



Agenda

Tuatapere Te Waewae Community Board

Tuesday, 2 June 2026, 3.30pm
Orawia Hall, 2044 Ohai Clifden Highway, Orawia



Chairperson
Deputy chairperson

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

What is important to us?

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

Council vision

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

Council mission

Working together for a better Southland.

Our focus is

Strategic priorities



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



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



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



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



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

Our goals for the LTP 2024-2034 are

Outcomes



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



Cultural - communities with a sense of belonging for all.



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



Economic - communities with the infrastructure to grow.



Community board terms of reference

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

Additional roles of boards

Community wellbeing

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

Community leadership

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

Engagement and relationships

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

Advocacy

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

Local activities

For local activities

- a) recommend to Council levels of service and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process
- b) recommend to Council rates, user charges and fees to fund local activities
- c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000
- d) recommend to Council or a relevant committee unbudgeted capital expenditure
- e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service
- f) support the development of local management plans (for subsequent recommendation to Council) where required by statute or in support of the district plan, or other plans for reserves, harbours, or other community facilities, except where these powers:
 - a) have been delegated to Council staff
 - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
 - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
- g) for the Fiordland Community Board in relation to Te Anau Airport and for the Stewart Island/Rakiura Community board in relation to Stewart Island Electricity Supply Authority (SIESA) these board's role is to:
 - recommend levels of service and annual budget to Council or relevant committee
 - monitor the performance and delivery of the service.

Environmental management and spatial planning

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

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

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

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

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.

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

[Minutes](#) of the Tuatapere Te Waewae Community Board Meeting held on 14 April 2026.

Confidential Minutes of the Tuatapere Te Waewae Community Board Meeting held on 14 April 2026.

[Minutes](#) of the Extraordinary Tuatapere Te Waewae Community Board Meeting held on 05 May 2026.

Confidential Minutes of the Extraordinary Tuatapere Te Waewae Community Board Meeting held on 05 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 or phoning 0800 732 732.

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8	Reports	
8.1	Project scope confirmation 2026/2027	27
8.2	Community partnership fund applications - March 2026 funding round	91
8.3	Chimney removal at Tuatapere RSA hall - unbudgeted expenditure	159
8.4	Councillor update	197
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8.6	Chairperson's Report	223

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 Tuatapere Te Waewae 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	27
8.2	Community partnership fund applications - March 2026 funding round	The purpose of this report is for the Tuatapere Te Waewae Community Board to allocate funding for the March 2026 round of the Tuatapere Te Waewae Community Partnership Fund.	Decision	91
8.3	Chimney removal at Tuatapere RSA hall - unbudgeted expenditure	The purpose of this report is to seek approval for a revised project scope to include both the Tuatapere RSA hall chimney removal and a seismic assessment of the building, and, if approved, to authorise unbudgeted expenditure of up to \$20,000.	Decision	159
8.4	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	197

	Report name	Purpose	Report type	Page
8.5	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	201
8.6	Chairperson's Report	The purpose of this report is for the chair to update the board on activities they have been involved with since the previous meeting. Board members are also able to provide an update on any recent events and issues of relevance and interest to the community board.	Information	223



Minutes

Tuatapere Te Waewae Community Board

Tuesday, 14 April 2026, 3.31pm.

Waiau Town and Country Club, 41 King Street, Tuatapere

PRESENT

Chairperson	Anne Horrell
Deputy chairperson	Blayne De Vries Derek Chamberlain Lynette Chambers Wayne Edgerton
Councillor	Don Byars

APOLOGIES

Marilyn Parris

IN ATTENDANCE

Community partnership leader	Stella O'Connor
Committee advisor	Rachael Poole

1 Opening

The Chairperson opened the meeting.

2 Apologies

Resolved

Moved Lynette Chambers/Blayne De Vries

That the apology from Marilyn Parris for absence be accepted..

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 Blayne De Vries/Derek Chamberlain

That the Tuatapere Te Waewae Community Board confirms the minutes of the meeting held on 3 February 2026 as a true and correct record of that meeting.

Carried

Resolved

Moved Derek Chamberlain/Wayne Edgerton

That the Tuatapere Te Waewae Community Board confirms the minutes of the Extraordinary meeting held on 9 March 2026 as a true and correct record of that meeting.

Carried

7 Public participation

Stewart Reece from Mullet Road, Cosy Nook spoke to the meeting on issues that he would like the board to consider:

- removing the cattle stop
- repairing the road down to Cosy Nook
- removing flax at the bottom of the road to Cosy Nook right on the sharp corner at the bottom of the hill.

Reports

8.1 Proposal for Monkey Island shelter

Record No: R/26/4/110116

Report presented by Community partnership leader, Stella O'Connor

The purpose of this report is to provide the Tuatapere Te Waewae Community Board with a proposal for the refurbishment of the shelter at Monkey Island, Orepuki. The shelter refurbishment forms part of Project P-10842: Monkey Island - Shelter Area Development (Stage 2).

Resolved

Moved Derek Chamberlain/Wayne Edgerton

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being based on Council's Significance and Engagement Policy and therefore appropriate engagement has already occurred.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) recommends to Council 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.
- e) delegates the chair and deputy chair to make any further recommendations on scope or budget changes associated with the Monkey Island shelter on behalf of the Tuatapere Te Waewae Community Board.

Carried

8.2 Lease of 50 Main Road, Tuatapere to Lions Club

Record No: R/26/3/103085

Report presented by Property advisor, Sara-Jane Fitzgerald

For the Tuatapere Te Waewae Community Board to provide feedback on the request of the Tuatapere District Lions Club Incorporated for a deed of lease to be issued to them for the Council owned land at 50 Main Road, Tuatapere on which the Tuatapere pipe band hall sits.

Resolved

Moved Lynette Chambers/Derek Chamberlain

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) provides staff with their feedback on the request of the Tuatapere District Lions Club Incorporated for a deed of lease to be issued for the land at 50 Main Road, Tuatapere. The board are in support of the request from the Tuatapere District Lions for a deed of lease to be issued for the land at 50 Main Road, Tuatapere.

Carried

8.3 Financial review for period ended 28 February 2026

Record No: R/26/3/108087

Report presented by community partnership lead, Stella O'Connor.

The purpose of this report is to review the Tuatapere Te Waewae Community Board financial information for the period ended 28 February 2026 (contained within attachment A).

Resolved

Moved Wayne Edgerton/Lynette Chambers

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Carried

8.4 Councillor update

Record No: R/26/2/22271

Report presented by Councillor Byars.

This report is to provide the community board with an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings from 28 January 2026 to 25 March 2026. Cr Byars also spoke about the following:

- Council meeting in Te Anau to hear submissions on the floating sauna at Lake Henry and those that came and spoke were respectful and good at sharing their points of view
- Delegations are looking to increase community board spending from \$20,000 to \$50,000.
- Local Alcohol Policy, status quo for hours of trading
- Update on Henderson house
- Attended Waiau River Liaison meeting

Resolved

Moved Cr Don Byars/Derek Chamberlain

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Carried

8.5 Community board reporting

Record No: R/26/3/107186

Report presented by Community partnership leader, Stella O'Connor

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.

Railway station open day towards the end May 2026. A number of items have been donated by the family of Ted McDowall.

Resolved

Moved Blayne De Vries/Lynette Chambers

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Carried

8.6 Chairperson's Report

Record No: R/26/4/109715

Report presented by Chair Horrell

The purpose of this report is for the chair to update the board on activities they have been involved with since the previous meeting.

Chair Horrell read her report and updated the board on the following:

- Trees on Elder Drive have been removed – most were rotten on the inside
- June meeting to be held in the district

Board member provided the following updates:

- Borland Lodge going well, advertising for a new manager, good occupancy numbers
- Damage to the boat ramp at Monowai powerhouse – possibly due to the low river levels
- The team of workers who come on a Saturday are doing a great job, thanks to Errol Templeton for assisting
- Promotions group are upgrading the sign at McCrackens Rest and will include some history on the landowners (McCrackens) who gifted the land
- Small flood in one of the community housing flats – all repaired and occupied again
- Orepuki farewelled Alan & Ruth Dudfield recently
- Orepuki promotions are working on a photo board and have their next meeting on 7 May
- HumpRidge Trust have another funding round open
- Winter sports are under way
- Golf – Laing Shield challenge, unsuccessful and have a penance tournament in Gore coming up

Resolved

Moved Lynette Chambers/Cr Don Byars

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Carried

Public excluded

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

Resolved

Moved Wayne Edgerton/Derek Chamberlain

That at 5.10pm the public be excluded from the following part(s) of the proceedings of this meeting.

9.1 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:

Carried

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Community 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 5.50pm.

Confirmed on



Minutes

Extraordinary Tuatapere Te Waewae Community Board

Tuesday, 5 May 2026, 10.05am.

Tuatapere RSA Hall Lounge, 61 Main Road, Tuatapere

PRESENT

Chairperson	Anne Horrell
Deputy chairperson	Blayne De Vries
Councillors	Don Byars
	Derek Chamberlain
	Lynette Chambers
	Marilyn Parris

APOLOGIES

Wayne Edgerton

IN ATTENDANCE

Community partnership leader	Stella O'Connor
Committee advisor	Rachael Poole

1 Opening

The Chairperson opened the meeting.

2 Apologies

Resolved

Moved Lynette Chambers/Marilyn Parris

To accept the apology for non attendance from Wayne Egerton.

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 Public participation

There was no public participation.

Public excluded

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

Resolved

Moved Derek Chamberlain/Blayne De Vries

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

7.1 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:

Carried

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Community 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 public were excluded at 10.06am.

The meeting closed at 10.34am.

Confirmed on

Project scope confirmation 2026/2027

Record no: R/26/5/116208
Author: Alex Macleod, Community projects planning manager
Approved by: Sam Marshall, Group manager customer and community wellbeing
Report type: Decision

Purpose

- 1 The purpose of this report is to update and seek approval (or a recommendation where required by delegations) from the Tuatapere Te Waewae 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 Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance 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 summaries 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:
 - FHALL070A – Orawia hall: Exterior repaint and structural repairs (\$46,910)
 - FHALL063A – Tuatapere hall: Exterior repaint (\$36,485)
 - P-10822A – Jack and Mattie Bennett Memorial Park: Playground equipment renewal (with a \$115,000 budget maximum compared to the \$129,031 originally budgeted)

Executive summary

- 4 The board approved the project scopes for locally funded community facility projects for 2026/2027 delivery at its meeting of 4 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 2 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 projects in the below table 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 2 December 2025, the board confirmed local budgets and work programmes for 2026/2027 and recommended these to Council. The total budgeted expenditure across the three 2026/2027 projects is \$212,426, funded through a combination of loans and reserves. The table below summarises the three projects.

Project	Code	Budget 2026/2027	Funding
Orawia hall – exterior repaint and structural repairs	FHALL070A	\$46,910	Loan
Tuatapere hall – exterior repaint	FHALL063A	\$36,485	Loan and reserves
Jack and Mattie Bennett Memorial Park – playground equipment renewal	P-10822A	\$129,031	Loan and reserves
Total		\$212,426	

- 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 three 2026/2027 locally funded projects.

FHALL070A – Orawia hall: exterior repaint and structural repairs

- 17 The Orawia hall was originally scoped in June 2024 for a full exterior repaint only, at a budget of \$46,910 funded by loan. Since the scope approval, there has been an accident where a vehicle collided with the hall causing structural damage. Structural repairs were added to the scope in case there was some repairs not covered by the insurance.

- 18 This means that the painting will need to wait until all the exterior repairs have been completed and this may impact delivery timeframes.

FHALL063A – Tuatapere hall: exterior repaint

- 20 The Tuatapere hall exterior repaint was scoped in June 2024 and remains unchanged. This is a planned maintenance project covering a full exterior repaint of the main community hall on Main Road, Tuatapere. The Tuatapere Te Waewae Community Board has confirmed that existing colours are to be retained, which simplifies colour matching and reduces procurement lead time.

- 21 The scope includes pre works (surface preparation, pressure washing, mould treatment, and minor surface repairs), erecting scaffolding, and applying one undercoat and two topcoats of premium grade paint to all exterior surfaces.

- 22 The project is funded through a combination of loan (\$28,804) and reserves (Tuatapere community centre reserve, \$7,681). The hall custodian will be given a minimum of four week's notice before works commence. Procurement is planned for July to August 2026.

23 **P-10822A – Jack and Mattie Bennett Memorial Park: playground equipment renewal**

24 The Jack and Mattie Bennett Memorial Park playground project has a budgeted cost of \$129,031 in the Annual Plan 2026/2027, funded through loan (\$119,881) and reserves (Tuatapere general reserve, \$9,150). After board feedback, the project scope treats \$115,000 as a revised project budget, with any unspent budget to be reported back to the board.

25 The project scope was updated following a professional safety assessment that identified one piece of playground equipment that had failed its safety rating. That item has already been removed and resolved. On 9 March 2026, the board provided feedback to update existing equipment to bring it to full standard rather than proceed with a full redesign (the Creo concept design that had previously been developed has been set aside). Community engagement with local children was completed prior to 9 March 2026 board meeting, led by Jacqui Lighthart (parks and recreation lead). Children's feedback has been collated and will inform equipment selection.

26 At a workshop, the board provided feedback:

- priority one: refurbish the failed item and to install one new piece of equipment for senior children and reflecting children's preferences from the engagement sessions. Equipment selection to be confirmed with the board and community partnership leader before ordering.
- priority two: obtain quotes for bark chip surfacing to replace or top up existing soft fall in the affected zone. The board has confirmed bark chip as the preferred product.
- priority three: install one new picnic table in the round area of the park, as requested through community engagement.

27 Procurement is planned for July to August 2026. Post installation safety inspection will be completed and documented before public access is restored.

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:

33 Option 1 - Confirms its intent to proceed and the project scopes for the three 2026/2027 locally funded projects as per the attachments to this report with any required amendments.

34 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.

35 Option 3 - Defers all three locally funded projects pending further information or board direction.

36 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:

37 Staff recommend Option 1.

Option 1 – Confirm intent to proceed with all three projects

Advantages	Disadvantages
<ul style="list-style-type: none"> all projects have approved budgets confirmed in the Annual Plan 2026/2027 procurement can commence July to August 2026, keeping projects on track for delivery within the financial year early confirmation allows staff to finalise project scopes, engage contractors, and manage delivery timelines effectively. 	<ul style="list-style-type: none"> none identified

Option 2 – Proceed with some projects; amend or defer others

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

Option 3 – Defer all three projects pending further information

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

Legal considerations

38 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.

39 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).

- 40 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

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

Policy and plan consistency

- 42 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

- 43 The total budgeted expenditure across the three 2026/2027 projects is \$212,426. All budgets were confirmed by the board at the 2 December 2025 meeting and recommended to Council as part of the Annual Plan 2026/2027.
- 44 The rate impact of these projects is already reflected in the 2026/2027 rates approved at that meeting, including the Tuatapere hall rate (up 13.86% or \$7.73 per unit) and the Orawia hall rate (down 16.39% or \$20.18 per unit), which reflect the loan servicing costs associated with the hall repaints.
- 45 No additional rates impact arises from the decisions in this report. Projects are funded as follows:
- FHALL070A – Orawia hall repaint and structural repairs: \$46,910 fully funded by loan (drawdown \$38,180; remainder from Orawia community centre reserve \$8,730).
 - FHALL063A – Tuatapere hall repaint: \$36,485 funded by loan (\$28,804) and Tuatapere community centre reserve (\$7,681).
 - P-10822A – Playground equipment renewal: \$129,031 budgeted; \$115,000 operational ceiling confirmed in project scope. Funded by loan (\$119,881) and Tuatapere general reserve (\$9,150).
- 46 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 2 December 2025. They are included in the Annual Plan 2026/2027 being presented for adoption by Council on 24 June 2026.
- 47 Any loans required to complete work in 2026/2027 will impact on rates in 2027/2028.

Significance assessment

- 48 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

- 49 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

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

Risk and mitigations

51 The following risks have been identified across the three projects:

Risk	Mitigation	Project	Status
Orawia hall structural repair scope not yet confirmed, creating procurement uncertainty.	Project scope to be updated following site meeting before procurement commences. Structural repairs and painting may be combined under one contract.	FHALL070A	High — action required before procurement
Playground equipment selection not yet finalised.	Final selection to be confirmed with the board and community partnership leader before ordering. Selection must reflect children's engagement insights.	P-10822A	Medium — to be resolved before ordering
Community expectation mismatch for the playground (Creo concept design vs repair to standard).	Clear communication from the board and project team. A stakeholder management plan is required.	P-10822A	Medium
Hall unavailability during painting and scaffolding works.	Hall committees and custodians to be given minimum four weeks' notice. Works to be scheduled around major hall bookings.	FHALL070A, FHALL063A	Low
Weather delays to exterior painting works.	Programme to allow for weather windows. Painting not to proceed in wet or very cold conditions.	FHALL070A, FHALL063A	Low
Playground budget insufficient to complete all priorities including teenager structure.	Priorities clearly ranked in scope. Teenager structure only proceeds if budget confirmed after priorities 1 to 3. Board to decide on reallocation of any unspent budget.	P-10822A	Medium

Next steps

- 52 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.
- 53 Should the board make any comments on district project summaries, these will be provided to Council 24 June, through a report confirming the district project scopes.
- 54 All project 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 Tuatapere hall - exterior repaint 2026/2027 [↓](#)
- B Project Scope Orawia hall- exterior repaint and structural repairs 2026/2027 [↓](#)
- C Project Scope Jack and Mattie Playground 2026/2027 [↓](#)
- D District wide toilet summary 2026/2027 [↓](#)
- E Project Scope District wide toilet 2026/2027 (Tuatapere Main street) [↓](#)
- F District wide project summary 2026/2027 [↓](#)



Combined project scope, G1.0 and G2.0

Tuatapere Hall – Exterior Repaint

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FHALL063
	ACTIVITY	Community Facilities – Halls
	COMMUNITY BOARD	Tuatapere Te Wae Wae
	CHAIRPERSON	Anne Horrell
	COUNCILLOR	Don Byars
	CPL	Stella O’Connor
DESCRIPTION The Tuatapere Hall requires a full exterior repaint to protect the building fabric and maintain the hall's appearance as the main community facility on Main Road in Tuatapere. As a prominent building in the town centre, its condition directly reflects on the community. The Tuatapere Te Waewae Community Board has confirmed that existing colours are to be retained, which simplifies colour matching and reduces decision-making time during the project. This is a planned maintenance project included in the 2026/27 Annual Plan.		
SCOPE SCOPE Pre-Works: Site Preparation <ul style="list-style-type: none"> • Trim back all trees and shrubs around the perimeter to allow safe scaffolding access. Cover nearby vegetation to prevent overspray. • Pressure-wash all exterior surfaces: remove debris, chalk, old paint residue, cobwebs, and dirt. Apply bleach solution to any mould or fungus. Allow to dry fully. • Test all external power outlets and taps. • Repair all external surface damage: fill holes, treat rot or decay, remove loose or flaking material. Surfaces must be sound before painting commences. Painting Works <ul style="list-style-type: none"> • Erect scaffolding as required to safely access all exterior surfaces. • Apply 1 undercoat (as required) and 2 top coats of premium-grade paint to all exterior surfaces. • Colours: the Community Board has confirmed existing colours are to be retained. The contractor must match existing colours precisely, or obtain written approval for any variation. • Specified paint brand must be used; substitution not permitted without written approval from the project manager. • All surfaces not receiving paint must be masked and protected throughout. Surfaces to Be Painted		

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

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<ul style="list-style-type: none"> • Foundation (as applicable) • Doors • Hand rails • Downpipes • Exterior walls • Window frames <p>Post-Works: Cleanup and Handover</p> <ul style="list-style-type: none"> • Remove all scaffolding, masking, and protective coverings. • All painted surfaces to be clean and free of drips, runs, or missed areas. • Record all paint colours, brand names, and codes in the Community Facilities IPS system. • Leave remaining paint labelled with the hall custodian. • Obtain sign-off from project manager and hall custodian before handover. <p>KEY DELIVERABLES</p> <ul style="list-style-type: none"> • Full exterior repaint of Tuatapere Hall completed to a professional standard • Existing colour scheme retained and documented • All paint colours and codes recorded in Community Facilities IPS system • Remaining paint left with hall custodian • Site clear of all contractor materials and scaffolding • Handover sign-off obtained 	
COMMUNICATION	
<ul style="list-style-type: none"> • The hall custodian must be informed well in advance of works (minimum 4 weeks notice). • The contractor must coordinate with the custodian to schedule works around major hall bookings and events. • The TTWCB Chairperson and CPL are to be kept informed of progress. • Any access restrictions during works must be communicated via signage at the hall entrance. 	
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	
<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high/ medium/ low) 	<p>Risk: Weather delays to exterior works Mitigation: Programme to include weather contingency; painting not to proceed in wet or very cold conditions Status: Low</p> <p>Risk: Hall unavailability during scaffolding and works Mitigation: Coordinate schedule with custodian;</p>



	<p>minimum 4 weeks advance notice to community Status: Medium</p> <p>Risk: Colour matching difficult if existing paint codes not on record</p> <p>Mitigation: Check Community Facilities IPS system for existing paint codes before procurement. If unavailable, require a colour match test panel before full application. Status: Low</p>
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
<p>The Tuatapere Hall is the main community facility on Main Road and is used for a wide range of events, meetings, and activities throughout the year. As a prominent building in the town centre, its condition affects the visual character of Tuatapere and the community's sense of pride in their facilities.</p> <p>Regular exterior maintenance is essential to protecting the building against weather damage and avoiding more costly structural repairs in the future. This project forms part of the Tuatapere Te Waewae Community Board's planned maintenance programme for community halls.</p>	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	<ul style="list-style-type: none"> • Project Type: Operating – Maintenance (one-off) • Procurement Plan Required: Yes - equipment from approved supplier list; bark chip quotes required • Communication Plan Required: Yes - including stakeholder management re: Creo design vs repair-to-standard
Is this a one-off project or works programme	Operating – Maintenance (one-off)
What are the strategic and activity links	SDC Strategy 1.1.4; TTWCB community hall maintenance programme
Are there any links to the Corporate Performance Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Yes - aligns with levels of service for maintained community facilities
How does this project fit in with the outcomes of the community board plans	This project aligns with SDC strategic objective 1.1.4: People have everything they need to live, work, play, and visit, and supports the TTWCB's outcome of well-maintained community facilities available for local use.
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 Yes – three quotes minimum	
What type of communication plan is required		A standard project communication plan	
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 (Stakeholders include TTWCB, Parks and Rec, and the Tuatapere community).	
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)		<ul style="list-style-type: none"> • Stella O'Connor – CPL • Community Facilities Asset Owner • Project Delivery Team – Project Manager • Hall Custodian 	
BUDGETS			
Approved budget		\$36,485	
What is the initial cost made up of:	Design	To be confirmed following equipment quotes and surfacing costs	(typically, 10% of project)
	Consents		(typically, 2% of project)
	Consultation		
	Project	\$36,485	
	Contingency	\$3,649	(typically, 10% of project)
	Total Budget	\$36,485	
How is the project being funded (loan or reserves)		Loan and Reserves	
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	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			
annum over the useful life and multiply this % to the end TOC figure you get.	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		<ul style="list-style-type: none"> • Check existing paint codes: Review Community Facilities IPS before procurement • Procurement: Three quotes; award contract • Notify custodian: Minimum 4 weeks before works commence • Construction/Delivery: 2026/27 financial year • Handover: Sign-off; paint codes in IPS; remaining paint with custodian 		
Planning		Underway – Meeting being held week ending 29/03/2026		
Design		March – April 2026 (Refining repair specs).		
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	Softfall installation must follow equipment repairs to ensure a seamless safety surface.
ASSUMPTIONS	
What if any assumptions have been made on the project to date	There are repairs needed to the hall and there is question around the painting and repairs can be included in one scope.
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"> delegated authority for scope and budget changes variations to scope and budget 		
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"> tender open date tender close date award of contract date 		
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

Orawia Hall – Exterior Repaint and Structural Repairs

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FHALL070
	ACTIVITY	Community Facilities – Halls
	COMMUNITY BOARD	Tuatapere Te Wae Wae
	CHAIRPERSON	Anne Horrell
	COUNCILLOR	Don Byars
	CPL	Stella O'Connor
DESCRIPTION		
<p>The Orawia Hall is a community hub serving the Eastern Bush and Orawia area, used for local events, meetings, and activities. The hall is a council-owned asset managed under the Tuatapere Te Wae Wae Community Board's community halls programme.</p> <p>Original Scope</p> <p>This project was originally scoped as an exterior repaint only (FHALL070, Ver01), approved as part of the 2026/27 Annual Plan with a total budget of \$46,910 (funded by loan and reserve). The repaint was identified as necessary to protect the building fabric from weather damage and maintain the hall in a safe, presentable, and weathertight condition.</p> <p>Scope Change – Vehicle Incident</p> <p>Since the original scope was approved, the hall sustained structural damage when a vehicle drove into the building. The incident has been reported to the Council's insurer. Structural repairs have been added to this project scope as the insurance payout may not cover all repair costs, and any residual structural repair costs not covered by insurance will be funded from within the approved project budget (subject to budget sufficiency review).</p> <p>The exterior painting works cannot commence until all structural repairs are fully completed and the building fabric is sound. This creates a sequential dependency: structural repair must precede any painting activity.</p> <p><i>The full scope of structural repairs, and confirmation of any residual costs beyond the insurance settlement, is to be established at site meeting. Procurement must not commence until the site meeting has been completed and this scope document has been updated accordingly.</i></p> <p>Combined Contract Approach</p> <p>Subject to the outcome of the site meeting, it is anticipated that structural repairs and exterior painting will be combined under a single contractor engagement wherever practical, to achieve cost efficiency</p>		

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

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and minimise disruption to the hall. If the structural damage is found to require specialist structural work, a separate procurement process for structural repairs may be necessary before the painting contract is issued.

SCOPE

PHASE 1 – STRUCTURAL REPAIRS (Must be completed before painting commences)

Structural repair scope to be confirmed at site meeting (not yet scheduled). This section must be updated before procurement commences.

- Engage structural assessor/engineer to assess the full extent of damage caused by the vehicle incident
- Coordinate with the Council insurer and manage the insurance claim process through to settlement
- Complete all structural repairs required to restore the building to a safe and sound structural condition
- Any residual structural repair costs not covered by the insurance payout to be funded from within the approved project budget (subject to budget review and, if required, a UBE or budget amendment approved by the Community Board)
- Obtain project manager sign-off that all structural repairs are complete and the building is ready for painting works to commence
- Confirm whether a building consent is required for structural repairs and obtain consent if applicable – refer to action in Consents section

PHASE 2 – EXTERIOR REPAINT

(Commences only after Phase 1 is complete and signed off)

Pre-Works: Site Preparation

- Trim back all trees and shrubs around the hall perimeter to allow safe scaffolding access
- Cover nearby vegetation to prevent paint overspray
- Pressure-wash all exterior surfaces to remove debris, chalk, old paint residue, cobwebs, and dirt
- Apply bleach solution to any mould or fungus; allow to dry fully
- Test all external power outlets and taps
- Repair all remaining minor external surface damage before painting: fill holes, treat rot and decay, remove loose or flaking material
- All surfaces must be confirmed sound before painting commences

Painting Works

- Erect scaffolding as required to safely access all exterior surfaces
- Apply 1 undercoat (as required) and 2 top coats of premium-grade paint to all exterior surfaces
- Paint colours must be agreed with the TTWCB and Orawia Hall Committee before works commence
- Specified paint brand must be used; substitution not permitted without written approval
- All surfaces not receiving paint must be masked and protected

Surfaces to Be Painted

- Exterior walls
- Window frames
- Doors
- Downpipes



- Handrails
- Foundation (as applicable)

Post-Works: Cleanup & Handover

- Remove all scaffolding, masking, and protective coverings
- All painted surfaces to be clean and free of drips, runs, or missed areas
- Record all paint colours, brand names, and codes in the Community Facilities IPS system
- Leave remaining paint labelled with the hall committee or custodian
- Obtain sign-off from project manager and hall committee representative before handover

OUT OF SCOPE

- Interior painting or refurbishment of any kind
- Roof repairs or replacement
- Electrical or plumbing works beyond testing existing external outlets and taps
- Full structural rebuild beyond repairs required and not covered by insurance
- Landscaping or site improvements beyond vegetation trimming required for scaffolding access
- Any works requiring resource or heritage consent

KEY DELIVERABLES

1. Site meeting completed; full structural repair scope confirmed and this document updated before procurement
2. Insurance claim settled; residual cost confirmed and budget position reviewed
3. Building consent obtained if required for structural repairs
4. All identified structural repairs completed and signed off by project manager
5. Paint colours and brand agreed with TTWCB and Orawia Hall Committee
6. Full exterior repaint completed to a professional standard
7. All paint colours and codes recorded in the Community Facilities IPS system
8. Remaining paint left labelled with hall committee/custodian
9. Site cleared of all contractor materials and scaffolding
10. Handover sign-off obtained from project manager and hall committee representative

COMMUNICATION

Communication Plan

A formal communication plan is required for this project. It must be prepared before procurement commences and must address:

- The vehicle incident – explanation of what occurred, current status, and insurance process
- Expected project timeline and likely hall closure period
- Paint colour selection process and community involvement
- Progress updates at key milestones
- Handover and reopening of the hall

Hall Committee & Custodian

- To be informed immediately of the updated scope and programme
- Minimum 4 weeks written notice before physical works commence



<ul style="list-style-type: none"> Contractor to work with the hall committee to schedule around major booked events Hall committee representative to be included in the Project Control Group Hall committee to be briefed before any public communication is released <p>TTWCB Chairperson & CPL</p> <ul style="list-style-type: none"> To be kept informed of all progress, scope changes, and budget position TTWCB Chairperson (Anne Horrell) to be the primary spokesperson for public or media queries arising from the vehicle incident CPL (Stella O'Connor) to coordinate all internal communications and approvals <p>Insurer</p> <ul style="list-style-type: none"> The Council's insurer is a key project stakeholder at this stage Insurance claim status, assessment timeline, and settlement figure must be tracked and communicated to the project team CPL to confirm who within SDC is managing the insurance claim and ensure clear communication lines are established <p>Broader Community</p> <ul style="list-style-type: none"> A community update should be issued once the site meeting has been completed and the programme is confirmed Update should explain the incident, insurance coverage, expected timeline, and any interim arrangements for hall users <p>Paint Colour Sign-Off</p> <ul style="list-style-type: none"> Paint colours must be agreed with the TTWCB and Orawia Hall Committee before procurement is issued. Colour selection is to be documented and approved in writing. 	
CONSENT	
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Must be reviewed with the Building team once structural repair scope is confirmed at site meeting. Structural repairs may trigger a building consent requirement. Currently marked No for repaint works only.
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)	A table of risk register had been attached in this document. Rows shaded red indicate High/High risks requiring immediate mitigation action prior to project commencement.
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
Hall Closure During Works	



The hall is likely already partially or fully inaccessible due to the structural damage from the vehicle incident. The combined structural repair and repainting programme will extend the period during which the hall is unavailable to the community. For a small rural community that relies on the hall for events, meetings, and activities, this is a meaningful impact that must be proactively communicated and managed.

Community Anxiety Following the Vehicle Incident

The vehicle incident is a significant event for the Eastern Bush and Orawia community. Community members may have concerns about the hall's safety, the insurance process, and the timeline for reinstatement. Timely, transparent communication from the TTWCB will be essential to maintain community confidence.

Positive Long-Term Outcomes

Once completed, the project will return the hall to a structurally sound, weathertight, and visually well-maintained state. This protects the asset for long-term community use, reduces future maintenance costs, and demonstrates the TTWCB's commitment to maintaining rural community infrastructure.

Ratepayer Impact

The project is funded by a loan (drawdown of approximately \$38,180 per the Annual Plan) and from the Orawia community centre reserve (\$8,730). The Orawia Hall Rate per SUIP decreases from \$123.12 to \$102.94 in 2026/27 (107 SUIPs). If structural repair costs exceed the insurance payout and require a budget increase, an additional loan drawdown would increase this rate in future years. Ratepayers should be informed of the insurance position and any budget changes through the normal Community Board reporting process.

OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Operation - Asset Renewal (one-off)
Is this a one-off project or works programme	one-off project
What are the strategic and activity links	SDC Strategy 1.1.4; TTWCB community hall maintenance programme
Are there any links to the Corporate Performance Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Yes, aligns with Council levels of service for safe and compliant community infrastructure. Confirm applicable link with CPL
How does this project fit in with the outcomes of the community board plans	A Supportive Community: The hall provides a space for community to meet, gather and share and aligns with the aspiration of “providing quality facilities, amenities and services”
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

Combined project scope, G1.0 and G2.0
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	Yes, procurement plan to be prepared once the structural repair scope is confirmed and the decision on combined vs. separate contracts is made. Confirm procurement tier based on total estimated contract value against SDC procurement policy thresholds.		
What type of communication plan is required	Yes, to be prepared before procurement commences. Must address the vehicle incident, insurance process, and community closure period in addition to standard project communications.		
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 <ul style="list-style-type: none"> • TTWCB, • Orawia Hall Committee, • Hall Custodian, • Parks & Recreation, • Council Insurer, • Community (Orawia area), • Finance Business Partner. 		
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)	<ul style="list-style-type: none"> • Stella O'Connor - CPL • Lance Spencer -confirm from site meeting • Community Facilities Asset Owner • Project Delivery Team – Project Manager • Orawia Hall Committee Representative 		
BUDGETS			
Approved budget	\$46,910		
What is the initial cost made up of:	Design	To be confirmed following equipment quotes and surfacing costs	(typically, 10% of project)
	Consents		(typically, 2% of project)
	Consultation		
	Project	\$42,219	
	Contingency	\$4,691	(typically, 10% of project)
	Total Budget	\$46,910	
How is the project being funded (loan or reserves)	Loan		
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	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	
	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		<p>Site Meeting: Not Yet Scheduled</p> <ul style="list-style-type: none"> Hold site meeting with CPL, asset owner, structural assessor, and hall committee. Confirm full structural repair scope. Update this document before proceeding. <p>Insurance Settlement: In progress – timeline TBC</p> <ul style="list-style-type: none"> Confirm insurance payout figure. Quantify any budget shortfall and initiate budget amendment if required. 		



	<p>Building Consent (if required): To be confirmed post-site meeting</p> <ul style="list-style-type: none"> • Confirm with Building team; obtain consent if triggered by structural repairs. <p>Scope & Document Update: Post-site meeting</p> <ul style="list-style-type: none"> • Update this scope document with confirmed structural repair details and revised budget/programme before procurement. <p>Colours Agreed: Before procurement</p> <ul style="list-style-type: none"> • Paint colours signed off in writing by TTWCB and Orawia Hall Committee. <p>Procurement: TBC – pending scope confirmation</p> <ul style="list-style-type: none"> • Minimum three quotes (or higher tier if contract value warrants). Prepare procurement plan. <p>Notify Hall Committee: Pre-construction</p> <ul style="list-style-type: none"> • Minimum 4 weeks written notice before works commence. <p>Phase 1 – Structural Repairs: 2026/27 – dates TBC</p> <ul style="list-style-type: none"> • Complete all structural repairs; obtain project manager sign-off before painting commences. <p>Phase 2 – Exterior Repaint: 2026/27 (may extend to 2027/28)</p> <ul style="list-style-type: none"> • Complete painting works only after Phase 1 signed off. Programme to allow weather windows <p>Handover: Late 2026 / 2027 (TBC)</p> <ul style="list-style-type: none"> • Sign-off from PM and hall committee. Paint codes in IPS. Remaining paint with custodian.
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	<ul style="list-style-type: none"> • Structural repairs are minor enough to be combined with the painting contract under a single contractor engagement • The site meeting will be scheduled and completed before procurement commences



	<ul style="list-style-type: none"> • The insurance claim will cover the majority of structural repair costs • The approved budget of \$46,910 is sufficient to cover all project costs • Both phases (structural repairs and repaint) can be completed within the 2026/27 financial year • No building consent is required for the works • Three quotes minimum will be sufficient for procurement • Loan drawdown of \$38,180 and reserve contribution of \$8,730 from Orawia Community Centre Reserve are the agreed funding mechanism • Paint colours can be agreed with TTWCB and Hall Committee before procurement is issued • No archaeological or heritage constraints apply to this site
OTHER	
Any other items relating to this project	



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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"> delegated authority for scope and budget changes variations to scope and budget 		
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"> tender open date tender close date award of contract date 		
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	Owner
R01	Financial	Insurance payout does not cover full cost of structural repairs, creating a budget shortfall beyond the approved \$46,910 envelope	High	High	<ul style="list-style-type: none"> Obtain insurance settlement figure before finalising repair scope Prepare budget amendment for Community Board approval if shortfall is identified CPL to engage Finance Business Partner early 	CPL (Stella O'Connor) / Finance Business Partner
R02	Scope	Full extent of structural damage unknown until site meeting is held; scope cannot be finalised and procurement cannot commence	High	High	<ul style="list-style-type: none"> Schedule site meeting as highest priority action Engage structural assessor prior to or at site meeting Do not issue procurement documents until this scope is updated post-meeting 	CPL / Project Manager
R03	Programme	Insurance process and structural repairs delay painting beyond the 2026/27 financial year, creating a carry-forward	High	Medium	<ul style="list-style-type: none"> Expedite site meeting and insurance settlement process If programme slips beyond March 2027, flag carry-forward risk to Finance and Community Board Update programme dates in this document once repair scope is confirmed 	CPL / Project Manager
R04	Compliance	Structural repairs trigger a building consent requirement that has not been budgeted for or programmed	Medium	High	<ul style="list-style-type: none"> Refer structural repair scope to Building team for consent determination as soon as scope is confirmed Allow consent timeframe in programme if required Include consent cost in budget review 	Project Manager / Building Team
R05	Procurement	Combined repair and painting contract value exceeds the three-quote procurement threshold, requiring a higher-tier process	Medium	Medium	<ul style="list-style-type: none"> Confirm total estimated contract value post-site meeting Review against SDC procurement policy thresholds 	Project Manager / CPL

Combined project scope, G1.0 and G2.0
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Southland District Council
Te Rohe Pōtae o Murihiku

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					<ul style="list-style-type: none"> • Prepare procurement plan before going to market 	
R06	Operational	Hall unavailable to the community for an extended period due to combined structural repairs and repainting programme	High	Medium	<ul style="list-style-type: none"> • Notify hall committee and custodian immediately and keep them regularly informed • Minimum 4 weeks written notice before works commence • Contractor to schedule works around major booked events where possible • Communicate expected closure duration to community as soon as programme is confirmed 	CPL / Project Manager / Hall Committee
R07	Weather	Adverse weather delays exterior painting programme	Medium	Low	<ul style="list-style-type: none"> • Programme painting works to allow weather windows • Painting must not proceed in wet, very cold, or high-humidity conditions • Build contingency time into the programme 	Project Manager / Contractor
R08	Reputational	Community concern about safety, insurance handling, or length of closure following the vehicle incident is not addressed proactively	Medium	Medium	<ul style="list-style-type: none"> • Prepare a community communication update explaining the incident, insurance status, and project timeline as soon as scope is confirmed • TTWCB Chairperson to be the primary spokesperson for public queries • Hall committee to be briefed before any public communication is issued 	CPL / TTWCB Chairperson
R09	Financial	WOL/TCO table not completed – ongoing maintenance and loan repayment costs are not quantified or communicated to the board	Low	Medium	<ul style="list-style-type: none"> • Finance Business Partner/ Project manager to complete WOL(Whole-of-Life) /TCO (Total Cost of Ownership) table before document is finalised for board sign-off • Loan term to 2033 at 4.82% interest to be documented 	Finance Business Partner/ Project Manager



Combined project scope, G1.0 and G2.0

Jack and Mattie Playground

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-10822
	ACTIVITY	Parks and Reserves
	COMMUNITY BOARD	Tuatapere Te Wae Wae
	CHAIRPERSON	Anne Horrell
	COUNCILLOR	Don Byars
	CPL	Stella O'Connor
	DESCRIPTION	
<p>This project delivers the renewal of playground equipment at the Jack and Mattie Bennett Memorial Park in Tuatapere, following a professional safety assessment and formal community engagement with local children and families.</p> <p>A professional playground assessment identified one piece of equipment that has failed its safety rating which has already been resolved. On 9 March 2026, the Tuatapere Te Waewae Community Board (TTWCB) formally resolved to update existing equipment to bring it to full standard rather than adopt a full redesign. The goal is to add one new piece of equipment and add planting at the flying fox.</p> <p>Community engagement has been completed. Concepts were developed and presented to local children (led by Jacqui Lighthart, Parks & Rec Lead). Children's feedback has been collated and is included as an appendix to this scope. The new equipment selection must reflect what children have asked for, subject to budget.</p> <p>The \$115,000 approved budget is an upper limit, not a spending target.</p>		
SCOPE		
<p>Priority 1: Install Replacement Equipment</p> <ul style="list-style-type: none"> • Refurbish the failed item and to install one new piece of equipment for senior children. Selection must be drawn from an approved supplier list and must reflect children's preferences from the engagement sessions (refer Appendix – Children's Insights). Item will be chosen by community board. • The final equipment selection is to be confirmed with the TTWCB and CPL before ordering. • New equipment must meet all current NZS/AS safety standards and be suitable for the age groups using the park. • Installation to include all groundworks, fixings, and softfall connections. <p>Priority 2: Surfacing</p>		



- Obtain quotes for bark chip surfacing to replace or top up existing softfall in the footprint of the removed and new equipment. The Community Board has confirmed bark chip is the preferred product for this project. (Pankhurst Sawmill Contacted)

Priority 3: Seating

- Install one new picnic table in the 'round area' of the park, as requested by community feedback.

KEY DELIVERABLES

- New replacement equipment installed, meeting NZS/AS safety standards, reflecting children's engagement insights
- Bark chip surfacing replaced/topped up in affected zone
- New picnic table installed in the 'round area'
- All equipment recorded in the Community Facilities asset register
- Post-installation safety inspection completed and documented
- Handover sign-off from project manager and TTWCB
- Teenager structure installed

COMMUNICATION

- Community engagement with children has been completed. Jacqui Lighthart (Parks & Rec Lead) led this engagement and must be consulted on equipment selection.
- The TTWCB is to be kept informed of progress, particularly on equipment selection and any budget decisions regarding the teenager structure.
- A stakeholder management plan is required to manage expectations, specifically the shift from the 'Creo concept designs' to the 'repair to standard' approach resolved by the Board.
- Public communication required once works are programmed, advising of expected timeframes and any temporary access restrictions.

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

<p>What are the project risks that have been identified to date</p> <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high/ medium/ low) 	<p>Risk: Budget insufficient to complete all priorities including teenager structure Mitigation: Priorities clearly ranked. Teenager structure only proceeds if budget confirmed after Priorities 1-4. Board to decide if any unspent budget is reallocated or deferred to next financial year. Status: Medium</p> <p>Risk: Community expectation mismatch (Creo design vs repair to standard) Mitigation: Clear communication from the TTWCB and project team. Stakeholder management plan required. Status: Medium</p> <p>Risk: Ground conditions require additional preparation work Mitigation: Check underground amenities before</p>
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	installation commences. Confirm with Three Waters if any services are present. Status: Low
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
<p>The Jack and Mattie Bennett Memorial Park is a valued community space for families and children in Tuatapere, used regularly by local schools and families. The playground is a focal point for outdoor play in the town.</p> <p>This project directly responds to a formal safety assessment that identified failed equipment, and to community engagement that gathered children's ideas and preferences. The TTWCB's decision on 9 March 2026 to update to standard rather than redesign reflects a pragmatic, community-led approach that prioritises safety and value for ratepayers.</p> <p>Delivering safe, well-maintained play spaces is a core outcome of the Tuatapere Te Waewae Community Board's activity plan and aligns with SDC strategic objective 1.1.4: People have everything they need to live, work, play, and visit.</p> <p>Community engagement has been completed through schools and the community. Children's insights are appended to this scope and must be considered in the equipment selection process.</p>	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	<ul style="list-style-type: none"> Project Type: Capital - Asset Renewal (one-off) Strategic Link: SDC Strategy 1.1.4; TTWCB activity plan – safe community play spaces Corporate Performance Framework: Yes – levels of service for safe and compliant community infrastructure Council Owned Land: Yes Land Use Approval: Yes Procurement Plan Required: Yes - equipment from approved supplier list; bark chip quotes required Communication Plan Required: Yes - including stakeholder management re: Creo design vs repair-to-standard
Is this a one-off project or works programme	One-off capital renewal project
What are the strategic and activity links	<p>Strategic Links: This project aligns with the Tuatapere community survey and the 2026/27 delivery schedule.</p> <p>Land Ownership: The project is located on Council-owned land.</p> <p>Procurement: A procurement plan will be required for the softfall installation.</p>
Are there any links to the Corporate Performance Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Yes, aligns with Council levels of service for safe and compliant community infrastructure



How does this project fit in with the outcomes of the community board plans	<p>Strong fit with Outcome Two: A Healthy, Safe and Connected Community with Access to Quality Services and Facilities</p> <p>This is the most direct connection. The Board Plan identifies maintaining good community facilities as a priority action, and the playground project delivers exactly that, addressing a safety failure and upgrading a valued community space.</p> <p>Alignment with community-led values</p> <p>The Board Plan places strong emphasis on community spirit, volunteerism, and people-led decision-making.</p> <p>Youth focus</p> <p>The Board Plan dedicates a section to youth, noting the need for more activities, opportunities, and places to hang out.</p>		
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	<p>Yes</p> <p>A standard project communication plan focusing on the shift from the "Creo design" to the "repair to standard" approach to manage community expectations.</p>		
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(Stakeholders include TTWCB, Parks and Rec, and the Tuatapere community).</p>		
Has a draft risk register been prepared	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(Initial hazards regarding monkey bar height and entrapment risks have been documented).</p>		
What team members will make up the Project Control Group (PCG)	<ul style="list-style-type: none"> • Stella O'Connor - CPL • Jacqui Ligthart - Parks & Recreation Lead • Steph MacDonald - Planning • Project Delivery Team - Project Manager 		
BUDGETS			
Approved budget	\$ \$115,000 – upper limit, not a spending target		
What is the initial cost made up of:	Design	To be confirmed following equipment quotes and surfacing costs	(typically, 10% of project)
	Consents		(typically, 2% of project)



	Consultation		
	Project		
	Contingency	Included within \$115,000 cap	(typically, 10% of project)
	Total Budget	\$ \$115,000	
How is the project being funded (loan or reserves)	District and Local funding.		
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
<p>Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs.</p> <p>For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.</p>	Interest on loan <small>(if applicable)</small>		
	Useful life (in years)	15–20 years; top up required every 2 years for soft pour surfacing bark chip and refurbished modules.	
	Residual value		
	Annual maintenance costs	Expected to decrease once bark softfall is replaced with soft pour rubber. Only using bark chip	
	Annual operating costs	Mowing of Reserve + Inspections Level 1 and 2 inspections mowing is from a different budget	
	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	<ul style="list-style-type: none"> • Confirm failed equipment item: Asset team and project manager to identify specific item for removal • Equipment selection confirmed: Informed by children's insights; sign-off from TTWCB and CPL • 15 April session: Children's engagement for teenager structure input (11am–1pm) • Quotes obtained: Equipment, bark chip surfacing, picnic table, teenager structure if applicable • Budget assessment: Confirm all priority costs; evaluate capacity for teenager structure • Procurement: Award contracts; confirm programme • Construction/Delivery: 2026/27 financial year • Post-installation inspection: Before public access restored • Handover: Asset register updated; sign-off from project manager and TTWCB 			
Planning	Completed (Workshop held 9 March 2026).			
Design	March – April 2026 (Refining repair specs).			
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	Softfall installation must follow equipment repairs to ensure a seamless safety surface.			
ASSUMPTIONS				
What if any assumptions have been made on the project to date	The \$115,000 is a maximum cap, not a spending target. Priority is given to achieving "full standard" for existing equipment before considering any new capital purchases.			
OTHER				
Any other items relating to this project				



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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"> delegated authority for scope and budget changes variations to scope and budget 		
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"> tender open date tender close date award of contract date 		
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		



Tuatapere Playground Report

Jack & Mattie Bennett

Introduction

This report outlines the community engagement conducted to inform the redevelopment of the Jack & Mattie Bennett Playground in Tuatapere. The engagement focused on gathering input from tamariki and whānau to understand their aspirations for their play space, with the aim of enhancing opportunities for play, exercise, connection, and overall use of the park.

Background

The Jack & Mattie Bennett Playground is scheduled for revitalisation, with \$120,000 allocated in the 2026/27 Long-Term Plan (LTP). The project aims to replace outdated equipment and upgrade the park's design to better reflect the needs and interests of the Tuatapere community.

Engagement was led by Active Southland, with participation from tamariki and staff at Waiau Area School, Hauroko Valley Primary School, and the Tuatapere Playgroup. Marilyn Parris from the Tuatapere Te Waewae Community Board also joined sessions at Hauroko Valley and the Playgroup.

No public community event was held for this consultation, as the Tuatapere Community Board advised that they did not wish to proceed with broader community activation at this stage.

School and Playgroup Engagement

Hauroko Valley Primary School

Staff and students shared thoughtful and creative input, focusing on sustainability, inclusive design, and community connection. Key themes included:

- **Sustainable Play:** Interest in repurposing and recycling materials to create innovative and environmentally friendly play spaces.

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- **Nature and Challenge:** Incorporating natural materials to encourage exploration and creativity.
- **Inclusive Safety:** Strong support for fencing, particularly to support tamariki with high needs.
- **Cultural Storytelling:** Requests for signage about the park's name, and how it got its name, also including local history ie about sawmilling and jet boating.
- **Community Connectivity:** Ideas to link the playground to the nearby river for a more integrated outdoor experience.

Waiau Area School

Tamariki at Waiau Area School use the park regularly and shared strong ideas for enhancing the space:

- **Popular Equipment:** Trampolines, flying foxes, swings (including a bigger basket and tyre swings), and climbing features.
- **Imaginative Play:** Requests for playhouses, sandpits, and themed equipment (e.g. dinosaur slides, tunnels, forts).
- **Older Tamariki:** Interest in more challenging features like obstacle courses, a skate park, basketball hoops, and biking tracks.
- **Facilities:** Suggestions included toilets, rubbish bins, picnic tables, shade structures, and drinking fountains.
- **Heritage:** Multiple tamariki asked for the return of a much-loved tyre swing that was previously removed.

Tuatapere Playgroup

Whānau who regularly use the playground raised several priorities:

- **Safety:** Concerns around litter, vandalism, and visibility. Fencing and CCTV were discussed as potential solutions.
- **Play for All Ages:** Requests for features suitable for toddlers, such as a small slide, seesaws, and safe climbing structures.
- **Inclusive Features:** Ideas such as low in-ground trampolines and parent-child swings to support bonding and accessibility.
- **Amenities:** More seating, shaded picnic areas, BBQ facilities, and rubbish bins were strongly supported.
- **Connectivity and Access:** Whānau suggested a footpath around the park and boundary fencing to prevent access across private property.



Community Consultation

While there was no public activation event, the school and playgroup sessions captured a wide range of voices, particularly those of tamariki who are the primary users of the playground. This school-based engagement has provided a robust starting point for future planning and potential wider consultation.

Additional Feedback and Observations

- **Differing Opinions on Tree Removal:** Some whānau suggested tree removal to improve visibility and safety, while others valued the trees for climbing and natural play.
- **Bike and Scooter Access:** Strong interest in a pump track or loop path around the park for biking and scootering.
- **Historical Interpretation:** The inclusion of local stories and features (e.g. jet boat or sawmill-themed play) was popular.
- **Inclusive Design:** Feedback highlighted the importance of a playground where all tamariki, including those with disabilities, can participate.

Most Requested Equipment and Features

Across all groups, the following features were most commonly requested:

- **Climbing Equipment:** Spider webs, rock walls, towers, monkey bars
- **Slides:** Big slides, twisty slides, tunnel slides
- **Swings:** Basket swing, tyre swing, parent/child swing, traditional swings
- **Motion Play:** Trampolines (in-ground), flying fox, hamster wheel, merry-go-round
- **Imaginative Play:** Forts, cubby houses, play café/shop, sandpit with water play
- **Bike/Scooter Facilities:** Bike loops, pump track, traffic signals and riding areas
- **Amenities:** Picnic tables, shaded areas, rubbish bins, toilets, water fountains, BBQs
- **Safety & Accessibility:** Fencing, CCTV, equipment for all abilities



Key Themes from Conversation

- **Safety and Supervision:** Improved visibility and security through fencing, cameras, and lighting.
- **Inclusion:** Inclusive design elements that enable tamariki of all abilities to play.
- **Imaginative and Active Play:** Emphasis on equipment that encourages creativity and physical challenge.
- **Connectivity:** Linking Park features with Tuatapere's natural and cultural surroundings.
- **Sense of Ownership:** Strong community desire to be part of the design process and ensure the space reflects local values.

Additional Considerations

The Jack & Mattie Bennett Playground is a key community asset that serves tamariki of all ages, as well as whānau and visitors. The redevelopment offers an opportunity to create a vibrant, inclusive, and engaging space that reflects Tuatapere's identity while meeting the needs of its youngest residents.

Conclusion

The engagement process revealed that tamariki and whānau are highly invested in the future of the Jack & Mattie Bennett Playground. Their feedback highlights a desire for play that is fun, challenging, inclusive, and safe. The most frequently requested features included climbing structures, trampolines, swings, bike paths, and creative play areas.

Incorporating local history, promoting community connection, and ensuring accessibility were also strong themes throughout the consultation. These insights will guide the redevelopment and support the creation of a dynamic and well-loved community play space for years to come.



Map of Jack & Mattie Bennett Playground:



Playground equipment in the playground:



Playground equipment to be removed:





Key Question that was asked to tamariki & whānau:

What would you like to see in your Playground/Open Space in increase play, exercise and use of your playground/open space.

Tuatapere Play Group

- More seating on both sides of the playground area, whānau don't feel there is enough seating for picnics or to watch tamariki play.
- Fence around boundary houses – whānau cut across private property to access playground.
- Spider triangle climbing net
- Replace the small slide for little kids
- Seesaw
- Tyre swing in trees
- Loop/Rope swing like at Queens Park
- Rock climbing cube
- Low trampoline dug into the ground – it was also discussed the inclusion of tamariki with a disability could use this also.
- A play shop for kids to be creative and use imaginative play, like the one at Riverton
- Parent/child swing - would be awesome for parents to bond with their babies
- More rubbish bins, a lot of litter is left lying around, including alcohol bottles. Whānau often spend time picking up rubbish before their tamariki can begin to play.
- Shaded area for picnic table and to prepare food, would love a BBQ down at the park also
- Options for rangatahi like a basketball hoop, skate park or include this somewhere else on council land in the Tuatapere township.
- Footpath around the outside of the park for biking, discussed what was put in Manapouri (Village Green) for biking and they liked this idea
- Would like to see cameras in the area for safety.
- Potentially cutting down trees so that the playground is more visible, but then whānau also liked that tamariki could play in the trees.
- Ideally, fencing the playground would make it safer for whānau with tamariki who are "runners".

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Waiau Are School

Year 1 Tamariki

- Cubby playhouse – like at Riverton
- Tree house
- Big slide
- Rocking horse
- Sand pit
- Big swing
- Big slide that has slides coming off it
- Little kids flying fox
- Big climbing ladder

Year 2 & 3 Tamariki

- A place to bike
- Spider web to climb
- Big swing
- Monkey bars
- Basket swing
- Bigger slide
- Trampoline
- Twisty slide
- Big green slide

Year 4 & 5 Tamariki

- Basketball court
- Traffic lights to bike around
- Tube swing that you sit in
- Play area with a cubby house to play mums & dads
- Skate park
- Slide with a swing
- Bike track
- Merry-go-round

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- Tyre swing
- Hamster wheel
- Bigger swings, slide
- Rope spinner (like queen's park)
- Slide with activities
- Big tunnel slide or dinosaur slide
- Spider web
- Monkey bars
- More seating or sheltered seating
- Play shed with equipment

Year 6 Tamariki

- Bigger basket swing
- Bigger swings
- Bike track or somewhere to bike
- Cricket pitch
- Merry-go-round
- More picnic tables
- Tyre swing returned – loved to play on this
- Bigger slide
- Red swing side by side
- Trampoline – built into the ground
- Little flying fox for the little kids
- Spider web – like te anau
- More shade
- Water fountain
- More seating
- Bigger rubbish bins
- Football posts



Year 7 & 8 Tamariki

- Big trampoline like at school that is dug into the ground
- Hamster wheel – the one at queens park is really fun but we don't get to go to it often as we live too far away
- Rugby goal so we can kick over it and play games
- Pump track or somewhere to bike – the one at the well is over grown and hard to bike on
- Tyre swing returned – this was fun and you could play on it with your mates
- Water fountain



Waiau Area School Room 2 (year 2 & 3) stories and ideas written for the playground:

The collage consists of nine individual pieces of paper, each featuring a drawing and a letter. The drawings include: a yellow caterpillar, a yellow and green caterpillar, a yellow caterpillar with a yellow body and green legs, a yellow caterpillar with a yellow body and green legs, a yellow caterpillar with a yellow body and green legs, a yellow caterpillar with a yellow body and green legs, a yellow caterpillar with a yellow body and green legs, a yellow caterpillar with a yellow body and green legs, and a yellow caterpillar with a yellow body and green legs.

The letters are addressed to 'Jenna' and contain requests for playground equipment such as slides, swings, and ball pits. The letters are written in a childlike, cursive style.

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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.


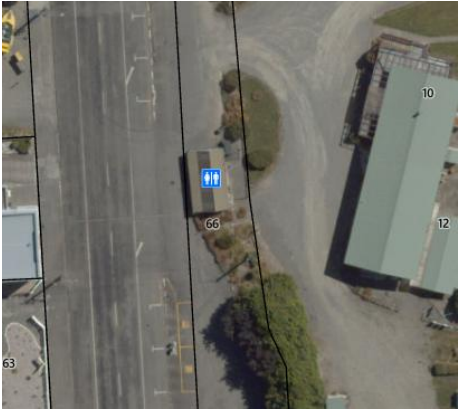
Project No.	Location	Description	Phase	Cost estimate	Status	Notes
FTOIL L016A	Garston – refurbishment and disposal field	High use site that requires upgrade work (pending resource consent outcome)	Pre-construction	\$400,000	Resource consent pending	Construction of a new septic disposal field (approximately 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.
TOTAL				\$2,260,000		



Combined project scope, G1.0 and G2.0

Toilet Refurbishment

<p>PHOTOS</p> 	<p>FINANCIAL YEAR</p> <p>2026/2027</p>	<p>PROJECT NUMBER</p> <p>FTOIL017A</p> <p>ACTIVITY</p> <p>Public Conveniences</p> <p>COMMUNITY BOARD</p> <p>Tuatapere Te Waewae</p> <p>CHAIRPERSON</p> <p>Anne Horrell</p> <p>COUNCILLOR</p> <p>Derek Chamberlain</p> <p>CPL</p> <p>Stella O'Connor</p>
<p>DESCRIPTION</p>		
<p>42 Main Road, Tuatapere</p> <p>Location: This is council owned land and does not require a boundary survey (Lot 1 DP 1081)</p> <p>Previous seismic concerns have been reassessed via a Detailed Seismic Assessment (DSA); structural risk is lower than originally indicated. Resource consent not anticipated. BOF funding eligible.</p> 		
<p>SCOPE</p>		
<p>Refurbishment of the main street public toilet.</p>		
<p>COMMUNICATION</p>		
<p>The community will need to be informed that this work will be undertaken. Consent requirement not yet checked.</p>		
<p>CONSENT</p>		
<p>Building</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>Archaeology/ Heritage</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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

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Te Rohe Pōtae o Murihiku

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Resource		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
RISKS			
What are the project risks that have been identified to date			
<ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high/ medium/ low) 			
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: The community.			
OVERVIEW			
What is this project (ie, capital, consent, operating or procurement)		Operating	
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		Light	
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		\$300,000	
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$270,000	
	Contingency	\$30,000	(typically, 10% of project)
	Total Budget	\$300,000	



How is the project being funded (loan or reserves)		
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
	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

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"> delegated authority for scope and budget changes variations to scope and budget 		
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"> tender open date tender close date award of contract date 		
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		

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 \$930,655.

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	\$260,610	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
P-10989A	Cemeteries	Riverton - land purchase to increase cemetery size	Ongoing	\$205,836	Riverton

Project No.	Location	Description	Phase	Budget	Notes
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	\$260,000	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.
				\$930,655	

Community partnership fund applications - March 2026 funding round

Record no: R/26/4/110996
Author: Gordon Crombie, Community liaison officer
Approved by: Sam Marshall, Group manager customer and community wellbeing
Report type: Decision

Purpose

- 1 The purpose of this report is for the Tuatapere Te Waewae Community Board to allocate funding for the March 2026 round of the Tuatapere Te Waewae Community Partnership Fund.

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) notes that the decision in this report is assessed as being administrative but not significant based on Council's Significance and Engagement Policy and the assessed level of significance indicates that the community is kept informed of the decision made in this report, rather than engaged prior to this decision being made.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) receives applications from Clifden Suspension Bridge Reserves Planting Group, Tuatapere Reserve Pest Control Group, Orepuki Community Promotions, Tuatapere & District Promotion Inc.
- e) grants \$ to Clifden Suspension Bridge Reserves Planting Group for assistance with costs of planting and weed control.
- f) grants \$ to Tuatapere Reserve Pest Control Group for assistance with costs of bait for predator control traps.
- g) grants \$ to Orepuki Community Promotions for assistance with costs of the Orepuki/Waiiau Area fitness project.
- h) grants \$ to Tuatapere & District Promotion Inc (Central & Western Archive) for assistance with costs of a colour laser printer.

Executive summary

- 2 A total of four applications have been received for the March 2026 funding round of the Tuatapere Te Waewae Community Partnership Fund. The applications are included as an attachment to this report. Please note that the attachment to the applications (including financials) are not attached to this report as they contain information sensitive to the applicant's

privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.

- 3 The Tuatapere Te Waewae Community Board has \$6,815 available to allocate through the Tuatapere Te Waewae Community Partnership Fund in this second round of the 2025/2026 financial year.
- 4 A total of \$4,800 in requests have been received for this round of funding.

Context

- 5 Southland District Council’s community assistance activity seeks to contribute to a District of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be a desirable place to live, grow up, work and run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 6 A review of community assistance was completed in early 2019, which resulted in the establishment of the Community Partnership Fund whereby the nine community boards in the District allocate funding directly to their communities.
- 7 The Tuatapere Te Waewae Community Board set the following criteria for their Community Partnership Fund:
 - funding requests must be for not-for-profit purposes
 - community groups do not have to be a legal entity to apply, and individuals will be considered on a case by case basis
 - preference will be given to projects that directly benefit the community board area and its residents
 - there is no cap on the amount applicants can request
 - applicants should be able to demonstrate some degree of self-fundraising towards their project, this will be assessed on a case by case basis
 - for projects involving capital works, it is expected that the applicant provides two quotes for the works, but if it is not possible to get more than one quote it will be expected that there is an explanation for this
 - applicants will be invited to speak to the board about their funding request and project
 - these criteria may be reviewed by the board as and when required.

Discussion

- 8 Applicants meeting criteria

Applicant	Application purpose	Criteria
Clifden Suspension Bridge Reserves Planting Group	Planting and weed control	Meets the criteria
Tuatapere Reserve Pest Control Group	Bait for predator control traps	Meets the criteria

Orepuki Community Promotions	Orepuki/Waiiau Area fitness project	Meets the criteria
Tuatapere & District Promotion Inc	Central & Western Archive – colour laser printer	Meets the criteria

Applications received	4
Total amount requested	\$4,800
Total amount available for distribution	\$6,815

1 Clifden Suspension Bridge Reserves Planting Group

Request assistance towards costs of planting and weed control.

Total project cost	\$1,200
Amount requested	\$1,200

2 Tuatapere Reserve Pest Control Group

Request assistance towards costs of bait for predator control traps.

Total project cost	\$1,000
Amount requested	\$1,000

3 Orepuki Community Promotions

Request assistance towards costs of the Orepuki/Waiiau Area fitness project.

Total project cost	\$1,700
Amount requested	\$1,700

4 Tuatapere & District Promotion Inc

Request assistance towards costs of a colour laser printer.

Total project cost	\$955
Amount requested	\$900

Previous grant funding received from applicants

Applicant name	Previous funding	Accountabilities received
Clifden Suspension Bridge Reserves Planting Group	No previous grants	
Tuatapere Reserve Pest Control Group	Aug 2025 – \$1,000 – predator control Aug 2024 – \$2,000 – predator control Aug 2023 - \$3,000 – predator control traps	not received received received
Orepuki Community Promotions – applications	Aug 2025 – \$1,700 – fitness equipment (Orepuki Fitness Collective)	received

from Orepuki Fitness Collective		
Tuatapere & District Promotion Inc – applications from Central & Western Archive	March 2025 – \$1,300 – computer equipment August 2023 – \$1,000 – computer equipment March 2023 – \$1,438 – computer equipment Sept 2022 (application in name of Central & Western Murihiku Southland Archive) - \$1,500 – establishment costs	all received

Options

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

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

Option 2 - Decline the applications.

Recommended option:

- 10 The recommended option is Option 1 - approve grants to applicants pursuant to the funding criteria. By doing this we are supporting groups and organisations in our community to achieve projects or programmes that benefit our region. If funding recipients have not provided an account into how they spent previous funds this should be taken into consideration prior to allocating any further funding.

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

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

Option 2 – Decline the applications

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

Legal considerations

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

Strategic alignment

Strategic direction

- 12 The board, as representatives from the Tuatapere Te Waewae area, will consider each application and how it benefits their communities and aligns with the community board’s vision and community outcomes.

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

Community outcomes –

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

Applicant	Application purpose	Community plan outcomes
Clifden Suspension Bridge Reserves Planting Group	Planting and weed control	Meets outcomes 1, 2, 3
Tuatapere Reserve Pest Control Group	Bait for predator control traps	Meets outcomes 1, 2, 3
Orepuki Community Promotions	Orepuki/Waiiau Area fitness project	Meets outcomes 2
Tuatapere & District Promotion Inc	Colour laser printer	Meets outcomes 1, 2, 3

Policy and plan consistency

- 13 There are no inconsistencies identified.

Financial considerations

- 14 The Tuatapere Te Waewae Community Board has \$6,815 available to allocate through the Tuatapere Te Waewae Community Partnership Fund in this second round of the 2025/2026 financial year.
- 15 There is a total of \$4,800 in requests for this funding round.

Significance assessment

- 16 This decision has been assessed in accordance with Council’s Significance and Engagement Policy as having some importance and is not considered significant.

- 17 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

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

Climate change considerations

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

Risk and mitigations

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

Next steps

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

Attachments

- A CPF Applications - Tuatapere Te Waewae March 2026 - redacted [↓](#)

Tuatapere Te Waewae Community Partnership Fund – March 2026 funding round

Redacted applications

1. Clifden Suspension Bridge Reserves Planting Group
Planting and weed control
2. Tuatapere Reserve Pest Control Group Charitable Trust
Bait for predator control traps
3. Orepuki Community Promotions
Orepuki Fitness Collective – Orepuki/Waiiau Area fitness project
4. Tuatapere & District Promotion Inc
Central & Western Archive – colour laser printer

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF003MAR26 From Philip Symonds

Form Submitted 29 Mar 2026, 8:30PM NZDT

Applicant details

* indicates a required field

Applicant details

Applicant name *

Philip Symonds

Street Address *

Any, but at least one field is required.

Postal Address (if different from above)

Phone Number *

Must be a New Zealand phone number.

Email *

MUST be an email address.

Purpose/main activity of your organisation?

To clear introduced weed infestation and replant with native plants

How many members belong to your club/organisation?

20

Must be a number.

Contact details for this application

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

Name 1 *

Philip Symonds

Phone Number *

Must be a New Zealand phone number.

Email *

MUST be an email address.

Name 2 *

John Moffatt

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF003MAR26 From Philip Symonds

Phone Number Mar 2026, 8:30PM NZDT

MUST be a New Zealand phone number.

Email *

MUST be an email address.

Application details

* indicates a required field

Project details

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

What are you applying for? (pick one) *

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

No more than 1 choice may be selected.

Please provide a short title for your project: *

Weed control and propagation for planting

What is the location of your project? *

The location is the area around the toilet outflow and the area around the camping grassed area. To

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

The planting of this area needs to be thickened up so as to minimize the maintenance required going forward. We need spray for weed control and potting mix to enable us to propagate the required plants.

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

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

This area is getting used a great deal by tourists and locals alike. The increased use requires the area to be upgraded to make maintenance easier.

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

Project start date

30/04/2026

Must be a date.

Project end date

01/05/2027

Must be a date.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF003MAR26 From Philip Symonds

Community Board plan alignment

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

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

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

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

Less weed control required

Outcome 2

A pleasant clean, well-kept camping area

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

Less maintenance work required and supportive comments from visitors and locals

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

Are there any similar projects or services in your area?

- yes
 no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Tuatapere Te Waewae Community Board area will benefit directly from your project? *

50

Must be a number.

Additional comments on numbers benefiting:

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.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF003MAR26 From Philip Symonds

Does your project focus on any of the following? *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

- Yes
 No

No more than 1 choice may be selected.

Project Budget & Financial Details

* indicates a required field

Financial details

Bank Account *

Account Name: Clifden Suspension
Bridge REServes
Planting Group

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: :

File size: 131.3 kB

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

Are you registered for GST? *

- Yes
 No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements *

Filename:

File size: 131.3 kB

Tuatapere Te Waewae Community Partnership Fund - March 2026 round
Tuatapere Te Waewae Community Partnership Fund application form
Application No. TTWCPF003MAR26 From Philip Symonds
Please provide a current bank statement from your organisation *

Filename:
 File size: 131.3 kB

Total Project Cost *
 \$1,200.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

Amount you are requesting from the Tuatapere Te Waewae Community Partnership Fund? *
 \$1,200.00
 Must be a dollar amount.
 What is the total financial support you are requesting in this application?

Please indicate your current level of reserves: *
 Must be a dollar amount.
 At the time of this application

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *
 They do not cover the proposed expenditure

Briefly describe any voluntary effort or donated materials provided for this project:
 The collecting of seeds,propergating and growing and planting as well as preplanting prep will be carried out by volantees

How do you envisage paying for any future operational costs for this project?
 no further paying should not be required

Project Budget

List all the income you plan to get towards your project e.g. grants/donations, your own funds, fundraising. **Also include the grant amount you are requesting for this application (income and expenditure totals must match).**
 If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF003MAR26 From Philip Symonds

Form Submitted 29 Mar 2026, 8:30PM NZDT

Project Budget Totals

The income and expenditure totals should balance/match.

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

Quotes

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

Have you sought at least two quotes?

- yes
- no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: ECL_SalesQuotation-Hayley.Fodie-152344_15102025_140822_953_152658_P.pdf
File size: 309.6 kB

Quotes

If you have not provided more than one quote, please explain why:
the potting mix is prices ex Diacks yard \$400/ m3

Additional information

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

Supporting documentation

Supporting documentation

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

Attach documents here

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF003MAR26 From Philip Symonds

Form Submitted 29 Mar 2026, 8:30PM NZDT

Filename: Permission to plant toilet and picnic area.docx

File size: 14.9 kB

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

Feedback

Feedback

How did you find out about the Tuatapere Te Waewae Community Partnership Fund?

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

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

Declaration

* indicates a required field

Declaration

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

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

In making this declaration I declare that:

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

I authorise Southland District Council to:

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Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust**

Form Submitted 30 Mar 2026, 11:39PM NZDT

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

Tuatapere Reserve Pest Control Group Charitable Trust

Street Address *

Any, but at least one field is required.

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

Must be a New Zealand phone number.

Email *

tuipestcontrolgroup@gmail.com

Must be an email address.

Purpose/main activity of your organisation?

Predator control

How many members belong to your club/organisation?

10

Must be a number.

Contact details for this application

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

Name 1 *

Glenys Steele

Phone Number *

Must be a New Zealand phone number.

Email *

tuipestcontrolgroup@gmail.com

Must be an email address.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust**

Form Submitted 30 Mar 2026, 11:39PM NZDT

Name 2

David Todd

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Application details

* indicates a required field

Project details

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

What are you applying for? (pick one) *

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

No more than 1 choice may be selected.

Please provide a short title for your project: *

Reserve Predator control

What is the location of your project? *

Tuatapere Reserve

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

To supply bait for Automated trapping programme running under MOU with SDC

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

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

Reduce possums and other predators within the reserve, maintain a healthy ecosystem within the lowland primeval beech forest, covering 160 hectares .

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

Project start date

01/09/2023

Must be a date.

Project end date

Page 2 of 10

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust

Form Submitted 30-Mar-2026, 11:39PM NZDT

01/12/5000

Must be a date.

Community Board plan alignment

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

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

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

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

Continuation of automated trapping programme, providing lure bait to run AT220s automated traps „existing traps x77, situated currently through the reserve

Outcome 2

Continued health of reserve, through rejuvenation of all flora. Servicing lure requirements of traps set up along borders of reserve to intercept possums making there way into the reserve from other lead in native& pine plantations neighbouring the reserve

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

Physical sighting of dead possums & kill numbers recorded by the automated traps, which will be read twice yearly & physical sighting by members of lush rejuvenation. I.e. seedlings, berries, fuschia trees in tack instead of stripped bare. We are implementing a joint program with WAS finding funding to undertake a TrailCam Project. We have ordered 2x thermal camera's which will be used and run by the school under our groups direction.

These cameras will be used to record the before and after flora and fauna status, as we install AT220s in problem areas that we have identified. The school will also run a pr programme with static cameras on same target area to record flora regrowth whilst target trapping is in place. Thus being able to provide evidential confirmation of success to Environment Southland. This will be needed for the major funding available under the residual monies of the 'jobs for nature's programme that has been now closed down by Govt.

Our group will be applying for the maximum \$10,000 available for each year for the next five years.

This will be used to purchase more traps for new lines in yet uncovered areas of the reserve. Some if it will be used to purchase the bulk yearly requirements of bait, however it will not cover all.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust

Form Submitted 30 Mar 2026 11:39PM NZDT

Obviously as we gain further traps per year, our lure bait requirements will increase as well and more funding each year will be sought to cover this from SDC as a governing body.

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

Are there any similar projects or services in your area?

yes

no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Tuatapere Te Waewae Community Board area will benefit directly from your project? *

2000

Must be a number.

Additional comments on numbers benefiting:

Everyone living in this area has access to this reserve.Plus many more coming into Tuatapere as visitors/tourists.Could be significant numbers with the Humpridge Track becoming a great walk

What age group will predominantly benefit? *

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

At least 1 choice must be selected.

Does your project focus on any of the following: *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

Yes

No

No more than 1 choice may be selected.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust

Form Submitted 30 Mar 2026, 11:39PM NZDT

Project Budget & Financial Details

* indicates a required field

Financial details

Bank Account *

Account Name: Tuatapere Reserve
Pest Control Group
Charitable Trust

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

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

Filename: .
File size: 136.3 kB
i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *

- Yes
 No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements *

Filename: .
File size: 136.3 kB

Please upload a current bank statement from your organisation *

Filename: .
File size: 160.9 kB

Filename: .
File size: 168.0 kB

Total Project Cost *

\$1,000.00
Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

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

\$1,000.00
Must be a dollar amount.
What is the total financial support you are requesting in this application?

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust

Form Submitted 30 Mar 2026, 11:39PM NZDT

Please indicate your current level of reserves: *

Must be a dollar amount.
At the time of this application

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

Our Trust reserves a baseline figure of \$1000 for emergency situation, given that we are a trust and legally liable as Trustees. Also some monies there were has been set aside to pay our accounting costs and reporting fees etc to the charities Commission. This was money awarded to us from ILT as successful winners of the ES 2926 Environment awards.

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

Volunteer/members check automated traps, top up bait, check batteries etc usually every 3 weeks per each line. We have lines A-G in block 1, line X connects to block 2, block 2 had lines Y&Z then block 3 has C1 line. In total 77 Automated traps to check, service and resupply with bait lure

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

ES, SDC & DOC, as the governing bodies of public ownership. and any other grant method and system we can come up with and apply to

Project Budget

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

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
ES(not confirmed)yearly	\$10,000.00	Traps and bait	\$10,000.00
SDC(yearly)	\$2,000.00	Bait and running expenses, hall hire, batteries, fuel,	\$2,000.00
Other (unknown as yet)			

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust

Form Submitted 30 Mar 2026, 11:39PM NZDT

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$12,000.00	\$12,000.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Quotes

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

Have you sought at least two quotes?

- yes
 no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: Screenshot_2026-03-30-21-50-22-39_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
 File size: 118.4 kB

Quotes

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

Only one supplier NZAutotraps Ltd.

Additional information

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

Presently we are after core ongoing running money for our existing Automated traps. to procure lure bait to run them. In the past SDC money has been used to buy traps, the most have come from ES & Air NZ, with some monies gained locally from sponsors.

SDC is a governing body to part of this reserve and therefore should hold responsibility to support our ongoing project which HAS no end date.

Supporting documentation

Supporting documentation

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

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust

Form Submitted 30 Mar 2026, 11:39PM NZDT

Attach documents here

Filename: documentsforfunding (1).zip
File size: 14.5 MB

Filename: IMG20260330113942.jpg
File size: 4.9 MB

Filename: IMG20260330120334.jpg
File size: 5.1 MB

Filename: Screenshot_2026-03-30-21-50-22-39_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
File size: 118.4 kB

Filename: Screenshot_2026-03-30-22-42-04-86_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
File size: 510.3 kB

Filename: Screenshot_2026-03-30-22-42-23-07_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
File size: 656.7 kB

Filename: Screenshot_2026-03-30-22-42-55-15_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
File size: 556.9 kB

Filename: Screenshot_2026-03-30-22-43-08-68_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
File size: 536.7 kB

Filename: Screenshot_2026-03-30-22-43-28-47_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
File size: 542.2 kB

Filename: Screenshot_2026-03-30-22-43-40-96_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
File size: 538.4 kB

Filename: Screenshot_2026-03-30-22-43-55-64_e2d5b3f32b79de1d45acd1fad96fbb0f.jpg
File size: 240.4 kB

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

Our group considers the support of this community grant as essential every round to fund and keep going our purely voluntary Trust. It is this Trusts wish that we could be supported without continual reapplication to this forum that monies could be gained under Pest Control instead of being up against other community groups that are applying for one offs.

Documents for funding include a quote for ES, please ignore, I also have not been able to upload our 2025 Financial accounts in the forum of this smartypants app. It will not give me the option of upload from my google drive.. So i have just uploaded ascreenshot of our bank account in that spot. I can directly supply this to Gordon Crombie of SDC by email if required.

Feedback

Feedback

How did you find out about the Tuatapere Te Waewae Community Partnership Fund?

- Have applied previously
- Southland District Council website
- Council or

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust

Form Submitted 30 Mar 2026 - 11:39PM NZDT
 Community Board Facebook page Radio Newspaper Online Referred by another funder Word of mouth Council staff Other

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

That our Group be moved to Reserve Maintenance Funding by SDC governing body of the Reserve

We do not consider this community funding forum as adequate for our long term management policies. The six monthly reapplication from scratch each time as if we are a short term project new comer, is exhaustive & repetitive. Our Traps will always need bait, this will be ongoing. Our Trust considers that we are doing the work actually FOR the government controlling bodies, whom collect pest control monies as part of rates yearly. We would like to be in the position where we are just supplied what we need on request, by the Pest Control managing system within the Southland District Council.

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);

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF004MAR26 From Tuatapere Reserve Pest Control Group Charitable Trust**

Form Submitted 30 Mar 2026 - 11:39PM NZDT

- 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 ***

Glenys Steele

Position in organisation *

Sec/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.

TUATAPERE RESERVE PEST CONTROL GROUP CHARITABLE TRUST
 OPERATIONAL PLAN 2026/27 1.4.2026/31.3.2027

Foundation of our Trust is based on the Commissioned Report by Environment Southland, undertaken by Wildlands Consultants, in 2022.

This report identified the Reserve to be 'AT RISK', it identifies flora and fauna within the reserve, that predation is part of the reason the reserve is at risk and recommendations for future management and pest control.

OBJECTIVES

1. TRAPPING

The Reserve is split into four blocks for operational purposes. Our first and foremost attention is to maintain and monitor our existing AT220 Automated Traps that are located in blocks 1, 2 & 3. (see attached Aerial Map of the Reserve) There are currently 77 traps located throughout these blocks.

Block1- Lines A-F	Trappers- Tony, Maria, Jared, Bruce, Mark
Block 2- Lines X,Y,Z	Trappers- Jared, Tony, Bruce, Mark, Benno & School kids.
Block 3- Line C1	Trappers- Clayton & Glenys
Block 4	Remains un-trapped, lease farmer does a semi-regular shoot.

Trappers will be responsible for co-ordinating within their blocks with other trappers. Record kills evident at trap site & from NZTrap App off the AT220 on a monthly basis at least, record hours worked & report information on a monthly basis to Bruce Edlin directly or at the monthly meeting, for statistical purposes.

Bruce Edlin, Vice President will be running the Automated Trapping side of things and will provide an updated SOP(Standard Operating Procedure) for the AT220s, assisted by Richard, for tech advice & help.

Any new persons recruited will be under Bruce's wing for training and placement.

Trappers will report any significant observations. i.e. branches/ tree clearing. Stock in reserve. Replacement of traps etc. Trappers will work within Health & Safety guidelines.

The Trust's objective for 26/27 is to obtain regional funding to push our trapping into ---Block 3: (completed actions: perimeter leg-hold trapped, lead in block trapped July/august 2025, Lillian's loop block leg-hold trapped, 18 AT220s situated around Lillians Loop & Kollats Alton Road Perimeter, Nov 25). Charge block -Clayton/Glenys, still requires Automated Traps for second half of that block, that is split by Alton Burn

Stream & high cliffs and ridges. This block is ear-marked for the joint WAS TrailCam project for the second term, to gauge movement over the bridge in cemetery bush road and to operate in a gully which is largely Fushia (a species that possums love). This will make it the perfect starting place for our Thermal TrailCams to be placed to 1) Record Flora before 2 x AT220s are placed, then to show effectiveness of traps and subsequent flora rejuvenation. This evidential proof of effectiveness is required by ES to support future funding into the next 5 years of maximum \$10,000 per year, for new traps and the required lure bait to run them. This will allow us to track how predators cross the Altonburn, which divides this block in half. If successful funding is gained, we will look to place a further 10 x AT220s in this block.

That would potentially bring our AT220 numbers in Block 3, to 28.

& Block 4 of the reserve, currently un-trapped and identified as high risk for entry into the main reserve. This block borders the Waiau River and access is difficult & the block is flood prone and is naturally swampy. The objective is to perimeter leg-hold trap around SDC lease land, before placement of automated Traps, if successful funding is gained. Access to this block is currently unclear, the road access has a locked gate because of the lease land. Access from the Domain itself is prohibited by the Alton burn exit to the Waiau. Further clarification of this block is required before pushing into it. Deferment to 27/28 funding round may be more practical for the procurement of AT220s for this block. In the meantime, knowledge of how to gain access for leg-hold trapping into this block, will be sort, from Gordon Crombie of SDC.

Our Trust will undertake a stocktake/record initiative as close to 31.3.26 as possible to upgrade our records for the existing 77x AT220s. Each trapper will record the stock number of each trap on each line, and read the statistics recorded electronically on each trap, to obtain accurate kill numbers since the installation of each trap, to end of financial year.

Once this has been done, then we can manually update TrapNZ information which has fallen behind for one reason or another.

This will provide us with clean statistics to add to our historical manual trapping records.

Placement of new traps. Trappers in relevant blocks will be knowledgeable after leg-holding etc, will be called on to provide best practice knowledge for placement, based on historical data, existing tracks, terrain and streams etc.

Workdays will be called for on procurement of any new traps for track cutting, muling and physical placement and setup. Richard and WAS Students help with this too.

2. TUATAPERE RESERVE TRAILCAM PROJECT (Joint project between our Trust and Waiau Area School.)

This initiative was conceived in late 2025. The objective is to work with the school, to implement a tech and science project which can run into the indefinite future and provide students real time activity using high- tech thermal cameras to track movements of predators throughout the reserve. The school will run the infinitive project, under our guidelines, concentrating on capture of evidence and then turning that into useful data for our Trust to use for future planning and funding applications. The Trust and school have agreed to tangible term goals, to be set by the Trust and directed and located in areas of interest. Our Trust has been successful in obtaining funding in 2025, for the purchase of 2 x thermal cameras, accessories and associated running costs. i.e. Internet/cloud storage etc. The Funding Organisations who have funded this project are: HUMPRIDGE TRUST \$3,676.55 THE SYD SLEE CHARITABLE TRUST \$1800.00

The Trust will retain ownership of cameras, but they will be on permanent placement within the Science Department of the School. The Trust has also won 2x smaller night vision cameras through Predator Free Trust, these cameras have been allocated to Bruce Edlin for running and placement for trapper's concern/interest areas, they will not be held by the school, but may be available if they are needed in any aspect of their project.

Cameras will be purchased in March 2026, through Shawn Ryan, 2040 Ltd. The first location of interest has been set. The flood bank at the end of the rugby field, Block 1. Suspected entry point for predators. Starting here will allow easy access for the school to be able to get the project up and running, iron out any problematic areas, before moving to more complicated, less accessible areas. The second term for the year, focus will shift to the bridge in cemetery, Block3, to observe possum movement crossing the Altonburn stream, or an area identified in that Block where there is a huge stand of Fushia. This area has not had automated traps placed and would be the ideal area to capture before and after flora & fauna data, if funding is successful.

Richard Bennett is the point of contact for WAS, he will be working with the Science teacher, Andy Ross.

3. FUNDING & REPORTING BACK

Apply for funding through Environment Southland-Biodiversity Community Group Grant \$10,000. Purchase 10 x AT220s for Block 3 & Remaining monies to purchase bulk Bait.

Apply for funding SDC- community grants x2 rounds, for running costs. Fuel, bait, safety, etc. \$2000. They have intimated that \$2000 yearly would be about their maximum as it comes from Community Funding Grants.

Consider the canvassing and set up of a community sponsorship scheme. i.e. interested businesses organisations that value our community/reserve and may be prepared to sponsor, i.e. gold, silver etc. May involve much time organising.

Apply for funding Meridian Power up. For purchase of chainsaw. Meridian sponsored us in 2024. We used their money to purchase a laptop, printer, and cellphone to operate Automated trap set-ups. They may see the value of a chainsaw for our reserve as well.

Apply for funding anywhere & elsewhere on an as needed basis, for bait, more automated traps for existing lines, tools, fixed costs etc as required.

Report back to all successful funding applications as per their requested requirements.

4.NOXIOUS WEEDS & EXOTIC TREE INVASION WITHIN RESERVE.

Our Trust has identified many areas of concern within the reserve.

Block1. Town/Domain Block- Invasion of exotic Elms, stemming from edge plantings along township border (DOC= governing body)

Invasion within this block of Chilean flame creeper. Heavily infested around all edges of the blocks, where light penetrates, strangles seedlings and trees. All we can do is try and pull at roots when we see it, it's impossible in places as too proliferent.

This has been flagged to the council repeatedly since our formation in 2023. There has been no response to our requests of eradication.

Since liaison with ES and consequent Map provision of which organisation is responsible for what, we have identified (feb 2026), that Block 1 is actually under DOC, not SDC.

ES has no answer to this either, a problem within many reserves.

Block 3. Cemetery Block, invasion from the cemetery of exotic plants along the border. Namely an invasive Lily and Pockets of Chilean Fire Tree. Both species are creeping into reserve and pushing back low fern cover. This part of the reserve is governed by SDC.The actual cemetery and paddock next to it. The main reserve is under DOC . We have recently discovered a young stand of Elms that have sprung up in the old picnic area beside the cemetery road bridge. They could easily be taken out,& trunk painted after felling.(DOC)

Block 2. Runs from east of cemetery road to the Waiau.

This block has invasive Elms throughout the cause-way of the Altonburn Stream, that runs through. They have seeded through the reserve from exotic plantings in Elder Reserve, (SDC Land, apparently & now leased by the neighbouring farmer, Shawn Kollat) which was set up in the sixties/seventies and is now defunct. Some of the trees are 40-50 years old and therefore problematic. In some low-lying areas along the stream, the exotics have pushed bush back at least 15metres.

This has been flagged to DOC, and Dani Logan, has made some explorative work.

GENERAL: Our Trust feels it has neither the time, money or ability to deal with exotic invasion, therefore can only act as advisers to the governing bodies, of which it is their responsibility.

5. SECURITY OF RESERVE- FENCING

In 2025, block 3 (cemetery block bordering farmland along Alton Road) sustained heavy damage from cattle, who invaded the reserve for approximately 10 days. They were able to do this because of the inadequate fencing along the farmland perimeter.

Damage was trampling of ferns and seedlings, snapping of branches and larger seedlings, vegetation grazing and tracks through the reserve. A noticeable lack of birdsong afterwards in affected areas, and absence of fantail population that particularly inhabited that area. This is of special concern to our Trust as once cattle obtain entry into the reserve they can travel to the cemetery and highway that runs through the reserve.

It is note-worthy to say that there was a historical death where this scenario happened. Permanent fencing along farmland borders would prevent further damage and road accidents. This part of the reserve is governed by DOC, whom our Trust has flagged to through Dani Logan/Sean Jacques, Principal Ranger, Biodiversity.

Our Trust has neither the funding or ability to provide fencing of any sort. We can provide advice only.

Recently (30/12/26) it has been identified that SDC still own the original Elder Reserve Land that runs along Alton road and borders the reserve & lease it to Kollats.

This bordering land is where all incoming possums enter largely and we have placed AT220s along the border on DOC Reserve land.

6. COMMUNITY INVOLVEMENT, MEETINGS AND PROMOTION.

Our Trust will hold a public meeting at 'The DEN' on Erskine Street, Tuatapere, on a monthly basis, 3rd Tuesday of the month. 7pm.

This is permanently flagged on the front calendar of the Western Wanderer Community Newsletter, published monthly. We are always on the look-out for more volunteers & we use this platform to write a monthly article, updating the community with our progress, wins and ambitions.

FACEBOOK PAGE. We will continue to operate our facebook Page: TUATAPERE PREDATOR FREE TEAM.

7. DATA CAPTURE FOR FLORA & FAUNA MONITORING.

Provide Mantra, support, flora & fauna monitoring and involvement with Waiiau Area School, with the Tui Reserve Camtrail project and line trapping for Y line. Training to be run through ES- Polly, to have their help to set up monitoring programs for evidential and historical data gathering of Flora and Fauna. This may use chew cards, tracking tunnels. They can also support us with interpretation/analysis of tracking tunnels. This will occur sometime in March and be co-ordinated by Benno/Polly (ES)

ES (Polly) can also provide support with trail cams, chew cards, 5 min bird counts, show us how to use a Static Camera set-up to record foliage regrowth (put a phone on a tripod and take an image of same location, once a year)

The Trust will work closely with WAS to format captured data into workable useful information & analysis, to provide our Trust with reliable source information to be used in future planning and funding applications.

8. LEGAL & ACCOUNTING.

Our Trust will follow all requirements as required of a Trust, under our DEED and report as required to the Charities Commission.

Trustee resignation and appointments have been updated and confirmed by the Internal Affairs Dept, following our AGM, Nov 2025)

Trustees are: David Todd (President/ Asst Treasurer), Glenys Steele (Sec/Treasurer), Bruce Edlin (Vice President), Jared Fluerty, Mark Couper

We will hold an AGM in October or November, In the case of resignations from the Trust, we will work actively to acquire necessary Trustees and fulfil legal requirements.

We will use Malloch McLean reputable accountants in Invercargill, for the third year to ensure transparency with public monies obtained by way of donation/grants. Consideration will be given as to approaching Malloch McLean for sponsorship of legal fees, they already support ES Awards & may be interested considering our 2025 Win in biodiversity & biosecurity.

We will continue to operate our finances through ANZ Invercargill.

9. EDUCATION & TRAINING.

Our Trust pledges to take all the educational opportunities it can that initiate from Predator Free NZ, such as Ascot Hui etc. ES Awards, Air NZ Kia Ora Magazine etc.

We will facilitate updates and visits, MOUs & inspections of Reserve Trapping Operations etc, by governing bodies, namely DOC, SDC & ES.

GENERAL;

WE WILL FACILITATE ALL INTEREST IN TOURS OF THE RESERVE AND OUR TRAPPING PROGRAM, BY FUNDING GROUPS ON REQUEST.

OUR TRUST WILL REGULARLY DISCUSS ASPECTS OF THIS OPERATIONAL PLAN ON AN AS NEEDED BASIS AND ADJUST, RECTIFY, OR ADD TO IT AS WE SEE FIT, THROUGH OUR MONTHLY MEETING PROCESS.

Glenys Steele ,

Secretary Treasurer.

David Todd,

President.

Bruce Edlin,

Vice President.

1.4.2026

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF002MAR26 From Kathryn Menpes**

Form Submitted 31 Mar 2026, 5:23PM NZDT

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

Kathryn Menpes

Street Address *

Any, but at least one field is required.

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

Must be a New Zealand phone number.

Email *

Must be an email address.

Purpose/main activity of your organisation?

Health and Wellbeing through fitness

How many members belong to your club/organisation?

15

Must be a number.

Contact details for this application

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

Name 1 *

Kathryn Menpes

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF002MAR26 From Kathryn Menpes**

Submitted 31 Mar 2026, 5:23PM NZDT

Ini Gunn

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Application details

* indicates a required field

Project details

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

What are you applying for? (pick one) *

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

No more than 1 choice may be selected.

Please provide a short title for your project: *

Orepuki/Waiau Area Fitness Project

What is the location of your project? *

Waiau Area School and Orepuki Community Centre

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

The Orepuki Fitness Collective seeks funding to enhance our fitness offerings. These pieces of equipment will provide significant benefits not only to our members but also to the wider community, particularly in promoting a more active lifestyle in our isolated area.

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

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

The Orepuki Fitness Collective is committed to enhancing the health and wellbeing of the Tuatapere Te Waewae community through its fitness classes. Here's how our initiative can make a positive impact:

1. Affordable Access to Fitness - Low-Cost Classes: By providing affordable fitness options, we ensure that individuals from all backgrounds can participate, promoting overall community health.
2. Enhanced Physical Health/Variety of Workouts: Our classes offer a range of exercises, including strength training, cardio, and mobility work, which contribute to improved physical health and fitness levels promoting "movement for life".

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF002MAR26 From Kathryn Menpes

Social Connectedness: Group classes foster social interactions, helping to combat isolation and build strong relationships among community members. This sense of belonging is essential in rural areas.

4. **Mental Wellbeing Positive Environment:** Regular physical activity is linked to reduced stress and anxiety levels. Our vibrant classes create a supportive and encouraging atmosphere, promoting mental health and celebrating our achievements.

5. **Personalised Support Goal Setting:** Participants receive guidance tailored to their individual fitness goals, enabling them to track progress and stay motivated. This personalised approach enhances individual success.

6. **Encouraging Active Lifestyles Role Models:** As community members engage in fitness, they can inspire others to adopt healthier lifestyles, creating a culture of wellness that extends beyond class participants.

7. **Skill Development Learning New Techniques:** Classes teach participants new exercises and techniques, improving their overall fitness knowledge and equipping them with skills they can use in their daily lives.

8. **Support for Local Events/Preparation for Community Activities:** Our fitness classes prepare members for local events, including sports and outdoor activities, enhancing community participation and engagement.

9. **Increased Participation in Winter Sports Winter Readiness:** With specialised training, members can improve their strength and endurance for winter sports, promoting physical activity during the colder months.

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

Project start date

07/04/2025

Must be a date.

Project end date

31/03/2030

Must be a date.

Community Board plan alignment

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

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

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

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF002MAR26 From Kathryn Menpes

Outcome 1 31 Mar 2026, 5:23PM NZDT

With the successful funding, we aim to significantly increase community engagement in fitness activities. By providing access to new equipment and resources, we anticipate a boost in attendance at our classes, attracting a wider demographic including those who may have previously felt excluded due to cost or lack of facilities.

This increase in participation will foster a stronger sense of community, promote social interactions, and combat feelings of isolation among residents. As more individuals engage in regular fitness, we expect to see improved mental well-being and a more connected and confident community.

Outcome 2

The funding will allow us to diversify our fitness offerings and upgrade our equipment, leading to enhanced physical health outcomes for participants. We aim to provide classes that cater to various fitness levels and preferences, encouraging more people to take part in regular exercise.

As participants engage in consistent physical activity, we expect to see improvements in their overall health metrics, including increased strength, endurance, and flexibility. This enhanced physical health will not only benefit individuals but also contribute to lower healthcare costs and a healthier community overall. By achieving these outcomes, the Orepuke Fitness Collective will play a crucial role in promoting health, connection, and resilience within the community.

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

Measuring Success of Expected Outcomes

1. Enhanced Community Engagement and Participation - Attendance Tracking:

Method: We will continue to maintain a record of class attendances and measure before and after the funding is received. This data will help us quantify any increases in participant numbers.

Our Expected Result: A significant rise in attendance figures, indicating broader community involvement.

Goal Achievement Tracking:

Method: Encourage participants to set personal fitness goals and track their progress through regular workouts and benchmark sessions.

Have a bell system - celebration of your own personal achievement. Whether it is your first time doing a burpee or lifting a barbell heavier than last time - we want to foster and celebrate this as a group!

Expected Result: An increase in the number of participants achieving their personal fitness goals, reflecting enhanced motivation and commitment to health.

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

Are there any similar projects or services in your area?

yes

no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF002MAR26 From Kathryn Menpes

Approximate number of people in the Tuatapere Te Waewae Community Board area will benefit directly from your project? *

15

Must be a number.

Additional comments on numbers benefiting:

Our classes are becoming more popular. But 12 - 15 in a group would be a maximum number before having to split classes and look at other times in the week that would suit people.

What age group will predominantly benefit? *

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

At least 1 choice must be selected.

Does your project focus on any of the following: *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

Yes

No

No more than 1 choice may be selected.

Building & facility information

If yes, who owns the building?

Orepuki Community Centre and Ministry of Education

Council owned buildings are not eligible for funding

Does the facility have a long-term maintenance plan?

Yes

No

No more than 1 choice may be selected.

How often is the building used and by what organisations?

The Orepuki Community Centre is used by the local Community for sporadic celebrations.

Waiau Area School Gym - used daily by the students.

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

Tuatapere Te Waewae Community Partnership Fund - March 2026 round
Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF002MAR26 From Kathryn Menpes

Form Submitted 31 Mar 2026, 5:23PM NZDT

- No
- not applicable

No more than 1 choice may be selected.

Is your facility accessible to the elderly and disabled?

- Yes
- No

No more than 1 choice may be selected.

Project Budget & Financial Details

* indicates a required field

Financial details

Bank Account *

Account Name: The Orepuki Community Promotio

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

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

Filename:
File size: 131.8 kB
i.e. a bank coded deposit slip or bank verified account details

Are you registered for GST? *

- Yes
- No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements *

Filename: CC59129_AnnualReturnSummary_AR004.pdf
File size: 87.8 kB

Please upload a current bank statement from your organisation *

Filename:
File size: 131.8 kB

Total Project Cost *

\$1,700.00
Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF002MAR26 From Kathryn Menpes

Amount of money requested from the Tuatapere Te Waewae Community Partnership Fund? *

\$1,700.00

Must be a dollar amount.

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

Please indicate your current level of reserves: *

Must be a dollar amount.

At the time of this application

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

This is held in conjunction with other Orepuki Promotional Activities.

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

Voluntary Hours Programming and Coaching 6 hours/week. Distance Traveled Weekly 114 kms. Income Money Received \$125.00/week Expenses Travel Reimbursement\$0.50/km voluntary per week (114 kms/\$57.00). Total Income\$125.00/week.

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

If our funding application is not successful, the Orepuki Fitness Collective envisions strategies to manage future operational costs: Building a strong volunteer base can create a sense of ownership and community spirit within the collective. Creating a "pre paid" membership incentive to get participants to attend classes as they have already paid for them.

Project Budget

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

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
Class payments	\$125.00	Hall Hire	\$50.00

Project Budget Totals

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF002MAR26 From Kathryn Menpes

Form submitted 11 May 2026 at 2:28 PM NZDT. Budget balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$125.00 This number/amount is calculated.	\$50.00 This number/amount is calculated.	\$75.00 This number/amount is calculated.

Quotes

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

Have you sought at least two quotes?

- yes
- no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: Solid Strength Sales Quote_SQ-00002684_2026.03.31_11.18.44 (2).pdf
File size: 209.7 kB

Additional information

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

The Orepuki Fitness Collective has received just the one quote. We are still awaiting the other quote request to come. Freight charges for equipment will be covered by the group.

Supporting documentation

Supporting documentation

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

Attach documents here

No files have been uploaded

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

Feedback

Feedback

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF002MAR26 From Kathryn Menpes

How did you find out about the Tuatapere Te Waewae Community Partnership Fund?

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

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

Declaration

* indicates a required field

Declaration

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

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

In making this declaration I declare that:

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

I authorise Southland District Council to:

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

I acknowledge that:

- any decision made is final
- Southland District Council has the right to withdraw any grant approved or demand the return of funds already paid if it is discovered that any statement made in this

Page 9 of 10

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF002MAR26 From Kathryn Menpes**

Form submitted on 31 Mar 2026, 5:23 PM NZDT or misleading, in a way that may have affected the funding decision.

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

Name *

Kathryn Menpes

Position in organisation *

Fitness for life coach

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.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated**

Organisation: TDPI - Central & Western Archive
Form Submitted 31 Mar 2026, 7:33PM NZDT

Applicant details

* indicates a required field

Applicant details**Applicant name ***

Tuatapere & District Promotion Incorporated

Street Address *

48 Main Rd
Tuatapere Tuatapere 9620 New Zealand
Any, but at least one field is required.

Postal Address (if different from above)

48 Main Rd
Tuatapere Tuatapere 9620 New Zealand

Phone Number *

Must be a New Zealand phone number.

Email *

CentralAndWesternArchive@gmail.com
Must be an email address.

Purpose/main activity of your organisation?

Promoting the district and heritage within that

How many members belong to your club/organisation?

15
Must be a number.

Contact details for this application

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

Name 1 *

Suzie (PSG) Best

Phone Number *

Must be a New Zealand phone number.

Email *

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated**

Organisation: TDPI - Central & Western Archive

Form Submitted 31 Mar 2026, 7:33PM NZDT

taleofatown@gmail.com

Must be an email address.

Name 2 *

Wayne Edgerton

Phone Number *

Must be a New Zealand phone number.

Email *

must be an email address.

Application details

* indicates a required field

Project details

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

What are you applying for? (pick one) *

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

No more than 1 choice may be selected.

Please provide a short title for your project: *

Protecting & Preserving Our Heritage

What is the location of your project? *

CWA - Central & Western Archive, Murihiku Southland

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

To purchase a new colour laser printer for the Community Archive & Heritage Hub as our existing one, purchased 2nd hand 3 years ago, has just 'given up the ghost' and was used 5 days out of 7 for not just us, but also many members of the community who come in to use our services. We are finding that more and more residents in the district are unable to afford to own or run a printer, computer or even the internet, so they rely on our services in this way. Our local library is only open part of one day a week and is unable to provide these services, plus hardly anyone can afford to travel to other larger centres anymore, especially in the current fuel crisis. It is notable that the purchase and running of the old laser printer was paid for by users koha/donations in the past, but in the current cost of living crisis these user koha/donations have dropped off somewhat, so there is not enough

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated

Organisation: TDPI - Central & Western Archive
Form Submitted 31 Mar 2026, 7:33PM NZDT
over for new equipment purchase.

Also, we need to have more cloud storage space for our Digital Preservation of the district heritage which we have a mandate to collate and share in a fully accessible way. Our current Cloud Storage space is nearly totally full up and we have purchased some small amounts of extra recently, but as we are still not receiving any SDC District Heritage Funding as other Heritage Institutions do, our funding doesn't provide for more cost covering. So we are seeking funding for a much larger amount of Cloud Storage as our Heritage Sector standards require us to have 3 forms of digital storage, to keep history records safely. We understand that as our heritage collections of digitally preserved history grow, we will need to keep pace with this growth and that eventually we will need a much larger and more expensive system to keep our digital cloud files, and we are working towards finding an option for this and future funding for that, but that will not be for another year yet, so we need this upgrade for us to continue in the interim.

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

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

We provide a space where the community can access not only historical, but present day information and technology to better their hauora/overall wellbeing. Enabling us to have more modern and well working equipment will increase our ability to undertake these services. We hold and share history records of heritage, people, places, creativity & nature, across Central & Western Districts, also Research Resources, Historical Displays, and have public access to Computers, Wi-Fi, all FREE to use, but a koha/gift is appreciated, and most people using the services do this. We have a mandate to promote wider understanding of the Central & Western Districts place within the Murihiku Story, in both its natural and built heritage, and this aligns perfectly with the Tuatapere Te Waewae Community Board's LTP in that a community that we help attract people and visitors, which results in economic growth we contribute to a connected community with access to quality services and facilities, and we are highly involved in providing services that enables our community to not only celebrate, but particularly protect its history and heritage. It is imperative that we keep pace with the growth of the collection of our district heritage.

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

Project start date

01/06/2026

Must be a date.

Project end date

29/05/2027

Must be a date.

Community Board plan alignment

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

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

a community that attracts businesses, people and visitors resulting in economic growth

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Tuatapere Te Waewae Community Partnership Fund - March 2026 round

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Organisation: TDPI - Central & Western Archive

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a healthy, safe and connected community with access to quality services and facilities

a community that celebrates and protects its natural history and heritage

N/A

What is the difference you expect to make through your work or project?

Please describe up to **two** outcomes (i.e. changes or differences) you would like your work or project to achieve.

Outcome 1 *

We would like the outcome of being able to undertake more community printing work with a much better (professional) Laser Copier available to the public and ourselves. This would allow community groups and others to make publications cheaply and easily, without the need to travel or pay big money. A lot of other community groups are struggling with funding as are we. This kind of service is often available at local libraries, but in our district we do not have this capability. Having this new equipment would also allow us to be able to make historical publications more readily available to the public and reduce our reliance on using the more expensive ink-jet printers for the bulk of our own printing work.

Outcome 2

We would like the outcome of being able to safely and easily store more digital heritage preservation images with easy access for the CWA Heritage Hub, therefore the community public and other visitors. Many people come in, including local Kura/Schools, looking for in-depth research information on many places of historical interest across the districts we cover in-house (within the boundaries of the TTWCB) and it is of benefit to be able to quickly and easily access our digitally preserved storage of these from the cloud. So, not only will the images be safely stored in another medium in case of loss or damage, but they will be more accessible to the public for the purposes of learning more about our local heritage. We get many comments from visitors, both local and out of town-ers about how amazing our CWArchive is and the wealth of historical information, records and photos are available here, it is becoming a great draw-card for visitors, as many are travelling to research the places their forbears used to live and work. It would be fabulous to be able to keep meeting the demand for our services in protecting heritage.

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

We track the number of visitors to the CWA Community & Heritage Hub and which services of ours they use, whether it be Heritage Related or Community Services, or sometimes both. We will also know by the number of support letters we get from users of the CWA Community & Heritage Hub, as to if we are meeting the demands of both our locals and visitors, as well as comments in our visitors book we have.

We will also collect data on how many community groups locally are using our services, and which of our visitors are requesting cloud services storage images on a regular basis, also so we can measure the increased need in the future, as we put together a large funding proposal for much more space to come. This will be done by a tick spreadsheet by the volunteers, which we can also make available to funders.

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

Are there any similar projects or services in your area?

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Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated

Organisation: TDPI - Central & Western Archive

Form Submitted 31 Mar 2026, 7:33PM NZDT

yes

no

No more than 1 choice may be selected.

Community benefits

This section enables us to gather useful data on the different groups of people in our communities that will benefit from our grants.

Approximately how many people in the Tuatapere Te Waewae Community Board area will benefit directly from your project? *

1617

Must be a number.

Additional comments on numbers benefiting:

As we also promote local heritage tourism visitors, we contribute to an increase of traffic and people in the town, with most seeking a meal and some also a bed.

What age group will predominantly benefit? *

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

At least 1 choice must be selected.

Does your project focus on any of the following: *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

Yes

No

No more than 1 choice may be selected.

Project Budget & Financial Details

* indicates a required field

Financial details

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Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated**

Organisation: TDPI - Central & Western Archive

Form Submitted 31 Mar 2026, 7:33PM NZDT

Bank Account *Account Name: Tuatapere
District Promotion
Incorporated

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: Promotions Proof_of_Account_2023-04-21.pdf

File size: 45.1 kB

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

Are you registered for GST? * Yes No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements *

Filename: TDPI_AnnualAccounts2025year.pdf

File size: 930.6 kB

Please upload a current bank statement from your organisation *

Filename:

File size: 194.3 kB

Total Project Cost *

\$955.00

Must be a dollar amount.

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

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

\$900.00

Must be a dollar amount.

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

Please indicate your current level of reserves: *

Must be a dollar amount.

At the time of this application

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

Most of our reserves are from a payout from LCF for a feasibility study to build a sector standard archive store facility here as well as adapt the current building to heritage sector

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated

Organisation: TDPI - Central & Western Archive

Form Submitted 31 Mar 2026, 7:33PM NZDT

standards; plus we also have residual funds in our account from other funding grants not yet complete, as well as donations from local supporters to pay our ongoing running costs, as we have as yet not received any operational funding for the current year. Our operational costs run at around \$30k per year, which we are currently awaiting to see if we have funded from other grants.

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

Our Manager and other volunteers will be donating a voluntary effort towards this project of around 50 hours a week, ongoing for the rest of the year.

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

We will continue to fundraise, seek sponsorship and hopefully gain enough other funding to carry us through a very difficult period where usual donations are struggling to cover the costs of operating on a daily basis.

Project Budget

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

If you are GST registered please provide figures that EXCLUDE GST. If you are NOT GST registered please provide figures that INCLUDE GST.

Income	\$	Expenditure	\$
Funding from TTWCB	\$900.00	2x One Drive Cloud Storage @ \$229	\$458.00
Contribution from CWA	\$55.00	HP Laserjet Pro Colour Printer	\$497.00
plus freight charges		The above price is +	
		freight, which cannot	
		be calculated in an	
		online quote. We at	
		the CWA will cover	
		this extra charge.	

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$955.00	\$955.00	\$0.00
<small>This number/amount is calculated</small>	<small>This number/amount is calculated</small>	<small>This number/amount is calculated</small>

Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated

Organisation: TDPI - Central & Western Archive

Form Submitted 31 Mar 2026, 7:33PM NZDT

ed.

ed.

ed.

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: HPCColorLaserJetPro_Warehouse Stationery2026QUOTE.pdf

File size: 256.0 kB

Filename: ONE_DRIVE_MicrosoftCloudStorageQuote2026.pdf

File size: 76.6 kB

Filename: TTWCB2026fundingQuotePrinterPB_Q4481282.pdf

File size: 35.5 kB

Quotes

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

Microsoft is the only cloud service that works with our online digital program at this stage as it is compatible with the eHive system

Additional information

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

Supporting documentation

Supporting documentation

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

Attach documents here

Filename: CWASupportLetter_Heritage South Central & Western Murihiku Archive 9 Sept 2024.pdf

File size: 571.0 kB

Filename: CWASupportLetterAndreaSextonArtist001.pdf

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Tuatapere Te Waewae Community Partnership Fund - March 2026 round

Tuatapere Te Waewae Community Partnership Fund application form

Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated

Organisation: TDPI - Central & Western Archive

Form Submitted 31 Mar 2026, 7:33PM NZDT

File size: 227.1 kB

Filename: CWASupportLetterDavidDudfield001.pdf

File size: 477.5 kB

Filename: MajaBigThingsProject2025_CWA letter of support.pdf

File size: 139.1 kB

Filename: Patersons2025_CWA Community Heritage support letter.pdf

File size: 60.1 kB

Filename: RuralWomenClifdenBranch_CentennialAndCommunitySupportLetter_Nov25.pdf

File size: 166.9 kB

Filename: TuataperePestControlUpdatedLetterOfSupport2025001.pdf

File size: 99.9 kB

Filename: WesternWoolcraftSupportLetter2025001.pdf

File size: 258.1 kB

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

Feedback

Feedback

How did you find out about the Tuatapere Te Waewae Community Partnership Fund?

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

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

Please provide us with any suggestions about any improvements we could make to the application process

Declaration

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated**

Organisation: TDPI - Central & Western Archive

Form Submitted 31 Mar 2026, 7:33PM NZDT

* indicates a required field

Declaration

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

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

In making this declaration I declare that:

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

I authorise Southland District Council to:

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

I acknowledge that:

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

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

Name *

PSG (Suzie) Best

Position in organisation *

CWA Hub Manager & Funding Manager

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.

Tuatapere Te Waewae Community Partnership Fund - March 2026 round**Tuatapere Te Waewae Community Partnership Fund application form****Application No. TTWCPF007MAR26 From Tuatapere & District Promotion Incorporated**

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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.



C/- Invercargill Public Library
Private Bag 90111
Invercargill
9840

Central & Western Murihiku Archive
48 Main Road
Tuatapere 9620

3 September 2024

Letter of support for Central & Western Murihiku Archive

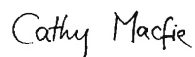
Heritage South is a charitable trust established in 2013 to foster the bigger picture of heritage in Southland. Its definition of heritage is broad and inclusive:

Heritage is those things inherited from the past that we wish to pass on to future generations and which define the culture and character of the south, its communities and people. It includes objects, places, buildings, structures, archaeological sites, wahi tapu, wahi taonga, stories, traditions, practices, skills, life-ways, documents, images, records, narratives, artistic expressions and more. It embraces the living, tangible and intangible manifestations of past and present culture.

Its vision is to create an environment where groups work together more, share ideas and work collaboratively towards increased public awareness and appreciation of Southland's rich heritage.

In this context, Heritage South supports the Central & Western Murihiku Archive's continuing commitment to operate a Heritage Hub in Tuatapere. In their first year of operation, they have assembled an impressive resource of local and district history, including a large collection of digitally preserved images. They have become known as a helpful centre for research, as well as a place where visitors can enjoy access to local displays and online collections. Heritage South hopes they are able to continue this important heritage preservation mahi, especially as they are the only currently functioning, public-accessible non-profit heritage organisation serving the Tuatapere area.

Yours faithfully,



Cathy Macfie
Chair, Heritage South



Central&WesternArchive MurihikuSouthland <centralandwesternarchive@gmail.com>

Thank you reference note

1 message

Andrea Sexton <hello@andreasextonartist.com>
To: centralandwesternarchive@gmail.com

Fri, Oct 4, 2024 at 1:07 PM

Kia ora,

I wish to acknowledge the facilities I am able to use at Central and Western Archive's.

As an artist, living 'off-grid', in Orepuki, I find it a challenge dealing with my wifi/ hotspot facility to my laptop, therefore making a range of both personal and work related admin tasks a challenge.

To be able to drive 15 minutes down the road to sit in the warmth and comfort of your little hub means a lot. A friendly chat, a cup of coffee and help and support to do what I have to do in a safe and supportive environment is just incredible.

I look forward to using the space in the near future to research my own personal family history of this area.

I hope this community focussed taonga in our community continues to cater for all that is required, both now and into the future.

Ngā mihi,

--

Andrea Sexton

ARTIST

021-992-2203

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28 May 2024

RE: Letter of support

To whom it may concern,

I am writing to express my strong support for the Central & Western Murihiku Southland Archive's application for funding. As an experienced heritage professional deeply committed to preserving and promoting Southland's rich cultural heritage, I have witnessed firsthand this Archive's vital role in our community.

The Central & Western Murihiku Southland Archive is an invaluable resource for researchers, educators, and the general public. It serves as a custodian of our collective memory, safeguarding documents, photographs, and artefacts that tell the special stories of this unique region. The Archive's efforts to digitise collections, enhance accessibility, and engage the community are commendable and align with best practices in heritage management.

Securing funding for the Archive is essential to ensure its continued operation and ability to expand its services. The proposed request for funding will enable the Archive to enhance its preservation capabilities, develop new educational programs, and increase public access to its collections. These advancements will benefit not only current residents but also future generations who will seek to understand and appreciate the history of Central and Western Murihiku Southland.

In conclusion, I wholeheartedly support the Central & Western Murihiku Southland Archive's application for funding. With the necessary financial support, I am confident that the Archive will continue to thrive and serve as a cornerstone of Southland's cultural heritage. Thank you for considering this letter of support.

Please do not hesitate to contact me if you would like to discuss further.

Ngā mihi nui,

David Dudfield

Historian, Writer, Filmmaker
daviddudfield@hotmail.co.nz
021 292 6480



SCHOOL OF GEOGRAPHY, ENVIRONMENT AND EARTH SCIENCES
TE KURA TĀTAI ARO WHENUA / TE HERENGA WAKA
VICTORIA UNIVERSITY OF WELLINGTON, PO Box 600, Wellington 6140, New Zealand

Nov 24, 2025

Tēnā koe,

It gives me great pleasure to provide a letter of support for the Central & Western Archive – Murihiku Southland. I have used CWA resources on a number of occasions during the last two years while on fieldwork in Tuatapere for my current research programme at Te Herenga Waka / Victoria University of Wellington. These resources ranged from essentials such as printing, wi-fi use, and a working/research space, to more comprehensive services offered by the CWA team as well as access to their rich and in-depth archival materials.

Most recently, for example, Suzie Best in particular was incredibly helpful in locating dozens of land records, but also in translating the highly complex information into working files which I could then follow up on to pursue additional research on my own. She has also found additional archival material that I did not even know existed, and has thus, greatly benefitted my research overall. The volunteers are also very knowledgeable.

Additional to their support for researchers, I would also like to note that every single time I was in the CWA office, there were a number of community members using their services (on one occasion; seeking land title information; on another, pursuing whakapapa research), as well as tourists who were interested in regional history and Tuatapere more broadly. I imagine many more people visit the Archives when I am not there, and benefit greatly from their services to the community.

Archives are important resources, and the people doing such work are deeply passionate about what they do. That work takes dedication, resources, and time – but that work also requires appropriate levels of funding to cover operational costs, and to compensate staff for the invaluable benefits they provide to communities. It is my hope that the Central & Western Archive – Murihiku Southland remains operational for the foreseeable future so that others may benefit from the critical services they provide. I look forward to working with them again soon.

Ngā mihi
Dr Maja Zonjić

Post-Doctoral Fellow | Kaitiūhura Mātāmua
Lead Researcher | Kairangahau Ihuputa-Kairangi
<https://people.wgtn.ac.nz/maja.zonjic>

402 Lower Scotts Gap Road

RD2

Otautau

19 November 2025

To Whom It May Concern,

We have used the services at CWA Community Heritage Hub over the past years. In this past year we have had historical maps digitised, historical photographs digitised, and advice on archiving our family history collection and district history collection. This has been conducted by CWA Community Heritage Hub in a friendly, timely and professional manner. I would recommend the services of the Hub to others due to the quality of their services.

Your sincerely

Clive and Anne Paterson



**RURAL WOMEN
NEW ZEALAND**



Clifden Branch

RWNZ Clifden Branch

Katrina Thomas
Clifden Branch President
Email: katrina@katrinathomas.com

04 December 2025

Suzie Best
Central and Western Archives
Email: centralandwesternarchive@gmail.com

Letter of Support for the Central and Western Archives

The Clifden Branch of Rural Women New Zealand are very grateful to the Central and Western Archives for their availability to provide research when requested, in a professional and timely manner.

We recently gifted Suzie Best the honorary position as the Clifden Branch of Rural Women NZ official Archivist for the time and volume of knowledge she has been able to provide us. An exhibition was held at the Archives on our Western Provincial history and background during October and November for our 95th Clifden and RWNZ Centennial celebrations.

A lot of the Women's Division of Federated Farmer's (WDF) history has disappeared over the years; Suzie fortunately has the amazing ability to find and retrieve research lost information. This skill is extremely valued.

Suzie has connected with the Invercargill Library Archives which enabled her to borrow the WDF Western Provincial Banners of the wider district for display, enabling our invited guests and the public to view during our Centennial year. The Archives were able to borrow props for people to see how early members lived in the District. Feedback received, on the visual displays, has been extremely positive with some being wowed by what was on offer. These displays will be entered online as an asset for all to view.

Suzie and her team of volunteers are invaluable in our community. Some of our community members are elderly and are not able to travel far. They require assistance with technology or have connectivity issues and as a result they have been provided with tuition on cell phone usage.

The Archives provides WIFI services to those in need and don't have it in their homes.



Suzie provides education opportunities to the wider community by means of photo restoration lessons and has given work opportunity to Waiiau Area school senior students to learn digital preservation and how to navigate cataloguing in a University setting and Archives.

The Central and Western Archives are fully integrated into our community and recognised as an asset.

Yours Sincerely

A handwritten signature in cursive script that reads "K M Thomas".

Katrina Thomas
President

28 November 2025

**LETTER OF SUPPORT & RECOMMENDATION
CENTRAL WESTERN ARCHIVES**

**Hi there, I'm Glenys and I am Secretary/ Treasurer of TUATAPERE RESERVE
PEST CONTROL GROUP CHARITABLE TRUST.**

I am also a generational local of Tuatapere.

CWA (Central Western Archive) has advised our Trust on a lot of things. They were instrumental in providing valued knowledge and indeed assistance, when our group gained successful funding for technical computing equipment.

We have used their knowledge and tech skills to design & laminate 'DANGER' trapping signs, since placed throughout our Reserve, ensuring safety and understanding. Suzi their, manager has a team of volunteers to help out.

We donate to them for these services, the time inputted and really understand and value this important service and knowledge in our accessible community.

Suzi is always helpful and willing, even if it's just me bowling in with a funding submission deadline & still very limited computing skills to complete the job.

She always helps me make that deadline, helps me convert applications into manageable systems needed to indeed reply and send the relevant info.

Last year & this year Suzi has helped me with at least five successful submissions and one failed one. Our Trust gained almost 50K funding in the last two years & we have been able to do wonderful conservational work, culminating in becoming 2025 Environment Southland Winners in biosecurity & biodiversity. Thanks CWA, you hugely helped to get us there! Suzi was on our guest list at the award night for this, also kindly acting as photographer and archivist for us on the night. We had a blast, well deserved to us all.

Check this out on ES page for our local Regional Council.

When we got our computing gear, Suzi came and set it up, and when time allows, she will help me re-organise and archive our own Trusts history and setup everything for us. We will again donate to Tuatapere District Promotions, governing body of CWA for the time and skills to help us with this.

History is necessary to time transmute to the present. It should never be under-estimated in importance. Real-time operational Archives, Museums and any form of restorative history & time recovery, recording and preserving work, is, in fact, priceless.

It is not just the Mona Lisa that needs preserving for the future, every little town needs this too.

As an individual & personally, my parents came to Tuatapere in 1947, after the war, my Dad owned Engineering & Mechanical businesses. He serviced boilers for the Mills, then owned the garage. All this important info is in our Archives & I actively work with Suzi providing family-owned documents, articles and Whakapapa records, which I lend on request for other Kai Tahu descendants to trace lineage and gain vital past family information.

To understand our place in the world today, with records & traceable history is, so very necessary. Genealogy computing services only go so far, archives have the ability to network with the people on the ground, to use their personal experience and knowledge. Suzi and volunteers at the CWA do an amazing job with this providing valuable answers and providing state of the art services.

CWA also provides opportunities for interested parties, and new people to the town, a place of warmth and comfort to also discuss and gain bonds and friendship, whilst helping preserve history and learn new skills. Community work is also about the people, the people, the people.

Therefore, a huge thumbs up for CWA. We need them to help our community.

Glenys Steele.



Western Southland Wool and Craft Group

Date 11 November 2025

To Whom It May Concern

Re Central and Western Archives Main Street Tuatapere

Western Southland Wool and Craft Group benefit from the Western Archives by use of the advice, creation of flyers, printing and helping us with technology.

The team offers these types of services also to the elderly who cannot travel to the city.

The team at the Archives have exhibitions which showcase the various past history and current histories of our town and culture. In our own case we were involved again recently in "Tuatapere 100 years" and, with Suzie and the team were able to show craft items and produce 2 quiz flyers on the change of society in the craft and past home knowledge areas. The Archives give us the opportunity to be curious on the knowledge of our past businesses and forebears who began the town.

Of particular note is the miniature main street town scene from 1905 to 1925. The businesses in their little shops are a far away memory that triggers the visitors who have their relatives brought back to life as to speak through looking at the businesses that they once owned.

We could tell you more, but you need to visit to appreciate the hours of volunteer research and the success of the reference items for visitors to begin their heritage story. The Online Archives is wonderful and will increase it spread as items are uploaded. This Archive is still in its formative years and is growing to satisfy the demand of people putting value to local history.

With Kind Regards

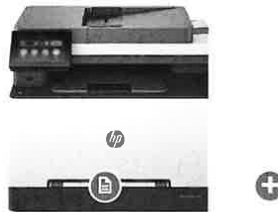
Ann Sutherland

Secretary

Western Southland Wool and Craft Group

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NOTE: We have assessed that we need 10-15TB of cloud storage in the next year, so figure that if we purchase 2x subscriptions as listed above, or \$229.00/year each, one on each of our email addresses (1x CWA Manager Email Account – for digital collections with current privacy or copyright considerations) and (1x CWA Hub on the public access Email Account – for digital collections which are heritage based or in the Public Domain) then this will give us in total 2x 6TB all up over 2 accounts of Cloud Storage access which = TOTAL of 12TB which should see us through to the next year, when we will have to do some serious consideration and funding for a stand-alone Cloud Storage account with a major provider, such as DataCom or Catalyst (the later is well known in GLAM).
- Any further pātai or questions about this, please just ask us and we will explain further.

Chimney removal at Tuatapere RSA hall - unbudgeted expenditure

Record no: R/26/5/122143
Author: Stella O'Connor, Community partnership leader
Approved by: Sam Marshall, Group manager customer and community wellbeing
Report type: Decision

Purpose

- 1 The purpose of this report is to seek approval for a revised project scope to include both the Tuatapere RSA hall chimney removal and a seismic assessment of the building, and, if approved, to authorise unbudgeted expenditure of up to \$20,000.

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance but not significant based on Council's Significance and Engagement Policy and therefore no formal consultation is required.
- 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) approves a revised project scope to include both the Tuatapere RSA hall chimney removal and a seismic assessment of the building to proceed.
- e) approves the unbudgeted expenditure of up to \$20,000 for the Tuatapere RSA hall chimney removal and seismic report project funded from the Tuatapere hall reserves and a loan repayment or reprioritisation of existing projects.
- f) delegates the chair and deputy chair to make any further recommendations on scope or budget changes associated with the Tuatapere RSA hall chimney removal and seismic assessment on behalf of the Tuatapere Te Waewae Community Board.

Executive summary

- 1 Project P-11444 - Tuatapere hall chimney removal was identified and approved in the 2025/2026 Annual Plan, with a budget allocation of \$9,000.
- 2 On 2 December 2025, the community board resolved to combine the \$14,280 from P-11143 into P-11444. This results in a current budget for the chimney removal of \$23,280.
- 3 As tender prices and asbestos check total \$32,173 and exceed the allocated budget, there is a shortfall of \$8,893.
- 4 Additionally, staff wish the board to reconsider including a seismic assessment to give guidance on the chimney removal methodology to ensure the removal addresses the seismic issues.

- 5 If the board wishes to proceed to include the seismic assessment as well as the chimney removal, they need to approve an unbudgeted expenditure of up to \$20,000.

Context

- 6 The Prendos reports completed in 2022 identified cracking in the chimneys. The report recommends that a seismic structural assessment be undertaken by an engineer. It also notes cracking in the disused chimneys, plastered concrete walls, and parapets, all of which require repair. In addition, roof flashings require investigation to ensure weather tightness, and the canopy butynol roof requires replacement. Internal moisture damaged areas require repair, along with some health and safety upgrades.
- 7 As a result, Project P-11444 – Tuatapere hall chimney removal and structural report was identified and approved in the 2024/2025 Long Term Plan, with a budget allocation of \$9,000.
- 8 The project scope noted that a structural report was required for the hall and highlighted that the allocated budget may be insufficient to cover all works. The scope also included removal of the chimney, removal of all debris from site, and to ensure that the roof is left fully weathertight. The quotes received were between \$35,000 and \$40,000.
- 9 The chimney removal work exceeded the \$9,000 budget. Unfortunately, costs were higher than expected because the chimney is constructed of concrete rather than brick.
- 10 The board subsequently approved changes to the 2024/2025 project, removing the requirement for a structural report and renaming the project to Tuatapere Hall - Chimney Removal. As reflected in the Draft Annual Plan 2025/2026 budgets and rates report, the project and its associated budget was moved into the 2025/2026 Annual Plan due to budget constraints.
- 11 On 2 December 2025, the board approved an increase to the project budget by removing project P-11143 (Tuatapere Hall LED Lighting and Heat Pump Project) and reallocating those funds to the chimney project, resulting in a total budget of \$23,280.
- 12 The budget of \$23,280 is insufficient to meet the most recent tendered price, with a shortfall of \$8,893.
- 13 Staff wish the board to reconsider including a seismic assessment to provide guidance on the chimney removal methodology, to ensure the removal addresses the health and safety and seismic issues. The quoted methodology is to remove the chimneys 400mm above the spouting. A seismic report will also inform future decision making and prioritisation of works.
- 14 The Tuatapere hall reserves have a balance of \$14,401 as at 30 June 2025 and has a projected balance of \$6,814 as at 30 June 2027 which is insufficient to cover the shortfall, so some loan funding would need to be calculated.
- 15 Alternatively, the board has a project in the Annual Plan 2026/27 FHALL063A – Tuatapere Hall: Exterior repaint (\$36,485) funded from loan and reserves which could be deferred to the Long Term Plan and some of the budget reallocated to the chimney removal and seismic report.
- 16 If the board wishes to proceed with the project, then feedback is required on how they wish to fund the project.

Discussion

- 17 The chimneys present a potential hazard, particularly due to their height and condition, and their removal will reduce risk to building users.

- 18 The board previously decided not to undertake the structural or seismic assessment as recommended from the report due to cost, however, this means there may be unknown structural or seismic risks remaining in the building.

Options

- 19 The following reasonably practicable options have been identified and assessed in this report:
Option 1 - approves the revised scope, additional funding and proceed with chimney removal.
Option 2 - do not approve the revised scope, additional funding and defer the project.

Recommended option:

- 20 That the board approve proceeding with a revised project scope to include a seismic assessment and the chimney removal for the Tuatapere RSA hall, approve additional funding of up to \$20,000, and approve that this be financed through a combination of hall reserves, loan funding, or reprioritisation of existing projects, noting that the current reserve balance is insufficient to meet the full shortfall and that this option addresses identified safety risks and improves understanding of the building’s structural condition.

Option 1 –approves the revised scope, additional funding and proceed with chimney removal.

Advantages	Disadvantages
<ul style="list-style-type: none"> • addresses identified health and safety risks • improves understanding of the building’s structural and seismic condition through assessment • provides a more complete and informed approach to asset management • enables project completion without further delay • supports ongoing use of the hall as a safe community facility. 	<ul style="list-style-type: none"> • requires unbudgeted expenditure • reduces available hall reserves and may require loan funding • impacts other projects if funding is reprioritised.

Option 2 –do not approve the revised scope, additional funding and defer the project.

Advantages	Disadvantages
<ul style="list-style-type: none"> • allows additional time to plan or prioritise funding • no immediate impact on reserves or borrowing. 	<ul style="list-style-type: none"> • ongoing health and safety risk from the chimneys • potential for increased costs in the future • delays resolution of identified issues • no improvement in understanding of structural or seismic risks.

Legal considerations

- 21 The board has delegation to 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.

Strategic alignment

Strategic direction

- 22 This project aligns with the Council's Long Term Plan by supporting safe, resilient, and fit for purpose community facilities through reducing identified risks to the Tuatapere RSA hall and protecting Council assets. It also reflects responsible asset management by addressing known hazards in a practical and cost effective way, while supporting the community board plan objective of maintaining key community facilities that enable local connection and use. Although the seismic assessment has not been undertaken, the chimney removal contributes to immediate safety outcomes, while acknowledging that some longer term structural risks may remain.

Policy and plan consistency

- 23 The proposed decision is not inconsistent with Council policies or plans.

Financial considerations

- 24 Project P-11444 - Tuatapere Hall Chimney removal had a budget allocation of \$9,000 approved in the 2025/2026 Annual Plan. On 2 December 2025 the community board resolved to combine the \$14,280 from P-11143 into P-11444. This results in a current budget for the chimney removal of \$23,280.
- 25 The Tuatapere hall reserves had a balance of \$14,401 as at 30 June 2025 and has a projected balance of \$6,814 as at 30 June 2027.
- 26 Asbestos testing has already been undertaken, at a cost of \$1,288, which was required for work within the roof space of the hall.
- 27 The lowest quoted price for the chimney removal is \$30,885. This brings the expected total project cost to \$32,173, excluding the seismic assessment, resulting in a shortfall of \$8,893 to complete the project.
- 28 With a forecasted hall reserve of \$6,814, \$2,079 will need to be funded by a loan. The annual repayments for a seven year loan is \$356.95. This would be an additional 1.41% rates required in 2027/2028.
- 29 A seismic assessment quote is being requested and is unknown at the time of writing this report.
- 30 To allow for any additional costs, the unbudgeted expenditure request is to allow up to \$20,000, this enables an extra \$11,107 for seismic testing and unforeseen costs. The annual repayments for a \$11,107 seven year loan is \$1,907.01. This would be an additional 7.50% rates required in 2027/2028.
- 31 Unbudgeted expenditure of \$20,000 would result in total loan repayments in \$2,263.96. This is a total rate increase of 8.91%.
- 32 Alternatively, fund the shortfall from 2026/2027 FHALL063A – Tuatapere Hall: Exterior repaint (\$36,485). The exterior repaint is included in the draft Annual Plan 2026/2027 that is going to council on 24 June 2026 for approval. It is funded \$7,681 from the Tuatapere hall reserve and the remaining \$28,804 funded from a loan.

Significance assessment

- 33 The level of significance for this decision is some importance or administrative. This is because it relates to a single local asset, involves a relatively small unbudgeted cost, and does not significantly change levels of service or Council’s strategic direction. No formal consultation is required, and engagement can be limited to informing local stakeholders as appropriate.

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

- 34 The Tuatapere hall is a valued local facility, and those likely to be affected are hall users and the Tuatapere community. Given the low significance (administrative) nature of this decision and that it relates to progressing an approved project with a minor budget shortfall, no formal community engagement has been undertaken. The board represents local community interests and is considered to reflect community views in this matter. Any impacts are positive, as the work will improve safety.

Climate change considerations

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

Risk and mitigations

- 36 The risks associated with this matter are considered minor to moderate. There is a moderate health and safety risk if the chimneys are not removed, as their condition and height pose a potential hazard which will be mitigated by proceeding with their removal. There is also a moderate structural risk, as the decision not to undertake the recommended seismic assessment means there may be unknown structural vulnerabilities remaining, which is partially mitigated through chimney removal, although future investigation may be required. In addition, there is a minor financial risk associated with the unbudgeted expenditure, which will reduce available reserves and may require loan funding or reprioritisation. Overall, these risks are considered manageable.

Next steps

- 37 If the board approves the revised scope and additional funding and agrees to proceed, staff will arrange for the seismic assessment to be done, reassess the methodology from the contractor and schedule the chimney removal works.
- 38 Communication will be provided to hall users and the local community regarding the timing of the works and any temporary disruption.

Attachments

- A Tuatapere RSA Memorial Hall Prendos Building Report 2022 [↓](#)

Matter No. 038911001



FACILITY CONDITION ASSESSMENT.

61 Main Road, Tuatapere – Tuatapere RSA Memorial Hall



Prepared for: Southland District Council

Date: 27 May 2022

Prendos New Zealand Limited p. 0800 PRENDOS e. prendos@prendos.co.nz w. prendos.co.nz

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Matter No. 038911001



Facility Condition Assessment prepared by

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SURVEYOR**
SOUTH ISLAND MANAGER

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Matter No. 038911001



1.0 Introduction

This Facility Condition Assessment report has been produced for the strict and sole use and benefit of the addressee and their legal and/or financial advisors. The information contained within this report is not intended for use by other parties without prior permission of Prendos New Zealand Limited. It is not to be duplicated, disseminated or in any other way replicated without the express approval of the writer. This report has been produced in accordance with our letter of engagement incorporating all terms and conditions stated therein.

The author(s) of this report where they use the singular phrase "I" or the plural "we", or similar phraseology, are referring to their role acting on behalf of Prendos New Zealand Limited ("Prendos"), not as individuals.

1.1. Brief

This report is intended to provide a summary record of condition of the facility at 61 Main Road, Tuatapere – Tuatapere RSA Memorial Hall and has been completed as part of Southland District Councils (SDC) community facility condition assessment. It is to be read in conjunctions with the current total building reports, updated as part of this condition assessment.

Our report provides a brief summary of condition, includes general photographs of the facility and where required relevant photographs highlighting notable defects.

Any obvious health and safety items observed during our inspections are noted, as required.

Attached to this report is the updated current total building reports (TBR's) which were provided to Prendos by SDC prior to commencement of the condition assessment. As part of our TBR update we consider the component condition, it's life expectancy and current day unit cost of replacement. Comments are included against each component in the TBR to assist in understanding the current condition of each component assessed.

1.2. Inspection

Date of Inspection: 16 and 17 February 2022

1.3. Interpretation

References to cardinal points relate to the nearest compass orientation and are therefore approximate only. The terms left and right should be interpreted as if facing the element under consideration.

1.4. Limitations

1.4.1. Limitations upon inspection

This report is based on a visual inspection of the internal and external readily accessible areas of property with the below listed limitations. No steps were taken to expose elements of the structure otherwise concealed or to remove surface finishes for examination of the underlying elements. No fitted items, or heavy/large items of furniture, or carpets were removed which may conceal matters of note

Prendos New Zealand Limited | 2



Matter No. 038911001

No destructive investigation has been undertaken, and no concealed elements of construction exposed. In addition, we have not carried out or commissioned any specialist investigation or tests to ascertain whether or not any deleterious or hazardous materials are present in the building. We are unable to advise on asbestos beyond considering and noting any evident risk that may indicate need for specialist investigation. This is identified where such risks were noted on site. However, the absence of comment cannot be taken as assurance that the property or area under consideration is free from asbestos. This would require a specialist survey and materials testing.

Statutory matters are not noted in our report, as this is beyond the scope of our investigation. For the avoidance of doubt this includes building code compliance, fire safety and disabled access. Should you require a complete risk assessment of statutory compliance then this can be arranged under separate appointment.

Electrical and mechanical equipment, fire protection and safety systems, service connections, water supplies, stormwater and sanitary systems have not been reviewed other than where damage was obvious from a building surveyor's perspective.

Prendos has endeavoured to carry out professional services using a degree of care and skill as would normally be expected under similar circumstances by other Registered Building Surveyors. No other warranty, expressed or implied is made in relation to the advice or information contained in this report.

- Elevations were inspected from ground level only
- The roof was inspected from ground level only
- Any non-accessible areas have been noted in the report
- No steps were taken to gain access to subfloor, roof voids or expose elements of the structure otherwise concealed
- Furniture or other fixtures and fittings were not moved therefore areas obscured by such items were not surveyed
- We have not been provided with or investigated BWoF or any council file information including the LIM relevant to the facility being investigated
- We have not been provided with Asbestos Management plans and cannot confirm the presence or otherwise of asbestos containing materials or dust
- No structural reports such as ISA/DSA's have been provided for review. It is not the intention that this assessment provides any commentary on the seismic performance of the facility being assessed
- In most cases floor plan drawings have been provided to us by SDC. Our assessment does not include a detailed measure survey, rather where changes to the floor plan layout and configuration are noted during our assessment, spot checks measurements are taken to allow the update of the unit quantity provided in the TBR.

1.4.2. Limitations upon Cost Estimate

- Where we provide cost estimates they are given as guidance only and are subject to the following.

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- All cost estimates are indicative and provided for budget purposes only. They are not to be thought of as a substitute for obtaining competitive quotations from reputable contractors. The figures given may be liable for variation during design, development or upon further investigation.
- All cost estimates are based on the date of this report and no adjustments have been made for future cost escalation.
- We have not undertaken to investigate whether the cost for carrying out all necessary works immediately, will be different in cost to carrying them out individually, as and when required.
- Any quantities given are for guidance only.
- No costs have been included for any investigation works required unless otherwise noted.
- Estimates do not include GST, professional fees or contingencies, unless otherwise noted.
- No allowance has been made for out of hours working.

Photographic Record of Condition





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Condition Summary	<p>Brief Description - Community Hall with mezzanine, stage and backstage changing rooms, retail unit, RSA meeting rooms, along with kitchen, stores and WC facilities.</p> <p>Walls – Roughcast plaster over concrete walls in good condition, minor cracking noted to walls, parapet above front entrance & chimney stacks. Due to some structural elements possibly representing Critical Structural Weaknesses (CSW) in seismic terms, it is recommended that a Structural Engineer is appointed to appraise the building. Timber joinery in generally good/poor condition with paint finishes and putty requiring attention throughout to extend the useful life. Door joinery is in good condition with finishes needing renewal (emergency door release mechanisms have reached end of life). Isolated aluminium joinery in good condition.</p> <p>Roof – Metal roof sheeting above to Main Hall and lean-to roofs is original and in good condition. Areas of flashings at chimneys and parapet were highlighted which appear inadequate and further investigation to check details & make good flashings is recommended to ensure weathertightness. The front canopy roof butyl membrane has reached end of expected life. Some flashing details to the metal section of the canopy roof may be inadequate and require further investigation (adjacent internal & soffit moisture damage noted). Downpipes to the lean-to roof require spreaders.</p> <p>Internal - Wall linings and joinery in generally good condition with paint finishes in very good/good condition. The timber panelling finishes require greater attention. Isolated areas of painted plaster have minor cracking. Ceiling linings are generally in good condition with some minor separation at panel junctions. Some areas of moisture damage noted linings in the Retail Unit (possible roof defects at the canopy off or parapet above). T&G flooring is in good condition but requires attention to the finishes. Vinyl & carpet floor coverings generally require renewal. Built-in kitchen joinery units are basic but functionable and in good condition however, some equipment has reached end of useful life. Toilet facilities are generally clean and well decorated. Note: some areas were not accessed at time of survey.</p> <p>External – External areas incl. chip seal carpark leading to concrete hardstanding at the north elevation, require resealing or washdown. The concrete rainwater storage tank and south elevation were not accessed.</p> <p>Overall Condition Rating – Good – The plastered concrete walls & parapet require crack repairs. A seismic assessment of structural elements is advised. Roof flashing details require further investigation to ensure weathertightness and the canopy butyl room should be replaced. Internal moisture damaged areas require repair, and areas of joinery and lining require replacement.</p> <p>H&S item – Structural seismic assessment of canopy & chimney stacks. Upgrades to emergency door mechanisms. Lack of visual contrast markers to internal steps and handrails. Moss build-up to concrete paths. Possible ACM.</p>
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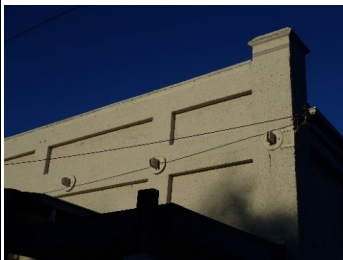

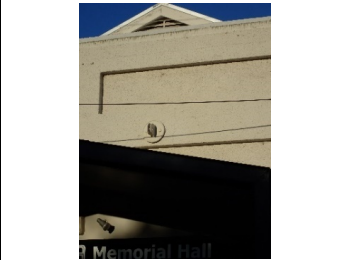


BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
ELEVATIONS – GENERAL					
General view front (east) elevation.	1		General view north elevation.	2	
Closer view north elevation.	3		General view rear (west) elevation.	4	
View of south elevation obscured by neighbouring buildings – only limited access available.	5		Limited view along south elevation.	6	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
ELEVATIONS – NOTABLE DEFECTS					
Cracking to concrete parapet & corrosion to original canopy support cleats.	7		View of typical condition – corrosion.	8	
View of typical condition – cracking.	9		View of typical condition – cracking.	10	
General view of entrance canopy.	11		Corrosion to canopy support posts at ground level.	12	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Moisture damage to soffit linings (possible wall to roof junction flashings/ gutter backflow – Further Investigation Required).	13		Cracking to soffit lining joints.	14	
General view of shop & side entrance.	15		Paint delamination to linings.	16	
Repairs to soffit.	17		Cracking to plaster below display windows.	18	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Closer view.	19		Minor cracking to plastered concrete.	20	
Closer view.	21		No obvious damage to roughcast concrete walls at north elevation.	22	
Timber joinery – good.	23		General view of fire exit.	24	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
No access.	25		General view of single storey addition to north elevation.	26	
Timber joinery – good (note: heavy soiling to finishes).	27		General view of single storey addition at west elevation.	28	
No access – possible rainwater storage tank – no obvious cracking.	29		Cracking and spalling to roughcast concrete finish. Rainwater downpipe discontinues – possible discharge from southern roof to concrete storage tank.	30	

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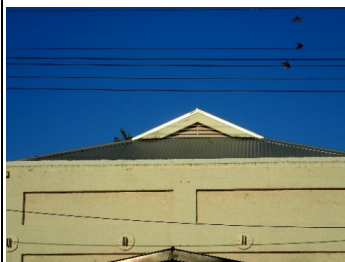




BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Cracking to concrete.	31		Restricted access view of south elevation.	32	
General view of fire exit.	33		Cracking to concrete.	34	
Light broken at Fire Exit.	35				

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
ROOF - GENERAL					
General view of front elevation parapet and canopy roof with main hall roof behind.	36		Apex of main hall roof behind parapet.	37	
Canopy roof and parapet looking south.	38		Canopy roof and parapet looking north.	39	
North elevation porch roof.	40		North elevation lean-to roof.	41	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
North elevation lean-to roof towards west elevation.	42		General view of main hall north roof slope towards east elevation.	43	
General view of main hall north roof slope looking east and chimneys.	44		Distant view of main hall south roof slope.	45	
Restricted view of main hall south roof slope and chimney.	46		Restricted view of south lean-to roof.	47	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
ROOF – NOTABLE DEFECTS					
Butyl membrane very poor and flashing very poor.	48		Closer view.	49	
Membrane very poor – possible tears, flashing very poor and water ponding in gutter.	50		Closer view.	51	
Closer view.	52		Parapet flashing – not fully observed – further investigation required.	53	

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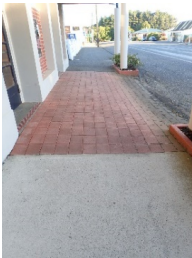


BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Chimney apron flashing upstand appears insufficient. Lack of spreaders to downpipes.	54		Short downpipe elbow missing.	55	
Rear chimney (disused) – cracking to concrete observed.	56		Front chimney (disused) – cracking to concrete observed.	57	
Top of rear concrete addition could not be observed and no internal access. Vegetation noted at rainwater outlet therefore water collection likely (possible collection tank) – further investigation required. Note: rainwater from the entire north facing roofs discharges to the hopper shown at northwest corner.	58		Southern chimney – no obvious cracking observed from distance. Back apron flashing appears insufficient – further investigation required.	59	

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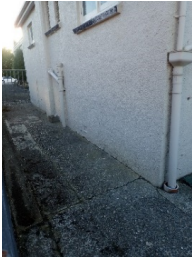


BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
EXTERNALS					
Property fronts onto main street.	60		Landscaped areas in generally good condition.	61	
View of general condition.	62		Pavers and concrete pavement in good condition.	63	
View of general condition.	64		Cracking at junction with wall.	65	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Asphalt hardstanding in poor condition with potholes and loose gravel.	66		Concrete pathways in good condition with cracking and moss build-up.	67	
View of typical condition.	68		View of typical condition.	69	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
INTERNALS – GENERAL CONDITION & NOTABLE DEFECTS					
Entrance foyer : Linings generally good.	70		View of general condition.	71	
Constructed 1953.	72		Extinguisher check date Jan 2021.	73	
Carpet – poor.	74		Caretakers Store : Linings generally good for use.	75	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Electrical distribution board.	76		Ticket office and stairs to mezzanine : No access.	77	
Male WC (Gents Cloak) : Generally good condition.	78		No hot water tap.	79	
View of general condition.	80		Female WC : no hot water tap, minor cracking to concrete walls and old light switches.	81	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
View of general condition.	82		View of general condition.	83	
View of general condition.	84		Front retail unit : generally in good/poor condition – obvious water damage to linings (further investigation required to determine water entry route - possible wall to roof junction flashings/parapet).	85	
View of general condition.	86		Old electrical switches.	87	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Side entrance hallway : generally in good condition.	88		Evidence of possible previous moisture damage and cracking below paint finish to concrete wall.	89	
Secondary electrical distribution boards.	90		WC (Rest room) : generally in good condition.	91	
Evidence of borer.	92		Evidence of borer.	93	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
RSA meeting room : generally in good condition.	94		Scuffing to wall panelling and evidence of borer.	95	
Old (broken) electrical sockets.	96		No access to rear storeroom.	97	
Kitchen : Generally in good condition.	98		Built-in units in good condition (old but functional).	99	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Old appliances.	100		Old appliances.	101	
No extraction provided.	102		Steps to exit onto stage and fire exit route. Cracking to lining at threshold.	103	
Cracked glazing.	104		Ceiling tiles displaced.	105	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Minor cracking to perimeter concrete wall.	106		Minor cracking to concrete wall.	107	
Stage : Generally in good/fair condition.	108		Firehose check date Jan 2021.	109	
View of general condition.	110		Evidence of moisture to concrete perimeter wall at northwest corner.	111	

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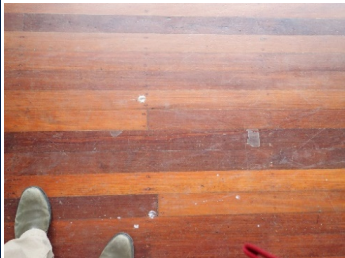
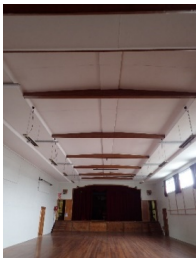
BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Note: no access to 2x rooms off stage left.	112		Third electrical distribution board.	113	
Possible H&S issue – replace tape with proper contrasting nosings.	114		Main hall : Generally in good condition.	115	
Note: no access to mezzanine.	116		Areas of impact damage to wall panelling noted.	117	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Textured plaster finish – very minor cracking noted.	118		Closer view.	119	
General view of Fire exit.	120		Wear and tear to T&G flooring with lifting of varnish in areas.	121	
Closer view.	122		General view of ceiling linings and light/heater fittings.	123	

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BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH	BRIEF DESCRIPTION	PHOTO NO.	PHOTOGRAPH
Cracking/separation to ceiling tile junctions.	124		Metal threshold strip lifted (RSA Meeting room) – trip hazard.	125	
Stage lighting condition cannot be confirmed.	126				

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ADDENDUM A
Current Total Building
Report



ADDENDUM B
Floor Plans



Councillor update

Record no: R/26/4/112876
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 Tuatapere Te Waewae 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 Byars to highlight matters or to update the board on any other issues that have arisen around the Council table.
- 4 If you are interested, you can watch Council or Finance and Assurance Committee meetings via this link: [SDC youtube](#)

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>

<p>Stewart Island Electricity Supply Authority fuel unbudgeted expenditure</p>	<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>
<p>13 May 2026 – Council meeting</p>	
<p>Report</p>	<p>Overview</p>
<p>Updated Murihiku Southland Climate Change Impact Assessment</p>	<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>
<p>Notification of plan changes 2 and 3 becoming operative</p>	<p>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.</p>
<p>October 2025 wind event - storm damage update</p>	<p>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).</p>
<p>Winton RSA hall - unbudgeted expenditure and redistribution of Better off Funding</p>	<p>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.</p>
<p>Deliberations on submissions on proposed licence to occupy for Floating Sauna Ltd at Lake Henry, Ivon Wilson Park, Te Anau.</p>	<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.

Community Board Reporting

Record no: R/26/4/114736
Author: Stella O'Connor, Community partnership leader
Approved by: Sam Marshall, Group manager customer and community wellbeing
Report type: Information

Purpose

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

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Attachments

- A Tuatapere Te Waewae Community Leadership Report - 2 June 2026 [↓](#)
- B Tuatapere Te Waewae operational report - 2 June 2026 [↓](#)
- C Great South accommodation audit 2026 [↓](#)



What's happening in your area

Better off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Tuatapere Railway Station project	\$310,000	The eighth progress report has been received, and the repair works are progressing on target.

Tuatapere Railway Station repairs

Great progress has been made recently, with many key refurbishment works now completed including drainage, painting, fencing, interior fit out, and installation of fixtures, with the project now nearing the finish line. The focus is shifting to final touches such as signage, fittings, and remaining installations, with a soft opening planned for early June and a formal opening later in the month as the team works to bring everything together.





Orawia Hall

The partial opening of Orawia Hall was successfully prepared in time for Anzac Day, providing a safe and welcoming space for the community to come together for the commemorations, and is now being actively used. Feedback from the community has been very positive, with locals appreciating the work completed and helping with final preparations. Work is now focused on progressing the full repairs to enable the hall to be completely reopened, including finalising scope, confirming insurance coverage, and moving toward detailed pricing so the remaining works can be delivered.



Monkey Island shelter “pavilion” repair

The scope of proposed works has now been approved by the board and Council and a building consent is being lodged. The tender process will happen once documents have been completed.

Community Partnership Fund

Applications for the Tuatapere Te Waewae community partnership fund closed on 31 March 2026. Four applications have been received and will be considered at the June meeting.

Community Service Award Nominations

Nominations for the 2026 round of Community Service Awards are open and close on 30 September. Application forms are available from Council offices or the SDC website.

What's happening across the district

Rakiura solar farm construction

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

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 – Debbie McDougall

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

Other funding opportunities & allocations

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.

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

Council department updates

Governance

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

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.

Electoral commission – working at the 2026 General Election

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 today.

ELECTORAL COMMISSION
TE KAITIAKI TAKE KŌWHIRI

REC 36 DL ENG TE ATIAWA

Highways South - update

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.



Tuatapere Te Waewae Community Board

Tracker – ongoing

Tuatapere railway station – eight reports received, and repair works are progressing on target.

Clifden Hall – community consultation will happen during LTP process.

Orawia Hall status – partially reopened and available for use. Full repairs are still being finalised.

Greenheart Reserve – bat check to be done and contractor to be advised.

Monkey Island – reports approved for proposed repair and refurbishment and documentation for consenting submitted.

Priorities

The railway station project.

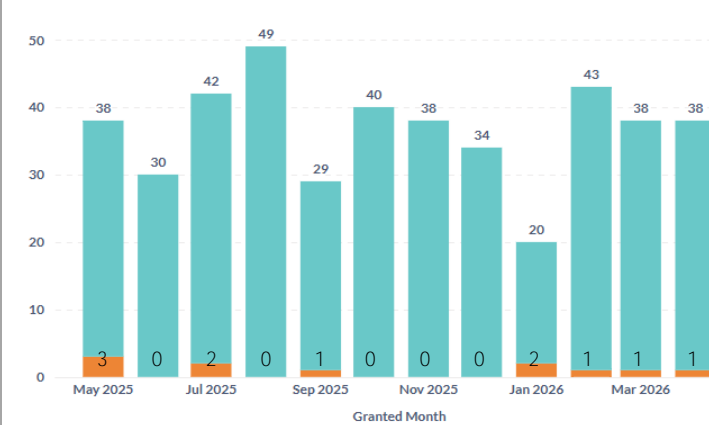
Orawia Hall repairs.

Monkey Island.

Resource consents granted by month

RM applications granted for community board

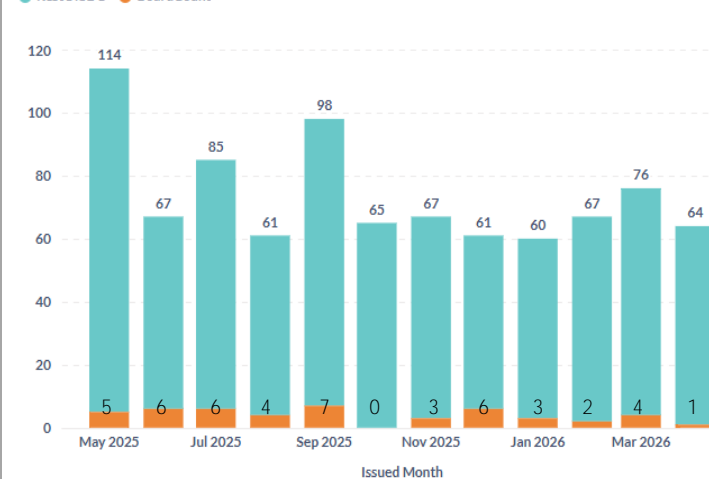
RestOfSDC BoardCount



Building consents issued by month

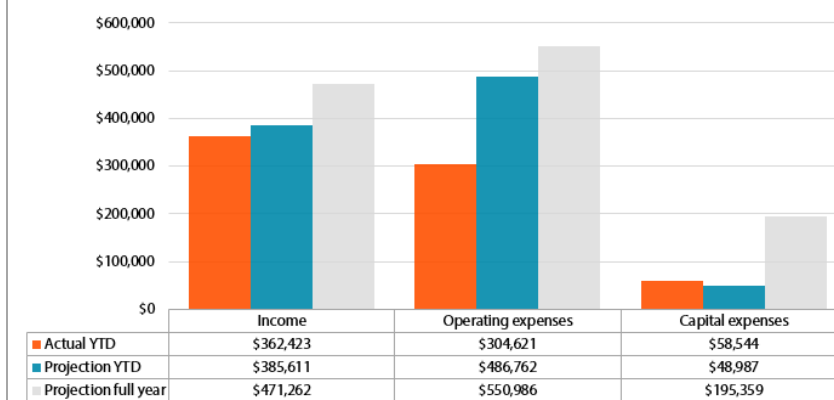
Building Consents issued for community board

RestOfSDC BoardCount



Local Budget Information

Tuatapere-Te Waewae - summary financials as at 30 April 2026



YTD - year to date; Projection includes approved Annual Plan budget with timing phased + approved unbudgeted expenditure + carry forward

Budget notes

Income is \$23k (6%) under projection. This largely relates to the timing of the Better off Funding for the Tuatapere Historic Railway Station (\$21k under projection) and Waka Kotahi/NZTA funding for footpaths (\$3k under projection) both of which are received as the projects progress.

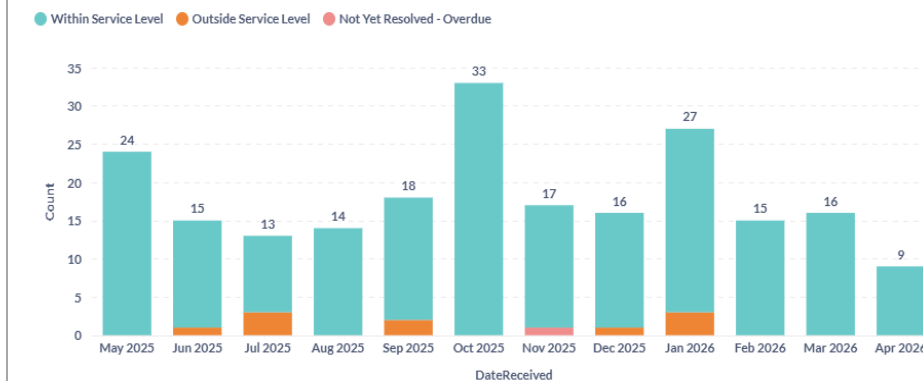
Operating expenses are \$182k under projection (37%) The grant for the Tuatapere Historic Railway Station is \$45k under projection due to the timing of the budget. The Tuatapere Hall project is \$23k under projection and the Orepuki Hall maintenance project is \$20k under projection both also due to the timing of the budgets and with some Orepuki Hall costs being classified as capital expenses.

General maintenance codes are overall \$69k under projection as general maintenance has a reactive component. Tree and Hedge is \$29k under projection and footpaths are \$6k under projection with minimal costs received in these areas. Insurance is \$5k under projection due to actual costs being less than budgeted. Orawia Hall is showing as \$11k over projection due to work in relation to the accident, this is hoped to be recovered from insurance. Legal costs are \$2k over projection due to the transfer of the Orepuki water tanks to Council. 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 \$10k (20%) over projection largely due to costs from the Orepuki Hall project being capital expenses whilst the budget is in operating expenses.

Service requests

Across the district there were 969 requests for service lodged during the period March and April, of which 207 were related to three waters. 25 of the total requests belonged to this board area. A full summary of those requests is detailed overpage.



Local project update

Activity	Name	Current Phase	Current Progress	Budget actual ytd
COMMUNITY FACILITIES	Monkey Island - Shelter area development (stage 2)	Pre-delivery phase	Monitor	\$386,810 \$3,375 P-10842
Refurbishment plan presented to the community board and the Orepuki community. The plan has been approved by both.				
COMMUNITY FACILITIES	Tuatapere historic railway station	Delivery phase	On track	\$196,962 \$151,330 P-11091
This project is mostly complete, signage and timber for landscaping is to be ordered and quotes for refurbishing the carriages are to be obtained. Official opening celebration is set for 20 th June 2026.				
COMMUNITY FACILITIES	Orepuki Hall - handrails and minor maintenance	In Progress	Off track	\$20,000 \$6,638 P-11443
Request for quote for remaining work has been released, and responses will be evaluated.				
COMMUNITY FACILITIES	Tuatapere Hall - remove chimneys and structural report	Pre-delivery phase	On track	\$23,380 \$0 P-11444
Additional budget to be approved by Council before physical works can start.				
COMMUNITY FACILITIES	Tuatapere library - exterior repaint	Delivery phase	Monitor	\$20,000 \$19,927 P-11446
Work has been completed with no payments remaining.				
PUBLIC TOILETS	Tuatapere Half Mile Road playground – New toilet	Delivery phase	On track	\$236,336 \$207,555 P-10657
Waiting for Powernet connection to the toilet before final inspection can be completed.				
WATER SUPPLY	Eastern Bush water supply upgrade - Stage 1	Pre-delivery phase	Monitor	\$412,500 \$95,913 P-10007
Recent drilling results found a better bore source for the source water, negating the need for a river intake. Final design will now continue and will look to go to tender in 2026/27 period.				
ROADING	Tuatapere – footpath renewal programme 2024/2025 to 2026/2027	Pre-delivery phase	Not started	\$101,143 \$0 FFOOT001M
Out for tender – closing June 2026.				
ROADING	Orepuki – footpath renewal programme 2024/2025 to 2026/2027	Pre-delivery phase	Not started	\$43,215 \$0 FFOOT001G
Out for tender – closing June 2026				

Service contracts

Water and wastewater services operation and maintenance

The 23/01 Operations and Maintenance Contract continues to operate across the Tuatapere Te Waewae 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.

In Eastern Bush and Otahu Flat, Council's Operations and Maintenance contractor, Downer, is undertaking routine tank maintenance inspections across the Council network.

Mowing contract

The mowing level of service continues to demonstrate measurable improvement. Progress has also been made in relation to edge and boundary spraying, with current performance continuing to improve toward the expected standards of service. Mowing activity has reduced over the winter months due to seasonal conditions and the challenges of working around the weather.

Contractor managers continue to work collaboratively with contract partners to ensure all areas consistently achieve the prescribed levels of service in preparation for the commencement of the new contract on 1 July 2026.

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.

Requests for service summary

Request Type	Count
Community Facilities - halls – repairs and maintenance	1
Parks and Reserves - repairs and maintenance	2
Streetscape - vegetation	1
Toilets - cleaning, repairs and maintenance	3
Community housing - repairs and maintenance	5
Council property enquiry	1
Hazards	2
Urban stormwater (manholes, grates)	1
Gravel road faults	2
Sealed road faults	1
Street lights out	2
Transport general enquiries	1
Vegetation rural (overgrown or visibility issues)	1
Wheelie bin cancel/damaged/stolen	1
Wheelie bin new/additional	1
Total	25

2026 Community Board calendar

JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026	JULY 2026	AUGUST 2026	SEPTEMBER 2026	OCTOBER 2026	NOVEMBER 2026	DECEMBER 2026
	3 February - board workshops and meeting	9 March - board workshop and extraordinary meeting	14 April - board meeting	5 May - board workshop	2 June - board meeting	7 July - board workshop	4 August -board meeting	1 September board workshop	6 October 2025 – board meeting	3 November – board workshop	1 December - board meeting
	10 February – board tour				Community Partnership Fund allocations		Community Partnership Fund applications close 31 August	Community Service Award nominations close 30 September			Scholarships and bursary applications close 20 December
		Community Partnership Fund, District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel Fund applications close 31 March						Community Partnership Fund, District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel Fund applications close 30 September			

Murihiku Southland Commercial Accommodation Snapshot

Last updated at March 2026



Visit Southland



Visit Fiordland

FIORDLAND
 🏠 1145 🛏️ 276 🏕️ 698

NORTHERN SOUTHLAND
 🏠 91 🛏️ 4 🏕️ 274

WESTERN SOUTHLAND
 🏠 98 🛏️ 203 🏕️ 183

CENTRAL SOUTHLAND
 🏠 40 🛏️ 56 🏕️ 90

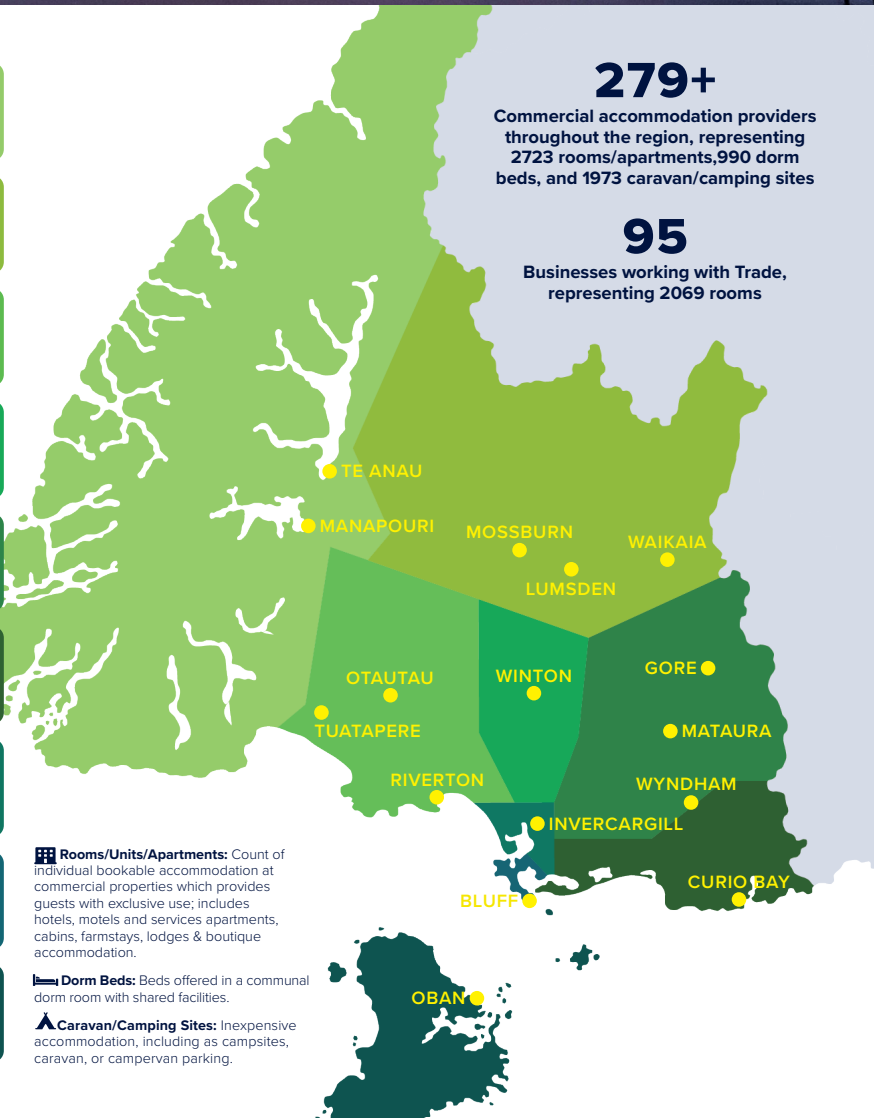
GORE/EASTERN SOUTHLAND
 🏠 150 🛏️ 189 🏕️ 164

THE CATLINS
 🏠 77 🛏️ 83 🏕️ 367

INVERCARGILL
 🏠 969 🛏️ 122 🏕️ 156

BLUFF
 🏠 37 🛏️ 17 🏕️ 17

STEWART ISLAND
 🏠 113 🛏️ 40 🏕️ 24



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

Authors	Bobbi Brown, GM Regional Strategy Janine Daniel, Strategic Projects and Regional Strategy Support Kelly Spittle, Regional Strategy and Projects Advisor Mike Potter, Data Analyst
Date	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
TOTALS	279	100%	9 closed, 7 new



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Summary of Audit Results:

279	Accommodation providers		<p>Decrease of 9 providers in the past year:</p> <ul style="list-style-type: none"> • 63 motels & serviced apartments (decrease of 1 in Stewart Island) • 27 hotels (increase of 1 new hotel in Invercargill) • 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). • 22 lodges and boutique accommodation (decrease of two located in Fiordland and Eastern Southland). • Other properties to close were two farm stays and a property servicing backpackers.
2,723	Rooms or apartments		<p>Decrease of 36 rooms across the region:</p> <ul style="list-style-type: none"> • 1,145 rooms in Fiordland (net increase of 6 rooms) • 969 rooms in Invercargill (net increase of 121 rooms) • 150 rooms in Gore (net decrease of 15 rooms) • NB: reclassification of some ‘rooms’ to ‘dorm beds’ at Borland Lodge.
990	Dorm beds		<p>Increase of 367 dorm beds across the region:</p> <ul style="list-style-type: none"> • 203 dorm beds in Western Southland (net increase of 135 beds due to Borland Lodge reclassifying ‘rooms’ to ‘dorm beds’) • 83 dorm beds in the Catlins (net increase of 77 beds) • 276 dorm beds in Fiordland (net increase of 74 beds) • 122 dorm beds in Invercargill (net increase of 61 beds)
1973	Caravan and/or camping sites		<p>Decrease of 245 camp sites</p> <ul style="list-style-type: none"> • 164 sites in Eastern Southland (net decrease of 145 sites predominantly Gore and Wyndham). • 156 sites in Invercargill (net decrease of 66 sites in one property.)
95	Working with the tourism trade sector including tour operators and travel agents		<p>Increase of 22 businesses across the region</p> <ul style="list-style-type: none"> • 1 each in Bluff, Eastern Southland and Invercargill. • 2 each in Central Southland, Northern Southland and Western Southland. • 4 each in Stewart Island and the Catlins. • 5 in Fiordland.
23	Commercial providers who provide or would provide emergency housing		<p>Increase of 7 providers across the region.</p> <ul style="list-style-type: none"> • 6 in Invercargill • 1 in Eastern Southland • 10 Fiordland • 4 in Western Southland • 1 in Northern Southland • 1 in Catlins

Other key insights include:

- 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.

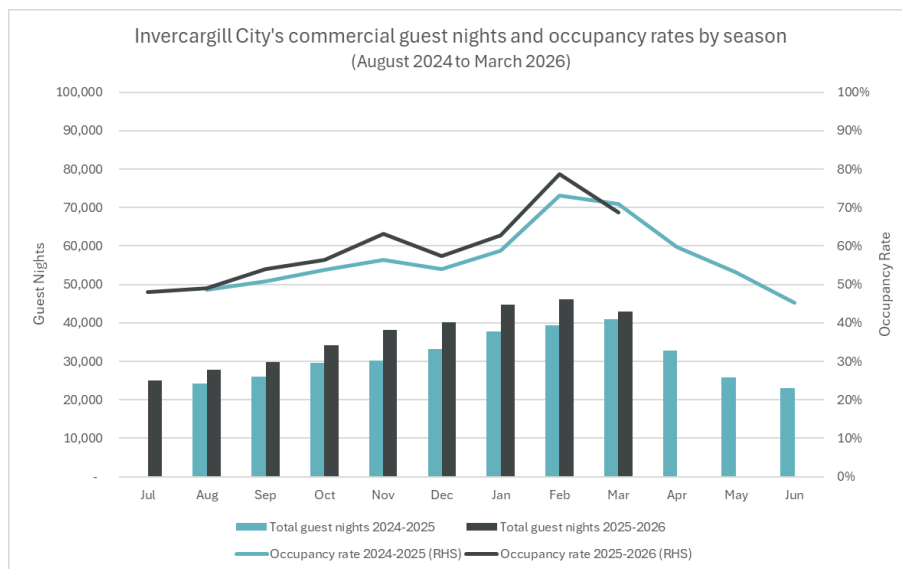
Despite the willingness of accommodation providers to supply emergency housing, the Government has significantly decreased the amount of emergency housing being used, with only 2 emergency houses required in the Otago/Southland region outside of Dunedin City. <https://www.hud.govt.nz/stats-and-insights/the-government-housing-dashboard/key-statistics-by-territorial-authority#tabset>

COMMERCIAL ACCOMMODATION OCCUPANCY (to year end March 2026)

1. Commercial occupancy slightly down, mirroring a weak domestic market nationally.

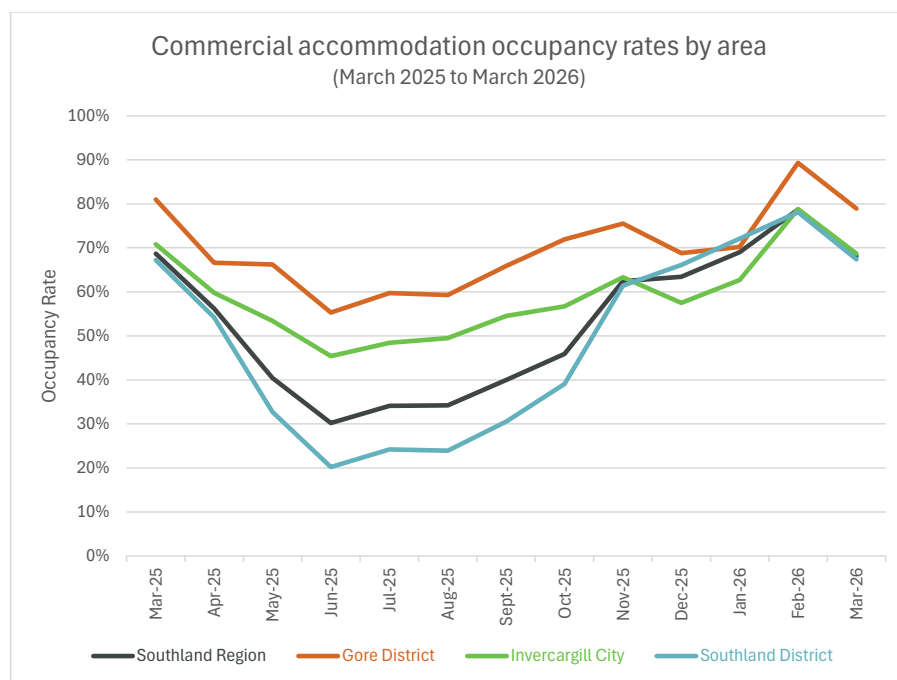
Occupancy rates across the region are slightly down compared to this time last year e.g. SDC (68.1% Mar 2026, 68.7% Mar 2025); GDC (78.9% Mar 2026, 81.0% Mar 2025) and ICC (68.7% Mar 2026, 70.8% Mar 2025). It is important to note the differing numbers of properties and rooms in each area and that this 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.

Chairperson's Report

Record no: R/26/5/121500
Author: Rachael Poole, Committee advisor
Approved by: Robyn Wise, Governance legal manager
Report type: Information

Purpose

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

Staff recommendations

That the Tuatapere Te Waewae Community Board:

- a) notes the information contained in the report.

Chairperson update

- 3 Since the last community board report the following has taken place:
 - The Southland District Council book bus visited Orepuki on 14th April. Unfortunately, due to mechanical issues the bus was not able to visit on the 5th May as scheduled. The next visit will be Tuesday 2nd June.
 - Emergency Management Southland held a meeting of emergency personnel and others interested on 13th April at Tuatapere. Following this Oliver Todd, senior adviser at EMS has been in the process of drafting a local plan.
 - On 22nd April the Chair and RSA hall custodian Wayne Edgerton met with the retiring cleaner and replacement cleaner to discuss handover details. Advice was passed on about the cleaning regime and keys were handed over. Since then, on Monday 25th May the new contract was sent through, and Sam McDonald was following up for final confirmation.
 - The board chair submitted a community board report for the May edition of the Western Wanderer.
 - ANZAC Day in our community board area was reverently observed as usual. Wreaths representative of our community board were placed at the Orepuki, Orawia and Tuatapere RSA memorials. It was again encouraging to see the large number of families attending and paying respect on this significant day of remembrance. It was lovely that those in attendance at the Orawia early morning service could enjoy a hot drink and snacks over a time of 'catching up' at the Orawia Community Centre. Gratitude is extended to the Orawia community for their patience in awaiting use of their wonderful community facility and their preparation for the ANZAC Day morning tea event. Thank you also to our Southland District Council staff who have worked hard to facilitate the opening of the undamaged half of the centre.

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- On the 29th April the Chair attended a meeting of Community Trust South at the Waiau Town and Country Club. This was a good chance to connect with this funding body and, in particular, to share information on local projects and activities.
 - On 30 April the Chair attended a meeting with representatives from Active Southland, a Waiau Area School representative and the Tuatapere Support Worker to discuss and prioritise future plans for providing active recreation opportunities for the local youth.
 - On 16th May the community, along with family members, farewelled and paid tribute to a wonderful person who had contributed hugely to the Waiau Valley district- Helen McKay. Helen taught highland dancing in Tuatapere for over 50 years and, along with her husband Val, a renowned piper, kept the Scottish culture alive in our community.
- 4 The next meeting of the Tuatapere Te Waewae Community Board will be held on 4 August 2026.

Attachments

There are no attachments for this report.