve the dispute.
  - (c) If the dispute is settled, the parties must sign a copy of the Terms of the settlement.
  - (d) If the dispute is not resolved within 20 working days after the mediator has been appointed, or within any extended time that the parties agree to in writing, the mediation must cease.
  - (e) Each party must pay a half share of the costs of the mediator's fee and costs including travel, room hire, refreshments etc.
- 25.5 The Terms of settlement are binding on the parties and override the Terms of this lease if there is any conflict.
- 25.6 The Terms of settlement may be tendered in evidence in any mediation or legal proceedings.
- 25.7 The parties agree that written statements given to the mediator or to one another, and any discussions between the parties or between the parties and the mediator during the mediation period are not admissible by the recipient in any arbitration or legal proceedings.
- 25.8 Either party may commence arbitration proceedings when mediation ceases under clause 25.4(d) by giving written notice to the other party.
- 25.9 If the dispute is referred to arbitration:
- (a) The arbitration will be conducted by one arbitrator appointed jointly by the parties.
  - (b) If the parties cannot agree on an arbitrator within five working days of written notice being given under clause 25.8 the appointment will be made by the president of the New Zealand Law Society or the president's nominee. That appointment will be binding on all parties to the arbitration and will not be the subject of an appeal. The provisions of article 11 of Schedule 1 of the Arbitration Act 1996 are varied as above.
  - (c) The arbitration will be conducted in accordance with the Rules in Schedules 1 and 2 of the Arbitration Act 1996.
  - (d) The place of arbitration will be Invercargill.
  - (e) Unless agreed otherwise, the costs and expenses of the arbitration will be met in accordance with article 6 of Schedule 2 of the Arbitration Act 1996.
  - (f) Any settlement by arbitration will be recorded in the form of an arbitral award on agreed Terms in accordance with Schedule 1 of the Arbitration Act 1996.
  - (g) The award will be binding on the parties and override the Terms of this lease if there is any conflict.
  - (h) Either party may appeal to the High Court on any question of law arising out of an award in accordance with the Arbitration Act 1996.
- 25.10 Neither party will unreasonably delay these dispute resolution procedures.
- 25.11 Despite the procedures outlined in this clause, in the event of default the Lessor may alternatively:

- (a) Take proceedings for the recovery of Rent or other monies payable under this lease.
  - (b) Exercise their rights and remedies under clause 16.
- 25.12 These dispute resolution procedures do not apply to:
- (a) Any dispute arising in connection with any attempted renegotiation of this lease.
  - (b) An application by either party for urgent interlocutory relief.
  - (c) Any provision in this lease in respect of which the Lessor's decision is final.
- 25.13 Pending resolution of any dispute the parties will perform this lease in all respects including performance of the matter which is the subject of dispute.
- 26. Communication Points**
- 26.1 The Communication Points for the Lessor and Lessee at the date of this lease are as set out in the Schedule.
- 26.2 Each party will notify the other in writing of any changes to the Communication Points.
- 27. General**
- 27.1 The Lessor is a territorial authority under the Local Government Act 2002 and nothing in this lease binds the Lessor in its regulatory capacity.
- 27.2 For the purposes of the exercise or any of the Lessor's powers under this lease, the Term "Lessor" includes its chief executive for the time being and any officer, agent or contractor authorised by the chief executive.
- 27.3 Nothing contained or implied in this lease shall be deemed to confer on the Lessee any right to acquire the fee simple of the land of which the Premises forms part.
- 27.4 Words or phrases appearing in this lease which are also defined in the Schedule will be read and construed in accordance with such definitions.
- 27.5 The Schedule and annexures form part of this lease.
- 27.6 Headings are inserted for reference only and do not affect the interpretation of this lease.
- 27.7 The Lessor's waiver or failure to act in response to a breach by the Lessee of its obligations in this lease will not operate as a waiver of the same breach on a later occasion or any other obligations in this lease.
- 27.8 Words importing the singular number include the plural and vice versa.
- 27.9 The Term Lessor includes and is binding on its successors and assigns which specifically includes any government body, local authority or other organisation that takes over the responsibilities of Southland District Council in respect of the Premises, and the Term Lessee includes and is binding on the Lessee's executors, administrators and permitted assigns or successors in title.
- 27.10 Reference in this lease to any Act or Regulation will be construed as including reference to any amendments or subsequent enactments passed in substitution unless the context otherwise requires.
- 27.11 "Working day" has the meaning set out in section 4 of the Property Law Act 2007.
- 27.12 Special Terms in the Schedule will override the Terms in the body of the lease in the event of any inconsistency.

- 27.13 The Lessee in carrying out the Permitted Use shall comply with the Lessor's Smoke/Vape Free Open Spaces Policy 2023 ("Policy") as it relates to Lessee's use of the Premises. The Policy is available on the Lessor's website. In particular, the Lessee agrees:
- (a) It will permit the Lessor to install smoke and vape free signs on the Premises in such places as the Lessor determines (acting reasonably).
  - (b) To promote all public events, it holds on the Premises as smoke and vape free.
- The Lessor will provide a link to the Policy to the Lessee or its event coordinator to include in promotional material for any public events.
- 27.14 The Lessee shall operate the Lumsden Information Centre situated within the premises provided however should the Lessee intend to stop operating the Information Centre it shall give the Lessor three months' notice in writing.

DRAFT

**Signed by**

Signed for and on behalf of **Southland District Council** as Lessor under delegated authority in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position held

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Name

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Address

Signed for and on behalf of **Five Fingers Craft Incorporated** as Lessees in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position held

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature

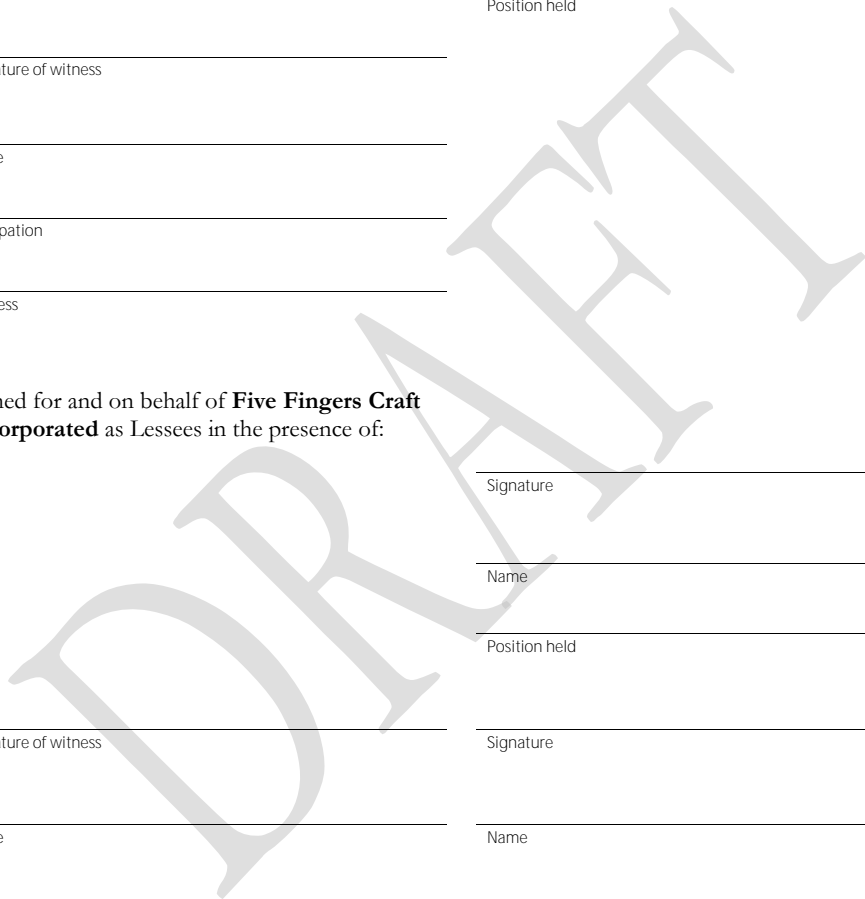
\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Position held

\_\_\_\_\_  
Address



## Schedule

### Particulars and Special Terms

Item 1	Premises (Land and Buildings)	23 Diana Street, Lumsden Part of Lot 1 DP 12125 as more particularly shown on the plan attached and outlined in bold blue and includes where appropriate the Lessor's improvements (known as the Lumsden Railway Station) effected on the Land.
Item 2	Term	Three (3) years
Item 3	Commencement Date	01 July 2026
Item 4	Expiry Date	30 June 2029
Item 5	Further Term	Three (3) years
Item 6	Renewal Date	01 July 2029
Item 7	Final Expiry Date (if all further Terms have been exercised)	30 June 2032
Item 8	Rent (subject to review if applicable)	<b>\$1,467.00 + GST per annum</b>
Item 9	Payments of Rent	Monthly in advance
Item 10	Rent Payment Dates	20 <sup>th</sup> of each month
Item 11	First Rent Payment Date	20 June 2026
Item 12	Review Dates	Three yearly from commencement date
Item 13	Default Interest	12% per annum
Item 14	Permitted Use	The Lessee shall only be permitted to use the Premises for operating a retail outlet only
Item 15	Outgoings	See clause 4.1
Item 16	Communication Points	Lessor's Communication Points for notices are: 15 Forth Street, Invercargill Attn: Property Advisor <a href="mailto:contactproperty@southlanddc.govt.nz">contactproperty@southlanddc.govt.nz</a>
		Lessee's Communication Points for notices are: ..... ..... .....

Plan

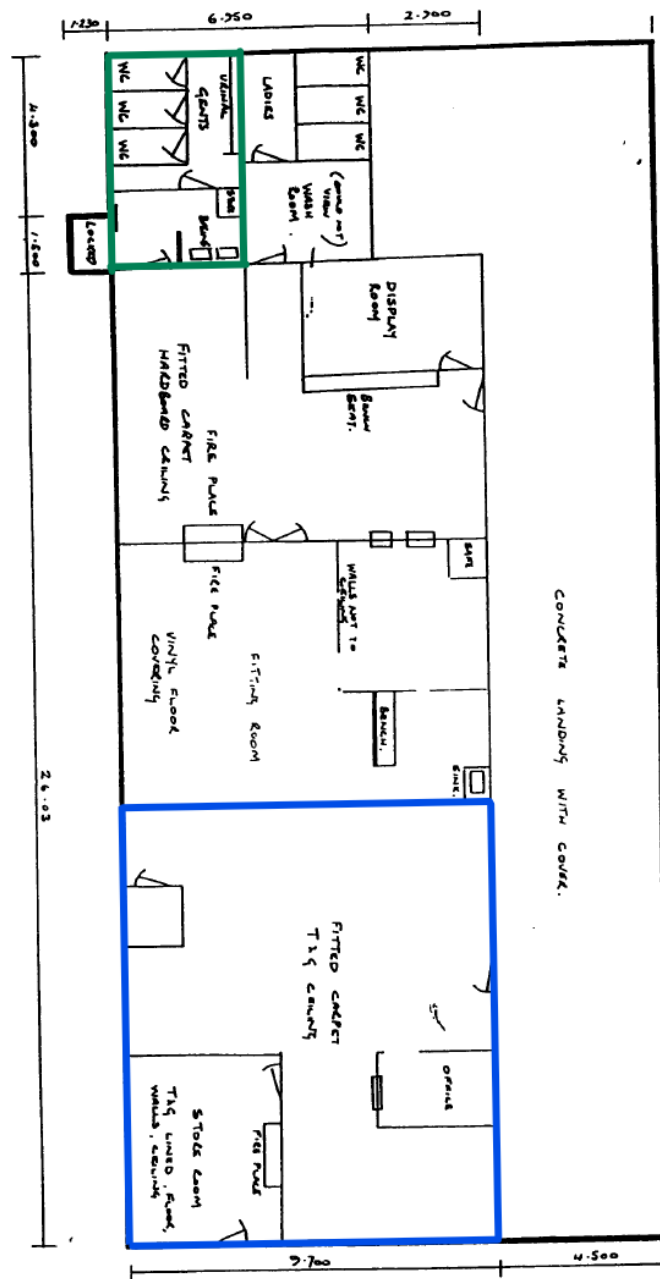


Insert:



Internal floor plan

The Lessee will have access to and use of the Common Areas as shown outlined in green, at all times.





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## Northern Southland Development Fund - March 2026 funding round allocations

Record no: R/26/5/116566  
Author: Kathryn Cowie, Community liaison officer  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Decision

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### Purpose

- 1 The purpose of this report is for the Northern Community Board to make allocation decisions for the March 2026 funding round of the Northern Southland Development Fund.

### Staff recommendations

That the Northern 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 but not significant based on Council's Significance and Engagement Policy and 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 requirements of the Local Government Act 2002 for this decision, and as required under section 79 that, it does not need any more information, option assessments, costs and benefits analysis before making this decision.
- d) receives applications from the Southern Cancer Society Trust, Mid Northern Southland Toy Library, Five Rivers Playgroup, Dipton First Response Trust, and Northern Southland Community Resource Centre Charitable Trust.
- e) approves a grant of \$2,500 to the Southern Cancer Society Trust
- f) approves a grant of \$929 to the Mid Northern Southland Toy Library
- g) approves a grant of \$846 to the Five Rivers Playgroup
- h) approves a grant of \$5,000 to the Dipton First Response Trust
- i) approves a grant of \$10,000 to the Northern Southland Community Resource Centre Charitable Trust

### Executive summary

- 2 The Northern Southland Development Fund is available to eligible groups and organisations to assist with a broad range of projects and initiatives.
- 3 A total of five applications have been received for the March 2026 round of the Northern Southland Development Fund with requests totalling \$19,275.
- 4 As per the financial information included in this report, there is \$10,018 available to distribute for this funding round. Funding available for distribution is three percent of the fund capital on

1 July each year. The community board may also allocate additional funds from the capital fund if they wish to do so.

## Context

- 5 Southland District Council’s community assistance activity seeks to contribute to a district of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 6 The purpose of the Northern Southland Development Fund is:
- 7 “To reflect the substantial community support Meridian Energy has received for Project White Hill and to offset any perceived loss of amenity values resulting from the development of the White Hill Wind Farm and to provide for the creation, maintenance and enhancement of facilities, amenities and programmes for the long-term betterment and advantage of the people of the Northern Southland community to enable them to provide for their social, economic, environmental and cultural wellbeing.”
- 8 The funds are to be applied towards charitable or community purposes, relating to:
- (i) “creation, maintenance and enhancement of community facilities, amenities and programmes within the designated geographic area”
  - (ii) the development of facilities, amenities and programmes to provide for the social, economic, environmental and cultural wellbeing of residents within the Northern Southland Development Fund Area.
  - (iii) the refurbishment and operational requirements of facilities and amenities within the Northern Southland Development Fund area.

## Discussion

- 9 The applications received are summarised below. The community board members, as representatives of their community will assess the applications and their benefit to the Northern Southland Development Fund area and will decide if and how much to allocate. The information in the tables below can assist with this discussion.

## Application Summary

Applications received	5
Total amount requested	\$19,275
Funds available	\$10,018

### **1 Southern Cancer Society Trust**

For assistance towards the operational costs of supporting cancer patients and their families in Northern Southland.

Total project cost	<b>\$419,113</b>
Amount requested	<b>\$2,500</b>

**2 Mid Northern Southland Toy Library**

Request assistance towards costs to purchase some new toys for the library such as balance bikes, Connetix tiles, dolls and musical instruments.

Total project cost **\$929**  
Amount requested **\$929**

**3 Five Rivers Playgroup**

Request assistance towards purchasing a new lawn mower and weed mat for the outside area.

Total project cost **\$1,165**  
Amount requested **\$846**

**4 Dipton First Response Trust**

Request assistance towards costs to replace their first response vehicle. Their current vehicle is 27 years old and lacks modern safety features such as air bags and ABS brakes.

Total project cost **\$45,780**  
Amount requested **\$5,000**

**5 Northern Southland Community Resource Centre Charitable Trust**

Request assistance towards operational costs.

Total project cost **\$88,034**  
Amount requested **\$10,000**

	<b>Previous funding and accountability</b>	<b>Previous Northern Southland Development funding received</b>	<b>Accountability received</b>
<b>Applicants</b>	<b>Southern Cancer Society Trust</b>	2024 - \$2,500 – operational costs 2023 - \$1,628 – operational costs	Yes Yes
	<b>Mid Northern Southland Toy Library</b>	n/a	n/a
	<b>Five Rivers Playgroup</b>	2024 - \$765 – new slide and art supplies 2023 - \$2,000 – new equipment for under one year olds	Yes Yes
	<b>Dipton First Response Trust</b>	n/a	n/a
	<b>Northern Southland Community Resource Centre Charitable Trust</b>	2025 - \$3,500 – operational costs	Yes

Options

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

Option 1 - approves and allocates funding pursuant to the funding criteria

Option 2 - declines the applications

Recommended option:

11 Option 1 - approves and allocates funding pursuant to the funding criteria

Option 1 – approves and allocates funding pursuant to the funding criteria

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>fulfil’s Southland District Council’s commitment of offer and award grants to groups and organisations to assist with various community projects and initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Southland District Council would not fulfil its commitment to offer and award grants to eligible groups and organisations to assist with various community projects and initiatives.</li> </ul>

Option 2 – declines the applications

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>there will be more monies in the Northern Southland Development Fund.</li> </ul>	<ul style="list-style-type: none"> <li>eligible groups and organisations may not secure the required funding to carry out their community projects and initiatives.</li> </ul>

Legal considerations

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

Strategic alignment

**Strategic direction**

13 The Northern Southland Development Fund is designed to support local projects that strengthen connected and resilient communities and deliver on the social and cultural outcomes outlined in the current Long Term Plan (LTP). By funding initiatives such as sports, recreation, health services and community programmes, the fund promotes wellbeing, fosters a sense of belonging, and enhances facilities that make the area attractive and liveable.

14 The funding decisions covered in this report reflect these objectives, ensuring that allocations contribute to the LTP vision of vibrant, connected communities and opportunities to thrive.

**Policy and plan consistency**

15 There are no inconsistencies identified.

Financial considerations

16 There is \$10,018 available for distribution (3% of the capital fund) for the March 2026 funding round. The community board may also distribute additional funds from the capital fund if they wish to do so.

17 There have been five applications received this round, with requests totalling \$19,275.

18 A copy of the financial report is below:

<b>Southland District Council Northern Southland Development Fund As at 31 January 2026</b>				
<b>Summary</b>		<b>Actual</b>		
Opening balance, 1 July 2025		333,940		
<b>Add:</b>				
Reversal Prior Year Commitments		-		
Interest Earned		-		
<b>Total Funds</b>		<b>333,940</b>		
<b>Less</b>				
Current year commitments		-		
Prior Year Commitments		-		
<b>Total</b>		<b>-</b>		
<b>Balance of reserve</b>		<b>333,940</b>		
Less Capital Fund		323,921		
<b>Funds available for distribution</b>		<b>10,018</b>		
* Interest earned for the period has not been included. The actual amount will not be known until the end of the financial year when interest is allocated across Council's investments (30 June 2026).				
<b>Prior Years Commitments</b>		<b>Committed</b>	<b>Uplifted</b>	<b>Balance</b>
		-	-	-
<b>Current year commitments</b>		<b>Committed</b>	<b>Uplifted</b>	<b>Balance</b>
		-	-	-
<b>Forecasted Capital Fund</b>				
Reserve balance at 1 July 2025		333,940		
3% of fund for allocation		<u>(10,018)</u>		
		<b>323,921 **</b>		
Resolution from the 24 August 2017 meeting stated that 3% of the fund capital at 1 July each year is available for distribution in the for of community grants				

Significance assessment

- 19 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.
- 20 The allocation of these funds follows Council policies, and the allocations are within the budgeted fund allowances. The decision provides minor positive impact on Council’s social and cultural community outcomes and has no impact on the provisions of Council’s level of services. This decision is reversible but there would be some hurdles to do so. Allocations of grants do

follow an accountability process, where applicants are required to submit a report detailing how the funds were spent and confirming that they were spent on the agreed purpose.

- 21 The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to the decision being made.

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

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

#### Climate change considerations

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

#### Risk and mitigations

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

#### Next steps

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

#### Attachments

- A NSDF applications - March 2026 [↓](#)



## Northern Southland Development Fund

### Application Summary – March 2026 round

<b>APPLICATIONS RECEIVED</b>	<b>5</b>
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$19,275</b>
<b>FUNDS AVAILABLE</b>	<b>\$10,018</b>

#### 1 Southern Cancer Society Trust

For assistance towards the operational costs of supporting cancer patients and their families in Northern Southland.

Total project cost	<b>\$419,113</b>
Amount requested	<b>\$2,500</b>

#### 2 Mid-Northern Southland Toy Library

Request assistance towards costs to purchase some new toys for the library such as balance bikes, Connetix tiles, dolls and musical instruments.

Total project cost	<b>\$929</b>
Amount requested	<b>\$929</b>

#### 3 Five Rivers Playgroup

Request assistance towards purchasing a new lawn mower and weedmat for the outside area.

Total project cost	<b>\$1,165</b>
Amount requested	<b>\$846</b>

#### 4 Dipton First Response Trust

Request assistance towards costs to replace their first response vehicle. Their current vehicle is 27 years old and lacks modern safety features such as air bags and ABS brakes.

Total project cost	<b>\$45,780</b>
Amount requested	<b>\$5,000</b>

#### 5 Northern Southland Community Resource Centre Charitable Trust

Request assistance towards operational costs.

Total project cost	<b>\$88,034</b>
Amount requested	<b>\$10,000</b>



## Northern Southland Development Fund

March 2026 funding round

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# 1. Southern Cancer Society Trust – operational costs

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**  
Form Submitted 18 Mar 2026, 1:14PM NZDT

## Organisation details

\* indicates a required field

### Organisation details

**Organisation name \***

Southern Cancer Society Trust

**Street address \***

149 Spey St  
Invercargill Invercargill 9810 New Zealand  
Any, but at least one field is required.

**Postal Address**

149 Spey St  
Invercargill Invercargill 9810 New Zealand

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

heather.locke@southerncancer.org.nz  
Must be an email address.

**Purpose or main activity of the organisation (e.g. tennis, scouts)**

Any person, any cancer. The Cancer Society is the lead NGO dedicated to reducing the impact and incidence of cancer and advocating for the best cancer care for everyone in New Zealand. The Cancer Society is committed to working with our community by providing our core services of Patient Support, Cancer Prevention, and Research.

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

700  
Must be a number.

**What percentage of your members live in the Northern Southland Development Fund area?**

11  
Must be a number.

## Contact details for this application

Please give us the names of two people who can be contacted if further information is required. The first contact should be the person who completes this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

**Name 1 \***

Heather Locke

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**  
Form Submitted 18 Mar 2026, 1:14PM NZDT

**Email \***

[heather.locke@southerncancer.org.nz](mailto:heather.locke@southerncancer.org.nz)

Must be an email address.

**Phone Number \***

Must be a New Zealand phone number.

**Name 2 \***

Jonet Warhurst

**Email \***

[jonet.warhurst@southerncancer.org.nz](mailto:jonet.warhurst@southerncancer.org.nz)

Must be an email address.

**Phone Number \***

Must be a New Zealand phone number.

## Application details

**\* indicates a required field**

### Project details

Please assume we know nothing about your project. Give as much information as possible.

**What are you applying for? (pick one) \***

- The development of community facilities or amenities
- Sport & recreational opportunities
- Community programmes, activities or events
- Operational costs
- Other

No more than 1 choice may be selected.

**Please provide a short title for your project: \***

Support for cancer patients and their families in Northern Southland

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

Northern Southland area

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

We humbly request \$2,500 to help cancer patients and their families through support in their homes. We offer counselling, free drives to appointments, free accommodation in Dunedin for hospital treatment, home visits, expert advice, and more. All of our services are free and no referrals are needed. No other cancer charity is embedded in the community like Cancer Society and regional support like yours ensures that our doors stay open and our services stay free to all.

Provide a short description (100 words recommended) of your project - what are you do you want to do?

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**

Form Submitted 18 Mar 2026, 1:14PM NZDT

**How will your project benefit the Northern Southland community? \***

Cancer is NZ's #1 killer with 1 in 3 receiving a diagnosis in their lifetime. Many patients live remotely, or don't have family support and rely on us for help. Some are the breadwinners and families rely on their income, which suffers due to lost wages, and they need help with vouchers from us. Some just feel lost, having received the worst news of their lives, and need a kind person to keep them optimistic and focused on their wellbeing. There are so many different cancer journeys and our team tailors each one specifically on the person's cancer type, personal situation, and personal wishes. With diagnoses set to double in 10 years, we're determined to look after the Northern Southland community.

Who will benefit? What opportunities will your project provide for the community?

**Start Date**

Must be a date.

**End Date**

Must be a date.

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

- Yes  
 No

**Community benefits**

This section enables us to gather useful data on different groups of people in our community that will benefit from a grant from the Northern Southland Development Fund.

**Approximately how many people in the Northern Southland Development Fund area will benefit directly from your project? \***

130

Must be a number.

**Additional comments on numbers benefiting:**

This includes patients and their families in 2026/2027

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**  
Form Submitted 18 Mar 2026, 1:14PM NZDT

### Building and facility information

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

- Yes  
 No

No more than 1 choice may be selected.

### Financial details

**\* indicates a required field**

#### Financial details

**Bank Account details \***

Account Name: Southern Cancer  
Society Trust

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

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

Filename: Deposit Slip - Southern Cancer Society.pdf  
File size: 47.9 kB  
i.e. a bank coded deposit slip or bank verified account details

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

- yes  
 no

No more than 1 choice may be selected.

**If yes, GST #:**

144641744  
Must be a number.

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

Filename: CWC Audited Financials 2025.pdf  
File size: 794.4 kB

Filename: Notification of Amalgamation.pdf  
File size: 136.4 kB

Filename: OS Audited Financials 2025.pdf  
File size: 3.4 MB

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

Filename: BANKST~2.PDF  
File size: 99.5 kB

### Project budget

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**  
 Form Submitted 18 Mar 2026, 1:14PM NZDT

**\* indicates a required field**

### **Income & Expenditure (for this project)**

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

**Total Project Cost \***

\$419,113.00

Must be a dollar amount.

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

**Amount you are requesting from the Northern Southland Development Fund? \***

\$2,500.00

Must be a dollar amount.

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

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

\$9,794,977.00

Must be a dollar amount.

Level of reserves at the time of this application.

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

As an essential service, we are required to keep 3 months' worth of reserves for 3 reasons: another pandemic-like event that hinders our fundraising abilities, keeping enough payroll should the charity need to wind down, and if our owned buildings require emergency maintenance.

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

We have 1,000 volunteers across the South Island and 100 in the Southland District. They provide patient drives to hospital, baked goods, and event support.  
 e.g. organisation working bee time, donated materials from local suppliers.

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

We will continue to fundraise through public donations, grants, and events.

### **Project Budget**

List all income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

List all expense items/costs for your project e.g. materials, labour, equipment, advertising. Make sure your total project costs is realistic (i.e. don't overstate or understate).

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**  
 Form Submitted 18 Mar 2026, 1:14PM NZDT

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

<b>Income</b>	<b>\$</b>	<b>Expenditure</b>	<b>\$</b>
This grant	\$2,500.00	Operational	\$2,500.00
Relay for Life (Projected)	\$120,000.00	Operational	\$120,000.00
Public Donations (Projected)	\$285,000.00	Operational	\$285,000.00
Other grants	\$11,613.00	Operational	\$11,613.00

### Project Budget Totals

The income and expenditure totals should balance/match.

<b>Total Income Amount</b>	<b>Total Expenditure Amount</b>	<b>Income - Expenditure</b>
\$419,113.00	\$419,113.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

### Quotes

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

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

- yes  
 no

No more than 1 choice may be selected.

#### Please upload quote(s)

*No files have been uploaded*

### Additional information

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

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**

Form Submitted 18 Mar 2026, 1:14PM NZDT

## Supporting documentation

### Supporting documents

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

#### Attach documents here

Filename: Cancer Society Cover Letter- N. Southland Dev Fund.pdf

File size: 158.8 kB

Filename: Southland Budget.xlsx

File size: 26.7 kB

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

## Feedback

### Feedback

#### How did you find out about the Northern Southland Development Fund?

Have applied previously  Southland District Council website  Council or community Facebook page  Radio  Newspaper  Online  Referred by another funder  Word of mouth  Council staff  Other

No more than 1 choice may be selected.

#### Please rate the following statements

##### The time required to prepare and complete the application was reasonable

Strongly agree  Agree  Disagree  Strongly disagree  N/A

No more than 1 choice may be selected.

##### The application process is very straightforward

Strongly agree  Agree  Disagree  Strongly disagree  N/A

No more than 1 choice may be selected.

#### Please provide us with any suggestions about any improvements we could make to this application process:

Thank you for considering supporting the Northern Southland cancer community! :-)

## Declaration

**\* indicates a required field**

### Declaration

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**  
Form Submitted 18 Mar 2026, 1:14PM NZDT

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

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

**Name \***

Heather Locke

**Position in organisation \***

Grant and Bequest Specialist

**Date \***

18/03/2026

Must be a date.

### Submitting your form

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

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

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

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

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF001MAR26 From Southern Cancer Society Trust**  
Form Submitted 18 Mar 2026, 1:14PM NZDT

If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.



**Northern Southland Development Fund**  
**March 2026 funding round**

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## 2. Mid-Northern Southland Toy Library – new toys

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF002MAR26 From Mid Northern Southland Toy Library**  
Form Submitted 29 Mar 2026, 8:23PM NZDT

## Organisation details

\* indicates a required field

### Organisation details

**Organisation name \***

Mid Northern Southland Toy Library

**Street address \***

33 Pluto Rd  
Lumsden Lumsden 9730 New Zealand  
Any, but at least one field is required.

**Postal Address**

33 Pluto Rd  
Lumsden Lumsden 9730 New Zealand

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

mnstoylibrary@gmail.com  
Must be an email address.

**Purpose or main activity of the organisation (e.g. tennis, scouts)**

Toy Library

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

18  
Must be a number.

**What percentage of your members live in the Northern Southland Development Fund area?**

100  
Must be a number.

## Contact details for this application

Please give us the names of two people who can be contacted if further information is required. The first contact should be the person who completes this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

**Name 1 \***

Kate Jarvie

**Email \***

Must be an email address.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF002MAR26 From Mid Northern Southland Toy Library**  
 Form Submitted 29 Mar 2026, 8:23PM NZDT

**Phone Number \***

Must be a New Zealand phone number.

**Name 2 \***

Courtney Carter

**Email \***

Must be an email address.

**Phone Number \***

022 352 3170

Must be a New Zealand phone number.

## Application details

**\* indicates a required field**

### Project details

Please assume we know nothing about your project. Give as much information as possible.

**What are you applying for? (pick one) \***

- The development of community facilities or amenities
- Sport & recreational opportunities
- Community programmes, activities or events
- Operational costs
- Other

No more than 1 choice may be selected.

**Please provide a short title for your project: \***

Northern Southland Toy Support

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

33 Pluto Road Lumsden

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

Our organisation is a small, community-focused toy library based in Lumsden with a growing membership. We are seeking funding to expand and update our toy collection to better meet increasing demand. We surveyed our members so that we are able to pinpoint which toys would be of use to our community. Many items, particularly balance bikes and Connetix tiles are fully booked, so we wish to purchase more of these items. Additional resources would ensure fairer availability for members. We have also received requests for more dolls and musical instruments so we wish to also purchase some of these. Funding will enable us to provide a wider, more diverse range of toys, supporting children's development and ensuring all families can access engaging play opportunities.

Provide a short description (100 words recommended) of your project - what are you do you want to do?

**How will your project benefit the Northern Southland community? \***

Page 2 of 9

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF002MAR26 From Mid Northern Southland Toy Library**  
 Form Submitted 29 Mar 2026, 8:23PM NZDT

Our Toy Library is an important resource for the Northern Southland community, providing families with access to a wide range of toys suitable for children from birth to 10 years old (and beyond!) By borrowing rather than buying, families can save a significant amount of money while still offering their children a variety of play experiences. Having a toy library membership also supports sustainability by reducing the need for excessive consumption. In a rural community, our Toy Library provides an accessible, inclusive space that strengthens connections between families and supports children's wellbeing, learning and play. This grant will enable us to purchase new toys that are needed in our community, therefore having a positive impact.

Who will benefit? What opportunities will your project provide for the community?

**Start Date**

29/06/2026

Must be a date.

**End Date**

29/09/2029

Must be a date.

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

- Yes  
 No

**Community benefits**

This section enables us to gather useful data on different groups of people in our community that will benefit from a grant from the Northern Southland Development Fund.

**Approximately how many people in the Northern Southland Development Fund area will benefit directly from your project? \***

60

Must be a number.

**Additional comments on numbers benefiting:**

Our membership is always growing so this may be more.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF002MAR26 From Mid Northern Southland Toy Library**  
Form Submitted 29 Mar 2026, 8:23PM NZDT

### Building and facility information

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

Yes

No

No more than 1 choice may be selected.

### Financial details

**\* indicates a required field**

#### Financial details

**Bank Account details \***

Account Name: Mid Northern  
Southland Toy Library

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

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

Filename: IMG\_6411.jpeg

File size: 170.7 kB

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

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

yes

no

No more than 1 choice may be selected.

**If yes, GST #:**

Must be a number.

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

Filename: MNSTL Accounts for 1\_1\_2025 to 31\_12\_2025 - Summary.pdf

File size: 60.9 kB

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

Filename: IMG\_6412.jpeg

File size: 190.8 kB

### Project budget

**\* indicates a required field**

#### Income & Expenditure (for this project)

Page 4 of 9

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF002MAR26 From Mid Northern Southland Toy Library**  
 Form Submitted 29 Mar 2026, 8:23PM NZDT

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

**Total Project Cost \***

\$929.00

Must be a dollar amount.

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

**Amount you are requesting from the Northern Southland Development Fund? \***

\$929.00

Must be a dollar amount.

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

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

\$6,202.58

Must be a dollar amount.

Level of reserves at the time of this application.

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

Our reserves are essential for ensuring the long term sustainability of the toy library. They are primarily allocated to covering core expenses such as rent and day to day operational costs. As our membership continues to grow, we have also allocated money from our reserves to invest in new toys in 2026. In addition, maintaining a prudent level of reserves allows us to respond to any unexpected circumstances without disrupting our service. Securing external funding would enable us to deliver this project while preserving the stability and sustainability of the toy library.

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

Working bee - unpacking, constructing, labelling toys and then inputting them into our system is a huge volunteer commitment.

e.g. organisation working bee time, donated materials from local suppliers.

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

No operating costs specifically related to this project - we have reserves set aside for rent and other day to day operating costs. Membership fees help to keep these reserves topped up.

**Project Budget**

List all income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

List all expense items/costs for your project e.g. materials, labour, equipment, advertising. Make sure your total project costs is realistic (i.e. don't overstate or understate).

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. MSDF002MAR26 From Mid Northern Southland Toy Library**  
 Form Submitted 29 Mar 2026, 8:23PM NZDT

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

Income	\$	Expenditure	\$
Northern Southland Development Fund	\$929.00	The Toy Box - Toys	\$929.00

**Project Budget Totals**

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$929.00 <small>This number/amount is calculated.</small>	\$929.00 <small>This number/amount is calculated.</small>	\$0.00 <small>This number/amount is calculated.</small>

**Quotes**

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

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

- yes
  - no
- No more than 1 choice may be selected.

**Please upload quote(s)**

Filename: The Toybox Quote.pdf  
 File size: 223.5 kB

Filename: Toy World Quote.pdf  
 File size: 297.9 kB

**Additional information**

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF002MAR26 From Mid Northern Southland Toy Library**  
 Form Submitted 29 Mar 2026, 8:23PM NZDT

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

We intend to use some of our reserves (these have accumulated over the past few years through fundraising and membership fees) to purchase more toys throughout 2026 in addition to the quoted toys in this application.

## Supporting documentation

### Supporting documents

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

**Attach documents here**

*No files have been uploaded*

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

Thank you for considering our application.

## Feedback

### Feedback

**How did you find out about the Northern Southland Development Fund?**

Have applied previously  Southland District Council website  Council or community Facebook page  Radio  Newspaper  Online  Referred by another funder  Word of mouth  Council staff  Other

No more than 1 choice may be selected.

### Please rate the following statements

**The time required to prepare and complete the application was reasonable**

Strongly agree  Agree  Disagree  Strongly disagree  N/A

No more than 1 choice may be selected.

**The application process is very straightforward**

Strongly agree  Agree  Disagree  Strongly disagree  N/A

No more than 1 choice may be selected.

**Please provide us with any suggestions about any improvements we could make to this application process:**

## Declaration

**\* indicates a required field**

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF002MAR26 From Mid Northern Southland Toy Library**  
Form Submitted 29 Mar 2026, 8:23PM NZDT

### Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

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

**Name \***

Kate Jarvie

**Position in organisation \***

Treasurer

**Date \***

29/03/2026

Must be a date.

### Submitting your form

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

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

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

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the

Page 8 of 9

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF002MAR26 From Mid Northern Southland Toy Library**  
Form Submitted 29 Mar 2026, 8:23PM NZDT

top of the form. No further editing of your form or uploading of support material is possible once submitted.

If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.



**Northern Southland Development Fund**  
**March 2026 funding round**

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### 3. Five Rivers Playgroup – new mower and weedmat

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF003MAR26 From Five Rivers Playgroup**  
Form Submitted 31 Mar 2026, 8:10PM NZDT

## Organisation details

**\* indicates a required field**

### Organisation details

**Organisation name \***

Five Rivers Playgroup

**Street address \***

1908 Mossburn-Five Rivers Rd  
Lowther Lowther 9793 New Zealand  
Any, but at least one field is required.

**Postal Address**

4530 Te Anau Mossburn Hwy  
Centre Hill Mossburn 9672 New Zealand

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

fiveiversplaygroup@gmail.com  
Must be an email address.

**Purpose or main activity of the organisation (e.g. tennis, scouts)**

Playgroup and learning for 0-4year olds in the Five Rivers area

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

21  
Must be a number.

**What percentage of your members live in the Northern Southland Development Fund area?**

100  
Must be a number.

## Contact details for this application

Please give us the names of two people who can be contacted if further information is required. The first contact should be the person who completes this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

**Name 1 \***

Courtney Carter

**Email \***

Must be an email address.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF003MAR26 From Five Rivers Playgroup**  
Form Submitted 31 Mar 2026, 8:10PM NZDT

**Phone Number \***

must be a New Zealand phone number.

**Name 2 \***

Toni Evans

**Email \***

must be an email address.

**Phone Number \***

must be a New Zealand phone number.

## Application details

**\* indicates a required field**

### Project details

Please assume we know nothing about your project. Give as much information as possible.

**What are you applying for? (pick one) \***

- The development of community facilities or amenities
- Sport & recreational opportunities
- Community programmes, activities or events
- Operational costs
- Other

No more than 1 choice may be selected.

**Please provide a short title for your project: \***

Five Rivers Playgroup Outside Maintenance

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

Five Rivers Playgroup

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

Our playgroup is asking for funding for weed mats and a new lawn mower for maintaining our outside area for our tamariki. After fundraising and sourcing our own safety mats for our play areas we have noticed that the weeds and grass grow through this, making the safety mats inefficient. So we would like to rectify this going into our winter months. Along with a lawn mower to keep our area safe and tidy for our tamariki to enjoy outside play all year round.

Provide a short description (100 words recommended) of your project - what are you do you want to do?

**How will your project benefit the Northern Southland community? \***

We cater to a range of tamariki from 0-4 years old and believe this would help us in providing a safe and enjoyable outside area for all ages. Along with the children we have parents from the rural community who use the playgroup as a hub to connect with others

Page 2 of 8

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF003MAR26 From Five Rivers Playgroup**  
 Form Submitted 31 Mar 2026, 8:10PM NZDT

and enjoy a safe space with their young ones.

Who will benefit? What opportunities will your project provide for the community?

**Start Date**

01/06/2026

Must be a date

**End Date**

01/06/2027

Must be a date

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

Yes

No

**Community benefits**

This section enables us to gather useful data on different groups of people in our community that will benefit from a grant from the Northern Southland Development Fund.

**Approximately how many people in the Northern Southland Development Fund area will benefit directly from your project? \***

21

Must be a number.

**Additional comments on numbers benefiting:**

We have 21 tamariki enrolled to our playgroup with up to 14 parents alongside this number.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

**Building and facility information**

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

Yes

No

No more than 1 choice may be selected.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF003MAR26 From Five Rivers Playgroup**  
 Form Submitted 31 Mar 2026, 8:10PM NZDT

## Financial details

\* indicates a required field

### Financial details

#### Bank Account details \*

Account Name: Five Rivers Playgroup

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: 1\_WP03-0960-0108959-000\_20260228\_286.pdf

File size: 131.5 kB

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

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

yes

no

No more than 1 choice may be selected

#### If yes, GST #:

Must be a number.

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

Filename: 2025 EOFY (Ammended) - Sheet1-2.pdf

File size: 71.0 kB

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

Filename: 1\_WP03-0960-0108959-000\_20260228\_286-2.pdf

File size: 131.5 kB

## Project budget

\* indicates a required field

### Income & Expenditure (for this project)

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

#### Total Project Cost \*

\$1,165.05

Must be a dollar amount

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF003MAR26 From Five Rivers Playgroup**  
 Form Submitted 31 Mar 2026, 8:10PM NZDT

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

**Amount you are requesting from the Northern Southland Development Fund? \***

\$846.05

Must be a dollar amount.

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

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

\$6,143.62

Must be a dollar amount.

Level of reserves at the time of this application.

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

We require this money to pay for our ongoing running costs- equipment, learning resources, cleaning products, playgroup facilitator, learning opportunities etc. This money is also a 'backstop' in case we need to fund any urgent repairs and maintenance on site.

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

Volunteer work by our community will be completed to update and maintain our outside area.

e.g. organisation working bee time, donated materials from local suppliers.

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

Fundraising

**Project Budget**

List all income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

List all expense items/costs for your project e.g. materials, labour, equipment, advertising. Make sure your total project costs is realistic (i.e. don't overstate or understate).

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

Income	\$	Expenditure	\$
NS Development Fund	\$846.05	Battery	\$319.00
Fundraising	\$319.00	Lawn Mower	\$799.00
		Weed Mat & Pins	\$47.05

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF003MAR26 From Five Rivers Playgroup**  
 Form Submitted 31 Mar 2026, 8:10PM NZDT


**Project Budget Totals**

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$1,165.05 <small>This number/amount is calculated.</small>	\$1,165.05 <small>This number/amount is calculated.</small>	\$0.00 <small>This number/amount is calculated.</small>

**Quotes**

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

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

- yes
  - no
- No more than 1 choice may be selected.

**Please upload quote(s)**

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Filename: Quote 1 Funding March 2026.pdf  
 File size: 103.1 kB

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Filename: Quote 2 Funding March 2026.pdf  
 File size: 75.7 kB

**Additional information**

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

We are purchasing an extra battery with the lawnmower due to our current one not having enough battery to last longer than 20mins. Currently, our volunteers are waiting round to finish off the lawns. If we were to have 2 batteries then we would be able to keep on top of the lawns easier and make it an easier process for our volunteers.

**Supporting documentation**

**Supporting documents**

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

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF003MAR26 From Five Rivers Playgroup**  
 Form Submitted 31 Mar 2026, 8:10PM NZDT

**Attach documents here**

*No files have been uploaded*

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

## Feedback

### Feedback

**How did you find out about the Northern Southland Development Fund?**

Have applied previously  Southland District Council website  Council or community Facebook page  Radio  Newspaper  Online  Referred by another funder  Word of mouth  Council staff  Other

*No more than 1 choice may be selected.*

### Please rate the following statements

**The time required to prepare and complete the application was reasonable**

Strongly agree  Agree  Disagree  Strongly disagree  N/A

*No more than 1 choice may be selected.*

**The application process is very straightforward**

Strongly agree  Agree  Disagree  Strongly disagree  N/A

*No more than 1 choice may be selected.*

**Please provide us with any suggestions about any improvements we could make to this application process:**

## Declaration

**\* indicates a required field**

### Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF003MAR26 From Five Rivers Playgroup**  
Form Submitted 31 Mar 2026, 8:10PM NZDT

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

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

**Name \***

Courtney Carter

**Position in organisation \***

President

**Date \***

30/03/2026

Must be a date

### **Submitting your form**

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

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

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

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

If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.



**Northern Southland Development Fund**  
**March 2026 funding round**

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4. Dipton First  
Response  
Trust –  
replacement  
medical first  
response vehicle

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF004MAR26 From Dipton First Response Trust**  
Form Submitted 30 Mar 2026, 10:08PM NZDT

## Organisation details

\* Indicates a required field

### Organisation details

**Organisation name \***

Dipton First Response Trust

**Street address \***

26 Level Street  
Dipton 9791 New Zealand  
Any, but at least one field is required.

**Postal Address**

26 Level Street  
Dipton 9791 New Zealand

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

diptonfirstresponsetrust@gmail.com  
Must be an email address.

**Purpose or main activity of the organisation (e.g. tennis, scouts)**

To provide medical first response to emergency 111 callers

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

27  
Must be a number.

**What percentage of your members live in the Northern Southland Development Fund area?**

100  
Must be a number.

## Contact details for this application

Please give us the names of two people who can be contacted if further information is required. The first contact should be the person who completes this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

**Name 1 \***

Maree Smith

**Email \***

[diptonfirstresponsetrust@gmail.com](mailto:diptonfirstresponsetrust@gmail.com)  
Must be an email address.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF004MAR26 From Dipton First Response Trust**  
 Form Submitted 30 Mar 2026, 10:08PM NZDT

**Phone Number \***

Must be a New Zealand phone number.

**Name 2 \***

Lynden Prebble

**Email \***

Must be an email address.

**Phone Number \***

Must be a New Zealand phone number.

## Application details

**\* indicates a required field**

### Project details

Please assume we know nothing about your project. Give as much information as possible.

**What are you applying for? (pick one) \***

- The development of community facilities or amenities
- Sport & recreational opportunities
- Community programmes, activities or events
- Operational costs
- Other

No more than 1 choice may be selected.

**Please provide a short title for your project: \***

Replacement Medical First Response Vehicle

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

Dipton

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

Most Fire Brigades in NZ offer a "co-response" cover of basic first aid. Dipton is one of only 3 Volunteer Fire Brigades in Southland which provide the next level (higher level of training) "medical first response" service.

Frequently, St John ambulances have to come to our area from Invercargill, Otautau or Gore with Winton only available 6am-6pm daily and often attending calls in Invercargill.

Our current vehicle is 27 years old and lacks safety features of a modern vehicle eg air bags and ABS brakes. It also has poor handling on country roads and is a manual - a vehicle many of our first responders aren't confident in driving.

We need a newer, automatic vehicle with optimum reliability and off road capability.

Provide a short description (100 words recommended) of your project - what are you do you want to do?

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF004MAR26 From Dipton First Response Trust**  
 Form Submitted 30 Mar 2026, 10:08PM NZDT

**How will your project benefit the Northern Southland community? \***

We provide medical first response not only to those residing or working in the Dipton community, but also the wider community when St John ambulances are unavailable or attending other calls. Given the "golden hour" and our distance from Kew Hospital, those ambulances, even when available, take a considerable time to get to our area and at times are unable to access patients in offroad locations like wet, grassy paddocks or on hilly terrain.

In addition - our responders attend to motor accidents over a much wider area (including the busy State Highway 6) from Fernhill to (at times) Lumsden and beyond (usually when the Lumsden St John roster is unmanned).

Who will benefit? What opportunities will your project provide for the community?

**Start Date**

01/03/2026

Must be a date.

**End Date**

31/08/2026

Must be a date.

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

Yes

No

**Community benefits**

This section enables us to gather useful data on different groups of people in our community that will benefit from a grant from the Northern Southland Development Fund.

**Approximately how many people in the Northern Southland Development Fund area will benefit directly from your project? \***

500

Must be a number.

**Additional comments on numbers benefiting:**

In addition, many more benefit who are from wider surrounding areas when St John bot immediately available and also assist motorists travelling through or people/contractors working in our area.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF004MAR26 From Dipton First Response Trust**  
Form Submitted 30 Mar 2026, 10:08PM NZDT

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

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

At least 1 choice must be selected.

### Building and facility information

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

Yes

No

No more than 1 choice may be selected.

### Financial details

**\* indicates a required field**

#### Financial details

**Bank Account details \***

Account Name: Dipton First Response Trust

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: Bank Statements - incl Term Deposits.pdf

File size: 2.1 MB

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

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

yes

no

No more than 1 choice may be selected.

**If yes, GST #:**

85485306

Must be a number.

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

Filename: Financial Statements to 30.6.25.pdf

File size: 2.8 MB

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

Filename: Bank Statements - incl Term Deposits.pdf

File size: 2.1 MB

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF004MAR26 From Dipton First Response Trust**  
 Form Submitted 30 Mar 2026, 10:08PM NZDT

## Project budget

\* Indicates a required field

### Income & Expenditure (for this project)

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

**Total Project Cost \***

\$45,780.00

Must be a dollar amount.

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

**Amount you are requesting from the Northern Southland Development Fund? \***

\$5,000.00

Must be a dollar amount.

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

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

\$11,734.00

Must be a dollar amount.

Level of reserves at the time of this application.

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

We have agreed to contribute \$9000 towards this purchase PLUS the trade in value of existing vehicle (\$4350 excl GST)

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

We are contributing nearly all of our reserves to this project. This will mean we will need to fundraise going forward for maintenance costs.

e.g. organisation working bee time, donated materials from local suppliers.

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

Operational costs are covered by FENZ - however we will be responsible for vehicle maintenance. We are a very small group of volunteers but usually fundraise by cutting and selling firewood.

### Project Budget

List all income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

List all expense items/costs for your project e.g. materials, labour, equipment, advertising. Make sure your total project costs is realistic (i.e. don't overstate or understate).

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF004MAR26 From Dipton First Response Trust**  
 Form Submitted 30 Mar 2026, 10:08PM NZDT

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

Income	\$	Expenditure	\$
Cash Reserves	\$9,000.00	2nd Hand 4WD van excl GST	\$33,000.00
Trade -in excl GST	\$4,350.00	Emergency Lighting Fit-out	\$12,780.00
Community Trust South	\$11,400.00		
Oreti Community Partnership Fund	\$8,000.00		
Northern Southland Development Fund	\$5,000.00		
Aotearoa Gaming Trust	\$8,030.00		

### Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$45,780.00	\$45,780.00	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>

### Quotes

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

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

yes

no

No more than 1 choice may be selected.

**Please upload quote(s)**

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF004MAR26 From Dipton First Response Trust**  
Form Submitted 30 Mar 2026, 10:08PM NZDT

Filename: Quotes - new 4WD van.pdf  
File size: 8.2 MB

### Additional information

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

We have obtained quotes for 2 different vehicles but our preferred vehicle is the van which is better suited to our First Response Team needs. Our volunteers are often treating patients in the dark, in the middle of nowhere and often in inclement weather – occasionally with multiple patients.

The other vehicle coming up for sale is an ex lease FENZ Toyota HiLux double cab ute. We may have to fit the vehicle purchased with lights, siren, radios and logo and this additional cost is quoted separately. There is no guarantee we can buy that vehicle and the van is more fit for purpose.

Unfortunately, car dealers don't hold vehicles for more than a day or two so the actual vehicle we get may vary in price and we understand if the vehicle purchased is of a lesser value that any funding contributions will need to reduce proportionately.

Equally, it may cost slightly more than our quote, in which case we will need to fundraise to meet the shortfall. However, given the number of hours our volunteers already spend training each week AND the time they spend attending callouts, plus they all have full-time jobs, organising and completing fundraising tasks is a huge commitment for them.

### Supporting documentation

#### Supporting documents

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

**Attach documents here**

*No files have been uploaded*

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

Our team provide an essential service for our rural community and travellers passing through, particularly on a busy State Highway 6 to major tourist destinations. Everyone deserves a prompt response to an emergency call.

The need for medical response is increasing and in 2025 we attended 31 medical related incidents.

The existing vehicle was funded by the people of Dipton through the Dipton First Response Trust which is a Charitable Trust - Registration Number CC34493. This proposal also includes the trade-in of the existing vehicle.

Due to the terrain of our area - it is essential our vehicle has 4WD capability.

### Feedback

## Northern Southland Development Fund - March 2026 Northern Southland Development Fund application form Application No. NSDF004MAR26 From Dipton First Response Trust

Form Submitted 30 Mar 2026, 10:08PM NZDT

### Feedback

#### How did you find out about the Northern Southland Development Fund?

Have applied previously  Southland District Council website  Council or community Facebook page  Radio  Newspaper  Online  Referred by another funder  Word of mouth  Council staff  Other

No more than 1 choice may be selected.

### Please rate the following statements

#### The time required to prepare and complete the application was reasonable

Strongly agree  Agree  Disagree  Strongly disagree  N/A

No more than 1 choice may be selected.

#### The application process is very straightforward

Strongly agree  Agree  Disagree  Strongly disagree  N/A

No more than 1 choice may be selected.

**Please provide us with any suggestions about any improvements we could make to this application process:**

## Declaration

**\* indicates a required field**

### Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

- any decision made is final

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF004MAR26 From Dipton First Response Trust**

Form Submitted 30 Mar 2026, 10:08PM NZDT

- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

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

**Name \***

Maree Smith

**Position in organisation \***

Trustee / Treasurer

**Date \***

30/03/2026

Must be a date.

### Submitting your form

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

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

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

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

If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.



## Northern Southland Development Fund

March 2026 funding round

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# 5. NSCRCCT – operational costs

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCCT)**  
Form Submitted 31 Mar 2026, 8:51PM NZDT

## Organisation details

\* indicates a required field

### Organisation details

**Organisation name \***

Northern Southland Community Resource Centre Charitable Trust (NSCRCCT)

**Street address \***

58 Garden St  
Lumsden Lumsden 9730 New Zealand  
Any, but at least one field is required.

**Postal Address**

58 Garden St  
Lumsden Lumsden 9730 New Zealand

**Phone Number \***

Must be a New Zealand phone number.

**Email \***

jeanna@nsrcct.com  
Must be an email address.

**Purpose or main activity of the organisation (e.g. tennis, scouts)**

Community Coordinator: advice and community support

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

10  
Must be a number.

**What percentage of your members live in the Northern Southland Development Fund area?**

100  
Must be a number.

## Contact details for this application

Please give us the names of two people who can be contacted if further information is required. The first contact should be the person who completes this form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

**Name 1 \***

Jeanna Rodgers

**Email \***

[jeanna@nsrcct.com](mailto:jeanna@nsrcct.com)

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCCT)**

Form Submitted 31 Mar 2026, 8:51PM NZDT

Must be an email address.

**Phone Number \***

027 5

Must be a New Zealand phone number.

**Name 2 \***

Anna Highfield

**Email \***

anna@highfield.org.nz

Must be an email address.

**Phone Number \***

---

Must be a New Zealand phone number.

## Application details

\* indicates a required field

### Project details

Please assume we know nothing about your project. Give as much information as possible.

**What are you applying for? (pick one) \***

- The development of community facilities or amenities
- Sport & recreational opportunities
- Community programmes, activities or events
- Operational costs
- Other

No more than 1 choice may be selected.

**Please provide a short title for your project: \***

Operational Costs

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

Northern Southland

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

The community worker and office manager provide invaluable support to individuals and families throughout Northern Southland. We do not receive any government funding and rely on a large amount of work from volunteers and community support as well as community grants.

We are applying for operational costs to continue to provide this service to the community.

Provide a short description (100 words recommended) of your project - what are you do you want to do?

**How will your project benefit the Northern Southland community? \***

Page 2 of 9

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCCT)**

Form Submitted 31 Mar 2026, 8:51PM NZDT

A contribution from the Northern Southland Development Fund would enable our community programmes and the support from the community worker to continue. The community worker supports families in Northern Southland through advice, help with food, transport, clothing and household support. We would also use the funding to help continue to run our community garden, senior social programs, foodbank, drivers licensing, holiday programs, new migrant support and more. The area we cover is huge and the community are struggling even more with the rising costs of food and fuel. There is no-one else in the Northern Southland community that does this vital work.

Who will benefit? What opportunities will you project provide for the community?

**Start Date**

01/04/2026

Must be a date.

**End Date**

01/04/2027

Must be a date.

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

Yes

No

**Community benefits**

This section enables us to gather useful data on different groups of people in our community that will benefit from a grant from the Northern Southland Development Fund.

**Approximately how many people in the Northern Southland Development Fund area will benefit directly from your project? \***

500

Must be a number.

**Additional comments on numbers benefiting:**

We run a variety of projects as well as supporting people in the wider community

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCCT)**  
Form Submitted 31 Mar 2026, 8:51PM NZDT

At least 1 choice must be selected.

### Building and facility information

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

- Yes  
 No

No more than 1 choice may be selected.

### Financial details

**\* indicates a required field**

#### Financial details

**Bank Account details \***

Account Name: Northern Southland  
Community Resource  
Centre Charitable  
Trust

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

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

Filename: BNZ Deposit Slip - NSCRCCT.pdf  
File size: 116.5 kB  
i.e. a bank coded deposit slip or bank verified account details

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

- yes  
 no

No more than 1 choice may be selected.

**If yes, GST #:**

87793311  
Must be a number.

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

Filename: 2025 Financial\_Statements\_- SIGNED.pdf  
File size: 1.7 MB

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

Filename: Call\_account\_2026-01-22\_62.pdf  
File size: 33.0 kB

Filename: Non\_Profit\_Org\_A\_C\_2026-02-27\_262.pdf  
File size: 34.8 kB

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCCT)**  
 Form Submitted 31 Mar 2026, 8:51PM NZDT

## Project budget

\* indicates a required field

### Income & Expenditure (for this project)

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

**Total Project Cost \***

\$88,034.00

Must be a dollar amount.

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

**Amount you are requesting from the Northern Southland Development Fund? \***

\$10,000.00

Must be a dollar amount.

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

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

\$59,651.00

Must be a dollar amount.

Level of reserves at the time of this application.

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

All reserves are currently tagged for operating costs or upcoming project costs

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

Volunteers help on all projects from the community garden, holiday programs, soup and chat to grant applications. Our volunteers have recently been recording hours to give a more accurate record.

e.g. organisation working bee time, donated materials from local suppliers.

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

We are now approaching local businesses for support and some are putting a donations tin in their workplace.

### Project Budget

List all income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**

List all expense items/costs for your project e.g. materials, labour, equipment, advertising. Make sure your total project costs is realistic (i.e. don't overstate or understate).

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCCT)**  
 Form Submitted 31 Mar 2026, 8:51PM NZDT

Applicants that are GST registered need to provide expenditure figures that are GST exclusive.

Applicants that are NOT GST registered need to provide expenditure figures that are GST inclusive.

Income	\$	Expenditure	\$
See attached file	\$88,034.00	See attached file	\$88,034.00

**Project Budget Totals**

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$88,034.00 <small>This number/amount is calculated.</small>	\$88,034.00 <small>This number/amount is calculated.</small>	\$0.00 <small>This number/amount is calculated.</small>

**Quotes**

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

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

- yes
- no

No more than 1 choice may be selected.

**Please upload quote(s)**

*No files have been uploaded*

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

The operational costs do not require quotes

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCCT)**  
 Form Submitted 31 Mar 2026, 8:51PM NZDT

We understand that this can be difficult, particularly in rural areas.

### Additional information

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

We have used the figures from the accounts from last year to create the budget. We are aware that costs have increased but have not met as a Trust to create a new budget going forward. This will be done once the end of year finances have been prepared and audited.

The new Trust members are also recording their volunteer hours which will give a more accurate account going forward.

Please make sure to read the end of the financial statement which has the report from the Community Worker.

### Supporting documentation

#### Supporting documents

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

#### Attach documents here

Filename: Letter of support - NSCRCCT - Young Person.pdf  
 File size: 224.6 kB

Filename: Letter of support - NSCRCCT.docx  
 File size: 45.8 kB

Filename: Letter of Support - NSCRCCT.pdf  
 File size: 174.3 kB

Filename: NSCRCCT- Grant applications - Northern Southland Development Fund.pdf  
 File size: 88.9 kB

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

We had a space of time where grant applications were not made and we had to eat into reserves. This has impacted how the trust has operated. We are now working hard on our plan to future proof the Trust and the work that our community coordinator does.

We no longer receive Government funding and this has impacted our income severely.

We are facing the likelihood of needing new premises and this will be a big focus for the Trust in the future.

This is such a vital service for our community. We are more than welcome to talk to the committee about the Trust if you would like.

### Feedback

#### Feedback

Page 7 of 9

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCT)**  
 Form Submitted 31 Mar 2026, 8:51PM NZDT

**How did you find out about the Northern Southland Development Fund?**

Have applied previously  Southland District Council website  Council or community Facebook page  Radio  Newspaper  Online  Referred by another funder  Word of mouth  Council staff  Other

*No more than 1 choice may be selected.*

**Please rate the following statements**

**The time required to prepare and complete the application was reasonable**

Strongly agree  Agree  Disagree  Strongly disagree  N/A

*No more than 1 choice may be selected.*

**The application process is very straightforward**

Strongly agree  Agree  Disagree  Strongly disagree  N/A

*No more than 1 choice may be selected.*

**Please provide us with any suggestions about any improvements we could make to this application process:**

I just discovered how to upload files to be stored against our login. This will be useful for the future.

## Declaration

**\* indicates a required field**

### Declaration

I consent to the Southland District Council collecting personal details provided on this form. The consent is given in accordance with the Privacy Act 2020.

This declaration and authorisation relates to information in this application and attachments that the Southland District Council may hold about your organisation/group now or in the future.

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

- use the information supplied as part of this application and any attachments for the purposes of administration and consideration of this application;
- make any enquiries of third parties, (which may involve discussing information contained in this application);
- advertise or publish the name of our organisation/group and the amount of any grant approved if this application is successful, including disclosure of this information to other funding agencies.

I acknowledge that:

**Northern Southland Development Fund - March 2026**  
**Northern Southland Development Fund application form**  
**Application No. NSDF005MAR26 From Northern Southland Community**  
**Resource Centre Charitable Trust (NSCRCCT)**

Form Submitted 31 Mar 2026, 8:51PM NZDT

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading, in a way that may have affected the funding decision.

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

**Name \***

Jeanna Rodgers

**Position in organisation \***

Grants officer

**Date \***

31/03/2026

Must be a date.

**Submitting your form**

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

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

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

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

If you have any queries or experience any problems please phone 0800 732 732 or email funding@southlanddc.govt.nz.

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## Community board reporting

Record no: R/26/5/116875  
Author: Kelly Tagg, Community partnership leader  
Approved by: Sam Marshall, Group manager customer and community wellbeing  
Report type: Information

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### 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 Northern Community Board:

- a) notes the information contained in the report.

### Attachments

- A Northern Community Leadership Report - 8 June 2026 [↓](#)
- B Northern operational report - 8 June 2026 [↓](#)
- C Great South accommodation audit 2026 [↓](#)



**What's happening in your area**

Better-off funding projects update

The board had five projects approved as part of the government's Three Waters Reform – Better off Funding package. Three are now complete being the Lumsden playground/skatepark upgrade, the Mossburn tennis courts resurfacing and the Athol tennis courts resurfacing projects. Two remain a work in progress as follows:

PROJECT	FUNDING	CURRENT STATUS
Lumsden Museum redevelopment	\$50,000	A new funding agreement is being prepared.
Garston BBQ	\$50,000	The board have selected the equipment they wish to have installed and procurement is underway.

Replacement Christmas Flags

Following the boards last meeting an alternate supplier for flags has been identified who is able to provide 17 flags at a cost of \$1,530 plus GST which is almost half the previous quote. There are no additional set up costs which will allow the board to have two types of flags printed. Due to the lower cost, the flags can be funded from existing budgets. It is proposed to get nine of type one and eight of type two made.



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### Lumsden Railway Station Project

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A local draughtsperson has been engaged to review the issues relating to the sloping floors in the railway station building and associated issues with the foundations of the building. A site visit has taken place and staff are awaiting a report before coming back to the board to discuss next steps.

The planned painting works have had to be deferred until a decision on any remedial works can be made.

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### Garston toilet project

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A review of the above project has taken place and it has been decided to refurbish the existing toilet. Staff are working on the scope of works at present. The installation of the new septic tank and associated disposal field will still be included with this project.

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### Lumsden toilet project

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The Lumsden public toilets have funds budgeted for maintenance works. The focus will be on installing stainless steel bowls to help combat recent vandalism issues.

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### Northern Southland Development Fund

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The latest round of the Northern Southland Development fund closed on 31 March 2026. Five applications have been received. Applications will be considered during this community board meeting.

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### Community Partnership Fund

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The next round of funding for the community partnership fund closes on 31 August 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

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### Rakiura solar farm construction

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The road towards Stewart Island Rakiura's energy solution celebrated a significant milestone on Friday 22 May 2026 when the first sod was turned at the site of the island's new solar farm.

Associate Minister of Regional Development Mark Patterson and Southland District Council Mayor Rob Scott shared the ceremonial honours, joined by a group of about 40 island residents, dignitaries, contractors, and stakeholders.

Mayor Scott placed a small sod of turf into a jar and told the group he would replace it in the ground when the project was completed.

"This project isn't about fixing something that's broken," he said later at a well-attended community meeting at the Pavilion. "It's about building on what's already here.

"It's not my project, it's not the minister's project, it's your project."

Minister Patterson told the audience it was "a really significant day for this community".

"The majesty of living in this extraordinary place does come with a cost."

The "uncomfortable truth" was that running off diesel generators for its electricity was not how the government saw the future for Stewart Island Rakiura.

Regional Public Service Commissioner Steph Voight said the connection between people and environment was felt deeply on the island.

“Today we celebrate partnership, progress ... and a future that doesn’t rely on diesel.”

Today’s events mark the beginning of construction of the solar farm, at the site of the former gun club on Airport Road. The 2-hectare site will accommodate an estimated 3,000 solar panels.

The Rakiura Energy Solutions project has been exploring options since 2023 to reduce Stewart Island’s reliance on diesel generators to produce electricity. A total of 494 permanent connections receive their power from the Stewart Island Electrical Supply Authority (SIESA) but the cost of diesel means island consumers currently pay 89 cents per kilowatt hour, around 240% more than mainland New Zealanders pay for electricity.

The project is designed to improve the resilience and robustness of the electricity distribution network, lowering electricity costs for island power consumers, reducing their exposure to dramatic diesel cost fluctuations, and stimulating the local economy. The target is to reduce use of diesel by up to 75%.

The project is being run by Southland District Council, working with the Stewart Island Rakiura Community Board, and the SIESA operations and maintenance contractor NZ Energy.

Infratec, which will build the solar farm, aims to have it commissioned in January 2027.

General manager development and delivery Chris Service spoke about Infratec’s track record in building micro-grid solar/battery plants in New Zealand and Tonga.

“It’s a pretty exciting project for us ... we’re really keen to take you on the journey with us.”

Mayor Scott acknowledged the support of Invercargill MP and Cabinet minister Penny Simmonds, and Conservation Minister Tama Potaka, and spoke passionately about the contribution of former Stewart Island Rakiura district councillor Bruce Ford, who instigated the search for an energy solution for the island many years ago.

In June 2025 the government announced a suspensory loan of up to \$15.35 million from its Regional Infrastructure Fund, administered by Kānoa - Regional Economic Development and Investment Unit, enabling the first stage of the project to proceed. This comprises an initial 2-megawatt solar farm with 4-megawatt battery, plus network upgrades.

Electricity generated by the solar panels will be fed directly into the network and batteries, supplementing the current diesel generators which will power up when required to meet excess demand. Once stage one of the project is completed, transition between solar and diesel-generated supply of electricity will be seamless. The batteries will have the capacity to store at least six hours’ worth of the current average amount of energy needed by the island.



## Colac bay surfer statue

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Colac Bay Ōraka truly is the little town that did.

Testament to a powerful community spirit intrinsically woven through the coastal village, its iconic surfer statue is set to shred a bold new wave.

A treasured fixture of the town for over 25 years, the statue had far exceeded its initial lifespan of 10 years but faced an uncertain future until the community rallied together to raise approximately \$100,000 needed to replace it. This was supplemented by \$42,000 from the Ōraka Aparima Community Board.

Less than two years later, the Colac Bay and Districts Progress League and Southland District Council proudly awarded the statue contract to Southland artist Danny Owen, also known as Deow on 26 May 2026.

Progress League committee member Lana Winders said the milestone reflected a remarkable community effort.

“It’s amazing how resourceful and capable the community is where we live. Once we started harnessing that, it was just incredible,” she said.

“It’s all been good old-fashioned fundraising. The first \$42,000 was just quizzes, raffles and merchandise.”

Mayor Rob Scott described Colac Bay as “the little town that could”.

“This is the gold standard for a community grabbing the bull by the horns, getting off their backsides and getting it done,” he said.

“Their passion, commitment and determination has resulted in an excellent outcome in an incredibly short amount of time. This is the epitome of what I love about Southland and its people. This is going to be a great result for an awesome little community and I can’t wait to see this new landmark being enjoyed for the next generation or three.”

Mrs Winders said motivation ultimately stemmed from wanting to “protect what’s ours”.

“Colac Bay suffered a few blows in the past 10 years – we’ve lost some things that the community truly identified with,” she said.

“We lost the Foreshore Road that connected our surf spot Trees to the village. Then we lost a pub, then another one. And all of a sudden we were about to lose our statue – something we were just so proud of. We just couldn’t let that happen.”

The original statue was a progress league initiative 25 years earlier – pulled from a suggestion box.

“Surfing is one of the biggest assets of this area – we’ve got fantastic waves,” Mrs Winders said.

“The surfer statue is a critical part of our identity. It’s an asset that we were just not prepared to lose. When the statue was established surfing exploded in the Colac Bay and Riverton area. There’s nothing better than being in the water.”

It was the only surfer statue in New Zealand.

“People associate surfing with places like Hawaii so what’s this doing in the deep south of New Zealand? It does turn some heads. But as long as you have a thick enough wetsuit you’re going to have an awesome experience in the water here.”

Mrs Winders hoped Colac Bay’s achievement would prove inspirational.

“Communities can harness their resources and talents and make things happen together. We are proud of what we have achieved as a community,” she said.

“Sometimes you hear other communities complain and our message would be simply ‘get off your butts and get into it’.”

Working closely with Council, the procurement process started when the initial \$100,000 target was hit.

“Once we started getting real estimates it put us in a strong position to approach additional funders. They all applauded the collaboration between the progress league and SDC,” Mrs Winders said.

“There was so much willingness to help from the Ōraka Aparima Community Board and Council staff across all levels of the organisation. For a project of this magnitude, you need to make sure you have the right expertise around you and that’s where Council has been instrumental.

“We’ve been understood as a group of volunteers with a lot of passion that are willing to roll up our sleeves and get it done.”

The progress league was involved in all aspects of the procurement, including helping to prepare the request for proposal, and remained fully engaged in the appointment of the preferred supplier.

“We’ve driven what we wanted in terms of honouring the existing surfer. The concept had to have a wave, a surfer and a surfboard. We reinforced that as it had to pay homage to what was original achieved by the community,” Mrs Winders said.

“We encouraged the artists to bring creativity and a new vibe to the project. And it had to have a lifespan of 30 years.

“In Danny, we’ve got someone who has ticked all the elements to meet the brief and make it sustainable, while introducing a modern touch with the materials he’s using such as corten steel.”

Danny Owen’s concept was vastly different to the original, Mrs Winders said.

“Initially, we had to grow into it and I feel like that’s a good sign as it pushed us to explore a different direction.

“In his proposal he wrapped around it a wonderful tale of our community and a real drive to create something really special for us. I feel he’s going to make sure the surfer statue will remain a treasured part of our community for decades because it will be built with love.”

For Mr Owen, aka DEOW, the project was a poignant one.

“Colac Bay Ōraka is a place that holds deep personal meaning for me,” he said. “I have been surfing there for more than 30 years. It’s a place of powerful memories, friendships and connection with the oceans – and where I first learned to surf.

“The culture of surfing at Colac Bay is unique within Southland. Generations of locals and visitors have learned to surf there, watched storms roll in across Foveaux Strait, and experienced the raw beauty of the coastline. This sculpture is intended to celebrate that identity.”

DEOW is a celebrated artist respected for his South Sea Spray street art initiative, which has vibrantly transformed local communities with large-scale murals.

“Murals are powerful storytelling tools, but they also have natural lifespan. Paint fades, buildings change, and eventually the artwork disappears. Because of this, I have always had a desire to create a public artwork that will stand the test of time – something lasting, permanent and meaningful for the community,” he said.

“The Colac Bay surfer sculpture is my vision for that lasting piece.”

DEOW will be working collaboratively with Zac Kean at Advanced Engineering in Invercargill to ensure the precision fabrication required. The project is expected to take about eight months to complete.



### Community Service Award – Shirley McCully

Ask anyone who knows Shirley McCully and they'll tell you she puts her heart and soul into everything she does. And she has done plenty.

The busy Scotts Gap volunteer received a Community Service Award in Otautau on Thursday 2 April 2026 from Southland District Council and the Wallace Takitimu Community Board.

Presenting the award, Mayor Rob Scott said Mrs McCully was one of those “incredible” Southland heroes who worked behind the scenes to make their communities better places.

Mrs McCully, who is on the St John area committee in Otautau, has been the health shuttle co-ordinator for eight years. It is a busy role. The health shuttle takes people in western Southland to medical appointments across the region, and she often drives the shuttle, taking on extra trips if no other driver is available.

She is regarded as an excellent support person for new volunteer drivers and as the co-ordinator she contacts clients and drivers to work out the pick-up schedule on an almost daily basis.

For around six years she also spent many hours working for civil defence in the area.

Born in Ohai, Mrs McCully has lived in Scotts Gap since her marriage to husband Grattan in 1974. A busy farmer's wife, raising a family of three, she still managed to take her turn as the first female president of the local hall committee, be a parent helper on Otautau School camps and step up to help with other community activities.

She supported Girl Guides and Scouts, was a member of Lionesses and served on the Otautau Sports Complex committee. She has been part of Cancer Society Daffodil Day and served on numerous other committees.

When outdoor bowls was run in Otautau she was an active player and is past president of ladies' bowls. For a long time Mrs McCully organised the winter bowls competition. She has also been an official for Central-Western tennis and netball.

Mrs McCully thanked her husband Grattan and family for their support that enabled her to be so heavily involved in the community. “I've always believed that if your children are involved in something you need to be involved as well,” she said.

Wallace Takitimu Community Board chair Tony Philpott thanked Mrs McCully on behalf the community, saying “these awards aren’t given, they’re earned.”



### Community Service Award – Debbie McDougall

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The tireless commitment of a passionate health worker and campaigner was recognised in Winton on 24 April 2026.

Winton Maternity Centre service manager Debbie McDougall has been a leading light of the rural maternity sector in Winton for over 30 years. She received a Community Service Award from Southland District Council and the Ōreti Community Board in a ceremony that came as a complete surprise to her.

Presenting the award, Mayor Rob Scott said Ms McDougall’s work had created an enduring legacy of high-quality care in rural Southland.

“She has been a backbone of the southern maternity service for over three decades and probably thousands of families owe her a massive vote of thanks,” he said. “Her contribution has been amazing.”

Special guests at the ceremony were Pat Henderson and Anne Clark, two of the centre’s original midwives, who advocated strongly to keep the maternity centre open in Winton around 30 years ago, before Ms McDougall took over. They were very supportive of Ms McDougall’s appointment to the manager’s role.

Ms McDougall’s fierce campaigning has been integral in ensuring the vital service survives in the community. She has made the case tirelessly with major funders to keep the centre open. Her award citation says she works with a limited Te Whatu Ora budget of 30% equivalent of the same services operated by Te Whatu Ora in the Southern District.

She maintains a belief that care for new families in rural communities is vital. Her commitment is driven by a desire to have a service available for rural women to access maternity facilities and care within a geographical reach. As a result, the service provides care from Kingston to Stewart Island Rakiura to Fiordland, while other services in rural Southland have been closed.

While Ms McDougall is employed as the Winton Maternity Centre manager, she contributes many more unpaid hours voluntarily. She is on call 24 hours a day, seven days a week. Her colleagues describe her as a caring and understanding manager, with both patients and staff.

Ms McDougall has created a staff of mostly registered nurses to work in the maternity service. This has taken a lot of advocating and commitment. Midwives in Winton work independently for the maternity service and have an access agreement to the maternity centre for births and postpartum care for their clients.

Ms McDougall introduced rooms where partners can stay with the new mother and newborn, a service not available at other facilities.

The high quality of the service she maintains has enabled her to create relationships in the rural maternity sector and further afield, meaning the Winton Maternity Centre has received donations of equipment and other peer support.

Aside from her commitment to maternity, Ms McDougall oversees the community nurse service, running the local foodbank, supporting those in need in the community and the elderly day held at the maternity centre two days a week.



## Community funding

### Creative Communities Scheme

Applications to the Creative Communities Scheme were considered on 30 April 2026. The following grants were awarded:

• Cathy Irons – Douce Ambience concerts	\$1,000
• Southern Cancer Society – Bag of Hope project	\$600
• Chloe Hamilton – costume life drawing classes	\$300
• Te Hikoi Museum – Art Challenge exhibition	\$1,691
• Fiordland Camera Club – photography workshop	\$500
• Te Anau Waitangi Day Charitable Trust – 2027 event	\$2,000
• Riversdale Arts – mixed media exhibition art stands	\$1,500
• Fiordland Performing Arts – Matariki star search	\$1,500
• The Lodge 223 – Arts on Tour Tempestuous show	\$750

• Humorous Arts Charitable Trust – workshop	\$500
• Caninspire Charitable Trust – beading workshops	\$750
• Tuatapere District Promotions – Ore & Orepuki display	\$1,300
• Toi Rakiura – Stewart Island concerts	\$1,500
• Northern Southland Community Resource Centre – Anna van Riel workshops and concerts	\$1,500
• Te Anau Ukulele Festival 2026	\$2,531

### Other funding opportunities & allocations

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Applications for the following grants closed on 31 March 2026:

- District Initiative Fund
- Sport NZ Rural Travel Fund.

Applications to the above funds will be considered at the 10 June 2026 Council meeting.

## Council department updates

### Governance

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Things that may be of interest to the board include:

- a register of elected members' interests will soon be completed, circulated and made publicly available
- the communication payments to elected members will be made in June (this payment contributes to costs elected members incur in their role, such as broadband and printing costs)
- the Akona platform continues to have some really interesting learning modules available for elected members. Feel free to login into Akona to make the most of the opportunities on offer. Current modules are on the Government's Head Start Process, collaboration in action, the fuel crisis, media in an emergency and a discussion with the Minister of Local Government.

## Stakeholder updates

### Great South – accommodation audit

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Each year Great South audit all 279 operators who provide commercial accommodation.

While overall it's pretty stable, there is some interesting movement around camping grounds closing. Great South have questioned whether there is any correlation to freedom camping or increasing numbers of NZ Motocaravan Association sites. This may also impact short term accommodation and more Airbnb's as occupancy is relatively high across the region indicating that there isn't enough stock but growing visitation (is coming through the HBAs).

However, while Fiordland has almost half of all rooms in the region, it is extremely seasonal which affects economic viability. Of interest, both Gore and Invercargill are looking to be making some wins on having more consistency across the year instead of peak and off-peak seasonality which SDC still has (linked to weather, when you can walk tracks etc). This has been achieved by holding events at certain times of the year but probably more reflecting the strong economic situation at present and contractors staying to build wind farms etc.

Attached to this report is the final report for this last year's audit.

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 Electoral commission – working at the 2026 General Election
 

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**Help your community vote**

**Register your interest to work at the 2026 General Election.**

**We want people from local communities to work in voting places and help people vote. The 2026 General Election will be held on Saturday 7 November and we're taking registrations from people who are interested in working with us.**

We need people with different skills and backgrounds right across Aotearoa New Zealand.

Whether you want to work for several weeks or just on election day, there are roles for everybody, from students to experienced leaders.

For more information about the roles available, and to register your interest in working at this important event, visit [work.elections.nz](https://work.elections.nz) today.

**ELECTORAL COMMISSION**  
TE KAITAKI TAKE KŌWHIRI

REC 36 DL ENG TE ĀTIAWA

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 Highways South - update
 

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As winter approaches, the NZTA is focused on reinforcing safe driving behaviours to help keep people travelling safely as conditions change.

We're doing this by preparing targeted marketing, communications and engagement activity, and sharing clear information about the highway network. Starting mid-May, winter safety messaging will roll out across our social media channels and a wide range of customer touchpoints. These include petrol stations nationwide, airport screens near skiing hotspots (Christchurch and Queenstown), Interislander ferries, and the MetService app and website.

This approach means reaching people who may be driving in snowy/icy conditions or travelling up the mountains, as well as reinforcing winter driving messaging with road users and communities.

Across social media, we'll be sharing driver behaviour content focused on:

- driving to the conditions

- slowing down
- headlight use
- checking tyres before driving
- planning ahead

Being prepared to respond to varying weather events is on the NZTA's radar of their Transport Operations Centres (TOCs), ready to respond with real-time travel information across its channels, traffic bulletins and queries, and journey planner updates. The NZTA has also been talking with tourism and rental vehicle operators, and small passenger service drivers to provide messaging and resources on safe winter driving. This includes sharing our 'Driving in NZ' booklet which covers all essential driving tips for visitors, including winter conditions.

Roadside variable message boards will be placed at SH94 Gorge Hill to notify road users of winter driving conditions.



#### **Highway renewals**

Highway renewals work in Southland has finished for the 2025/26 season and planning underway for the 2026/27 programme. This will be shared with community boards once its finalised.

#### **Highway maintenance**

Highway maintenance teams are out on the networks responding to potholes, signs, sweeping, and other routine issues, to help ensure safe and easy highway access to where you want to go.



## Northern Community Board

### Tracker - ongoing

- Completion of better-off funded projects
- Garston toilet project planning and water bore meeting
- Garston BBQ project
- Lumsden Rugby Pavillion – future use options
- Installation of basketball hoop at Lumsden playground (26/27 project)
- Young people voice for board
- Mossburn Cemetery trees
- Illegal dumping issues at local rivers
- Check signage at Lumsden Railway station – no hanging laundry?
- Lumsden 200 years – celebration 2026
- Garston Hall – rates issue
- Garston community meeting – 29 or 30 June TBC

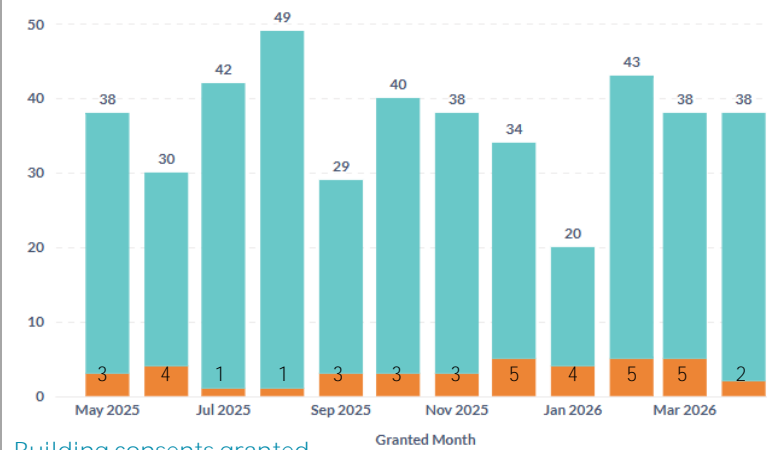
### Upcoming priorities

- Community board plan review.
- Spatial plan
- Long term plan 2027-2037

### Resource consents granted

#### RM applications granted for community board

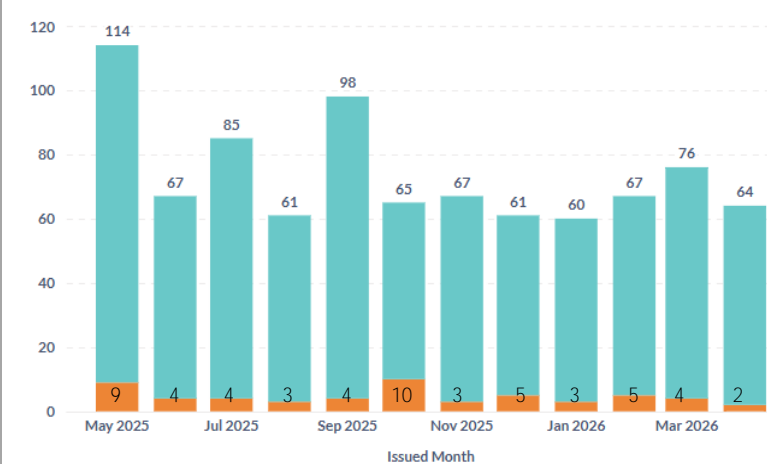
RestOfSDC BoardCount



### Building consents granted

#### Building Consents issued for community board

RestOfSDC BoardCount

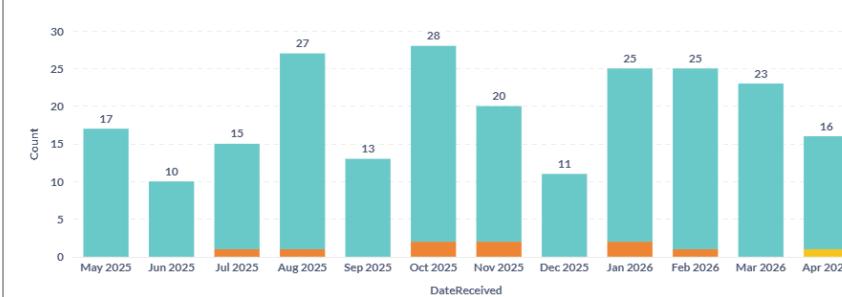


### Service requests

Across the district there were 969 requests for service lodged during March and April 2026, of which 207 were related to three waters. 39 of the total requests belonged to this board area. A full summary of the types of requests is detailed below.

### Service requests lodged

Customer requests, time-frame summary, by month, last 12 months



### Requests for service – breakdown by type

RequestType	Count
Community housing - repairs and maintenance	4
Council acquisitions and disposals	1
Council facilities - offices, depots, libraries repairs and maintenance	1
Council leases and licences	1
Council property enquiry	2
Culverts blocked - rural	2
Gravel road faults	1
Hazards	1
Parks and reserves - repairs and maintenance	1
Sealed road faults	1
Street lights out	1
Streetscape - vegetation	2
Toilets - cleaning, repairs and maintenance	6
Transport - road complaints	1
Transport general enquiries	2
Water and waste general	6
Wheelie bin - cancel/damaged/stolen	1
Wheelie bin - collection complaints	2
Wheelie bin - general enquiry	1
Wheelie bin - new/additional	2
<b>Total</b>	<b>39</b>

### Local projects update

Activity	Name	Current Phase	Current Progress	BUDGET ACTUAL YTD
COMMUNITY FACILITIES	Athol Hall - exterior repaint	Delivery phase	Complete	\$22,440 <b>\$23,368</b> P-10551
Quality check of work was undertaken in April and project is now complete.				
COMMUNITY FACILITIES	Lumsden Information Centre - exterior repaint and repairs	Pre-delivery phase	Monitor	\$51,000 <b>\$2,073</b> P-11448
Both Lumsden information center projects have been pushed out to next year after the contractor pricing for floor and pile repairs came in well over budget.				
STORMWATER	Lumsden SE stormwater catchment investigation and improvement works	Pre-delivery phase	On track	\$395,122 <b>\$24,300</b> P-10278
This is a multi year project with the 2024/2025 works being carried over to 2025/2026. Further works to be undertaken 2027/2028 and 2028/2029 and 2033/2034. Investigations and design for the 2024/2025 work is currently being undertaken but it is proving troublesome to get a consensus between Council and the designers as to the best most practicable and cost effective option. We are working through this, but it is delaying our programme. It is still our intention to have the physical works carry over and be out to tender in the 2025/2026 year for the first phase.				
WATER SUPPLY	Mossburn water supply - Consent renewal preparation	Initiation phase	On track	\$26,477 <b>\$3,350</b> P-10503
Property negotiation is underway and it is hoped to bring the matter for Council approval in Jul/Aug. Council has engaged a head designer for the consent re-application process. They will also address our concerns around other water consumers and the impact on the ability for Council to maintain a constant water supply. We are also considering the interference from the adjacent land through the winter and looking at options with the landowner to address this. This work is progressing satisfactorily. The Plant upgrade work required will be in 2026/2027.				
ROADING	Lumsden – footpath renewal programme 2024/2025 to 2026/2027	Pre-delivery phase	Not started	\$36,508 <b>\$0</b> FFOOT001C
Out for tender – closing early June.				
ROADING	Mossburn – footpath renewal programme 2024/2025 to 2026/2027	Pre-delivery phase	Not started	\$53,901 <b>\$0</b> FFOOT001D
Out for tender – closing early June.				

**Service contracts**

Water and wastewater services operation and maintenance

The 23/01 Operations and Maintenance Contract continues to operate across the Northern Community Board area.

Water and wastewater services across the area have continued to operate well with what would be considered a normal number of service requests being received by Council and Downer.

During March and April, Council carried out water pipe renewal project in Castlerock to replace and relocate water main that had become increasingly prone to repairs and required renewal.

Mowing contracts (Mossburn, Lumsden, Athol, Garston)

After undertaking the latest audits we were not surprised to find lawns to be all cut above the LOS required in the current contracts. The contractor takes great pride in their work and we look forward to continuing this high standard they have been achieving. We are looking for ways to implement continuous improvement and the next focus will be finding ways to support the contractor in setting up for the new contracts

Toilet Facilities

Upon recent audits we found the facilities to be very well maintained, there has been a small amount of vandalism but all has been dealt with quickly and efficiently. Garston has maintenance teams booked to repair leaks in the men's facility area as well as tidy up the tracks and vegetation around.

Deep cleans and final audits are booked for June before new contracts commence.

Waimea Alliance

A busy month getting drainage work completed throughout the network. We had Te Anau Earthworks complete around 16 kilometres of unsealed water channel cleaning along Mount Hamilton Road and Chewings Road. They also completed several unsealed dig outs along Mount Hamilton Road and on Waterloo Road where there are substantial logging operations at the moment. The Central Drainage crew came up and made a start on the 26/27 pre reseal drainage and completed a section on Clifden Gorge Road. There was only 1,030m centre line to complete but while there it made sense to carry on and complete the full sealed section at that end of the road which was 4,119m.

Bruce completed the noxious spraying on the Around the Mountain Cycle Trail and we are making plans to start the final round of weed spraying along the track.

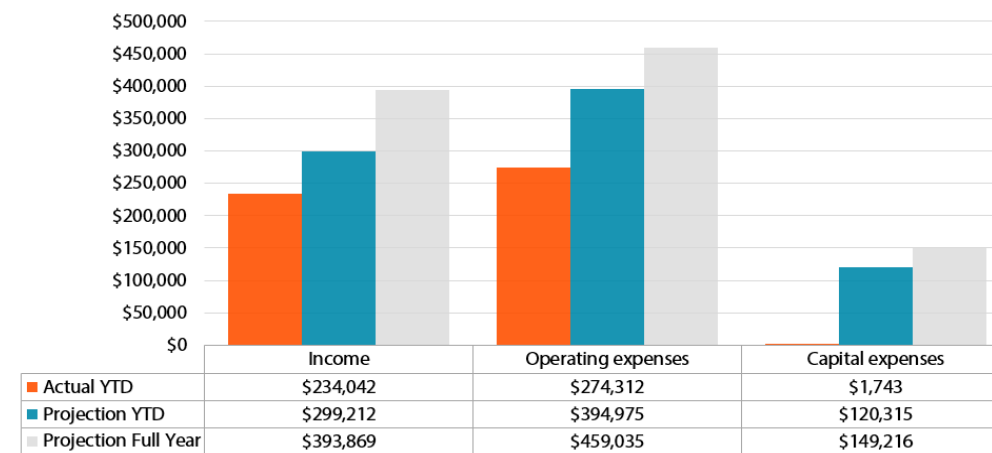
We continued the sealed and unsealed road spraying in the contract with internal and external staff while we look at finding a replacement spray truck operator.

All other cyclic operations continued throughout the network.

We continue to work on the pre reseal programme which has been adjusted changing from 14 kilometres to 29 kilometres.

**Local Budget information**

**Northern - local business units for period ended 30 April 2026**



YTD - year to date; Projection includes approved Annual Plan budget with timing phased + approved unbudgeted expenditure + carry forwards

**Budget notes**

Income is 65k (22%) under projection. This is largely due to Better off Funding for the Garston Village Project that is \$52k under projection and NZTA/Waka Kotahi grant funding for footpaths that is \$11k below projection as both types of funding will be received as the work is done. Hall hire revenue is overall \$2k below projection with no revenue received for both the Athol and Five Rivers halls. Lumsden hall has received revenue but is also below projection.

Operating expenses are \$121k (31%) under projection. This largely relates to the timing of the budget for the Lumsden Information Centre project that is \$51k under projection. General maintenance codes are overall \$45k under projection as general maintenance is largely reactive. Tree and hedge is \$14k under projection and footpaths are \$4k under projection as minimal costs have been received in these areas. Insurance is \$5k under projection due to actual costs being less than budgeted. Interest is \$3k less than projected as there were lower loan drawdowns than budgeted due to last year's projects coming in under budget largely the Lumsden and Athol hall projects. Storm damage costs have not been included as we are still working through this matter with our insurers. We will keep the board updated as more information comes to hand.

Capital expenses are \$119k (99%) under projection. Footpath renewals are \$62k under projection and are currently in procurement for delivery in the next financial year. Parks and Reserves are under projection due to the Garston Village Project that has not yet incurred any costs (\$59k). Other property is \$2k over projection due to the Lumsden Information Centre exterior repaint and repairs project that has its budget in the operating expenses area.

JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026	JULY 2026	AUGUST 2026	SEPTEMBER 2026	OCTOBER 2026	NOVEMBER 2026	DECEMBER 2026
Board tour – 26 January	Board meeting – 9 Feb - Athol Hall at 6.00pm	Board workshop - 2 March – Lumsden Hall	Board meeting – 13 April	Board workshop – 4 May	Board meeting – 8 June	Board workshop – TBC	Board meeting – 3 August	Board workshop – TBC	Board meeting – 5 October	Board workshop - TBC	Board meeting – 7 December
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March 2024					Community Partnership applications close on 31 August 2025	Community service award nominations close on 30 September 2025			Scholarships and bursary applications close on 20 December 2025
		Northern Southland Development Fund applications close 31 March 2025						District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close on 30 September 2025			

# Murihiku Southland Commercial Accommodation Snapshot

Last updated at March 2026



**FIORDLAND**  
 1145 Rooms/Units/Apartments, 276 Dorm Beds, 698 Caravan/Camping Sites

**NORTHERN SOUTHLAND**  
 91 Rooms/Units/Apartments, 4 Dorm Beds, 274 Caravan/Camping Sites

**WESTERN SOUTHLAND**  
 98 Rooms/Units/Apartments, 203 Dorm Beds, 183 Caravan/Camping Sites

**CENTRAL SOUTHLAND**  
 40 Rooms/Units/Apartments, 56 Dorm Beds, 90 Caravan/Camping Sites

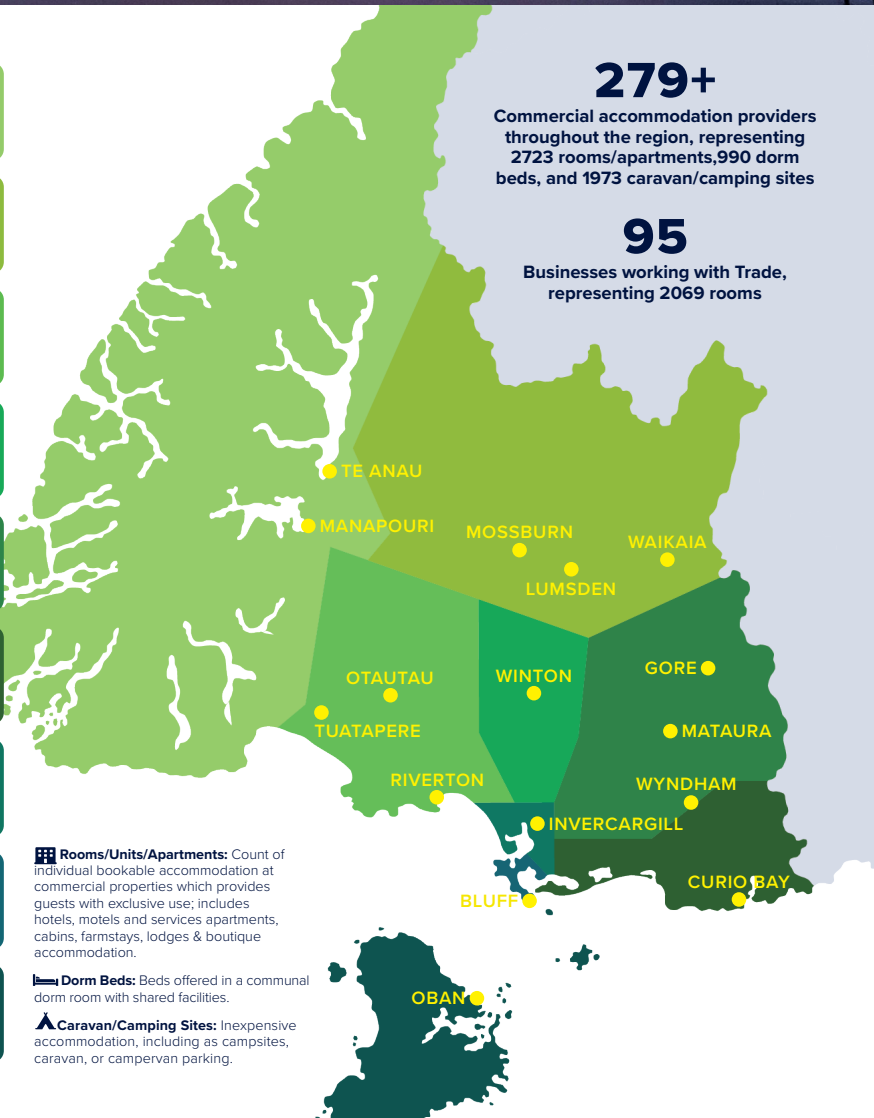
**GORE/EASTERN SOUTHLAND**  
 150 Rooms/Units/Apartments, 189 Dorm Beds, 164 Caravan/Camping Sites

**THE CATLINS**  
 77 Rooms/Units/Apartments, 83 Dorm Beds, 367 Caravan/Camping Sites

**INVERCARGILL**  
 969 Rooms/Units/Apartments, 122 Dorm Beds, 156 Caravan/Camping Sites

**BLUFF**  
 37 Rooms/Units/Apartments, 17 Dorm Beds, 17 Caravan/Camping Sites

**STEWART ISLAND**  
 113 Rooms/Units/Apartments, 40 Dorm Beds, 24 Caravan/Camping Sites



**279+**

Commercial accommodation providers throughout the region, representing 2723 rooms/apartments, 990 dorm beds, and 1973 caravan/camping sites

**95**

Businesses working with Trade, representing 2069 rooms

**Rooms/Units/Apartments:** Count of individual bookable accommodation at commercial properties which provides guests with exclusive use; includes hotels, motels and services apartments, cabins, farmstays, lodges & boutique accommodation.

**Dorm Beds:** Beds offered in a communal dorm room with shared facilities.

**Caravan/Camping Sites:** Inexpensive accommodation, including as campsites, caravan, or campervan parking.

**DISCLAIMER**

This data has been consolidated to represent our 'promotable properties'. Properties have been sourced using the Accommodation Data Program (ADP) and listings on southlandnz.com, and occasional overlap with neighbouring municipal boundaries does occur. ADP presents data in 'bookable units' (which might be one apartment, one hotel room, one dorm bed or one caravan site) - we have applied their measures and definitions. This data does not include private accommodation (cottages, holiday homes (incl Airbnb), bed and breakfast), typically offering 4+ rooms. This data is intended to be used as a guide only. The information was last updated in March 2026.



# Observations

Great South undertakes an annual audit of all commercial accommodation providers normally around February each year.

This last year shows that while there were 9 properties close across the region, there has been an overall increase in the number of rooms due to the opening of The Distinction hotel in Invercargill.

FIORDLAND			
2026:	1145	276	698
2025:	1139	202	656
2023:	1140	230	691

- New dormitory accommodation has been established and 76 beds have been added to the market.
- A worker accommodation facility has reopened as backpackers lodging, contributing +28 beds.
- One backpackers facility has closed, removing 2 rooms / 8 dorm beds from the market
- DOC campsites have been added since the 2025 audit, which has added 42 camping sites

NORTHERN SOUTHLAND			
2026:	91	4	274
2025:	95	4	307
2023:	106	4	333

- Reduction of 33 campsites across two campgrounds.
- Minor adjustment to hotel and motel inventory, with no real change to overall capacity.

WESTERN SOUTHLAND			
2026:	98	203	183
2025:	120	68	121
2023:	127	68	116

- One accommodation provider revised its inventory, reducing room numbers by 13 while increasing dorm capacity by 79 beds.
- One camping ground provider also adjusted its offering, with 17 rooms removed and 56 dorm beds added.

CENTRAL SOUTHLAND			
2026:	40	56	90
2025:	36	56	90
2023:	33	163	96

- One hotel/motel provider increased its inventory by three additional rooms.
- One new accommodation provider entered the market, adding a single room to overall supply.

GORE/EASTERN SOUTHLAND			
2026:	150	189	164
2025:	165	169	309
2023:	167	160	309

- Two camping grounds closed, resulting in the loss of 145 camp sites and 13 motel/hotel units from the accommodation inventory.
- One new backpacker accommodation provider opened, adding 20 dorm beds to the market.

THE CATLINS			
2026:	77	83	367
2025:	130	6	367
2023:	146	4	379

- One holiday park/campsite adjusted its inventory, removing 28 rooms and adding 30 dorm beds .
- One boutique lodge accommodation also revised its inventory, reducing room numbers by 25 while increasing dorm capacity by 45 beds.

INVERCARGILL			
2026:	969	122	156
2025:	851	61	322
2023:	825	59	322

- One campsite closed 20 units, and 60 camp sites
- One campsite adjustment in inventory (-106 sites, + 63 dorm beds)
- One new hotel/motel accommodation provider (+150 rooms)
- One hotel/motel accommodation provider reduced its inventory from 47 rooms to 17, removing a total of 30 rooms from the market.

BLUFF			
2026:	37	17	17
2025:	36	17	17
2023:	35	17	17

- One accommodation provider increased inventory by one room

STEWART ISLAND			
2026:	113	40	24
2025:	118	40	29
2023:	111	40	41

- One accommodation provider ceased operating, resulting in the removal of five rooms.
- One backpacker accommodation provider reduced its camping capacity, with five camp sites taken out of operation.



## Murihiku Southland Commercial Accommodation Update 2025-2026

<b>Authors</b>	Bobbi Brown, GM Regional Strategy Janine Daniel, Strategic Projects and Regional Strategy Support Kelly Spittle, Regional Strategy and Projects Advisor Mike Potter, Data Analyst
<b>Date</b>	April 2026

### SUMMARY

This report provides key insights from the last 12 months regarding the commercial accommodation sector. These insights are gained from the February 2026 audit of 279 commercial accommodation providers as well as the latest commercial accommodation occupancy figures from the Accommodation Data Programme (ADP).

### COMMERICAL ACCOMMODATION AUDIT 2025-2026

Great South followed a similar process as previous audits engaging with 279 commercial accommodation providers throughout the Southland region. All were emailed and asked questions regarding the number and types of rooms they have; if they collaborate with the trade sector and tour operators and if their accommodation has been used as emergency housing. Follow up phone calls and internet research was also conducted to ensure that the data was as accurate as possible.

#### Relatively small change compared to the previous year:

In the past year, there have been new developments such as the 150 room Distinction Hotel in Invercargill and shifts in service offerings with some properties targeting new types of visitors. The audit also reflects that while a small number of properties have stopped operating permanently, some were temporarily closed when the audit was held due to being redeveloped and will reopen (e.g. Wyndham Camping Ground and Coachman's Inn).







	Number of Properties	Percentage of Regional Stock	Change compared to last year
Invercargill City + Bluff	59	21%	1 new hotel 1 motel closed 1 camping ground closed
Southland District	199	71%	Backpacker - 1 closed and 2 opened Camping grounds - 1 closed and 3 opened 1 farm stay closed 1 lodge/boutique closed 1 motel closed
Gore District	21	8%	1 camping ground closed 1 new backpacker 1 lodge/boutique closed
<b>TOTALS</b>	<b>279</b>	<b>100%</b>	<b>9 closed, 7 new</b>

#### Southland Regional Development Agency

143 Spey Street, PO Box 1306, Invercargill 9840, Southland, New Zealand  
Phone +64 3 211 1400 Email [info@greatsouth.nz](mailto:info@greatsouth.nz)

[greatsouth.nz](http://greatsouth.nz)

**Summary of Audit Results:**

<b>279</b>	<b>Accommodation providers</b>		<p><b>Decrease of 9 providers</b> in the past year:</p> <ul style="list-style-type: none"> <li>63 motels &amp; serviced apartments (decrease of 1 in Stewart Island)</li> <li>27 hotels (increase of 1 new hotel in Invercargill)</li> <li>47 camping grounds/holiday parks (3 have closed; of which two that closed were in Eastern Southland, and one in Invercargill. 3 DOC camping grounds have been added to the inventory).</li> <li>22 lodges and boutique accommodation (decrease of two located in Fiordland and Eastern Southland).</li> <li>Other properties to close were two farm stays and a property servicing backpackers.</li> </ul>
<b>2,723</b>	<b>Rooms or apartments</b>		<p><b>Decrease of 36 rooms</b> across the region:</p> <ul style="list-style-type: none"> <li>1,145 rooms in Fiordland (net increase of 6 rooms)</li> <li>969 rooms in Invercargill (net increase of 121 rooms)</li> <li>150 rooms in Gore (net decrease of 15 rooms)</li> <li>NB: reclassification of some 'rooms' to 'dorm beds' at Borland Lodge.</li> </ul>
<b>990</b>	<b>Dorm beds</b>		<p><b>Increase of 367 dorm beds</b> across the region:</p> <ul style="list-style-type: none"> <li>203 dorm beds in Western Southland (net increase of 135 beds due to Borland Lodge reclassifying 'rooms' to 'dorm beds')</li> <li>83 dorm beds in the Catlins (net increase of 77 beds)</li> <li>276 dorm beds in Fiordland (net increase of 74 beds)</li> <li>122 dorm beds in Invercargill (net increase of 61 beds)</li> </ul>
<b>1973</b>	<b>Caravan and/or camping sites</b>		<p><b>Decrease of 245 camp sites</b></p> <ul style="list-style-type: none"> <li>164 sites in Eastern Southland (net decrease of 145 sites predominantly Gore and Wyndham).</li> <li>156 sites in Invercargill (net decrease of 66 sites in one property.)</li> </ul>
<b>95</b>	<b>Working with the tourism trade sector including tour operators and travel agents</b>		<p><b>Increase of 22 businesses</b> across the region</p> <ul style="list-style-type: none"> <li>1 each in Bluff, Eastern Southland and Invercargill.</li> <li>2 each in Central Southland, Northern Southland and Western Southland.</li> <li>4 each in Stewart Island and the Catlins.</li> <li>5 in Fiordland.</li> </ul>
<b>23</b>	<b>Commercial providers who provide or would provide emergency housing</b>		<p><b>Increase of 7 providers</b> across the region.</p> <ul style="list-style-type: none"> <li>6 in Invercargill</li> <li>1 in Eastern Southland</li> <li>10 Fiordland</li> <li>4 in Western Southland</li> <li>1 in Northern Southland</li> <li>1 in Catlins</li> </ul>

**Other key insights include:****1. Closure of camping grounds**

Three camping grounds or holiday parks have closed in the past year. These were located in Invercargill, Gore and Wyndham and have resulted in a loss of 205 camping sites. Three new DOC camping grounds have been added to the audit in Fiordland adding 45 sites. It would be interesting to understand whether there is a relationship with freedom camping or growth in the number of (and use of) sites provided by the New Zealand Motor Caravan Association Inc. Note that Wyndham Camping Ground has recently reopened after being closed for redevelopment.

**2. Increasing numbers of businesses servicing the tourism travel trade sector**

It is pleasing to see that there are 23 new accommodation providers who are working with the tourism travel trade sector. While four of these are in Fiordland, the majority are from across the region which highlights the growth of international visitation beyond Fiordland (and dispersal of visitors to other parts of the region).

**3. Emergency housing**

Out of the 279 properties, 23 indicated that they would (or do) provide emergency housing. This is an increase of 7 properties since last year. One motel indicated they were registered with Kāinga Ora and Breathing Space and three other properties worked with WINZ, NZ Police and Women's Refuge. One of the accommodation providers in Invercargill had 25 beds reserved for emergency housing but this property is currently being renovated to be put back into sellable inventory. Nine properties in Fiordland indicated they would be interested in providing emergency housing but were currently unable to due to high occupancy for 8 months of the year.

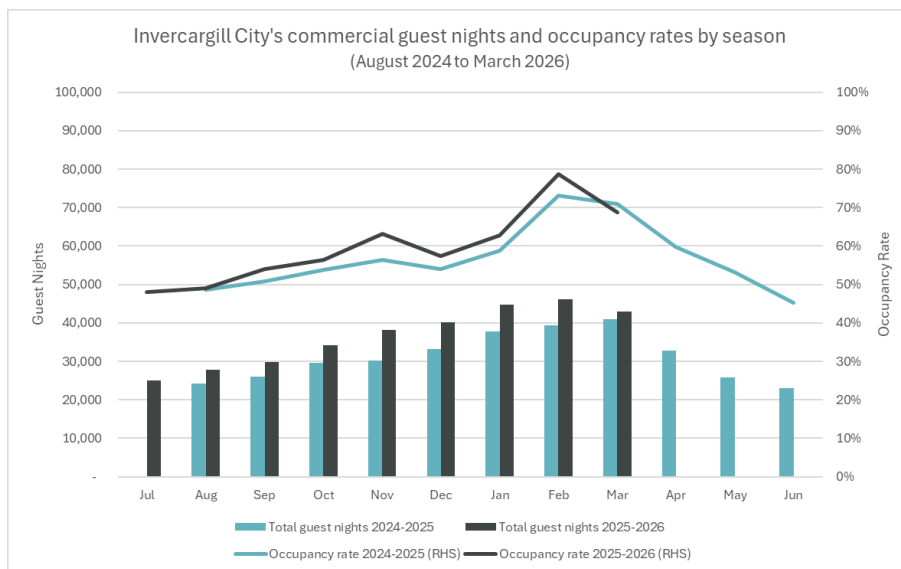
Despite the willingness of accommodation providers to supply emergency housing, the Government has significantly decreased the amount of emergency housing being used, with only 2 emergency houses required in the Otago/Southland region outside of Dunedin City. <https://www.hud.govt.nz/stats-and-insights/the-government-housing-dashboard/key-statistics-by-territorial-authority#tabset>

**COMMERCIAL ACCOMMODATION OCCUPANCY (to year end March 2026)**

**1. Commercial occupancy slightly down, mirroring a weak domestic market nationally.**

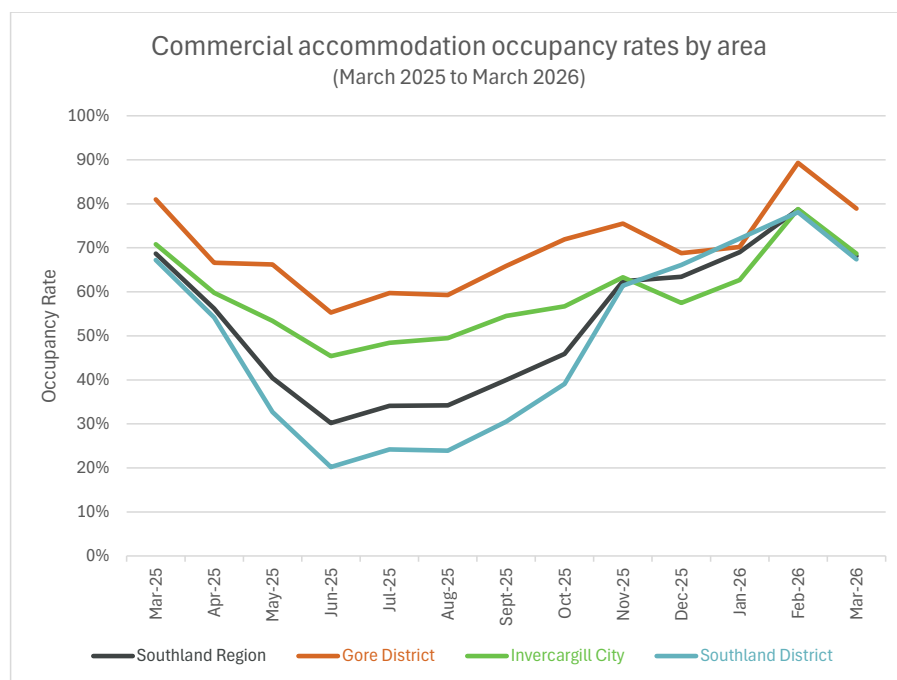
Occupancy rates across the region are slightly down compared to this time last year e.g. SDC (68.1% Mar 2026, 68.7% Mar 2025); GDC (78.9% Mar 2026, 81.0% Mar 2025) and ICC (68.7% Mar 2026, 70.8% Mar 2025). It is important to note the differing numbers of properties and rooms in each area and that this could be related to delivery and timing of events.

Despite the increase in a capacity within Invercargill City due to the new Distinction Hotel (1 August 2025), occupancy rates and guest nights have exceeded the prior year except for March 2026 (occupancy rate was slightly lower). This implies that the new hotel has benefitted the accommodation market (more guest nights) without adversely affecting other accommodation (occupancy rates have improved).



**2. Varying occupancy across the region reflecting different types of visitors at different times of the year.**

- **Gore District:** Has consistent occupancy across the year and the highest occupancy rates in the region (except for January which is higher in the Southland District). This may be attributed to a suite of events held throughout the year attracting out of town visitors; strong visiting friends and family market and strong business travel reflecting people associated with existing and new industry (e.g. new windfarm developments). Note the small number of rooms and properties available in the Gore District (8% of all Southland stock).
- **Southland District:** Is very seasonal with a significant decrease in occupancy in the winter months and high occupancy in the peak summer months. Fiordland has almost half of all commercial accommodation properties.
- **Invercargill City:** Is becoming less seasonal with increasingly more consistent occupancy across the year like the Gore District. This is primarily driven by domestic tourism, (particularly business travellers) who travel across all times of the year including the winter months but less in December and January. During this summer period, accommodation occupancy is the lowest in the region.
- **Comparison of Council’s guest nights:** It is interesting to note that Southland District’s low in June/July each year has approximately the same number of guest nights (+/- 1,500) as Invercargill City in June/July (approx. 23,000). For all other months, Southland District has more guest nights than Invercargill City. SDC peaks at about 125,000 guest nights in Jan each year, ICC peaks at 46,000 in Feb/Mar, GDC peaks at 5,000 in Feb.



## APPENDIX A: Commercial Accommodation Audit Notes and Definitions

Please note:

1. The data reflects room numbers, not capacities. This is because there is too much variance between accommodation providers and their capacity numbers e.g. fold-out beds, and/or single beds which are rarely used so the data can be misleading if this is the capacity of a room.
2. Accommodation with two or more rooms was counted as one unit, as only one group/booking could accommodate the unit.
3. Geographical areas align with the statistical areas as defined by Statistics NZ. This provides geographical consistency to align with other datasets and allow comparisons.
4. The "Accommodation Type" aligns with the Accommodation Data Programme (ADP, mbie.govt.nz). This ensures consistency and simplicity for future comparison of both datasets and did not alter any of the data or the ability to compare to previous audits.
5. In this audit, "Private Accommodation" consists of holidays homes (including some Airbnb), cottages, and bed & breakfasts. It acknowledges that not all of this type of accommodation is treated as commercial and does not cover all private accommodation. Therefore, it provides a snapshot and indication only so the results should be viewed as such. Please see Appendix 1 for further definition and information.

Definitions

- Private Accommodation - Cottages, holiday homes (incl Airbnb), bed and breakfast. Offering up to 4 rooms/units with the average being 1.5 rooms/units. Note this audit does not include all private accommodation offerings e.g. air bnb.
- Hotel - Room offering private bathroom facilities, often offering on-site amenities such as restaurants, bars, etc.
- Motels and serviced apartments - Basic level of accommodation and simple amenities included within unit/room.
- Lodges & boutique accommodation - Remote or rural accommodation offering a more intimate, rustic, and/or luxurious experience and amenities.
- Backpacker/dorm beds - Beds offered in a communal dorm room with shared facilities.
- Holiday parks & camping grounds - Inexpensive accommodation, including as campsites, cabins, caravan, or campervan parking.
- Other Accommodation - School camp / outdoor adventure group accommodation - shared facilities.
- Rooms / Units / Apartments - Count of individual bookable accommodation at commercial properties which provides guests with exclusive use; includes hotels, motels and serviced apartments, cabins, lodges & boutique accommodation.
- Trade Ready - Working directly with Travel agents and Tour operators for bookings.
- Emergency Housing - Temporary accommodation for individuals or families in urgent need of housing, due to threat of homelessness.



## Councillor update

Record no: R/26/5/122053  
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 with an overview of the matters that have been considered at Council meetings from 1 April 2026 to 13 May 2026.

### Staff recommendations

That the Northern Community Board:

- a) notes the information contained in the report.

### Context

- 2 An overview of the reports that have gone to Council is given in the table below.
- 3 This report also provides an opportunity for Councillor O'Brien 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](#)

1 April 2026 – Council meeting	
Report	Overview
Forecasted financial position for the year ending 30 June 2026	Council approved the forecasted financial position for the year ending 30 June 2026 which included unbudgeted expenditure requests and the deletion and deferral of a number of projects. Changes identified in this report, that will affect the 2026/2027 financial year, will be incorporated into the final 2026/2027 Annual Plan.
8 April 2026 – Council meeting	
Report	Overview
Submissions hearing for a proposed Licence to Occupy for a commercial floating sauna activity on Lake Henry, Ivon Wilson Park, Te Anau	Council heard from 16 individuals who had requested to speak to their submission on the proposed License to Occupy for a commercial floating sauna activity on Lake Henry. Councillors thanked everyone who attended and spoke at the meeting.
22 April 2026 - Council meeting	

Report	Overview
Great South update to Southland District Council	Great South chief executive Chami Abeysinghe, Bobbi Brown (GM regional strategy), Mark Frood (GM tourism and events) and Steve Canny (GM strategic projects) updated Council on the second quarter of Great South's 2025/2026 business year.
Dog registration fees 2026/2027	<p>Under the Impounding Act, Council agreed to set the dog registration fees and stock control fees (effective 1 July 2026 and inclusive of GST) for the 2026/2027 registration year and Council agreed to publicly notify the fees during the month of June 2026.</p> <p>Council currently has about 10,749 registered dogs within its district. This number has stabilised after reducing steadily over the last three years. The 'one tag for life' system was implemented in the 2024/2025 year and has been working well.</p>
Mayor's report	<p>Council noted the mayor's activities since January 2026 and altered a resolution that Council made on 25 November 2025, 'requesting the chief executive to prepare a service delivery review for the provision of heritage services in Southland and provide report back to the Council before June 2026', by extending the due date to 10 October 2026.</p> <p>Council requested that staff investigate installing a charger unit at the mayors' residence.</p> <p>Cr Duffy provided information on a workshop he attended (on behalf of Mayor Scott) run by the Ministry for Primary Industries about foot and mouth disease and the impacts of an outbreak.</p> <p>Councillor Wilson spoke about the recent Regional Climate Change Working group report that had been considered at a working group meeting in March 2026.</p> <p>Mayor Scott, on behalf of Councillor Greaney, advised that Connected Murihiku had been "wound up".</p> <p>Diane Holmes – chair of the Fiordland Community Board was in attendance to update Council. Mrs Holmes advised that the board had been very busy and involved with a number of activities.</p>
Approval of Private Plan Change 4	The purpose of the report was to present to Council for decision, the recommendation report of the Hearing Panel on Plan Change 4 Noise Standards and Compliance for the Fonterra Edendale Dairy Plant. Council approved Plan Change 4 pursuant to Clause 17 of Schedule 1 to the RMA, with amendments as recommended by the Hearing Panel.
Proposal for Monkey Island shelter refurbishment	<p>Council approved the proposal for the Monkey Island shelter refurbishment scope and associated indicative estimate of \$112,000, noting the exclusion of the internal and external plastering.</p> <p>Council delegated authority to the Tuatapere Te Waewae Community Board chair and deputy chair to make any further changes on scope or budget changes associated with the shelter on behalf of the board.</p>

Stewart Island Electricity Supply Authority fuel unbudgeted expenditure	<p>With the recent increase in fuel price, it is expected to put pressure on the ability to continue to purchase fuel within Annual Plan budgets for SIESA.</p> <p>Council approved unbudgeted expenditure of \$250,000 for increased fuel costs during 2025/2026 to be funded from SIESA reserves and Council approved the increase in the price per kWh by an additional 4 cents per unit, from \$0.85 to \$0.89 GST inclusive.</p>
<b>13 May 2026 – Council meeting</b>	
Report	Overview
Updated Murihiku Southland Climate Change Impact Assessment	<p>This report was to update Council on the content and findings of an updated Murihiku Southland Climate Change Impact Assessment prepared by Earth Sciences New Zealand for Environment Southland.</p> <p>Council lay the report on the table as they would like more information on the underlying assumptions the report is based on as well as when the next report will be completed (and if this report will be based on the same assumptions or new assumptions).</p>
Notification of plan changes 2 and 3 becoming operative	On 10 December 2025, Council adopted the recommendations of the independent Hearing Panel on Plan Change 3, to rezone approximately 46 hectares in Woodlands/Morton Mains. There were no appeals received on this plan change and therefore it can be made fully operative.
October 2025 wind event - storm damage update	Council received and noted the costs to Council, at this point in time, of the October 2025 wind event emergency. Total maximum known costs for the event at this time total \$ 976,525 (GST excl).
Winton RSA hall - unbudgeted expenditure and redistribution of Better off Funding	Council endorsed the recommendation of the Ōreti Community Board to approve unbudgeted expenditure of \$51,797 for the Winton RSA Hall budget, increasing the total budget to \$91,797. These funds are a redistribution of Better Off Funding amounts for the Winton Memorial Hall project and Ryal bush Hall project.
Deliberations on submissions on proposed licence to occupy for Floating Sauna Ltd at Lake Henry, Ivon Wilson Park, Te Anau.	<p>Council received 213 written submission and thanked the members of the public who had taken the time to make these submissions. Council considered and deliberated on the matter.</p> <p>Council declined the issuing of a licence to occupy to Floating Sauna Limited for a floating sauna on Lake Henry in Ivon Wilson Park, Te Anau.</p>

## Attachments

There are no attachments for this report.



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## Chairperson's Report

Record no: R/26/6/122928  
Author: Rachael Poole, Committee advisor  
Approved by: Robyn Wise, Governance legal manager  
Report type: Information

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### 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 Northern Community Board:

- a) notes the information contained in the report.

### Chairperson update

- 3 The chair's update to the board will include relaying information from the Around The Mountain Cycle Trail meeting held in the Lumsden Hall, regarding future plans for the trail.

### Attachments

There are no attachments for this report.