



Agenda

Wallace Takitimu Community Board

Thursday 4 June 2026, 4pm

Southland District Council Otautau Office, 176 Main Street, Otautau



Chairperson
Deputy chairperson
Members

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

What is important to us?

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

Council vision

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

Council mission

Working together for a better Southland.

Our focus is

Strategic priorities



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



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



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



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



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

Our goals for the LTP 2024-2034 are

Outcomes



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



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



Cultural - communities with a sense of belonging for all.



Economic - communities with the infrastructure to grow.



Community board terms of reference

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	Boards are responsible to Council Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	Ōreti and Waihōpai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council. The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	Governance Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level). The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions. Roles outlined in the Local Government Act 2002 <ul style="list-style-type: none"> • 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 Wallace Takitimu Community Board Meeting held on 2 April 2026.

Confidential Minutes of the Wallace Takitimu Community Board Meeting held on 2 April 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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9 Closure

The chair will close the meeting.

Summary of reports

	Report name	Purpose	Report type	Page
8.1	Project scope confirmation 2026/2027	The purpose of this report is to update and seek approval (or a recommendation where required by delegations) from the Wallace Takitimu Community Board (the board) on locally funded community facilities project scopes, planned for delivery in the 2026/2027 financial year.	Decision	23
8.2	Community Partnership Fund allocations - March 2026 funding round	The purpose of the report is for the Wallace Takitimu Community Board to allocate funding for the March 2026 round of the Community Partnership Fund.	Decision	127
8.3	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	191
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	219
8.5	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

Wallace Takitimu Community Board

Thursday, 2 April 2026, 4pm.

Southland District Council Otautau Office, 176 Main Street, Otautau

PRESENT

Chairperson

Tony Philpott

Deputy chairperson

Colin Lawry

Members

Shelley Hitchcox

Edwin Mabonga

Gretchen Wilson

Lester Wilson

Cr Jaspreet Boparai

IN ATTENDANCE

Committee advisor

Rachael Poole

Community partnership leader

Kelly Tagg

Mayor

Rob Scott

1 Opening

The Chairperson opened the meeting.

2 Apologies

There were no apologies.

3 Leave of absence

There were no leave of absence requests.

4 Conflict of interest

Colin Lawry stated that he had a conflict of interest with item 9.3 Community facilities contract as he assisted one of the tenderer's with their documentation, therefore he would not take part in the decision for this report.

5 Additional Agenda items

There were no additional agenda items.

6 Confirmation of minutes

Resolved

Moved Cr Jaspreet Boparai/Colin Lawry

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 5 February 2026 as a true and correct record of that meeting.

Carried

7 Public participation

Stacey Stuart, Thriving Southland catchment co-ordinator spoke to the board on the project they have around telling the 'mid Aparima stream story' through story boards placed alongside the stream.

Reports

8.1 Plantation trees at Otautau cemetery

Record No: R/26/3/102600

Report presented by community partnership leader, Kelly Tagg.

The purpose of this report is to receive the information in regards to the plantation trees on the Otautau cemetery and provide staff with any feedback.

Resolved

Moved Gretchen Wilson/Edwin Mabonga

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
- b) agrees that the plantations trees at the cemetery be taken down in their entirety.
- c) agrees that the net proceeds be ringfenced for preferential use on the Otautau cemeteries.
- d) agrees to work with staff after the trees have been removed to plan a future use for the area.

Carried

8.2 Financial review for period ended 28 February 2026

Record No: R/26/3/106739

Report presented by community partnership leader, Kelly Tagg.

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

Resolved

Moved Cr Jaspreet Boparai/Colin Lawry

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Carried

8.3 Chairperson's Report

Record No: R/26/1/1242

Chair Philpott spoke to this report.

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

Chair Philpott updated the board on the water scheme into the Nightcaps cemetery is happening.

Incident where a lady fell over in the cemetery and onto the edging around one of the graves and received a cut to her leg. Tony will go and have a look and assess if any further action is required.

Resolved

Moved Chair Tony Philpott/Colin Lawry

That the Wallace Takitimu Community Board:

- a) receives the verbal update given with this report.

Carried

8.4 Otautau camping ground - fees and charges

Record No: R/26/3/104191

Report presented by Community partnership leader, Kelly Tagg

The purpose of this report is for the Wallace Takitimu Community Board to determine the fees and charges for the Otautau Camping Ground.

Resolved

Moved Edwin Mabonga/Lester Wilson

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance but not significant based on Council's Significance and Engagement Policy and therefore is not considered significant. The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) recommends to Council that the following gross fees and charges for the Otautau Camping Ground be set from 1 July 2026 as follows;
 - i) Powered site – up to \$60.00 per night
 - ii) Non-powered site – up to \$50.00 per night
 - iii) Showers - ~~\$4.00~~ \$5.00
 - iv) Washing Machine - \$6.00 per cycle
 - v) Dryer - \$6.00 per cycle
 - vi) Cabins – up to \$95.00 per night
- e) delegates authority to the board chair to review pricing with staff as and when required and in accordance with the maximum prices set.

Carried

8.5 Community board reporting

Record No: R/26/3/105384

Report presented by Community partnership leader, Kelly Tagg

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.

Items discussed:

Otautau arboretum – discussions with Pankhurst mill to clear out trees at no cost to board are happening between the Trust and staff.

Carpark outside the police station has been removed.

Discussion happening about signage for the Carpark opposite the fire station allowing volunteers to park when called out.

Grazing areas around town, getting tough to find people to take on the leases.

Rhododendron's at the playground, some may have to come out when play equipment is replaced – speak with Allan Brown as they were planted by a local community group and want to let them know prior.

Ms Tagg will speak to KiwiRail around the tress that have been removed from over the railway line and placed on road reserve.

Resolved

Moved Cr Jaspreet Boparai/Edwin Mabonga

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Carried

8.6 Councillor update

Record No: R/26/3/108063

Cr Jaspreet Boparai spoke to this report.

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.

Resolved

Moved Cr Jaspreet Boparai/Gretchen Wilson

That the Wallace Takitimu 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 Chair Tony Philpott/Cr Jaspreet Boparai

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

- 9.1 Dangerous building notice
- 9.2 McGregor Park - possible land use consent application - unbudgeted expenditure request
- 9.3 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
Dangerous building notice	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
McGregor Park - possible land use consent application - unbudgeted expenditure request	s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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.
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. s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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 5.01pm.

The meeting closed at 6.14pm.

Confirmed on

Project scope confirmation 2026/2027

Record no: R/26/5/116863
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 Wallace Takitimu 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 the district funded community facilities project summaries for the board's knowledge and comment, should it wish to do so.

Staff recommendations

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
 - b) notes that the matter or decision in this report is assessed as being of some importance but not significant based on Council's Significance and Engagement Policy and therefore the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.
 - c) determines that it has complied with the decision-making requirements of the Local Government Act 2002 for this decision, and as required under section 79 that, it does not need any more information, option assessments, costs and benefits analysis before making this decision.
 - d) notes the district funded community facilities project scopes in attachments and provides comments or feedback to Council should it wish to do so.
 - e) confirms its intent to proceed with the following 2026/2027 locally funded community facilities projects as budgeted in the Annual Plan 2026/2027 and approves the project scopes attached to this report.
 - P-11201A Nightcaps – McGregor Park development (\$623,220)
 - FHALL054A - Nightcaps hall – repairs to exterior wall and minor repairs (\$95,884)
 - FPLAY016A -Nightcaps playground – maintenance (\$9,903)
 - FHALL056A - Ohai hall – interior repaint (\$41,698)
- 4 Executive summary The board approved the project scopes for locally funded community facility projects for 2026/2027 delivery at its meeting 6 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 11 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 project 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 11 December 2025, the board confirmed local budgets and work programmes for 2026/2027 and recommended these to Council. The total budgeted expenditure across the four 2026/2027 projects is \$770,705, funded through a combination of loans and reserves. The table below summarises the projects.

Project	Code	Budget 2026/2027	Funding
Nightcaps – McGregor Park development	P-11201A	\$623,220	Loan
Nightcaps playground – maintenance	FPLAY016A	\$9,903	Rate
Nightcaps hall – repairs to exterior wall and minor repairs	FHALL054A	\$95,884	Reserve, Loan
Ohai hall – interior repaint	FHALL056A	\$41,698	Reserve, Loan
Total		\$770,705	

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 four 2026/2027 locally funded projects.

17 **P-11201A Nightcaps – McGregor Park development**

18 This is the 2026/2027 phase of the multi year McGregor Park development programme scoped and approved by the board on 6 June 2024. The 2025/2026 phase was in physical delivery late 2025. At the December 2025 meeting, the board also carried forward \$102,000 of the 2025/2026 McGregor Park budget into 2026/2027 of \$521,220, providing a total budget of \$623,220.

19 The 2026/2027 phase of the McGregor Park development includes the following works:

- supply and installation of new BBQ tables
- supply and installation of play components focused on the hill area of the park, specifically slides utilising the natural landform of the site
- general landscaping works to integrate new features with existing park elements.

20 The board has previously indicated that it does not wish to proceed with this project in the 2026/2027 financial year. This report seeks a formal board resolution on whether to proceed, rescope with or cancel the McGregor Park development for the 2026/2027 financial year.

21 Should the board resolve not to proceed, staff will initiate the necessary budget and rate adjustments through the appropriate Council process.

22 It should note that district wide funding has been allocated for the planning and installation of a public toilet at McGregor Park with a provisional budget of \$200,000 allocated.

23 **FPLAY016A Nightcaps playground – maintenance**

24 This is an operational maintenance item for the Nightcaps playground facility, funded from rates and would not normally require a project scope. The work that will be undertaken is the maintenance on the flying fox and a full soft fall replacement.

25 The maintenance works comprise the following approximate items:

- Soft fall bark chip replacement: approximately \$5,000
- Maintenance of flying fox at Dr Woods Park: approximately \$4,500

26 **FHALL054A Nightcaps hall – repairs to exterior wall and minor repairs**

27 This project was scoped and approved by the board on 6 June 2024. The board's attention is drawn to the reserve position: the Nightcaps community centre reserve, which had an opening balance of \$13,406 on 1 July 2025, is projected to grow to approximately \$16,247 by 30 June 2026 before being almost entirely consumed by a drawdown of \$16,443 to part fund this project in 2026/2027. The reserve will be near-zero on 30 June 2027. The remaining \$79,441 will be funded from a new loan running to 2046.

28 The building is of notable sandstone construction, characteristic of early civic architecture in the Nightcaps area. The exterior has deteriorated over time, with cracking to sandstone walls, deteriorated barge boards, damaged entry steps, and weathered exterior timber. General repair/uplift of the exterior to be carried out before repainting (door, barge boards, window jamb). A roof leak above the projection room, identified as a priority repair in the previous scope, has been repaired.

29 **FHALL056A Ohai hall – interior repaint**

30 This project was not included in the June 2024 scoping report. The project will be funded from a combination of the Ohai community centre reserve (\$2,887 drawdown) and a new loan of \$38,811 running to 2036.

31 The board may wish to consider conducting community engagement with the Ohai community to determine whether this project should proceed before committing to the scope. If the board wishes to seek community engagement prior to approving the scope, this report presents this in option 2 in the options section below.

32 **District community facilities projects**

33 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.

34 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.

35 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

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

37 Option 1 - Confirms its intent to proceed with all four locally funded projects.

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

39 Option 3 – Defer all four locally funded projects pending further information

40 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:

41 Staff recommend Option 2

Option 1 – Confirm intent to proceed with all four locally funded 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 	<ul style="list-style-type: none"> none identified

<ul style="list-style-type: none"> allows opportunity for community engagement early confirmation allows staff to finalise project scopes, engage contractors, and manage delivery timelines effectively. 	
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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 allows opportunity for community engagement 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 four locally funded projects pending further information

Advantages	Disadvantages
<ul style="list-style-type: none"> none identified some 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

- 42 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.
- 43 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).
- 44 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

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

Policy and plan consistency

- 46 All projects within this report are included in the approved 2024 - 2034 Long Term Plan (LTP) 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

- 47 The total budgeted expenditure across the four 2026/2027 projects is \$770,705. All budgets were confirmed by the board at the 11 December 2025 meeting and recommended to Council as part of the Annual Plan 2026/2027.
- 48 The rate impact of these projects is already reflected in the 2026/2027 rates approved at that meeting.
- 49 The following additional financial context is noted:
- The total community board rate is confirmed at \$347,286 for 2026/27 (plus 11.0% - \$34,513 from the 2025/26 budget of \$312,773). This is lower than the original staff proposal of \$359,729, reflecting amendments made by the board at the December 2025 meeting.
 - The Ohai hall rate is confirmed at \$30,164, reduced from the staff proposal of \$31,357 by application of \$1,038 plus GST of interest from the Ohai general reserve.
 - New loan drawdowns are estimated at \$639,472 for 2026/2027. At the Council's assumed interest rate of 4.82%, an additional \$10,000 loan over a 10 year term generates approximately \$1,284 (excluding GST) in annual interest and principal repayments.
 - The Nightcaps community centre reserve will be near-zero on 30 June 2027 following the drawdown of \$16,443 to part-fund FHALL054A. The board is invited to note this position.
 - No additional rates impact arises from the decisions in this report. Projects are funded as follows:
- 50 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 11 December 2025. They are included in the Annual Plan 2026/2027 being presented for adoption by Council on 24 June 2026.
- 51 Any loans required to complete work in 2026/2027 will impact on rates in 2027/2028.

Significance assessment

- 52 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

- 53 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

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

Risk and mitigations

- 55 The following risks have been identified across the four projects.

Risk	Category	Potential impact	Mitigation
McGregor Park (P-11201A) — cost escalation or contractor availability	Minor–Moderate	Delivery within budget, may be at risk if market pricing has moved since LTP estimate	Early procurement commencing July 2026. Costs within approved LTP budget. Any budget variation reported to board before commitment.
Nightcaps community centre reserve near depletion after repairs to exterior wall and minor repairs (FHALL054A)	Minor	Reserve balance near zero on 30 June 2027; limited buffer for future Nightcaps community centre expenditure	Board to be kept informed. Reserve has served its designated purpose. Future reserve adequacy to be considered in next LTP review.

Next steps

- 56 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.
- 57 Should the board make any comments on district project summaries, these will be provided to Council on 24 June 2026, through a report confirming the district project scopes.

- 58 All projects work to be delivered within the 2026/2027 financial year. Handover sign off and asset register updates to be completed on project completion.


Attachments

- A Project scope Nightcaps hall 2026/2027 [↓](#)
- B Project scope Nightcaps McGregor Park Development 2027 [↓](#)
- C Project scope Nightcaps playground maintenance 2026/2027 [↓](#)
- D Project scope Ohai hall interior repaint 2027 [↓](#)
- E Project scope district toilet summary 2026/2027 [↓](#)
- F Project scope district wide toilet 2026/2027 (Otautau Arboretum) [↓](#)
- G Project scope district wide toilet 2026/2027 (Nightcaps McGregor Park) [↓](#)
- H District project summary page 2026/2027 [↓](#)
- I Project scope Otautau office interior refurbishment [↓](#)
- J Project scope district wide cemetery beams [↓](#)
- K Project scope district wide community housing units refurbishment [↓](#)



Combined project scope, G1.0 and G2.0

Nightcaps hall — repairs to exterior wall and minor repairs

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FHALL054A
	ACTIVITY	Community facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Bopara
	CPL	Kelly Tagg

DESCRIPTION

13 Johnston Road, Nightcaps

Location: This is Council owned land and does not require a boundary survey



Nightcaps hall is a sandstone community hall located at 13 Johnston Road, Nightcaps, on Council-owned land. It is the primary community facility for the Nightcaps township, serving a wide range of community functions including funerals, RSA events, sports club use (netball and rugby), meetings, and social hire. The hall also houses an RSA tenancy with its own internal door access.

The building is of notable sandstone construction, characteristic of early civic architecture in the Nightcaps area. The exterior fabric has deteriorated over time, with cracking to sandstone walls, deteriorated barge boards, damaged entry steps, and weathered exterior timber. A roof leak above the projection room was identified as a priority repair in the previous scope had been repaired. Consent requirement yet to be confirmed.

SCOPE



The trees and shrubs will require trimming back to allow scaffolding around the building.

Preparation:

1. Clean up: pressure wash off any debris, chalk, old paint residues, cobwebs, and dirt on the sandstone walls. Use bleach to remove mildew or fungus.
2. Have the cracks in the sandstone filled and the minor repairs done. Contractor to provide a sandstone compatible repair compound and methodology at tender stage, to be approved by the community partnership leader prior to works commencing.
3. Fix the steps and replaster at the entry to the hall.
4. Replace or repair the barge boards on the gable ends of the roof.
5. Paint the RSA door into the hall.
6. Paint the window jambs in the storeroom.

Painting:

Apply one undercoat as required and two top coats of premium paint to exterior timber in a colour(s) agreed upon by the community board and the hall group. Colour selection to occur before procurement so agreed colours can be specified in tender documents. Ensure the paint specified is used and not substituted for a different brand.

Cleanup:

All surfaces that are not being painted are to be paint-free at the end of the project.

Paint Colours:

- RSA door
- Barge boards
- Window jambs

All paint colours and brands used are to be recorded into the community facilities recording system (include paint codes if available). All leftover paint is to be left with the hall group or custodian.

OUT OF SCOPE

- structural or seismic upgrade works of any kind
- interior painting or fit out (except storeroom window jambs as specified above)



<ul style="list-style-type: none"> • replacement of floor coverings (removal only is in scope, provisional on inspection outcome for projection room) • new asset creation or significant capital improvement • works to RSA tenanted internal spaces beyond the specified RSA door • landscaping beyond vegetation trimming required for scaffolding access • any works requiring building, resource, or heritage consent 	
COMMUNICATION	
<p>The community board and the hall committee will need to be informed well in advance that the work is being undertaken. The contractor will need to work with the custodian who manages the hall to determine the timeframe for painting work that does not impact on any major events scheduled at the hall.</p> <ul style="list-style-type: none"> • community board: sign off <p>Scope sign off; project updates at board meetings</p> <ul style="list-style-type: none"> • hall committee / custodian: before procurement <p>Advance notice of works; paint colour agreement; event scheduling coordination</p> <ul style="list-style-type: none"> • RSA: before works commence <p>Notification of RSA door painting; access arrangements during works</p> <ul style="list-style-type: none"> • Nightcaps community / ratepayers: before works commence <p>General notice of upcoming hall works; expected timeframe and access impacts</p> <ul style="list-style-type: none"> • contractor: at contract award <p>Full scope briefing; health and safety requirements; hall event schedule; IPS recording requirements</p> <ul style="list-style-type: none"> • finance business partner: before procurement <p>Budget reconciliation; loan drawdown confirmation; reserve depletion impact</p>	
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>A table of risk register has been attached in this document. Rows shaded red indicate high risks requiring immediate mitigation action prior to project commencement.</p>
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
<p>Hall users and hirers</p> <p>The hall will have restricted access during works. Events including funerals, RSA functions, netball and rugby clubs, meetings, and social hire will be impacted if works coincide with bookings. The contractor must review the hall's event schedule with the custodian before confirming the construction programme and must establish agreed blackout dates before works commence.</p>	



RSA

The RSA occupies space within the hall and has a specific door within scope for painting. The RSA must be formally notified of works and consulted on access arrangements prior to works commencing.

Nightcaps community

Nightcaps hall is the primary community facility for the town. The sandstone character of the building holds civic and identity significance for the community. The works are maintenance focused and should be broadly welcomed; however the period of restricted access and the visual impact of scaffolding should be communicated proactively.

Ratepayers

The Nightcaps hall rate is increasing 4.9% in 2026/27 (\$126.14 to \$131.73 per SUIP). FHALL054A is a direct driver of the reserve drawdown underpinning this increase. The Nightcaps community centre reserve will reduce from \$16,247 to near-zero following this project, and a new 20 year loan of \$79,441 will be drawn down. The estimated annual interest and principal repayment cost is approximately \$4,609 at the Council's assumed interest rate of 4.82%. The community board should ensure ratepayers understand this long term financial commitment.

Hall committee

The hall committee is the primary operational liaison for this project. Their role includes agreeing exterior paint colours with the community board before procurement, coordinating custodian access for the contractor, and managing communication with regular hall users during the works period.

OVERVIEW

What is this project (ie, capital, consent, operating or procurement)	Maintenance
Is this a one off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the corporate performance framework	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What type of communication plan is required	Standard
Have all stakeholders been identified and a management plan in place	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



eg committees, sub-committees, affiliated groups etc			
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)			
BUDGETS			
Approved budget		\$ 95,884	
What is the initial cost made up of:	Design	\$ 0	(typically, 10% of project)
	Consents	* to be confirmed (resource consent)	(typically, 2% of project)
	Consultation	\$ 0	
	Project	\$ 86,296	
	Contingency	\$ 9,588	(typically, 10% of project)
	Total Budget	\$ 95,884	
How is the project being funded (loan or reserves)		Loan and Reserve	
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 (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
	What is the impact on rates going forward for the TCO?		
Is this affordable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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		Pending — subject to community board sign-off 2 June 2026		
Design		Not applicable (maintenance works — no design required)		
Consent		Not required		
Procurement		To be confirmed post sign-off. Likely three quotes (sub-\$100K). Target: spring/summer 2026.		
Construction or delivery		Recommended spring/summer (October–February) to suit exterior painting conditions in Southland		
Handover		To be confirmed		
Are there any critical path activities		<ol style="list-style-type: none"> 1. Site inspection to confirm projection room sub-item status (before procurement) 2. Paint colour agreement with hall committee and community board (before procurement) 3. Community board sign-off on scope (2 June 2026) 		
ASSUMPTIONS				
What if any assumptions have been made on the project to date		<ul style="list-style-type: none"> • No building, resource, or heritage consents are required for these maintenance works. • Land ownership and approvals for land use are confirmed as SDC-owned. • The projection room leak repair status will be confirmed by site inspection prior to procurement — if the repair was completed in 2024/25 it will be removed from scope. • Paint colours and brands will be agreed between the community board, hall committee, and CPL before the project goes to tender. • Exterior painting works will be programmed for spring/summer conditions (October–February). • Current market pricing will be obtained from the Project Delivery team and used to validate the budget before procurement proceeds. 		
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		



ID	Category	Risk Description	Likelihood	Impact	Mitigation / Control	Risk Owner
R01	Financial	Budget under priced: original budget developed October 2022. Estimated 20–30% cumulative construction cost inflation since then may mean budget is insufficient for full scope.	High	High	Obtain current market pricing from project delivery team before procurement. Review contingency adequacy — consider increasing from 10% to 15%. Update budget if required.	Community Partnership Leader / Finance Business Partner
R02	Scope	Projection room leak repair status unknown — originally scoped as a 2024/2025 priority (\$30K). May be complete or still outstanding. Creates scope and budget uncertainty.	High	High	Community Partnership Leader to carry out site inspection and condition assessment before procurement. Confirm status and update scope and budget accordingly. Sub-item held as provisional until resolved.	Community Partnership Leader
R03	Financial	Budget discrepancy of \$2,064 between original scope (\$93,820) and AP 2026/27 (\$95,884) is unreconciled.	Medium	Low	Reconcile with Finance Business Partner. Document reason in project file before procurement.	Finance Business Partner / Community Partnership Leader
R04	Technical	Sandstone crack repair using an inappropriate filler compound could cause moisture ingress, spalling, or irreversible damage to the historic building fabric.	Medium	High	Require contractor to provide a sandstone-compatible repair methodology and product schedule at tender. Community partnership leader to review and approve methodology before works commence.	Community Partnership Leader

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

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ sdc@southlanddc.govt.nz
📍 southlanddc.govt.nz



ID	Category	Risk Description	Likelihood	Impact	Mitigation / Control	Risk Owner
					Heritage/conservation advice may be sought if needed.	
R05	Community impact	Hall unavailability during works could disrupt booked events including funerals, RSA functions, sports clubs, meetings, and social hire.	Medium	Medium	Contractor to obtain and review hall event booking schedule before finalising programme. Establish agreed blackout dates in contract. Programme exterior works around peak booking periods where possible.	Contractor / Custodian
R06	Governance	Procurement pathway not defined — procurement type, timeline, and delegated authority are all blank in the original scope.	Medium	Medium	Confirm procurement type. Establish delegated authority. Complete procurement plan following community board sign off on 2 June 2026.	Community Partnership Leader
R07	Stakeholder	Stakeholder management plan not completed — RSA and hall committee not formally engaged or registered in project documentation.	Medium	Low	Develop stakeholder register. Brief RSA on door painting scope and access arrangements. Engage hall committee on paint colour selection prior to procurement.	Community Partnership Leader / Community board chair
R08	Governance	Project Control Group (PCG) not established — no defined decision-making structure for variations, budget changes, or escalations.	Medium	Medium	Nominate PCG members (minimum: community partnership leader, finance business partner, community board representative). Document in project file.	Community Partnership Leader



ID	Category	Risk Description	Likelihood	Impact	Mitigation / Control	Risk Owner
R09	Contractual	Defects liability period and responsible party not defined in original scope — contractor may not be held accountable for painting or repair failures.	Medium	Medium	Include a minimum 12 month defects liability period in contract. Assign monitoring responsibility to community partnership leader or nominated staff.	Community Partnership Leader
R10	Governance	Community board sign off on scope not yet obtained — approvals section of original scope is blank.	Medium	Medium	Formal board resolution to approve revised scope at 2 June 2026 meeting. Record in meeting minutes. No procurement to proceed until sign-off is confirmed.	Community board chair / Community Partnership Leader
R11	Financial	20 year loan commitment (\$79,441 to 2046) and near-zero reserve outcome not fully understood or communicated to community board and ratepayers.	Low	Medium	Include full financial impact briefing at community board meeting — loan term, annual repayment (~\$4,609), hall rate increase, reserve depletion to near zero.	Finance business partner / Community Partnership Leader
R12	Programme	Exterior painting in Southland requires suitable temperature and dry conditions — winter programming risks significant delays and rework.	Medium	Low	Programme construction phase for spring/summer (October–February). Include weather-related delay clause in contract with an agreed rescheduling process.	Community Partnership Leader / Contractor
R13	Quality	Contractor substitutes a different paint brand contrary to scope	Low	Low	Include a non substitution clause in contract. Community Partnership Leader to	Community Partnership Leader

COMBINED PROJECT SCOPE, G1.0 AND G2.0
25/10/2022

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ID	Category	Risk Description	Likelihood	Impact	Mitigation / Control	Risk Owner
		requirements, undermining coating quality and warranty.			verify brand and colour code at project commencement and record in IPS system.	
R14	Environmental	Tree and shrub trimming for scaffolding access removes vegetation beyond what is necessary, without appropriate notification to the hall group or community board.	Low	Low	Limit trimming scope to access clearance only. Notify hall group and community board of any significant vegetation removal before works commence.	Contractor / Community Partnership Leader



Combined project scope, G1.0 and G2.0

Nightcaps McGregor Park development stage 3

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	P-11201
	ACTIVITY	Community facilities - parks and reserves
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
	DESCRIPTION	
<p>McGregor Park in Nightcaps is a community recreation reserve serving a town with a deep-rooted history. Nightcaps was originally established by the Nightcaps Coal Company in 1880 and today the community places a high value on its recreational facilities and its strong sense of local identity. The park is the primary public green space for the town and serves as a gathering place for families, young people and community events.</p> <p>A multi stage programme to upgrade McGregor Park has been underway for several years. Previous stages established the park's core infrastructure and foundation. Stage three focuses on completing the park's vision by adding functional play and social amenities that the community has identified as missing, specifically play equipment on the hill area and outdoor social infrastructure such as BBQ tables.</p> <p>This project is the Wallace Takitimu Community Board's single capital project for the 2026/2027 financial year, with the full \$521,000 budget allocated in the Annual Plan 2026/2027 and funded through a loan. The Annual Plan confirms this is the largest capital investment in the board's programme for the year, reflecting the community's priority for improved public recreation facilities in Nightcaps.</p>		
SCOPE		
<p>Note: The full scope of Stage 3 is still being developed.</p> <p>Confirmed scope items</p> <p>1. Outdoor social infrastructure</p> <ul style="list-style-type: none"> supply and installation of new BBQ tables in McGregor Park. Number and exact placement to be confirmed at detailed design stage - contractor to provide layout options for project manager approval before installation proceeds. <p>2. Play equipment - hill area</p> <ul style="list-style-type: none"> supply and installation of play components focused on the hill area of the park, specifically slides utilising the natural landform of the site. 		



<ul style="list-style-type: none"> equipment specification and number of components to be confirmed following community engagement on 15 April 2026. all equipment must meet NZS 5828 Playground Equipment and Surfacing standard. appropriate softfall/impact-absorbing surfacing to be installed under all play equipment to meet safety standards. Type and extent to be confirmed at detailed design stage. 	
3. Landscaping and site integration	
<ul style="list-style-type: none"> general landscaping works to integrate new features with existing park elements - grading, levelling and reinstatement of disturbed areas following equipment installation. specific planting list and any hardscaping requirements to be confirmed at detailed design stage. [TBC - planting list to be added once scope is finalised.] 	
4. Underground services check	
<ul style="list-style-type: none"> ial Before You Dig to be completed before any earthworks or equipment foundations are commenced. Contractor to provide confirmation of service location results to the project manager before breaking ground. 	
Items still to be scoped (after engagement session and finance confirmation)	
<ul style="list-style-type: none"> additional play equipment items identified by children and young people at the 15 April engagement session whether any existing play equipment removal is required as part of Stage 3 specific planting list and any hardscaping or path requirements residual budget available from Wallacetown pump track - Finance confirmation required before any discretionary items are committed 	
Out of scope	
<ul style="list-style-type: none"> maintenance of existing structures unless specifically noted in the confirmed scope any works beyond the McGregor Park boundary 	
COMMUNICATION	
<p>Regular updates required. Full scope to be presented to Wallace Takitimu Community Board for formal sign off before procurement is issued. Nightcaps community to be informed well in advance of works. Local signage and/or social media to be confirmed in communication plan.</p> <p>Wallace Takitimu Community Board - Kelly Tagg (Community partnership leader)</p> <p>Children's engagement session: 15 April 2026. Outcomes debriefed to project manager and community partnership leader and used to finalise scope.</p> <p>TBC - Frequency of updates? - Local Nightcaps Community</p> <p>TBC - Signage/Social Media? - Nightcaps Business Groups</p>	
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 type="checkbox"/> No
RISKS	
What are the project risks that have been identified to date	Risk 1: Full scope not confirmed before procurement



<ul style="list-style-type: none"> • What mitigation is in place • What is the status (high/ medium/ low) 	<p>- community expectations not met</p> <p>Mitigation: Procurement plan not to be issued until full scope is developed and Wallace Takitimu Community Board has formally signed off. The 15 April engagement session and finance budget confirmation are critical path items before scope can be finalised.</p> <p>Level: High – Hold</p> <p>Risk 2: Underground services struck during earthworks</p> <p>Mitigation: Dial Before You Dig mandatory before any ground works begin. Service location results to be provided to project manager and included in contractor health and safety documentation. -High</p> <p>Risk 3: Budget overrun - scope expands beyond \$521,000.</p> <p>Mitigation: Frequent monitoring against approved Annual Plan budget. Contingency of \$52,100 included. Discretionary items only committed after essential works cost is confirmed. Fixed-price contract to be negotiated with preferred supplier. – Medium</p> <p>Risk 4: Health and safety on site - public park accessible during works</p> <p>Mitigation: SSSP and TMP required from all contractors. Site to be appropriately fenced and signed during works. Contractor must be a Southland District Council approved contractor.</p> <p>Level: Medium</p>
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	



OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital – Asset Renewal (one-off)
Is this a one-off project or works programme	Operating (one-off)
What are the strategic and activity links	SDC Strategy 1.1.4 - People have everything they need to live, work, play and visit.
Are there any links to the corporate performance framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This project links to the Corporate Performance Framework through Council's levels of service for community recreation facilities.
How does this project fit in with the outcomes of the community board plans	This project directly delivers on the following outcomes and actions from the Wallace Takitimu Community Board Plan : <ul style="list-style-type: none"> • Outcome 1: A Vibrant Wallace Takitimu Area This project helps create a "multifunctional destination" with leisure activities to attract visitors and support local prosperity. • Outcome 2: A Strong, Connected and Inclusive Community Provides a space where "all residents can come together" and socialise, supporting the identified need for a community hub and mixed-age activities. • Outcome 2 Action: Development of projects/activities for young people Specifically addresses the community's desire for more "activities and facilities for our young people." • Outcome 3: A Healthy, Safe Community with Access to Quality Facilities Aligns with the community's value for "good recreational facilities" and the provision of



	"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 Yes - not to be issued until full scope is developed	
What type of communication plan is required	Required - type and frequency of updates to be confirmed with community partnership leader (Kelly Tagg) before procurement is issued.	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has a draft risk register been prepared	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)	<ul style="list-style-type: none"> • Kelly Tagg – community partnership leader • Community facilities asset owner - Jacqui Lighthart • Project delivery team - Project manager • Wallace Takitimu Community Board Representative 	
BUDGETS		
Approved budget	\$521,000	
What is the initial cost made up of:	Design	(typically, 10% of project)
	Consents	(typically, 2% of project)
	Consultation	
	Project	\$468,900 – full breakdown to be confirmed at detailed design
	Contingency	\$52,100 (typically, 10% of project)
	Total Budget	\$521,000
How is the project being funded (loan or reserves)	Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
	Full capital cost	



WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION		
Calculating the Whole of Life (WOL) or Total Cost of Ownership (TCO) costs. For inflationary purposes, add 1% per annum over the useful life and multiply this % to the end TOC figure you get.	Interest on loan (if applicable)	
	Useful life (in years)	
	Residual value	
	Annual maintenance costs	
	Annual operating costs	
	Other cost (renovations) and at what intervals?	
	Disposal costs	
	Total cost of ownership?	
	What is the impact on rates going forward for the TCO?	
Is this affordable?	<input 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"> • Planning: Underway • Children's engagement session — ideas captured and debriefed to PM and CPL: 15 April 2026 • Residual budget from Wallacetown pump track confirmed by Finance • Full scope developed — document updated with final scope, equipment options and budget: After 15 April engagement + Finance confirmation 			



	<ul style="list-style-type: none"> Wallace Takitimu Community Board formal sign-off on full scope: Before procurement is issued Design finalised: March - April 2026 Procurement: July - August 2026 Construction and delivery: 2026/2027 Financial Year Handover — inspection, asset register update, sign-off Late 2026 / Early 2027 (TBC)
Planning	Underway
Design	March – April 2026
Consent	To check
Procurement	July – August 2026.
Construction or delivery	2026/2027 Financial Year.
Handover	Late 2026 / Early 2027 (TBC).
Are there any critical path activities	
ASSUMPTIONS	
What if any assumptions have been made on the project to date	
OTHER	
Any other items relating to this project	This is the Wallace Takitimu Community Board's sole capital project for 2026/2027 and the largest single item in the board's capital programme for the year.



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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		



Combined project scope, G1.0 and G2.0

Nightcaps playground maintenance- Nightcaps Dr Wood Memorial Reserve

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FPLAY016A
	ACTIVITY	Community Facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
<p>Nightcaps Dr Wood Memorial Reserve 2 Wamphray Street, Nightcaps, Southland Land ownership: Southland District Council (SDC)</p>  <p>This is an operational maintenance project (Opex, one off) to carry out scheduled maintenance of two playground facilities in Nightcaps: (1) replacement of degraded bark chip softfall at the Nightcaps playground, and (2) maintenance of the flying fox at Dr Woods Park. Both facilities are community assets serving the Nightcaps township and surrounding rural area.</p> <p>Annual Plan alignment</p> <p>This project is confirmed in the Wallace Takitimu Community Board Annual Plan 2026/2027 (Table 4, project FPLAY016A) with an approved budget of \$9,903, funded from Rates (Opex). The budget comprises approximately \$5,000 for bark chip softfall replacement and \$4,500 for flying fox maintenance, with approximately \$403 available for contingency and minor ancillary items. These are approximate figures and will be confirmed through the procurement process.</p>		



SCOPE

A. Work item one — softfall bark chip replacement (Nightcaps playground)**Supply and placement of bark chip softfall**

- remove and dispose of degraded existing bark chip softfall from the playground footprint.
- supply and install new bark chip to bring softfall depth to the minimum required by NZS 5828 / AS 4685 for the equipment present.
- level and compact bark chip across the full softfall zone.
- confirm post-installation that softfall depth meets the applicable critical fall height requirements for all equipment in the zone.

Site preparation

- clear playground area of debris prior to works.
- erect temporary fencing or barrier tape to exclude public access during works.
- restore site to a clean, safe, accessible condition upon completion.

*Note: The use of rubber/pour-in-place or other alternative surfacing products is not in scope. Bark chip is the confirmed surfacing material consistent with the existing installation and community board preference.

B. Work item two — flying fox maintenance (Dr Woods Park, Nightcaps)**Inspection and maintenance of flying fox structure**

- carry out a full visual and functional inspection of the flying fox, including: cable condition and tension; trolley and wheel assembly; handles/grips; anchor posts and footings; and all fixings.
- repair or replace worn, degraded or non-compliant components identified during inspection, including but not limited to: cable tensioning/adjustment; trolley wheel or bearing replacement; handle/grip replacement; and bolt/fixing tightening or replacement.
- adjust cable tension and ride height to comply with NZS 5828 / AS 4685 requirements.
- confirm post maintenance that the flying fox meets current safety standards and is safe for public use.

Stop/escalate provision: If inspection identifies structural failure of anchor posts, cable anchoring system, or other components beyond the scope of routine maintenance and repair, STOP works on that element and notify the community partnership leader immediately. No further work shall proceed on that component until a scope change is formally approved in writing by the community partnership leader and asset manager. A separate capex budget decision may be required if full replacement is identified as necessary.

C. Post-works requirements (both items)

- all completed works must be inspected by the project manager or community partnership leader before the facility is reopened to public access.
- post installation/post maintenance inspection reports must be completed and retained in RM8.



- asset register (community facilities IPS system) must be updated by the community partnership leader following completion of works at both sites.
- Any leftover materials (e.g., surplus bark chip) to be disposed of appropriately or as agreed with the community partnership leader.
- Contractor to complete a defects walkthrough with the community partnership leader before requesting sign off.

D. Explicitly out of scope

- any new playground equipment installation or capital asset renewal.
- replacement of existing playground structures (slides, swings, climbing frames, etc.).
- softfall surfacing upgrade to rubber/pour-in-place or engineered wood fibre (would require capex budget).
- installation of seating, picnic tables, or ancillary furniture.
- landscaping, planting, or beautification works beyond incidental site reinstatement.
- structural repairs to Dr Woods Park infrastructure beyond the flying fox.
- any works at other Nightcaps parks or reserves not identified in this scope.
- electrical, lighting, or services works.
- floor or path surface treatment or replacement.
- roof, fencing, or external weathertightness remediation.
- building consent works (none anticipated).
- community engagement activities (not required for routine maintenance).

COMMUNICATION

A formal communication plan is not required for routine maintenance. The following stakeholder communication requirements apply:

Wallace Takitimu Community Board

To approve the project scope in principle at the Annual Plan meeting. The board chair is delegated authority to provide written final scope approval before procurement commences. The board should be kept informed of programme milestones and any scope or budget variations exceeding delegated authority must be presented to the board for approval.

Community partnership leader and project manager

The community partnership leader is the primary project owner and is to be kept informed at all stages: scope confirmation; quote award; works commencement; post works inspection; and asset register update. The project manager (once assigned) is responsible for contractor management and sign off.

Asset management team

To be notified upon works completion at both sites to update the community facilities asset register for the Nightcaps Playground and Dr Woods Park flying fox.



<p>Nightcaps community and regular facility users</p> <p>No formal community engagement is required. However, if either facility is to be temporarily closed during works, clear signage must be erected at the facility at least five working days before closure commences. If closure at the Nightcaps playground is expected to exceed three working days, the community partnership leader should informally notify Nightcaps school and any known regular user groups.</p> <p>Contractor (once appointed)</p> <p>Must be briefed on site safety requirements, the need to maintain a clean and tidy site, health and safety obligations, and the requirement to notify the community partnership leader immediately if unforeseen conditions are encountered that may affect scope or cost.</p>	
CONSENT	
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (to be confirmed)
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (to be confirmed)
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (to be confirmed)
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>A project risk register had been attached to this document. Rows shaded red indicate high risks requiring immediate mitigation action prior to project commencement.</p>
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
<ul style="list-style-type: none"> Facility availability during works <p>Both the Nightcaps playground softfall area and the Dr Woods Park flying fox will have restricted or no public access during the respective maintenance works. Works are expected to be short in duration (1–3 days per site). A staged approach should be planned to minimise disruption. The contractor and community partnership leader must agree a clear schedule of which areas will be inaccessible and for how long, and communicate this via on-site signage at least five working days in advance.</p> <ul style="list-style-type: none"> Small community disruption sensitivity <p>Nightcaps is a small rural community where the playground and Dr Woods Park are central recreational assets, particularly for children and families. Facility closures will be felt more acutely than in a larger centre. The community partnership leader should avoid scheduling closure periods during known school holidays or community events, and should allow adequate lead time for informal community notification.</p> <ul style="list-style-type: none"> Safety improvement benefit <p>The primary community benefit of this project is safety. Replacement of degraded bark chip softfall reduces the risk of injury from falls and ensures the playground meets current NZS/AS standards. Maintenance of the flying fox extends the serviceable life of this asset and ensures it remains safe for use.</p>	



- Rate impact**
 This project is funded from the parks and reserves — Nightcaps rates base (Opex). There is no dedicated separate rate for this project and no loan component. The impact on individual ratepayers is modest and embedded within the overall community board rate. The parks and reserves — Nightcaps operating budget increases by \$4,120 (9.5%) in 2026/2027, which includes this project alongside other operating costs.
- Whole of life maintenance note**
 Bark chip softfall requires periodic topping-up approximately every few years to maintain safe depth. This ongoing maintenance cost should be reflected in future Annual Plan opex budgets for Nightcaps parks and reserves. The community partnership leader should flag this for the 2027/2028 budget cycle.

OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Operating, maintenance
Is this a one off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy-People have everything they need to live, work, play and visit.
Are there any links to the corporate performance framework	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What type of communication plan is required	
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What team members will make up the Project Control Group (PCG)	<ul style="list-style-type: none"> • Kelly Tagg - community partnership leader • Community facilities asset owner - Jacqui Lighthart • Project delivery team - project manager • Wallace Takitimu Community Board representative
BUDGETS	
Approved budget	\$ 9,903
	Design
	\$ 0
	(typically, 10% of project)



What is the initial cost made up of:	Consents	\$ 0	(typically, 2% of project)
	Consultation	\$ 0	
	Project	\$ 8,913	
	Contingency	\$ 990	(typically, 10% of project)
	Total Budget	\$ 9,903	
How is the project being funded (loan or reserves)		Rate	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
	Interest on loan (if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
		<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	<ul style="list-style-type: none"> • Board approval in principle to proceed • Chair scope sign off (in writing, before procurement) • Playground inspection (NZS 5828) commissioned / confirmed • Procurement plan completed • Quotes obtained (minimum three) for each work item • Contract(s) awarded • Community/facility signage erected (min. 5 days before works) • Works commence — Bark chip softfall replacement • Works commence — Flying fox maintenance • Practical completion — both sites • Post-works inspection completed and documented in RM8 • Asset register (IPS) updated • Handover sign-off by PM
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"> • Both the Nightcaps playground and Dr Woods Park flying fox are located on Southland District Council-owned land, and all necessary land use approvals are in place. • Bark chip is the correct and preferred softfall material for the Nightcaps playground, consistent with the existing installation and community board preference. No alternative surfacing material will be used without a formal scope change. • The flying fox maintenance work at Dr Woods Park comprises component repair, adjustment, and replacement only — not full structural replacement. If a full replacement is identified as necessary following inspection, this will require a separate Capex budget decision and formal scope change. • \$9,903 as approved in the Annual Plan 2026/2027 is sufficient for the defined scope, provided both work



	<p>items are procured competitively and remain within their approximate estimates. Any scope expansion requires formal scope change and budget escalation.</p> <ul style="list-style-type: none"> • No building consent, resource consent, or archaeological consent is required for routine playground maintenance at either site. This is to be formally confirmed before procurement. • No hazardous materials survey is required for bark chip replacement or flying fox maintenance as these are surface-level works with no disturbance of existing built fabric. To be confirmed by the community partnership leader. • No community engagement or consultation is required for routine maintenance. A public notice (signage) at each facility is sufficient if temporary closure is required. • A suitable maintenance window exists in the 2026/2027 calendar that avoids peak community usage periods (e.g., school holidays). The community partnership leader should confirm timing before procurement. • This project is 100% rate-funded (Opex). There is no associated loan, reserve draw, or external grant. The finance business partner will confirm work order setup. • No iwi engagement is required for routine maintenance at these established facilities. This is to be verified with the Southland District Council planning/iwi liaison team and must not be assumed without confirmation. • Both facilities will be available and accessible for contractor works within the 2026/2027 financial year, without conflict from other concurrent Southland District Council works. • Level 1 / Level 2 playground inspections (NZS 5828 / AS 4685) will be commissioned or confirmed before procurement proceeds, providing the evidence base for accurate contractor pricing.
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		



ID	Category	Risk Description	Likelihood	Impact	Mitigation	Owner
R01	Technical / scope	Flying fox condition unknown: No current condition or inspection report exists. Actual repair scope may significantly exceed the \$4,500 estimate if structural components are failed.	High	High	Commission level 1/level 2 playground inspection for the flying fox before procurement. If structural failure is identified, invoke stop/escalate provision and seek formal scope change and budget variation approval.	Project manager / community partnership leader
R02	Financial	Budget sufficiency: At \$9,903 total with approximately \$403 contingency, any cost overrun on either work item could exhaust the full budget before both items are completed.	Medium	High	Prioritise softfall replacement (higher safety risk) if budget is constrained. Any variation must be escalated to community partnership leader and finance business partner before additional commitment is made.	Finance / project manager
R03	Health and safety / legal compliance	NZS 5828 non-compliance: Without a current inspection confirming compliance, there is a risk that the facilities are operated with undetected safety deficiencies, exposing	Medium	High	Require contractor to undertake pre-works inspection to NZS 5828 / AS 4685. Post works inspection mandatory before facilities are reopened. Inspection reports to be retained in RM8.	Project manager / community partnership leader

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

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ sdc@southlanddc.govt.nz
📍 southlanddc.govt.nz





		Southland District Council to liability.				
R04	Operational / procurement	Two site coordination: works span two separate sites. If packaged separately, duplicate contractor mobilisation costs may erode the already tight budget.	Low	Medium	Package both work items into a single procurement where possible to minimise mobilisation overhead. Confirm contractor capability for both bark chip and flying fox maintenance in the tender brief.	Project manager
R05	Operational	Seasonal/weather constraints: Bark chip installation and flying fox works are outdoor activities susceptible to weather delays, particularly in late autumn/winter.	Low	Medium	Programme works for spring/early summer 2026 (October–December) where possible. Include weather contingency clause in contractor brief.	Project manager
R06	Operational / community	Facility closure I impact: Temporary closure of either facility during works may inconvenience local families and children. In a small rural community, the playground is a significant social asset.	Low	Medium	Minimise closure duration. Erect clear signage at both facilities at least five working days before closure. Notify Nightcaps school if closure exceeds three working days. Stage works to minimise overall downtime.	Project manager / community partnership leader



R07	Health and safety	Public access to work zone: community members, particularly children, may attempt to access active work zones at either facility.	Low	High	Implement physical barriers (fencing/barrier tape) at both sites during active works. Compliant health and safety signage on all access points. Contractor responsible for site security throughout works.	Contractor / community partnership leader
R08	Iwi / cultural	Iwi engagement not confirmed: No assessment has been made of whether notification to Ngai Tahu or other iwi is required for works at these sites.	Low	Low	Community partnership leader to verify with Southland District Council planning/iwi liaison team before procurement proceeds. Maintenance works on established facilities typically do not require formal engagement but must be confirmed and documented.	Community partnership leader / planning

Combined project scope, G1.0 and G2.0

Ohai hall- interior repaint

<p>PHOTOS</p> 	<p>FINANCIAL YEAR</p> <p>PROJECT NUMBER</p> <p>ACTIVITY</p> <p>COMMUNITY BOARD</p> <p>CHAIRPERSON</p> <p>COUNCILLOR</p> <p>CPL</p>	<p>2026/2027</p> <p>FHALL056A</p> <p>Community facilities</p> <p>Wallace Takitimu</p> <p>Tony Philpott</p> <p>Jaspreet Boparai</p> <p>Kelly Tagg</p>
<p>DESCRIPTION</p>		
<p>10 Richmond Street, Ohai, Southland</p> <p>Land ownership: Southland District Council (SDC)</p>  <p>This is a maintenance project (one off) to repaint the interior of Ohai hall. The hall is a community asset serving the Ohai township and surrounding rural area. The hall is operated and managed on a day to day basis by a local hall governing body.</p> <p>Annual plan alignment</p> <p>This project is confirmed in the Wallace Takitimu Community Board Annual Plan 2026/2027 (Table 4, project FHALL056A) with an approved budget of \$41,698, funded through a combination of reserves and loan. The Ohai community centre reserve has been allocated a 2026/2027 movement of (\$2,887) attributed specifically to this project. The balance of funding is loan funded. The exact reserve/loan split is to be confirmed with the finance business partner before procurement proceeds.</p>		
<p>SCOPE</p>		
<p><u>A. Pre-works / mandatory pre requisites (to be completed before procurement)</u></p>		



Hazardous materials survey

- Commission a targeted asbestos containing materials (ACM) and lead paint survey of all interior surfaces prior to finalising the procurement plan. This is required under the health and safety at work (Asbestos) regulations 2016 before any work that may disturb wall or ceiling linings (including scraping of flaking paint). Survey results must be incorporated into the SSSP and communicated to all tenderers.

Baseline building condition assessment

- Commission a baseline building condition assessment of all interior surfaces before procurement. The assessment must identify the extent of any rot, moisture damage, mould and structural defects in wall and ceiling linings. This is required to confirm the scope of preparation work, define the boundary between the painter's scope and any required structural repairs, and provide the evidence base for accurate contractor pricing. Any structural repairs identified that exceed the scope of a commercial painting contractor must be scoped as a separate precursor workstream.

Paint colour selection (formalise before tender issue)

- The Wallace Takitimu Community Board and Ohai hall committee must formally agree on paint colours for all surfaces (skirtings and scotia, doors, ceilings, walls, window trim and reveals) before the tender is issued. Agreed colours must be documented in the tender documents with specific paint codes.

B. Site preparation (contractor responsibility)

- Clear all internal areas where work is to be undertaken.
- Coordinate with the Ohai hall committee to ensure bookings are suspended for the relevant areas and timeframes.
- Implement all site controls required under the SSSP (informed by the hazardous materials survey results).
- Establish physical site isolation with locked access, compliant signage and full closure methodology for each work zone.
- Wash all surfaces with sugar soap; remove cobwebs, flaking paint and dirt.
- Use an appropriate bleach solution to treat any mildew or fungus.
*Note: flaking paint must not be scraped until hazardous materials survey results are confirmed.
- Test all internal power outlets and water taps prior to commencement and report any faults to the Community partnership leader.
- Cover and protect all surfaces not receiving decoration including floor surfaces, glass, fixtures and fittings.

C. Surface repairs

- Repair all wall and ceiling damage identified in the baseline building condition assessment, including holes, surface mould and minor defects.
- Remove all staples, nails and picture hooks.
- Ensure wall and ceiling linings are confirmed in sound, stable condition before applying any paint.

Stop/escalate provision: If substrate is found to be beyond the scope of cosmetic repair (e.g. significant rot, structural lining failure, concealed moisture damage), STOP work on that area and notify the community partnership leader immediately. No work shall proceed on that surface until a scope change is formally approved in writing by the community partnership leader and asset manager.

D. Painting



- Apply one undercoat (as required) and two topcoats of premium paint to all interior surfaces in the agreed colours.
- Ensure the specified paint brand and product are used without substitution.
- All paint brands, products and colour codes must be recorded into the community facilities IPS system upon project completion.

E. Post works

- All surfaces not painted must be clean and paint-free at project completion.
- All leftover paint (labelled with colour code and location) must be left with the Ohai hall committee or custodian.
- Contractor must complete a defects walkthrough with the community partnership leader and a hall committee representative before requesting handover sign off.
- All paint colours, brands and codes to be recorded in the IPS system by the community partnership leader

F. Explicitly out of scope

- Exterior painting or cladding repairs.
- Electrical upgrades, LED lighting installation or any services work.
- Structural or major building repairs (these must be scoped as a separate precursor workstream if identified during the condition assessment).
- Floor surface treatment or replacement.
- New fixtures, fittings or joinery.
- Roof or external weathertightness remediation.

COMMUNICATION

Communication Plan to address the following:

Wallace Takitimu Community Board

- Must be formally notified well in advance of works commencing and kept informed of programme milestones. Any scope changes or budget variations exceeding delegated authority must be presented to the board for approval. The board should also be briefed on the Ohai Hall Rate increase (7.2%) and the loan drawdown for this project, and be prepared to communicate this ratepayer impact in public engagement.

Ohai hall committee (or equivalent governing body)

- To be identified and formally engaged by the community partnership leader following board approval to proceed. Once established, the committee is a primary stakeholder (not merely a user group) and must be involved in: paint colour selection and formal sign-off; agreement on the painting programme schedule to avoid clashes with major bookings; and the defects walkthrough at project completion. All decisions involving the committee must be documented in writing.

Regular hall users and community groups

- All regular hirers who may be affected by hall closure during works must be notified with a minimum of four weeks advance notice. Notification should include expected closure periods, area by area sequence of works, toilet access arrangements, and the contact person for booking enquiries during the project.



Contractor (once appointed)	
<ul style="list-style-type: none"> Must be briefed on the hall's community function, event calendar obligations and the requirement to maintain good relations with the hall committee and hall users throughout the works. 	
Ratepayers (via community board)	
<ul style="list-style-type: none"> The community board should be prepared to communicate the Ohai Hall Rate increase and the associated loan repayment period (through to 2036) in any public engagement related to the 2026/2027 Annual Plan. 	
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) 	A table of risk register had been attached in this document. Rows shaded red indicate high risks requiring immediate mitigation action prior to project commencement.
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
Hall availability during works	
<p>The hall will have restricted or no access during the painting programme. A staged approach is recommended to minimise disruption, suggested sequence: toilets → kitchen → foyer → main hall. The contractor and community partnership leader must agree a clear schedule of which areas will be inaccessible and for how long, and communicate this to all regular hirers at least four weeks in advance.</p>	
Toilet access	
<p>Special attention must be given to the toilet stage. Community events using other parts of the building will be significantly impacted if toilet access is removed. The community partnership leader must confirm with the hall committee whether any events need to be rescheduled during the toilet-painting period.</p>	
Rate impact	
<p>The Ohai Hall Rate is increasing from \$137.28 to \$147.91 per SUIP (including GST) in 2026/2027 — a rise of \$10.63 (7.2%) across 212 rating units. This increase is driven by the 123% rise in Ohai Hall operating expenditure in 2026/2027. The associated loan for this project repays through to 2036. The community board should be transparent about this in all public-facing communications.</p>	
Small community disruption sensitivity	



Ohai is a small rural community where the hall is a central social and civic asset. Hall closures will be felt more acutely than in a larger centre. The community partnership leader should allow a generous lead time for community notification and avoid scheduling closure periods during known community events.

No concurrent project fatigue

Unlike some other hall projects in the 2026/2027 programme, there are no concurrent exterior repaint or major infrastructure projects running simultaneously at Ohai hall. Community disruption fatigue from overlapping works is therefore a lesser risk.

OVERVIEW		
What is this project (ie, capital, consent, operating or procurement)	Operating, Maintenance	
Is this a one off project or works programme	One-off	
What are the strategic and activity links	1.1.4 Undefined Strategy-People have everything they need to live, work, play and visit.	
Are there any links to the Corporate Performance Framework	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How does this project fit in with the outcomes of the community board plans		
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What type of communication plan is required		
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What team members will make up the Project Control Group (PCG)	<ul style="list-style-type: none"> • Kelly Tagg - community partnership leader community facilities asset owner - Jacqui Lighthart • Project delivery team - project manager • Wallace Takitimu Community Board representative 	
BUDGETS		
Approved budget	\$ 41,698	
What is the initial cost made up of:	Design	\$ 0 (typically, 10% of project)
	Consents	\$ 0 (typically, 2% of project)
	Consultation	\$ 0



	Project	\$ 37,528	
	Contingency	\$ 4,170	(typically, 10% of project)
	Total Budget	\$ 41,698	
How is the project being funded (loan or reserves)		Loan	
WHOLE OF LIFE/ TOTAL COST OF OWNERSHIP CALCULATION			
	Full capital cost		
	Interest on loan		
	(if applicable)		
	Useful life (in years)		
	Residual value		
	Annual maintenance costs		
	Annual operating costs		
	Other cost (renovations) and at what intervals?		
	Disposal costs		
	Total cost of ownership?		
		<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		<ul style="list-style-type: none"> • Board approval to proceed 		



	<ul style="list-style-type: none"> • Hazardous materials survey commissioned • Building condition assessment commissioned • Paint colour selection finalised and documented • Procurement plan completed • Communication plan completed and hirers notified (minimum four weeks before works) • Tender issued • Tender closed • Contract awarded • Works commence • Practical completion • Defects walkthrough (community partnership leader and hall committee) • Handover and records updated
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"> • Building condition is suitable for painting without major structural intervention. • No hazardous materials (asbestos, lead paint) are present in interior linings or existing paint layers. (To be confirmed by hazardous materials survey prior to procurement.) • \$41,698 as approved in the Annual Plan 2026/2027 is sufficient for the full defined scope. Given the small budget, any scope expansion (rot, structural repairs) will require formal scope change and budget escalation. • No building consent is required for interior repainting works. (To be formally confirmed.) • No resource or heritage consents are required. (To be formally confirmed.) • A suitable painting window exists in Ohai hall's 2026/2027 booking calendar. • A formal Ohai hall committee or equivalent governing contact exists and will be identifiable and contactable following board approval to proceed. • The reserve contribution (\$2,887 from the Ohai community centre reserve) is confirmed and



	<p>available. The balance of funding is loan-funded. Exact split to be confirmed with finance business partner.</p> <ul style="list-style-type: none"> • No iwi engagement is required. This is to be verified with the Southland District Council planning/iwi liaison team and must not be assumed without confirmation. • No concurrent Southland District Council projects at Ohai hall will create access or sequencing conflicts. The Ohai footpath renewal programme (FFOOT001F) should be checked for indirect scheduling impacts. • The operating expenditure budget of \$77,592 for Ohai hall in 2026/2027 (up 123% from prior year) is sufficient to cover all hall operating costs alongside this repaint project.
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		



Risk ID	Category	Description	Likelihood	Impact	Mitigation	Owner
R01	Technical / scope	Unresolved moisture/rot: Underlying causes of rot and mould not addressed prior to painting, leading to premature failure of paintwork.	High	High	Baseline building condition assessment required as a precursor milestone. Define clear scope boundary between cosmetic repair and structural repair with stop/escalate provision.	Project manager
R02	Health and safety — legal compliance	Hazardous materials exposure: Scraping flaking paint or cutting into wall linings may expose workers or public to asbestos (ACMs) or lead paint. Non-compliance exposes Southland District Council to WorkSafe enforcement action.	Medium	High	Commission targeted asbestos and lead paint survey before procurement. Survey findings must inform the SSSP. Mandatory — not discretionary.	Project manager (before procurement)
R03	Financial	Budget adequacy: At \$41,698, the project budget is significantly smaller than comparable hall repaints in the programme. Preparation and any structural repairs could consume budget before painting is completed.	High	High	Demand itemised fixed price quotes for preparation work separately from painting. Ring fence 15–20% contingency within approved budget. Any overrun must be escalated to asset manager and finance business partner before additional commitment.	Finance / project manager
R04	Financial	Reserve/loan split unconfirmed: The exact funding split between reserves (\$2,887 confirmed) and	Medium	High	Community partnership leader to engage finance business partner immediately following board	Finance business partner / community

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

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ sdc@southlanddc.govt.nz
🏠 southlanddc.govt.nz



Risk ID	Category	Description	Likelihood	Impact	Mitigation	Owner
		loan (balance) has not been confirmed with the finance business partner. This may affect procurement authority and drawdown timing.			approval to confirm the funding split, loan drawdown process and procurement authority levels before tender issue.	partnership leader
R05	Operational / procurement	Procurement delays: delays in completing prerequisite actions (survey, condition assessment, colour selection) push works into unfavourable season or peak hall booking periods.	Medium	Medium	Initiate prerequisite actions immediately following board approval. Map tender timeline against Ohai hall event calendar. Agree sequencing with hall committee early.	Project manager / community partnership leader
R06	Operational / community	Timeline overrun: Curing delays or extended substrate repairs keep the hall offline longer than planned, displacing community groups in a small rural community where the hall is a primary civic asset.	Medium	Medium	Proactive communication with hall committee. Realistic buffer times built into contractor timeline. Staged area by area approach enables partial reopening. Minimum four week's notice to all hirers.	Project manager / contractor
R07	Health and safety	Public access to work zone: Community members attempt to access partial areas (e.g. toilets) during active hazard zone works.	Low	High	Full closure methodology mandated. Physical locks and compliant health and safety signage on all access points. Custodian to be briefed. Hall committee to communicate closure to all regular users.	Main contractor / community partnership leader



Risk ID	Category	Description	Likelihood	Impact	Mitigation	Owner
R08	Iwi / cultural	Iwi engagement not confirmed: The assumption that no iwi engagement is required has not been formally verified with the Southland District Council planning/iwi liaison team.	Low	Medium	Community partnership leader to verify with Southland District Council planning/iwi liaison team before procurement proceeds. Document confirmation in writing.	Community partnership leader / planning team

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

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FTOIL011A
	ACTIVITY	Public conveniences
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpot
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tag
	DESCRIPTION	
<p>Otautau Arboretum public toilet 12 Glenburn Road, Otautau Location: This is council owned land and does not require a boundary survey Facility is functional but requires attention. Scope of works to be confirmed and priced. Consent requirement not yet checked.</p> 		
SCOPE		

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

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz



Planning for upgrade and refurbishment of the existing arboretum toilet.	
COMMUNICATION	
The community will be consulted as to the progress of the work.	
CONSENT	
Building	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RISKS	
What are the project risks that have been identified to date	
<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.	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What type of communication plan is required	Medium
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager
BUDGETS	
Approved budget	\$15,000
Design	\$ (typically, 10% of project)



What is the initial cost made up of:	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$13,500	
	Contingency	\$1,500	(typically, 10% of project)
	Total Budget	\$15,000	
How is the project being funded (loan or reserves)	Rates		
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		

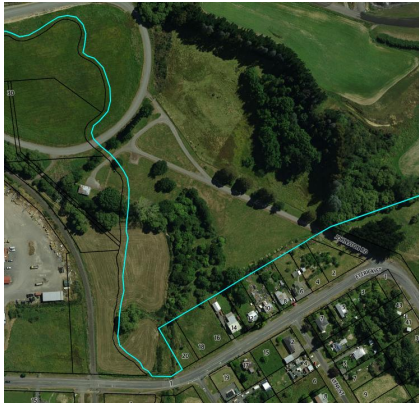


(RFP, RFIP, RFT, three quotes)		
Timeline for procurement <ul style="list-style-type: none"> • tender open date • tender close date • award of contract date 		
Market research – available contractors/ suppliers		
Specific terms and conditions		
What if any performance bonds, bond in lieu or retentions 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		



Combined project scope, G1.0 and G2.0

Toilet New Construction

PHOTOS	FINANCIAL YEAR	2026/2027
TBA	PROJECT NUMBER	FTOILXXXXA
	ACTIVITY	Public Conveniences
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
DESCRIPTION		
<p>McGregor Park, 39 Company Road, Nightcaps.</p> <p>Location: This is council owned land and does not require a boundary survey (Pt Sec 7 Wairio SD).</p> <p>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. Note: this project was not in the original AP 26/27 but is captured within overall programme budget with no change to total spend.</p>		
		
SCOPE		
<p>Funding has been allowed for in the long term plan to look at installing a public toilet at McGregor Park. The Wallace Takitimu community board approved to use the funding that had been allocated for the toilet at the Otautau arboretum to install a new toilet at McGregor park.</p> <p>This piece of work will include site preparation, installation of the toilet and connection to existing underground utilities. Resource consent is likely to be required.</p>		



COMMUNICATION	
This Nightcaps community centre committee will need to be involved as the first point of contact to determine if this project needs to proceed. A wider community engagement process will need to be carried out if the project proceeds.	
CONSENT	
Building	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Resource	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RISKS	
What are the project risks that have been identified to date	This is a low risk activity as in terms of physical harm however there may be a reputational risk associated with the community engagement process. Water access, proximity to river.
➤ What mitigation is in place	
➤ What is the status (high/ medium/ low)	
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)	
This Nightcaps community will need to be informed well in advance that this work will be undertaken.	
OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)	Capital
Is this a one-off project or works programme	One off
What are the strategic and activity links	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How does this project fit in with the outcomes of the community board plans	
Is the project on Council owned land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do we have approvals for land use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is a procurement plan required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What type of communication plan is required	Medium
Have all stakeholders been identified and a management plan in place eg committees, sub-committees, affiliated groups etc	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has a draft risk register been prepared	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What team members will make up the Project Control Group (PCG)	Community facilities asset owner and project delivery team project manager
BUDGETS	
Approved budget	\$200,000
Design	\$ (typically, 10% of project)



What is the initial cost made up of:	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$180,000	
	Contingency	\$20,000	(typically, 10% of project)
	Total Budget	\$200,000	
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) 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 \$775,748.

Summary

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

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

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



Combined project scope, G1.0 and G2.0

Otautau Office – interior decoration

PHOTOS	FINANCIAL YEAR	2026/2027
	PROJECT NUMBER	FBUILD011
	ACTIVITY	Community facilities
	COMMUNITY BOARD	Wallace Takitimu
	CHAIRPERSON	Tony Philpott
	COUNCILLOR	Jaspreet Boparai
	CPL	Kelly Tagg
	DESCRIPTION	
176 Main Street, Otautau		
		
SCOPE		
Remove all rubbish and items that are to be disposed of from the office block. Interior decoration of the Otautau office		
COMMUNICATION		
Office staff will need to be communicated with in the design and construction phases so not to interfere with daily tasks.		
CONSENT		
Building	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Archaeology/ Heritage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Resource	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
RISKS		
What are the project risks that have been identified to date	The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.	

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

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ sdc@southlanddc.govt.nz
southlanddc.govt.nz



➤ What mitigation is in place			
➤ What is the status (high/ medium/ low)			
COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)			
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	\$250,000		
What is the initial cost made up of:	Design	\$	(typically, 10% of project)
	Consents	\$	(typically, 2% of project)
	Consultation	\$	
	Project	\$	
	Contingency	\$25,000	(typically, 10% of project)
	Total Budget	\$250,000	
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 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	



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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		

Combined project scope, G1.0 and G2.0

P-10974A — District wide cemetery beams

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

DESCRIPTION

Location: district wide

This is based upon demand/ priorities required.

SCOPE

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

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

COMMUNICATION

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

CONSENT

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

RISKS

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

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

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

Stakeholders include: The community and iwi.

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

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


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

APPENDICES				



Combined project scope, G1.0 and G2.0

Community housing – internal refurbishment - 21 units

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

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

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
@ sdc@southlanddc.govt.nz
📍 southlanddc.govt.nz



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

Paint colour standard

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

Out of scope:

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

COMMUNICATION

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

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

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

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

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

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

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

- **Iwi- before procurement is issued**

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

- **Community board- monthly during works**

Progress reporting at each board meeting during the works programme.

Contractor responsibilities:

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



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



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

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



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



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



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

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



PROGRAMME		
Are there any programme restraints ie, time of year		
What are the key dates and milestones		
RISK		
Is the project risk register completed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hierarchy breakdown for emergency situations (staff, management and contractors)		
SCOPE AND DESIGN		
Does project have full scope and design		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does design meet SDC/ NZTA design standards		<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliverables/outcomes		
Design and drawings in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any external consultants, include name and point of contract		
Quality and MSQA requirements SSSP and TMP		
What producer statements have been completed or are required		
Site specific requirements temp facilities, local issues including environmental, social, historical and local community issues		
Site investigation, reports with associated photos, geotech etc in RM8	R/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change control <ul style="list-style-type: none"> 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	Risk owner
R01	Health & Safety	Hazardous materials exposure. Surface preparation in older housing stock may disturb lead paint or asbestos, exposing contractors and tenants to hazardous materials.	High	Severe	Mandatory certified hazardous materials assessment (lead and asbestos) at every unit before any preparatory works commence. Contractor must not commence sanding/scraping without written clearance certificate.	Project Manager / H&S Officer
R02	Operational & Reputational	Tenant disruption. Repainting occupied units causes fume exposure, loss of access, and disruption, particularly for elderly or vulnerable tenants.	Almost Certain	High	Develop and implement a formal tenant decanting strategy before programme approval. Provide temporary accommodation where required. Tenancy Manager to personally contact vulnerable tenants.	Community Facilities / Tenancy Manager
R03	Financial	Budget overrun from reactive approach. Absence of baseline condition assessments and fixed per-unit costs may lead to scope drift and budget overrun.	High	High	Conduct upfront per-unit condition assessments. Set a maximum capped cost per unit. Fix contingency at 10% minimum. Track spend per unit against the capped rate.	Project Manager / Finance
R04	Strategic & Procurement	Local contractor preference not reflected in procurement. Failing to structure procurement to favour local contractors misses the CB's economic development objective.	Medium	Medium	Procurement plan to include specific evaluation weighting for local Southland contractors or social enterprises.	Procurement Officer / PM
R05	Strategic & Urban Design	Missed exterior improvement opportunity. Internal-only focus misses low-cost exterior placemaking, lighting, or accessibility improvements achievable while contractors are on site.	High	Medium	Contractor to complete a concurrent exterior visual assessment at each unit. Findings reported to asset owner for future planning.	Community Facilities / Project Planner

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

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R06	Operational	Contractor availability in rural locations. Three geographically dispersed rural sites may limit the pool of available qualified contractors and increase mobilisation costs.	Medium	Medium	Conduct market research on available Southland painting contractors before procurement is issued. Allow adequate mobilisation time in programme.	Procurement Officer
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Community Partnership Fund allocations - March 2026 funding round

Record no: R/26/5/115840
Author: Kathryn Cowie, Community liaison officer
Approved by: Sam Marshall, Group manager customer and community wellbeing
Report type: Decision

Purpose

- 1 The purpose of the report is for the Wallace Takitimu Community Board to allocate funding for the March 2026 round of the Community Partnership Fund.

Staff recommendations

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being administrative but not significant based on Council's Significance and Engagement Policy and therefore not significant. The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.
- c) determines that it has complied with the decision making requirements of the Local Government Act 2002 for this decision, and as required under section 79 that, it does not need any more information, option assessments, costs and benefits analysis before making this decision.
- d) receives applications from Otautau Netball Club, St Andrews Scout Group, Te Oruanui Marae, Alex McKenzie Memorial Arboretum Trust, and the Otautau Community Swimming Pool.
- e) approves a grant of \$_____ to the Otautau Netball Club.
- f) approves a grant of \$_____ to the St Andrews Scout Group.
- g) approves a grant of \$_____ to Te Oruanui Marae.
- h) approves a grant of \$_____ to the Alex McKenzie Memorial Arboretum Trust.
- i) approves a grant of \$_____ to the Otautau Community Swimming Pool.

Executive summary

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

\$11,500 was allocated in the August 2025 funding round, which leaves \$7,414 remaining to allocate for the March round.

- 4 There is \$49,582 in requests from the five applicants.

Context

- 5 Southland District Council's community assistance activity seeks to contribute to a district of 'proud, connected communities that have an attractive and affordable lifestyle' by enabling Southland's communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 6 A review of the community assistance activity was completed in early 2019, which resulted in the establishment of the community partnership fund whereby the nine community boards in the district allocate funding directly to their communities.
- 7 The Wallace Takitimu Community Board set the following criteria for the Wallace Takitimu Community Partnership Fund:
- consideration will be given to all funding requests on a case by case basis
 - the board will give preference to applications that directly benefit the community board area and link to the community board plan outcomes
 - there is no cap on the amount applicants can request
 - co funding is preferable, but not essential
 - two quotes are preferable for capital works, but if it is not possible to get more than one quote an explanation why will be sufficient
 - if appropriate, applicants are to come to a board meeting and speak to their application
 - groups do not have to be a legal entity to apply.

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

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

Outcomes:

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

Discussion

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

- 9 There is an unusually high amount requested for this round, which could make allocations difficult. Where appropriate, staff have been in touch with applicants to advise that their requested amount is not realistic and have offered suggestions of other funding avenues.

Application summary

Applications received	5
Total amount requested	\$49,582
Funds available	\$7,414

1 **Otautau Netball Club**

For assistance towards purchasing new uniforms and bibs for the junior club players.

Total project cost	\$2,888
Amount requested	\$2,588

2 **St Andrews Scout Group**

Request assistance towards the cost of sending eight youths and three leaders to the Scout Jamboree in Mystery Creek in December 2026.

Total project cost	\$20,095
Amount requested	\$9,195

3 **Te Oruanui Marae**

Requests assistance with the costs of purchasing two water tanks for the marae which will ensure a reliable, independent water supply during emergencies.

Total project cost	\$23,299
Amount requested	\$23,299

4 **Alex McKenzie Memorial Arboretum Charitable Trust**

Requests assistance towards the cost of repairing the shaky bridge at the Arboretum.

Total project cost	\$5,474
Amount requested	\$4,500

5 **Otautau Community Pool Swimming Pool**

Requests assistance towards the operational costs to run the pool.

Total project cost	\$58,000
Amount requested	\$10,000

Criteria matrix for applications		Criteria			
		Benefits community board area	Co funding proposed	Two quotes sought	Legal entity
Applicants	Otautau Netball Club	yes	yes	no	yes
	St Andrews Scout Group Committee	yes	yes	n/a	yes
	Te Oruanui Marae	yes	no	no	Yes
	Alex McKenzie Memorial Arboretum Trust	Yes	Yes	No	Yes
	Otautau Community Swimming Pool	Yes	Yes	n/a	Yes

Community board plan outcomes matrix		Community board plan outcomes			
		A vibrant Wallace Takitimu area that attracts people, businesses and visitors resulting in employment growth	Wallace Takitimu is a strong, connected and inclusive community	A healthy, safe community with access to quality facilities, amenities and services	A community whose Council fosters leadership, transparency and community engagement
Applicants	Otautau Netball Club	no	yes	no	n/a
	St Andrews Scout Group Committee	no	yes	no	n/a
	Te Oruanui Marae	yes	yes	yes	n/a
	Alex McKenzie Memorial Arboretum Trust	Yes	Yes	Yes	n/a
	Otautau Community Swimming Pool	Yes	Yes	yes	n/a

Previous funding and accountability		Previous Community Partnership funding received	Accountability received
Applicants	Otautau Netball Club	March 2022 – \$2,000 - new equipment and uniforms	Yes
	St Andrews Scout Group Committee	August 2020 – \$3,624 - hot water installation August 2025 – \$3,000 - relocating heat pump, new carpet	Yes Not due until April 2027
	Te Oruanui Marae	n/a	n/a
	Alex McKenzie Memorial Arboretum Trust	n/a	n/a
	Otautau Community Swimming Pool	August 2024 - \$4,000 – operational costs	Yes

As there is an unusually high amount in requests in this round compared to the amount of funding available to distribute, the following table shows a possible proportional allocation of funds, based on the percentage of each applicant's request of the total amount requested. This percentage has been converted into a dollar amount of the funds available. For example, if the applicant's requested amount was 10% of the total amount of requests, then the proportional amount of funding given could be \$741. This is intended only as a guide for the board when making their decisions, not as a formal recommendation of allocations from staff.

Possible proportional distribution of funds		
Applicant	Percentage of total requested (\$49,582)	Dollar amount conversion of funds available (\$7,414)
Otautau Netball Club (\$2,588)	5.2%	\$385
St Andrews Scout Group (\$9,195)	18.5%	\$1,372
Te Oruanui Marae (\$23,299)	47%	\$3,485
Alex McKenzie Memorial Arboretum Trust (\$4,500)	9.1%	\$675
Otautau Community Swimming Pool (\$10,000)	20.2%	\$1,497
Total	100%	\$7,414

Options

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

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

Option 2 – decline the applications.

Recommended option:

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

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

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

Option 2 – Decline the applications

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

Legal considerations

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

Strategic alignment

Strategic direction

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

Policy and plan consistency

- 15 There are no inconsistencies identified.

Financial considerations

- 16 There is \$18,914 available to allocate for the Wallace Takitimu Community Partnership Fund for the 2025/2026 financial year, over two funding rounds.

- 17 \$11,500 was allocated in the August 2025 funding round, which leaves \$7,414 to allocate for the March 2026 funding round.
- 18 A total of \$49,582 in requests have been received.

Significance assessment

- 19 This decision has been assessed in accordance with Council’s Significance and Engagement Policy as having some importance or administrative and is not considered significant.
- 20 The allocation of these funds follows a guiding document endorsed by Council in 2020, and the allocations are within the budgeted fund allowances. The decision provides minor positive impact on Council’s social and cultural community outcomes in terms of this policy and has no impact on the provisions of Council’s level of services. This decision is reversible but there would be some hurdles to do so. Allocations of grants do follow an accountability process, where applicants are required to submit a report detailing how the funds were spent and confirming that they were spent on the agreed purpose.
- 21 The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to the decision being made.

Category	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

Community views

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

Climate change considerations

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

Risk and mitigations

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

Next steps

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

Attachments

- A Wallace Community Partnership Fund applications - March 2026 - part 1 [↓](#)
- B Wallace Community Partnership Fund applications - March 2026 - part 2 [↓](#)
- C Wallace Community Partnership Fund applications - March 2026 - part 3 [↓](#)



Wallace Community Partnership Fund Applications

March 2026

Applications received	5
Total amount requested	\$49,582
Funds available	\$7,414

1 Otautau Netball Club

For assistance towards purchasing new uniforms and bibs for the junior club players.

Total project cost	\$2,888
Amount requested	\$2,588

2 St Andrews Scout Group

Request assistance towards the cost of sending 8 youths and 3 leaders to the Scout Jamboree in Mystery Creek in December 2026.

Total project cost	\$20,095
Amount requested	\$9,195

3 Te Oruanui Marae

Requests assistance with the costs of purchasing two water tanks for the marae which will ensure a reliable, independent water supply during emergencies.

Total project cost	\$23,299
Amount requested	\$23,299

4 Alex McKenzie Memorial Arboretum Charitable Trust

Requests assistance towards the cost of repairing the Shaky bridge at the Arboretum.

Total project cost	\$5,474
Amount requested	\$4,500

5 Otautau Community Pool Swimming Pool

Requests assistance towards the operational costs to run the pool.

Total project cost	\$58,000
Amount requested	\$10,000

**Wallace Takitimu Community
Partnership Fund**
March 2026 funding round



1. Otautau Netball Club – new uniforms

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
(Version 2 of 2)

Application No. WALCPF001MAR26 From Otautau Netball Club
Form Submitted 25 Feb 2026, 6:27AM NZDT

Applicant details

*** indicates a required field**

Applicant details

Applicant name *

Otautau Netball Club

Street Address *

1983 Ohai Clifden Hwy
Eastern Bush Otautau 9682 New Zealand
Any, but at least one field is required.

Postal Address (if different from above)

1983 Ohai Clifden Hwy
Eastern Bush Otautau 9682 New Zealand

Phone Number *

Must be a New Zealand phone number.

Email *

otautaunetball@gmail.com
Must be an email address.

Purpose/main activity of your organisation?

Netball Club for Otautau Community and surrounding area

How many members belong to your club/organisation?

80
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 *

Nicole Dennison

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
(Version 2 of 2)

Application No. WALCPF001MAR26 From Otautau Netball Club

Form Submitted 25 Feb 2026, 6:27AM NZDT

Name 2 *

Katherine Petch

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: *

New junior uniform

What is the location of your project? *

Otautau

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

New junior uniforms for our primary school age teams

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

How will your project benefit the Wallace Takitimu community? *

Our old uniforms are very worn and no longer fit for purpose. Funding new uniforms means we can keep our subs as low as possible meaning all players in the Otautau area and surrounds have access to play netball if they chose to are are not limited by cost.

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

23/04/2026

Must be a date.

Wallace Takitimu Community Partnership Fund - March 2026 Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)

Application No. WALCPF001MAR26 From Otautau Netball Club

Form Submitted 25 Feb 2026, 6:27AM NZDT

Project end date

Must be a date

Community Board plan alignment

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

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

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

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

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

Outcome 1 *

As indicated above, upgrading our uniforms means our primary school age children can continue to play netball, staying fit and healthy, but also if they are funded it means we can continue to keep costs as low as possible for those involved in the sport .

Outcome 2

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

Kids continued to play netball.

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

Are there any similar projects or services in your area?

- yes
- no

No more than 1 choice may be selected.

Community benefits

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

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

Page 3 of 9

Wallace Takitimu Community Partnership Fund - March 2026 Wallace Takitimu Community Partnership Fund application form (Version 2 of 2)

Application No. WALCPF001MAR26 From Otautau Netball Club

Form Submitted 25 Feb 2026, 6:27AM NZDT

30

Must be a number.

Additional comments on numbers benefiting:

This will change yearly as kids move through so is a per year number.

What age group will predominantly benefit? *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

Yes
 No

No more than 1 choice may be selected.

Project Budget & Financial Details

* indicates a required field

Financial details

Bank Account *

Account Name: Otautau Netball Club

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: att.awfWZEJVh_OJ44274xvmlqVu3DOnohcwbKy_a5kkLbg.jpeg

File size: 74.9 kB

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

Are you registered for GST? *

Page 4 of 9

**Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
(Version 2 of 2)**

Application No. WALCPF001MAR26 From Otautau Netball Club

Form Submitted 25 Feb 2026, 6:27AM NZDT

- 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: YearEndFinancials2025.xlsx
File size: 90.5 kB

Please upload a current bank statement from your organisation *

Filename: TRN150226.pdf
File size: 67.8 kB

Total Project Cost *

~~\$3,000.00~~ \$2,888

Must be a dollar amount.

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

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

\$2,587.50

Must be a dollar amount.

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

Please indicate your current level of reserves: *

\$20,000.00

Must be a dollar amount

At the time of this application

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

Tied up in term deposit. Current bank balance would just cover uniforms before season starts when equipment and gym hire will also need to be funded. Fundraising will happen post March too with our indoor competition.

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

The above figure also includes bibs. The club is also willing to put funds towards to uniforms, however will have many expenses arise in the season.

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

Not applicable. A one of cost for probably the next 10 years. Ideally we will expand to include quick six which the club would pay for ourselves next year.

Project Budget

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
(Version 2 of 2)

Application No. WALCPF001MAR26 From Otautau Netball Club

Form Submitted 25 Feb 2026, 6:27AM NZDT

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	\$
Own funds.	\$300.00	Bibs	\$300.00
Grant	\$2,587.50		\$2,587.50

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,887.50	\$2,887.50	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>

Quotes

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

Have you sought at least two quotes?

yes

no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: TRN150226.pdf

File size: 67.8 kB

Quotes

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

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
(Version 2 of 2)
Application No. WALCPF001MAR26 From Otautau Netball Club
 Form Submitted 25 Feb 2026, 6:27AM NZDT

Dynasty are the supplier of our senior uniforms and they need to match.

Additional information

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

The club is willing to pay funds towards the uniforms, but the more that is granted the more we can do in terms of purchasing other equipment, indoor gym hire, not put subs up etc.

Supporting documentation

Supporting documentation

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

Attach documents here

No files have been uploaded

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

Feedback

Feedback

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

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

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

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

**Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
(Version 2 of 2)**

Application No. WALCPF001MAR26 From Otautau Netball Club

Form Submitted 25 Feb 2026, 6:27AM NZDT

Declaration

*** indicates a required field**

Declaration

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

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

In making this declaration I declare that:

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

I authorise Southland District Council to:

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

I acknowledge that:

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

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

Name *

Nicole Dennison

Position in organisation *

President

Date *

15/02/2026

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.

**Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
(Version 2 of 2)**

Application No. WALCPF001MAR26 From Otautau Netball Club

Form Submitted 25 Feb 2026, 6:27AM NZDT

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

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

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

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

**Wallace Takitimu Community
Partnership Fund**
March 2026 funding round



2. St Andrews Scout Group – jamboree costs

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
 Form Submitted 27 Mar 2026, 1:56PM NZDT

Applicant details

* indicates a required field

Applicant details

Applicant name *

St Andrews Scout Group Committee

Street Address *

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

Postal Address (if different from above)

68 Allan Rd
 Waikoura Otautau 9682 New Zealand

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Purpose/main activity of your organisation?

Youths and Leaders to Jamboree 2026/2027

How many members belong to your club/organisation?

35
 Must be a number.

Contact details for this application

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

Name 1 *

Natalie Carran

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
 Form Submitted 27 Mar 2026, 1:56PM NZDT

Name 2 *

Diane Fretter

Phone Number *

must be a New Zealand phone number.

Email *

standrews@group.scouts.nz

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: *

We have 8 youths and 2 leaders going to Jamboree in December 2026 for 12 days in Mystery Creek

What is the location of your project? *

Otautau to Mystery Creek

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

Jamboree and flight costs are approximately \$3500.00 per youth. We would like assistance in funding the jamboree fee of the youths and leaders that is approximately \$2500.00 per person.

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

How will your project benefit the Wallace Takitimu community? *

This will develop 8 young youths in our community to be better people living in our rural community and to help and support our younger youth in the community.

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

14/03/2026

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
 Form Submitted 27 Mar 2026, 1:56PM NZDT

Must be a date.

Project end date

29/05/2026

Must be a date.

Community Board plan alignment

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

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

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

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

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

Outcome 1 *

Attending an international jamboree gives young people a powerful mix of personal growth, global awareness, and lifelong friendships. Research and Scouting organizations consistently show that these events build confidence, leadership, empathy, and a sense of global citizenship.

Outcome 2

Improved emotional skills — Increases in empathy, emotional self-control, optimism, and assertiveness have been documented after jamboree-style camps.

Higher self-esteem & well-being — Youth report more positive emotions and stronger self-worth after immersive camp experiences.

Leadership & teamwork skills — Jamborees emphasize collaboration, problem-solving, and shared responsibility, which strengthens leadership capacity.

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

More initiative in group tasks

Better conflict resolution

Increased willingness to help others

Greater independence and responsibility

Improved emotional skills — Increases in empathy, emotional self-control, optimism, and

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
 Form Submitted 27 Mar 2026, 1:56PM NZDT

assertiveness have been documented after jamboree-style camps.

More patience

Better emotional regulation

Increased optimism

Higher self-esteem

More empathy toward others

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

Are there any similar projects or services in your area?

yes

no

No more than 1 choice may be selected.

Community benefits

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

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

10

Must be a number.

Additional comments on numbers benefiting:

This project will not only just benefit the 8 youths and 2 leaders attending but all of the scouting community

What age group will predominantly benefit? *

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

At least 1 choice must be selected.

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

Parents/families People with a disability Rural communities At risk families People who are 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

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
 Form Submitted 27 Mar 2026, 1:56PM NZDT

No

No more than 1 choice may be selected.

Project Budget & Financial Details

* indicates a required field

Financial details

Bank Account *

Account Name: St Andrews Scout
Group Committee

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

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

Filename: Deposit slip.pdf
 File size: 21.3 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: Jamboree Account Year End 30.09.2025.xlsx
 File size: 11.8 kB

Filename: Main Account Year End 30.9.2025.xlsx
 File size: 12.2 kB

Filename: Thomson Park Year End 30.9.2025.xlsx
 File size: 11.6 kB

Filename: Venturers Year End 30.9.2025.xlsx
 File size: 11.6 kB

Please upload a current bank statement from your organisation *

Filename: Jamboree bank statement.pdf
 File size: 103.8 kB

Filename: Main account bank statement.pdf
 File size: 30.3 kB

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
 Form Submitted 27 Mar 2026, 1:56PM NZDT

Filename: Thomson Park bank statement.pdf
 File size: 31.0 kB

Total Project Cost *
 \$35,000.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

Total amount you are requesting from the Wallace Takitimu Community Partnership Fund? *
~~\$15,000.00~~ **\$9,195**
 Must be a dollar amount.
 What is the total financial support you are requesting in this application?

Please indicate your current level of reserves: *
 \$9,000.00
 Must be a dollar amount.
 At the time of this application

Please comment on your level of reserves and if they cannot be used towards this project, explain why: *
 The reserves are reserved for running the scout group and for repairs to buildings and facilities, electricity etc. We also subsidise our fees by 50% for our children compared to what we have to pay Scouting New Zealand to have them part of Scouting New Zealand. Jamboree costs are a separate expense fundraised by families attending.

Briefly describe any voluntary effort or donated materials provided for this project:
 All our parents and committee are volunteers and all volunteer for any group fundraising where required

How do you envisage paying for any future operational costs for this project?
 Continual fundraising, like our annual cheese roll and fertiliser drive, firewood sales.

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	\$
Youth Deposits	\$2,400.00	Flights	\$5,790.00
Cheese roll fundraiser	\$2,000.00	Jamboree Fee	\$20,000.00 \$14,305
Firewood fundraiser	\$3,000.00		

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
 Form Submitted 27 Mar 2026, 1:56PM NZDT

Group contributions	\$1,000.00		
Other fundraising	\$2,500.00		

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$10,900.00	\$25,790.00	-\$14,890.00
This number/amount is calculated.	This number/amount is calculated. \$20,095	This number/amount is calculated.

Quotes

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

Have you sought at least two quotes?

yes

no

No more than 1 choice may be selected.

Please upload quote(s)

No files have been uploaded

Quotes

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

No quotes as this is a set fee which is set by Scouting New Zealand to attend jamboree.

Additional information

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

Supporting documentation

Supporting documentation

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

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
 Form Submitted 27 Mar 2026, 1:56PM NZDT

Attach documents here

No files have been uploaded

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

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

Have applied previously Southland District Council website Council or
 Community Board Facebook page Radio Newspaper Online Referred by
 another funder Word of mouth Council staff Other
 No more than 1 choice may be selected.

Please rate the following statements**The time required to prepare and complete the application was reasonable**

Strongly agree Agree Disagree Strongly disagree N/A
 No more than 1 choice may be selected.

The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A
 No more than 1 choice may be selected.

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

Wonderful being able to apply for this funding online.

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 man-
 agement/governance of my organisation/group;

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF004MAR26 From St Andrews Scout Group Committee
Form Submitted 27 Mar 2026, 1:56PM NZDT

- the information supplied in this application and any attachments is true and factual;
- any grant received will be used for the purpose for which it was approved.

I authorise Southland District Council to:

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

I acknowledge that:

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

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

Name *

Natalie Carran

Position in organisation *

Treasurer

Date *

27/03/2026

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.

**Wallace Takitimu Community
Partnership Fund**
March 2026 funding round



3. Te Oruanui Marae – new water tanks

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF006MAR26 From Te Oruanui Marae
Form Submitted 30 Mar 2026, 4:49PM NZDT

Applicant details

* indicates a required field

Applicant details

Applicant name *

Te Oruanui Marae

Street Address *

25 Hastings St
Ohai Ohai 9635 New Zealand
Any, but at least one field is required.

Postal Address (if different from above)

25 Hastings St
Ohai Ohai 9635 New Zealand

Phone Number *

Must be a New Zealand phone number.

Email *

teoruanuimarae@gmail.com
Must be an email address.

Purpose/main activity of your organisation?

Te Oruanui Marae exists to serve as a central and enduring hub for cultural, social, and community wellbeing within the Ohai/Nightcaps. As a marae, its purpose is to uphold and strengthen Māori identity, tikanga, and whakapapa while also providing a place of connection, support, and care for the wider community. The marae functions as a gathering place for iwi, whānau, and community and plays an important role in hosting hui, wānanga, tangihanga, community meetings, and cultural events that promote inclusion, learning, and intergenerational knowledge sharing. These activities contribute to social cohesion and foster a strong sense of belonging across the community. In addition to its cultural role, the marae is increasingly recognised as an important community asset. During times of emergency or disruption, such as weather events that impact essential services, the marae is able to operate as a safe and accessible hub, providing shelter, water, hygiene facilities, and a place of support and connection for community members.

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.

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF006MAR26 From Te Oruanui Marae
 Form Submitted 30 Mar 2026, 4:49PM NZDT

Name 1 *

Priscilla Haora

Phone Number *

-

Must be a New Zealand phone number.

Email *

teoruanuimarae@gmail.com

Must be an email address.

Name 2 *

Jenna Shepherd

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: *

Purchasing Two Water Tanks

What is the location of your project? *

West Side of the whare kai, 25 Hastings Street, Ohai

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

We are seeking funding to purchase and install two 22,500 litre water tanks at the marae to ensure a reliable, independent water supply during emergencies.

The marae is recognised as a community hub and plays an important role in supporting whānau and the wider Ohai/Nightcaps and surrounding Wallace Takitimu communities.

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During emergency situations, particularly natural disasters or infrastructure failures, access to potable water is critical to maintaining health, safety, and dignity for community members.

This need was clearly identified following Southland being placed into a state of emergency in 2025, when water tanks had to be transported into Ohai and Nightcaps to support the township water supply. That experience reinforced the vulnerability of local infrastructure and the importance of having locally based, self sufficient facilities already in place.

Significant steps have already been taken by our organisation to prepare the marae as an emergency response hub. We have been gifted a generator, fuel and associated electrical equipment by Te Ao Mārama, enabling the marae to remain operational during power outages. On Te Ao Mārama's advice, we have also purchased Starlink capability to ensure continued communication if standard internet services are unavailable. Additionally, emergency flags have been installed to clearly signal to the community when the marae is open and available for support.

Funding for water storage is the final critical piece required to complete this emergency preparedness, allowing the marae to operate independently of council water supplies and to safely provide water, sanitation and hygiene facilities during emergency situations.

This project directly supports the Community Board's vision of a self reliant, safe and thriving community with access to essential infrastructure and facilities.

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

How will your project benefit the Wallace Takitimu community? *

This project will deliver long term resilience, safety and wellbeing benefits to the Wallace Takitimu community by ensuring the marae can function as a fully self sufficient emergency hub when it is most needed.

In an emergency, the marae will be able to provide:

- Reliable access to water for drinking, hygiene and sanitation
- Operational facilities, supported by an existing generator and electrical system
- Communication capability via Starlink if standard networks fail
- Clear visibility to the community that the marae is open and available through emergency flag systems
- Safe shelter, with the ability to accommodate up to 50 people overnight, and more if required

Having water storage onsite significantly reduces pressure on Southland District Council and emergency services, as the marae can independently support both whānau and the wider community without immediate reliance on tanker deliveries or temporary solutions. This aligns strongly with the Community Board Plan's focus on healthy and safe communities with access to quality facilities, amenities and services, as well as encouraging community led solutions that strengthen local resilience.

Beyond emergency response, the project strengthens community confidence and preparedness, knowing there is a trusted, culturally appropriate and well equipped place to go during times of crisis. This supports social connection, reduces stress and anxiety during emergencies, and reinforces the marae's role as a central, inclusive community hub, reflecting the Board's priority of building a strong, connected and inclusive community.

Ultimately, this investment helps future proof the community against increasingly frequent emergency events, ensuring local people can look after one another, right where they live.

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

30/06/2026

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Must be a date.

Project end date

30/07/2026

Must be a date.

Community Board plan alignment

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

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

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

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

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

Outcome 1 *

Increased community resilience and safety during emergencies: The marae will be able to operate as a fully self sufficient emergency hub, with secure access to water, power, communications and shelter. As a result, the local community will have a safe, reliable place to go during emergencies, reducing health risks, stress, and reliance on external emergency responses.

The community moves from being dependent on external water deliveries during emergencies to having local, immediate access to essential services, supporting a healthier and safer community.

Outcome 2

Stronger community connection and response capacity: The marae's enhanced emergency capability will strengthen its role as a central, inclusive community hub, where people can gather, support one another and access facilities when they are most needed. This will improve local readiness and confidence, ensuring whānau and the wider Ohai/Nightcaps community know where to go and who to rely on in times of crisis. The community becomes more connected, prepared and locally empowered, with a trusted space that supports collective wellbeing and reduces pressure on council and emergency services.

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

Increased community resilience and safety during emergencies:

We will know this outcome is being achieved when:

- The water tanks are installed, connected and operational, providing sufficient water to

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support marae facilities during power or water supply disruptions.

- The marae can operate independently using its existing generator, water supply and communication systems during emergency situations or outages.
- The marae is able to safely provide water, sanitation and shelter to community members when required.
- Emergency readiness equipment (generator, water supply, Starlink and flags) is regularly checked and maintained, confirming the marae remains emergency ready.

Success will be demonstrated through successful system testing, emergency drills, or actual emergency use where services remain available without reliance on council provided water tankers.

Stronger community connection and response capacity:

We will know this outcome is being achieved when:

- Community members recognise the marae as an emergency support hub, demonstrated through attendance and use during emergency events.
- The marae is able to open its doors promptly during emergencies, clearly signalled by emergency flags and communicated through existing community networks.
- The marae successfully hosts and supports displaced individuals or whānau, including overnight accommodation when needed.
- Feedback from whānau, community members and partner organisations indicates the marae's role provided reassurance, connection and practical support during challenging times.

Success will be measured through records of emergency use, informal feedback from the community, and debrief discussions following emergency events or preparedness activities.

Overall success indicator:

The project will be considered successful when the marae is recognised locally as a prepared, trusted and self sufficient place of support, reducing pressure on council and emergency services while strengthening community resilience and wellbeing.

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

Are there any similar projects or services in your area?

yes

no

No more than 1 choice may be selected.

Community benefits

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

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

300

Must be a number.

Additional comments on numbers benefiting:

While approximately 300 people could potentially directly benefit, the water tanks will support the entire Ohai/Nightcaps community by ensuring the marae can provide water, facilities and emergency support to anyone who requires assistance during an emergency.

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What age group will predominantly benefit? *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

- Yes
 No

No more than 1 choice may be selected.

Building & facility information

If yes, who owns the building?

The marae building is currently in the process of being transferred from the Southland District Council to the Te Oruanui Marae Committee. Council has agreed to sell the building back to the Committee, and while this process has been approved, the legal transfer has not yet been fully finalised. In the interim, the Te Oruanui Marae Committee has full responsibility for the care, maintenance, and use of the building and continues to manage it for the benefit of the local community. 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?

Over the past 12 months, Te Oruanui Marae has been regularly used by iwi, whānau, and a range of community organisations for cultural, educational, health, and emergency response purposes. Key usage includes:

- Tangihanga:

- o The marae has hosted five tangihanga in the past 12 months, supporting whānau and the wider community during times of loss.

- Community and health events:

- o Two open community events were held to welcome people into the marae.

- o These events included services delivered by Ngā Kete, providing health checks, eye testing, and diabetes screening.

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o During the winter months, Ngā Kete also facilitated a weekly visiting nurse service on site for whānau.

• Education and training:

o Red Cross facilitated basic first aid training free of charge at the marae, with 15 community members attending.

o REAP Southland has delivered education opportunities for whānau at the marae.

o Central Southland College visits the marae twice a year for learning and assessment in pōwhiri protocol, whaikōrero, and participation in traditional Māori games such as kī o rahi.

• Emergency response and community resilience:

o During the Southland state of emergency last year, the marae opened as a community emergency hub, providing kai, showers, and a safe place for people to gather, seek reassurance, and ask questions.

o The marae has since been gifted an emergency response kit by Te Ao Mārama, including a generator, fuel, and essential supplies, and has been supported to purchase emergency Starlink connectivity to ensure communications during emergencies.

• Community development and visibility:

o The marae committee (established just under three years ago) has been actively strengthening governance, including compliance with the new Incorporated Societies Act.

o With support from Ōhai Railway Board funding, neighbouring courts were upgraded for community use and are now well utilised.

o Flags have recently been purchased so if we are in an emergency they will be erected along the Ōhai/Nightcaps main road to clearly signal when the marae is open and welcoming the community.

The marae is used regularly throughout the year, with activity increasing as capacity and capability grows. While the committee is still relatively new, significant progress has been made, and there are strong plans to further expand the marae's role in supporting community wellbeing, accessibility, and emergency readiness.

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

Yes

No

not applicable

No more than 1 choice may be selected.

Is your facility accessible to the elderly and disabled?

Yes

No

No more than 1 choice may be selected.

Project Budget & Financial Details

*** indicates a required field**

Financial details

Bank Account *

Account Name: Te Oruanui

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Incorporated Society

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: Proof of Account.pdf

File size: 62.4 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: Te_Oruanui_Marae_Ohai_-_Performance_Report 2025.pdf

File size: 1.7 MB

Please upload a current bank statement from your organisation *

Filename: Funds in account.pdf

File size: 107.6 kB

Total Project Cost *

\$23,298.99

Must be a dollar amount.

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

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

\$23,298.99

Must be a dollar amount.

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

Please indicate your current level of reserves: *

\$0.00

Must be a dollar amount.

At the time of this application

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

Te Oruanui Marae holds limited financial reserves, which are primarily made up of operational funding received from Community Trust South and other funding partners. These funds are allocated specifically to support the day to day running of the marae and meeting its ongoing community obligations. Operational funding is used to cover essential costs such as Southland District Council service charges, power, gas, internet, insurance, and utilities, as well as costs associated with hosting tangihanga and community gatherings, including food and facility use. These funds are tagged for operational purposes only, and the marae is accountable to its funders to ensure they are used strictly in line with

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funding agreements. As a result, these funds cannot be redirected toward capital items or infrastructure projects, including the purchase and installation of large water tanks, without breaching funding conditions. Given the purpose and restrictions of our existing funds, external funding is required to deliver this project. Securing funding for water storage infrastructure will allow the marae to strengthen its emergency response capability and continue to serve the community safely and effectively, without compromising the marae's ability to meet its essential operational commitments.

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

Te Oruanui Marae is supported by a highly committed and active marae committee, who will provide significant voluntary effort to deliver this project and minimise overall costs. The project will be strongly supported through in kind contributions from committee members. In particular, Conrad Waihape, Chair of the Marae Committee and owner/operator of Waihape Excavating Ltd, has committed to providing and coordinating earthworks expertise and equipment. This includes preparing the site, laying the foundations for the water tanks, and supplying sand for the tank bases. This represents a substantial voluntary and in kind contribution to the overall project. Conrad and his whānau, along with other committee members, regularly contribute significant time, skills and resources to ensure the marae remains operational and continues to serve both whānau and the wider community. The marae and surrounding community have a strong history of working collaboratively to successfully deliver projects through volunteer effort. Marae committee members will also assist with the installation process where appropriate; however, specialist work such as plumbing connections will be contracted to qualified professionals to ensure the system is installed safely, compliantly, and to the required standard.

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

Ongoing operational and maintenance costs associated with the water tanks will be minimal and will mainly relate to routine checks, minor repairs, and general maintenance over time. Te Oruanui Marae will meet these future costs by applying to appropriate funding agencies for maintenance and upkeep support as required. This approach is consistent with how the marae currently sustains essential services and infrastructure, given the limited flexibility within existing operational funding. Where possible, the marae committee will contribute voluntary labour to basic monitoring and routine maintenance, helping to reduce ongoing costs. Any specialised maintenance or repairs required will be carried out by qualified contractors, with funding sought specifically to support this work. This approach will ensure the water tanks are maintained safely and sustainably, without placing additional pressure on the marae's operational budget or impacting its ability to continue serving the community.

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	\$
Community Partnership Fund	\$23,298.99	Harvey Tanks	\$14,892.50

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		Harrison Bloy	\$6,906.49
		Water Works	\$1,500.00

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$23,298.99	\$23,298.99	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>

Quotes

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

Have you sought at least two quotes?

- yes
 no

No more than 1 choice may be selected.

Please upload quote(s)

No files have been uploaded

Additional information

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

While this project may exceed the Community Partnership Fund's typical allocation, it responds to a clearly identified community need and reflects a proactive, rather than reactive, approach to emergency preparedness. The Wallace Takitimu Community Board Plan places strong emphasis on building a healthy, safe and self reliant community with access to quality facilities and essential services. Investing in permanent water storage at the marae supports these priorities by strengthening local resilience, reducing pressure on council resources during emergencies, and ensuring the community has a reliable, locally based hub of support when it is most needed.

Supporting documentation

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Supporting documentation

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

Attach documents here

Filename: Freight Price Adjustment Letter.pdf
File size: 187.8 kB

Filename: Harrison Bloy quote.pdf
File size: 36.6 kB

Filename: Harvey Tanks.pdf
File size: 138.1 kB

Filename: Labour Quote.docx
File size: 14.0 kB

Filename: Water Tank location (map).jpg
File size: 53.8 kB

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

This application reflects a practical and forward focused response to a need that has already been clearly identified through recent emergency events in Southland. Experience has shown it is no longer a matter of if, but when the next natural disaster or emergency will occur, and access to water remains one of the most critical services required during these times.

By investing in permanent water storage at Te Oruanui Marae, this project takes a proactive approach to strengthening local emergency preparedness rather than relying on reactive, short term solutions. The Wallace Takitimu Community Board Plan highlights the importance of building a healthy, safe and self reliant community with access to quality facilities and essential services, as well as supporting strong, connected community hubs. This project directly contributes to those outcomes by ensuring the marae can operate as a fully functional, locally based support hub during emergencies.

With existing power generation, communication capability, shelter capacity and strong community leadership already in place, the addition of water storage will complete a critical piece of emergency infrastructure. This investment will enhance community resilience, reduce pressure on council resources, and ensure the people of Ohai, Nightcaps and the surrounding area have a trusted and prepared place of support when it is most needed.

In addition, an Application to Construct a Building or Structure on Property Owned by the Southland District Council has been formally submitted. This ensures the proposed water tanks will meet all required Council processes and approvals, and demonstrates our commitment to working collaboratively with Council to deliver this project in a compliant, well-planned manner that aligns with broader community outcomes.

Feedback

Feedback

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

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

No more than 1 choice may be selected

Please rate the following statements

The time required to prepare and complete the application was reasonable

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

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

Declaration

* indicates a required field

Declaration

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

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

In making this declaration I declare that:

- this application has been submitted with the full knowledge and agreement of the management/governance of my organisation/group;
- 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

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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 *

Jenna Shepherd

Position in organisation *

Committee Member

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.

**Wallace Takitimu Community
Partnership Fund**
March 2026 funding round



4. Alex McKenzie Memorial Arboretum– Bridge repair

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF007MAR26 From Alex McKenzie Memorial Arboretum
Charitable Trust
Form Submitted 31 Mar 2026, 11:25AM NZDT

Applicant details

* indicates a required field

Applicant details

Applicant name *

Alex McKenzie Memorial Arboretum Charitable Trust

Street Address *

12 Glenburn Rd
Otautau Otautau 9683 New Zealand
Any, but at least one field is required.

Postal Address (if different from above)

P O Box 82
Otautau Otautau 9641 New Zealand

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Purpose/main activity of your organisation?

To maintain and beautify the Arboretum just on the outskirts of Otautau

How many members belong to your club/organisation?

5
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 *

Jan Lowrey

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

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Charitable Trust
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Name 2 *

Sandra McKenzie

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: *

Shakey Bridge Repairs

What is the location of your project? *

Alex McKenzie Arboretum, Glenburn Road, Otautau

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

Repairs to a bridge that is becoming unsafe

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

How will your project benefit the Wallace Takitimu community? *

The arboretum is visited by hundreds of people in the course of a year. We have received many comments left on the site from locals to overseas visitors. The safety of all who visit is paramount.

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.

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Project end date

30/11/2027

Must be a date.

Community Board plan alignment

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

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

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

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

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

Outcome 1 *

Visitor safety

Outcome 2

Improvements to the Arboretum will improve the longevity of the property, as the trustees wish to see this beautiful park setting being maintained in our community for many years to come.

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

By maintaining the Arboretum in a safe manor.

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.

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Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF007MAR26 From Alex McKenzie Memorial Arboretum
Charitable Trust

Form Submitted 31 Mar 2026, 11:25AM NZDT

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

500

Must be a number.

Additional comments on numbers benefiting:

We don't have an exact number, but we are well aware that the property is visited by 100's monthly

What age group will predominantly benefit? *

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

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

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

At least 1 choice must be selected.

Building & facility information

Does your application relate to a building or facility?

Yes

No

No more than 1 choice may be selected.

Project Budget & Financial Details

*** indicates a required field**

Financial details

Bank Account *

Account Name: Alex McKenzie
 Memorial Arboretum
 Charitable Trust

Account Number:

Must be a valid New Zealand bank account format.

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

Filename: CCF31032026_00000.jpg

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Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF007MAR26 From Alex McKenzie Memorial Arboretum
Charitable Trust
Form Submitted 31 Mar 2026, 11:25AM NZDT

File size: 276.2 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: CCF31032026_00001.jpg

File size: 765.0 kB

Please upload a current bank statement from your organisation *

Filename: CCF31032026_00002.jpg

File size: 635.2 kB

Total Project Cost *

\$5,473.54

Must be a dollar amount.

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

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

\$4,500.00

Must be a dollar amount.

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

Please indicate your current level of reserves: *

\$12,858.37

Must be a dollar amount.

At the time of this application

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

We have several projects to complete in the next few years and our reserves are all from donations, so we are careful with expenses

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

There will be volunteer labour involved in the repairs to the bridge.

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

From reserves

Project Budget

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF007MAR26 From Alex McKenzie Memorial Arboretum
Charitable Trust
 Form Submitted 31 Mar 2026, 11:25AM NZDT

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	\$
Wallace/Takitimu Fund	\$4,500.00	Andre Bekhuis Construction	\$5,473.54
Alex McKenzie Arboretum	\$973.54		

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$5,473.54	\$5,473.54	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>

Quotes

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

Have you sought at least two quotes?

- yes
- no

No more than 1 choice may be selected.

Please upload quote(s)

Filename: CCF31032026_00003.jpg
 File size: 466.1 kB

Quotes

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF007MAR26 From Alex McKenzie Memorial Arboretum
Charitable Trust

Form Submitted 31 Mar 2026, 11:25AM NZDT

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

Unable to get another builder interested in quoting this small job.

Additional information

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

Supporting documentation

Supporting documentation

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

Attach documents here

No files have been uploaded

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

Feedback

Feedback

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

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

No more than 1 choice may be selected.

Please rate the following statements

The time required to prepare and complete the application was reasonable

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

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

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF007MAR26 From Alex McKenzie Memorial Arboretum
Charitable Trust

Form Submitted 31 Mar 2026, 11:25AM NZDT

Declaration

*** indicates a required field**

Declaration

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

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

In making this declaration I declare that:

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

I authorise Southland District Council to:

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

I acknowledge that:

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

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

Name *

Jan Lowrey

Position in organisation *

Secretary / Treasurer

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.

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Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
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Charitable Trust

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

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

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

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

**Wallace Takitimu Community
Partnership Fund**
March 2026 funding round



5. Otautau Swimming Pool– Operational costs

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF005MAR26 From Otautau Community Swimming Pool
Form Submitted 31 Mar 2026, 12:44PM NZDT

Applicant details

* indicates a required field

Applicant details

Applicant name *

Otautau Community Swimming Pool

Street Address *

20 Hulme St
Otautau Otautau 9610 New Zealand
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?

Community Swimming Pool

How many members belong to your club/organisation?

800
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 *

Hadleigh Germann

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Wallace Takitimu Community Partnership Fund - March 2026
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Form Submitted 31 Mar 2026, 12:44PM NZDT

Name 2 *

Jenny Paterson

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: *

Operation of the Otautau Community Swimming Pool

What is the location of your project? *

20 Hulme Street Otautau

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

A contribution to operating costs. After many challenging years, we have had a very successful season of the pool operating. We had no breakdowns and the pool remained at a constant 28-29 degrees - which was appreciated by all users. We sold 40 keys, ran public sessions and had people and groups hire it. Otautau School students had professional swimming lessons, and a swimming school was able to run private lessons. Otautau School students were then able to compete in Western Schools swimming competition and Southland Schools swimming competition. We also completed some major repair works to the steel portals, and got the building fully consented. It has been pleasing to see the success, especially with the huge amount of volunteer time it takes to run the pool.

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

How will your project benefit the Wallace Takitimu community? *

By changing from used oil as fuel for the boiler, which was no longer reliably working, we have now got guaranteed and consistent heating. However, diesel costs are significant. We

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have budgeted more diesel costwise for next season (\$30,000) and although we have some on hand, we are hoping for diesel prices to significantly reduce from what they are now.

Long term we want to convert to solar heating (ideally) and heat pumps. From initial enquiries, this will be a significant cost (more than \$100,000) and although some grants are available for decarbonisation, they will require co-funding from us. We are planning as to how we can do this, but request funding towards our operational costs in the meantime. We currently have two fundraising projects underway (a hay and baleage drive, and a hypnotist night later in the year) to help with diesel operating costs. We also have some upgrades needed to the fuel tank to make it fully compliant.

We have also had a massive focus on getting sponsorship signs - these business pay annually, which helps our funding. We are very hesitant to raise pool key prices, as this might reduce the total amount we sell, especially in current economic times.

(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

01/04/2026

Must be a date.

Project end date

31/03/2027

Must be a date.

Community Board plan alignment

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

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

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

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

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

Outcome 1 *

The Otautau community has access to a great pool, that people want to use. This allows positive recreational, fitness and social outcomes. By having public sessions, we remove the financial barrier for people who can not afford keys.

Wallace Takitimu Community Partnership Fund - March 2026
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Outcome 2

Making sure our Otautau children can swim. By working with Otautau school, and a professional swim coach, we know that our children are getting the best possible outcomes with learning to swim. We are simply too far away from any other pool to make it financially viable to bus children to another pool to learn to swim. If our pool is not open, many children will not have swimming lessons.

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

The pool will be open and well used. While we are planning on changing our heating source, we still want to be open in the meantime.

By keeping the pool open and allowing our community to use it. By allowing Otautau children to have ever important swimming lessons. For a lot of children, the school swimming lessons are the only lessons that they have. Swimming lessons are so important, especially with New Zealand's terrible drowning statistics.

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

Are there any similar projects or services in your area?

- yes
 no

No more than 1 choice may be selected.

Community benefits

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

Approximately how many people in the Wallace Takitimu Community Board area will benefit directly from your project? *

800

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.

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

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

At least 1 choice must be selected.

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

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

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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?

The council owns the pool but we are 100% responsible for its running and maintenance.
 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?

During the season (November-March), the pool is used daily by key holders, members of the public and children attending swimming lessons. As a committee we spend many hours per week testing and maintaining the pool. This work is all voluntary.

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

- Yes
 No
 not applicable

No more than 1 choice may be selected.

Is your facility accessible to the elderly and disabled?

- Yes
 No

No more than 1 choice may be selected.

Project Budget & Financial Details

*** indicates a required field**

Financial details

Bank Account *

Account Name: OTAUTAU
 COMMUNITY
 SWIMMING POOL INC

Account Number:

Must be a valid New Zealand bank account format.

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Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF005MAR26 From Otautau Community Swimming Pool
 Form Submitted 31 Mar 2026, 12:44PM NZDT

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

Filename: Otautau Pool Sbs Bank Statement- 24Feb2026 - 23Mar2026.pdf

File size: 212.5 kB

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

Are you registered for GST? *

Yes

No

No more than 1 choice may be selected.

If yes, GST number:

Must be a number.

Please upload your organisation's latest financial statements *

Filename: Profit and loss 1 april 25-29 Mar 26.pdf

File size: 19.7 kB

Please upload a current bank statement from your organisation *

Filename: Otautau Pool Sbs Bank Statement- 24Feb2026 - 23Mar2026.pdf

File size: 212.5 kB

Total Project Cost *

\$58,000.00

Must be a dollar amount.

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

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

\$10,000.00

Must be a dollar amount.

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

Please indicate your current level of reserves: *

\$15,000.00

Must be a dollar amount.

At the time of this application

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

We need to ensure that we maintain and build reserves as we are planning on changing heating to solar and/or heat pumps in the future.

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

There are countless volunteer hours that go into running the pool. The pool requires daily visits during the season.

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

By changing to solar and/or heat pumps, the future operational costs will significantly

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Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF005MAR26 From Otautau Community Swimming Pool
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decrease. However, the cost of changing will be significant and will take some planning.

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	\$
Donations (cash)	\$4,000.00	Diesel	\$30,000.00
Fundraising	\$12,000.00	General	\$50.00
Pool Hire	\$2,000.00	Electricity	\$7,500.00
SDC Rates Funding	\$14,000.00	Maintenance	\$5,000.00
Key Sales	\$5,000.00	Rates Expense	\$3,600.00
Public Sessions	\$1,000.00	Admin	\$1,000.00
Sponsorship (Signs)	\$10,000.00	Pool Chemicals	\$7,500.00
Community Partnership Fund	\$10,000.00	Plant and Equipment	\$3,350.00

Project Budget Totals

The income and expenditure totals should balance/match.

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$58,000.00	\$58,000.00	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>

Quotes

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

Have you sought at least two quotes?

- yes
 no

No more than 1 choice may be selected.

Please upload quote(s)

No files have been uploaded

Wallace Takitimu Community Partnership Fund - March 2026
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Quotes

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

This is for operational costs. We have based this on the figures from the previous year. We will work backwards for season length, based on what diesel we can afford.

Additional information

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

Our bank account details are the same as when we verified them last time for the funding you generously gave us.

We are very grateful for the \$4000 that you gave us two years ago.

Supporting documentation

Supporting documentation

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

Attach documents here

Filename: Community Pool Letter of Support 30-03-2026.pdf
 File size: 108.6 kB

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

Thank you very much for your time. We appreciate the hard work that you put into our community.

Feedback

Feedback

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

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

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
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The application process is very straightforward

Strongly agree Agree Disagree Strongly disagree N/A

No more than 1 choice may be selected.

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

Declaration

* indicates a required field

Declaration

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

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

In making this declaration I declare that:

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

I authorise Southland District Council to:

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

I acknowledge that:

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

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

Name *

Hadleigh

Position in organisation *

President

Wallace Takitimu Community Partnership Fund - March 2026
Wallace Takitimu Community Partnership Fund application form
Application No. WALCPF005MAR26 From Otautau Community Swimming Pool
Form Submitted 31 Mar 2026, 12:44PM NZDT

Date *

31/03/2026

Must be a date.

Submitting your form

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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.

Community board reporting

Record no: R/26/4/114741
Author: Kelly Tagg, 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 Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Attachments

- A Wallace Takitimu Community Leadership Report - 4 June 2026 [↓](#)
- B Wallace Takitimu operational report - 4 June 2026 [↓](#)
- C RFS summary - March and April [↓](#)
- D Great South accommodation audit 2026 [↓](#)



What's happening in your area

Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Camping ground in Otautau	\$275,000	Construction of the amenities block is now underway and work on the interior fitout has commenced.

General maintenance in community board area

Asplundh have been contracted to clean up trees at the Ohai Playground, at the entrance to the pool on Hastings St and behind the pool in Ohai. Indicative dates of 21 and 22 May have been provided for this work.

Hedge trimming is underway around the district with the hedge at Holt Park having receiving a tidy up. Of late, some requests from neighbouring property owners in Ohai and Otautau have been received to remove some hedges adjacent to sports fields, but these have been declined due to the wind protection that they provide.

Staff have also been working with the Arboretum Trust around mowing due to receiving notice of price increases due to the fuel crisis.

New signage opposite Otautau Fire Brigade

Following a request from the Otautau Volunteer Fire Brigade, three new signs have been installed along the fence line of the car parks opposite the fire station. The intention of the signage is to dissuade people from parking in the area for long periods of time.

The signs say “OUR VOLUNTEER FIREFIGHTERS USE THESE PARKS TO REACH EMERGENCIES FAST Please help them help others by avoiding long stays - thank you”

The fire chief reported issues with trucks parking in that area over night and also service vehicles parking long ways in the area which impacted on the number of spaces left for fire fighters and the general public to use.

It is hoped that this signage will assist in deterring parking for extended periods on this area.



Community Service Award – Shirley McCully

Ask anyone who knows Shirley McCully and they'll tell you she puts her heart and soul into everything she does. And she has done plenty.

The busy Scotts Gap volunteer received a Community Service Award in Otautau on Thursday 2 April 2026 from Southland District Council and the Wallace Takitimu Community Board.

Presenting the award, Mayor Rob Scott said Mrs McCully was one of those “incredible” Southland heroes who worked behind the scenes to make their communities better places.

Mrs McCully, who is on the St John area committee in Otautau, has been the health shuttle co-ordinator for eight years. It is a busy role. The health shuttle takes people in western Southland to medical appointments across the region, and she often drives the shuttle, taking on extra trips if no other driver is available.

She is regarded as an excellent support person for new volunteer drivers and as the co-ordinator she contacts clients and drivers to work out the pick-up schedule on an almost daily basis.

For around six years she also spent many hours working for civil defence in the area.

Born in Ohai, Mrs McCully has lived in Scotts Gap since her marriage to husband Grattan in 1974. A busy farmer's wife, raising a family of three, she still managed to take her turn as the first female president of the local hall committee, be a parent helper on Otautau School camps and step up to help with other community activities.

She supported Girl Guides and Scouts, was a member of Lionesses and served on the Otautau Sports Complex committee. She has been part of Cancer Society Daffodil Day and served on numerous other committees.

When outdoor bowls was run in Otautau she was an active player and is past president of ladies' bowls. For a long time Mrs McCully organised the winter bowls competition. She has also been an official for Central-Western tennis and netball.

Mrs McCully thanked her husband Grattan and family for their support that enabled her to be so heavily involved in the community. “I've always believed that if your children are involved in something you need to be involved as well,” she said.

Wallace Takitimu Community Board chair Tony Philpott thanked Mrs McCully on behalf the community, saying “these awards aren't given, they're earned.”



Ohai Railway Fund

The Ohai Railway Committee met to consider funding applications on 15 May 2026. The funds distributed will be reported on in the next community leadership report.

What's happening across the district

Community Service Award – Pamela Naylor

Garston stalwart Pam Naylor's remarkable 57-year record of service to the northern Southland community has been acknowledged with an award from Southland District Council and the Northern Community Board.

There is scarcely a group, organisation or project that Mrs Naylor has not been involved in since she hit the ground running in Garston, newly married to Peter Naylor, in 1968.

Mayor Rob Scott said it was staggering how heavily involved in her community she had been over such a long time. "There's barely a structure in the Athol/Garston area that hasn't been touched in some way by the hand of Pam. Her legacy will be felt everywhere in the area for many decades to come."

After starting Girl Guides and Brownies in the Athol/Garston area in 1969, Mrs Naylor was involved for 28 years. That same year she formed the first girls' hockey team in the area, helped drive the development of the hockey ground on the Athol domain and was a Northern Southland hockey selector and coach for 15 years. She was also a member of the Garston Ice Skating Club for 20 years.

After being elected to the Garston Hall Committee in 1971 she served for 53 years.

She was elected on the Athol Domain Board in 1974, and continued that role until the formation of the Southland District Council Athol Community Development Area (CDA) Subcommittee in 1991. She remained on the CDA, serving 10 years as chair, until the CDAs were phased out in 2019, at which time she was elected as a member of the new Northern Community Board.

Also in 1974 she started work at Garston School as a clerical assistant and teacher aide, later becoming the librarian.

In 1980 she was appointed by the Girl Guide association as the Southland provincial outdoor instructor, holding this position for 29 years, as well as being the district and division commissioner during this time.

Mrs Naylor also looked after the school pool and was co-ordinator of the Garston Trail Bike Rids fundraiser for 40 years.

In 1993 she began a 32-year term as a trustee for the Athol Gallery Trust, and was a first responder for St John and the Garston Fire Brigade for 15 years.

She rolled up her sleeves and mowed the Garston cemetery, Presbyterian and Catholic church lawns for 25 years, as well as managing Garston postal services for 24 years.

Mrs Naylor was appointed as a justice of the peace in 2017.

She has been a driving force in countless community projects, including the Athol and Garston welcome signs, the Garston Peter Rabbit thinking seat, the Athol Anzac memorial seat, and Garston's Russell Glendinning memorial seat.

Pam's husband Peter received his own Community Service Award in 2022.



Community Service Award – Rural Women New Zealand Forestry Scheme (Southland)

The pioneering spirit of the Rural Women New Zealand Forestry Scheme (Southland) Inc was celebrated on Saturday 28 May 2026..

Part of Rural Women Southland Interprovincial, the group's extensive contribution to the development of a productive forestry was formally recognised with the presentation of a Community Service Award from Southland District Council and the Northern Community Board.

Southland Mayor Rob Scott said he was honoured to recognise the "incredible dedication" of those involved.

"These ladies work tirelessly as volunteers getting things organised and done, without claiming recognition – all for the benefit of our Southland community," he said.

"This honour bestowed extends far beyond the current members and is testament to the efforts of many since its inception 78 years ago."

Approximately 90 hectares of bare land near Dipton was donated by George Hamilton and his brother, former Wallace MP Sir Adam Hamilton, in 1948 and a committee of 13 members was formed for an inaugural meeting on 4 February 1949.

Undeterred by perceived societal roles of the era, the group developed, harvested and replanted the forestry.

“Most of the menfolk at the time felt that women were unable to run a forestry but they persevered, even planting seeds and propagating fir trees,” the citation from Southland Interprovincial Rural Women NZ said.

Nowadays the forest is run by dedicated volunteers, employing Log Marketing to advise on tasks such as milling, spraying and pruning.

Income from the milling of trees is distributed to the 13 Southland branches and ultimately returned to the Southland community, helping with a vast range of local services, including swimming pools and lessons, coastguard, Hospice Southland, Ronald McDonald House Southland, St John, health shuttles and outings for children.

Part of the forest was identified within a QEII wetland in 1984, protecting the land in perpetuity.

Life member Ann Irvine, who served 22 years as secretary of forestry, took on a new role as wetland facilitator, organising trips for spraying, planting new trees and cutting tracks with her team of trusty volunteers.

A project to mechanically remove willows along the stream with the aim of lowering the flood risk to neighbours is currently under way and grants from Environment Southland applied for.

At the helm as president for the past seven years, Rhonda Symons has done a stellar job running the forestry operation – everything from liaising with neighbours about access for milling trees to organising hunters to control the wild pig population.

A life member since 1978, Heather Smith has held many positions in her local branch, serving as president and secretary of Interprovincial Rural Women and, for many years, treasurer of forestry. She can be relied on to produce facts and figures relating to the forest and wetlands.

The trio have been working on a new constitution for the forestry, which is nearing completion because of their dedicated efforts.



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.



Dipton bridge re-opens

The new Dipton bridge was back open to traffic on May 5 2026. The Dipton community held a ceremony at the bridge to celebrate its opening.

Council has thanked the crews for all their hard work in getting the bridge open and running again and also the community for their patience while the essential work took place.



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 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

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.

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.



REC 26 DL ENG TE ATIAWA



Wallace Takitimu Community Board

Tracker – ongoing

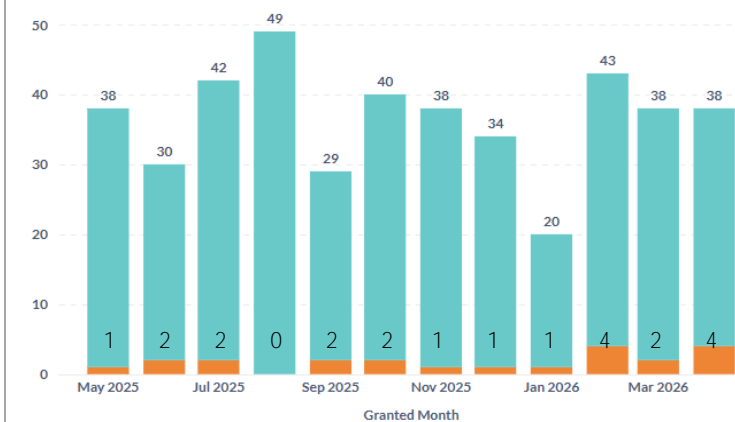
Dog waste bags for Nightcaps.
 Stormwater issues – Kirkland Street, Ohai (programmed).
 Ohai toilet mural – prep work completed, artist has asked to complete painting of mural in spring as its too cold at present
 Te Oruanui Marae lease – The land lease and sale & purchase documents have been signed by the Marae and are awaiting Council signatures, next steps are to send all documents to lawyers to complete conveyancing.
 Main Street, Otautau - speed concerns.
 Wreys Bush Cemetery – lease, fencing, mowing, entry gates.
 Otautau camping ground project – construction has commenced, internal fit out is underway
 Centennial Park playground upgrade – Otautau – equipment has been ordered and procurement is underway for installation.
 Otautau – community response plan update by EMS.
 New potential dog park site identified in Otautau (included in submission).

Upcoming priorities

Community board plan review/familiarisation.
 Spatial planning.

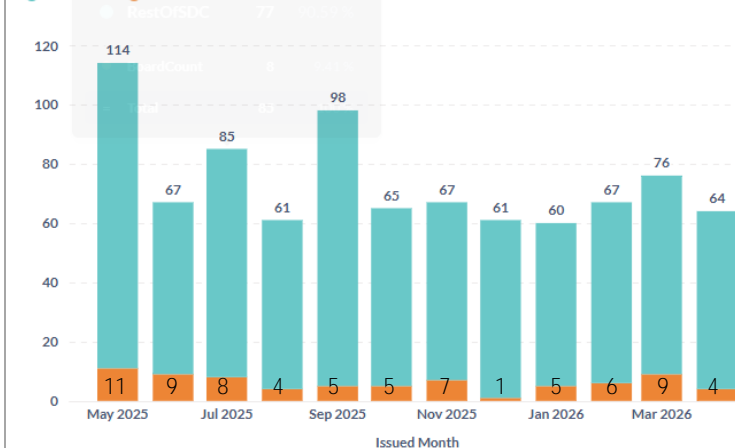
Resource consents issued

RM applications granted for community board
 ● RestOfSDC ● BoardCount



Building consents issued

Building Consents issued for community board
 ● RestOfSDC ● BoardCount



Service contracts

Water and wastewater services operation and maintenance
 The 23/01 operations and maintenance contract continues to operate across the Wallace Takitimu Community Board region. Water and wastewater services across the area have continued to operate with what would be considered a normal number of service requests being received by Council and Downer, resources were pushed to respond in a timely manner.
 During March, Council identified a number of safety improvement measures for the Ohai Water Treatment Plant. As part of these works, a new safety staircase platform is currently being fabricated.
 In Nightcaps, the accessway to the wastewater ponds off Leithen Street was gravelled by Council's Operations and Maintenance contractor, Downer to improve site access.
 Mowing for the Wallace Takitimu areas
 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.

Central Alliance roading contract

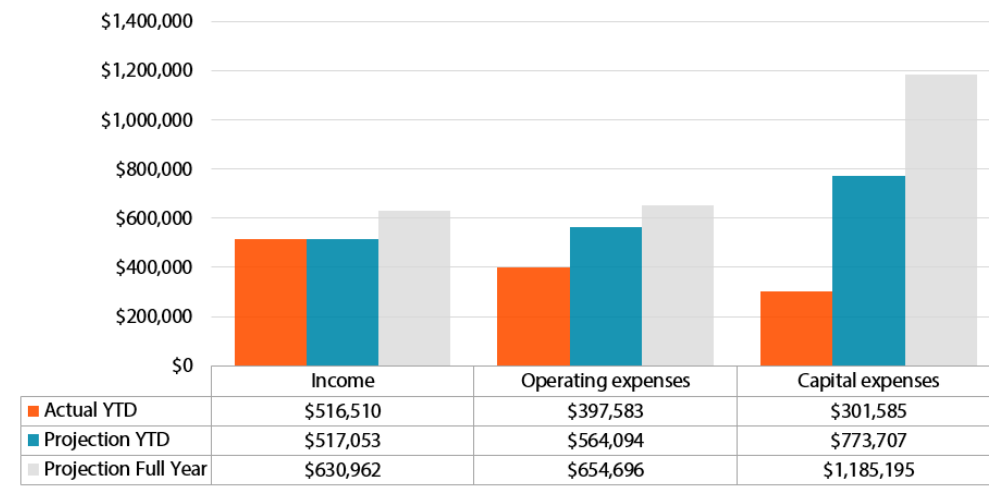
The third round of sealed road mowing has been started by the contractor. The stabilising and premix crews have been working through the programmed pre-reseal repairs for the 2026/2027 reseal season. The stabilising crew has also completed several all-fault repairs, with progress currently sitting at approximately 80% completion.
 The overall pre-reseal programme has increased from 57 km to 67 km, which has not yet been fully reflected within the programme.
 The unsealed road spray round has been completed.
 Grader activities for the month include: grader 1- Drummond / Otahuti.
 General cyclic maintenance has continued across the network, including routine inspections and minor maintenance activities as required.
 Contractors completed two 1900mm culvert replacements on Wairio Wreys Bush Road as part of the ongoing renewals programme.
 Routine cyclic activities have continued across allocated areas, with Steven progressing through the cyclic network.
 A full cyclic round is nearing completion, with Level One roads undertaken at the end of March and completion expected in early April. Township maintenance and routine works have continued as programmed.
 Street works are now being finalised, with crews commencing work on the Ohai / Nightcaps footpaths.

Local project updates

Activity	Name	Current Phase	Current Progress	Budget actual ytd
PARKS AND RESERVES	Otautau - War Memorial replacement	Pre-delivery phase	Off track	\$95,463 \$0 P-11202
Looking at alternative options to prop structure with scaffolders.				
PARKS AND RESERVES	Otautau Centennial Playground – equipment replacement	Delivery phase	On track	\$125,550 \$43,514 P-10786
Equipment has been ordered with delivery due late May. A request for quotation (RFQ) for the removal of existing and installation of new equipment is out to market.				
PARKS AND RESERVES	Camping ground in Otautau (Holt Park)	Delivery phase	On track	\$504,135 \$171,898 P-11085
Construction of the amenities block is underway and progressing well.				
WASTEWATER	Nightcaps wastewater-Treatment upgrade	Initiation phase	On track	\$44,824 \$17,250 P-10462
Lead designers have been appointed and are working to renew the consent. They will create an option assessment outlining future treatment options that will include a potential option to dispose to land. This may be negated if the proposed new wastewater treatment plant deposal standards are changed for townships of less than 1000 people, thus the consent work is currently ON HOLD, but will continue early 2026 through to 2026/2027 once the standards are confirmed by the Government. The disposal to land option may also incorporate Ohai, thus removing the water discharge to both townships. Construction is in the Long Term Plan programmed for 2031 to 2034.				
ROADING	Ohai – footpath renewal programme 2024/2025 to 2026/2027	Pre-delivery phase	Not started	\$98,900 \$0 FFOOT001f
Out for tender – closing early June.				
ROADING	Otautau – footpath renewal programme 2024/2025 and 2026/2027	Pre delivery phase	Not started	\$263,870 \$0 FFOOT001H
Out for tender – closing early June.				

Local budget information

Wallace-Takitimu - local business units as at 30 April 2026



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

Budget notes

Income is \$542 (0%) under projection. NZTA/Waka Kotahi funding for footpaths is \$9k under projection and will be recognised as work progresses. Donations are \$6k over projection due to a donation received from the former Otautau Toy Library for the Otautau playground. Rentals are over projection by \$3k largely in relation to McGregor Park due to the budget being lower than actual.

Operating expenses are \$167k (30%) under projection. The Otautau War Memorial replacement is \$95k under projection. The general maintenance codes in the parks and the halls are overall \$3k under projection as general maintenance is largely reactive. Tree and hedge is \$39k under projection and footpaths are \$17k under projection as minimal costs have been received in these areas. Insurance is \$7k under projection due to actual costs being less than projected. Pool grant costs are \$2k under projection due to the timing of budgets. Electricity in the halls is \$2k under projection. The McGregor Park upgrade project is \$2k over projection as the budget is in the capital section. 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 \$472k (61%) under projection. This is due to the timing of the budgets for the Otautau Camping Ground project (\$318k), the McGregor Park upgrade project (\$15k) and footpath renewals (\$139k) that are currently in procurement for delivery next financial year.

Service requests

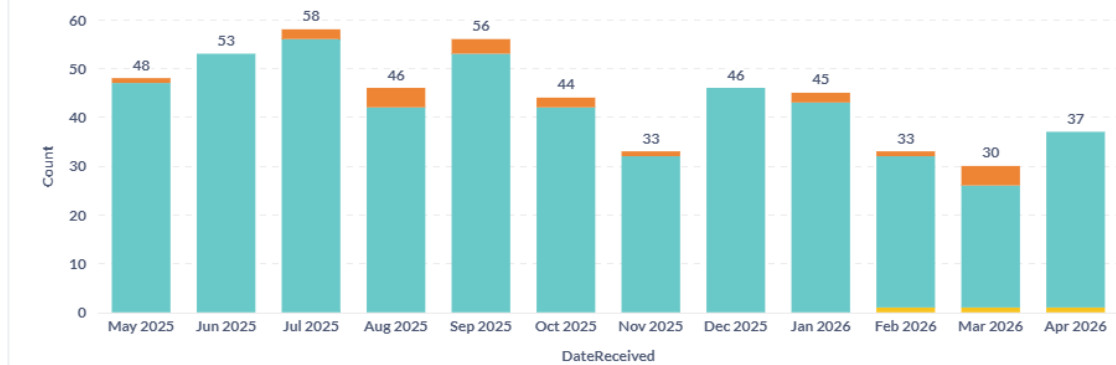
Across the district there were 969 requests for service lodged during the period March and April 2026, of which 207 were related to 3 waters.

67 of the total requests belonged to this board area. A full summary of those requests is attached to this report.

Service requests lodged

Customer requests, time-frame summary, by month, last 12 months

Outside Service Level Within Service Level Not Yet Completed



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
22 January - board tour	5 Feb - board meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	5 March - board workshop	2 April - board meeting at Otautau @ 4pm	7 May - board workshop (EMS to attend)	4 June - board meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	2 July - board workshop	6 August - meeting at Otautau @ 4pm Drop in session 1.30-3.30pm	3 September - board workshop	1 October - board meeting at Otautau @ 4pm	5 November - board workshop	3 December - board meeting at Otautau @ 4pm
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March	Community Service Award Presentation @ 2.30pm (SDC Otautau office)				Community Partnership fund applications close 31 August	Community service award nominations close 30 September			Scholarships and bursary applications close 20 December
		Ohai Railway Fund applications close 31 March		Ohai Railway fund meeting - 15 May 2026				Ohai Railway Fund applications close 30 September		Ohai Railway Fund meeting - TBC	
		Community Partnership fund applications close 31 March.						District Initiatives fund, Creative Communities fund, Sport New Zealand Rural Travel fund applications close 30 September			

Requests for service breakdown by type – March and April 2026

Request Type	Count
Bridge repairs	1
Cemeteries/Memorials - repairs and maintenance	2
Community facilities - halls – repairs and maintenance	3
Community housing - current tenant enquires	1
Community housing - repairs and maintenance	8
Council facilities - offices, depots, libraries repairs and maintenance	1
Crash data only	1
Hazards	1
Parks and reserves - repairs and maintenance	1
Rapid numbers - new	1
Sealed road faults	3
Signs repairs (not stop/give way)	2
Stop/Give Way signs - repairs (urgent 24hr fix)	2
Street lights out	4
Streetscape - vegetation	6
Toilets - cleaning, repairs and maintenance	1
Transport - contractor customer complaint	1
Transport general enquiries	3
Urban stormwater (manholes, grates)	1
Vegetation rural (overgrown or visibility issues)	1
Water and waste general	7
Water urban asset damaged or undefined issue	2
Wheelie bin - cancel/damaged/stolen	7
Wheelie bin - collection complaints	1
Wheelie bin - general enquiry	1
Wheelie bin - new/additional	5
Total	67

Murihiku Southland Commercial Accommodation Snapshot

Last updated at March 2026



FIORDLAND
 1145 Rooms/Units/Apartments, 276 Dorm Beds, 698 Caravan/Camping Sites

NORTHERN SOUTHLAND
 91 Rooms/Units/Apartments, 4 Dorm Beds, 274 Caravan/Camping Sites

WESTERN SOUTHLAND
 98 Rooms/Units/Apartments, 203 Dorm Beds, 183 Caravan/Camping Sites

CENTRAL SOUTHLAND
 40 Rooms/Units/Apartments, 56 Dorm Beds, 90 Caravan/Camping Sites

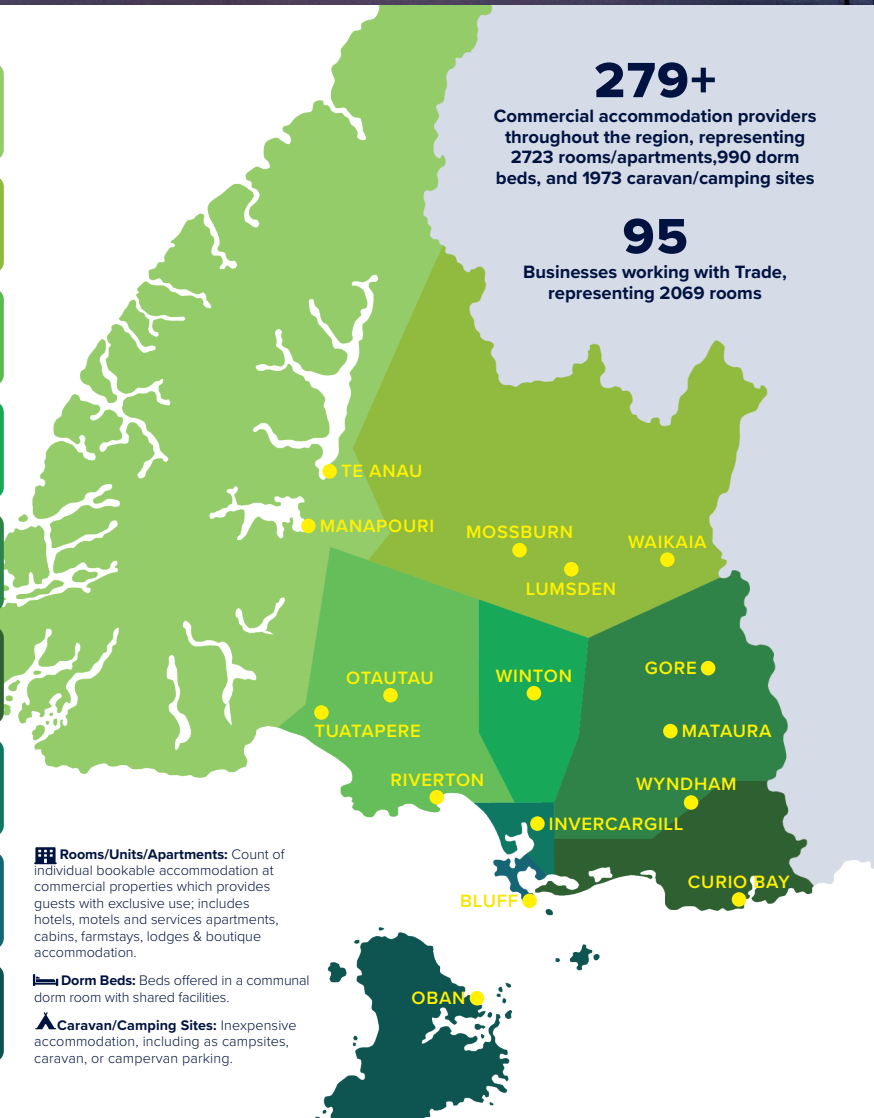
GORE/EASTERN SOUTHLAND
 150 Rooms/Units/Apartments, 189 Dorm Beds, 164 Caravan/Camping Sites

THE CATLINS
 77 Rooms/Units/Apartments, 83 Dorm Beds, 367 Caravan/Camping Sites

INVERCARGILL
 969 Rooms/Units/Apartments, 122 Dorm Beds, 156 Caravan/Camping Sites

BLUFF
 37 Rooms/Units/Apartments, 17 Dorm Beds, 17 Caravan/Camping Sites

STEWART ISLAND
 113 Rooms/Units/Apartments, 40 Dorm Beds, 24 Caravan/Camping Sites



279+

Commercial accommodation providers throughout the region, representing 2723 rooms/apartments, 990 dorm beds, and 1973 caravan/camping sites

95

Businesses working with Trade, representing 2069 rooms

Rooms/Units/Apartments: Count of individual bookable accommodation at commercial properties which provides guests with exclusive use; includes hotels, motels and services apartments, cabins, farmstays, lodges & boutique accommodation.

Dorm Beds: Beds offered in a communal dorm room with shared facilities.

Caravan/Camping Sites: Inexpensive accommodation, including as campsites, caravan, or campervan parking.

DISCLAIMER










This data has been consolidated to represent our 'promotable properties'. Properties have been sourced using the Accommodation Data Program (ADP) and listings on southlandnz.com, and occasional overlap with neighbouring municipal boundaries does occur. ADP presents data in 'bookable units' (which might be one apartment, one hotel room, one dorm bed or one caravan site) - we have applied their measures and definitions. This data does not include private accommodation (cottages, holiday homes (incl Airbnb), bed and breakfast), typically offering 4+ rooms. This data is intended to be used as a guide only. The information was last updated in March 2026.












Observations

Great South undertakes an annual audit of all commercial accommodation providers normally around February each year.










This last year shows that while there were 9 properties close across the region, there has been an overall increase in the number of rooms due to the opening of The Distinction hotel in Invercargill.

FIORDLAND			
2026:	 1145	 276	 698
2025:	 1139	 202	 656
2023:	 1140	 230	 691










- New dormitory accommodation has been established and 76 beds have been added to the market.
- A worker accommodation facility has reopened as backpackers lodging, contributing +28 beds.
- One backpackers facility has closed, removing 2 rooms / 8 dorm beds from the market
- DOC campsites have been added since the 2025 audit, which has added 42 camping sites

NORTHERN SOUTHLAND			
2026:	 91	 4	 274
2025:	 95	 4	 307
2023:	 106	 4	 333










- Reduction of 33 campsites across two campgrounds.
- Minor adjustment to hotel and motel inventory, with no real change to overall capacity.

WESTERN SOUTHLAND			
2026:	 98	 203	 183
2025:	 120	 68	 121
2023:	 127	 68	 116










- One accommodation provider revised its inventory, reducing room numbers by 13 while increasing dorm capacity by 79 beds.
- One camping ground provider also adjusted its offering, with 17 rooms removed and 56 dorm beds added.

CENTRAL SOUTHLAND			
2026:	 40	 56	 90
2025:	 36	 56	 90
2023:	 33	 163	 96










- One hotel/motel provider increased its inventory by three additional rooms.
- One new accommodation provider entered the market, adding a single room to overall supply.

GORE/EASTERN SOUTHLAND			
2026:	 150	 189	 164
2025:	 165	 169	 309
2023:	 167	 160	 309










- Two camping grounds closed, resulting in the loss of 145 camp sites and 13 motel/hotel units from the accommodation inventory.
- One new backpacker accommodation provider opened, adding 20 dorm beds to the market.

THE CATLINS			
2026:	 77	 83	 367
2025:	 130	 6	 367
2023:	 146	 4	 379










- One holiday park/campsite adjusted its inventory, removing 28 rooms and adding 30 dorm beds .
- One boutique lodge accommodation also revised its inventory, reducing room numbers by 25 while increasing dorm capacity by 45 beds.

INVERCARGILL			
2026:	 969	 122	 156
2025:	 851	 61	 322
2023:	 825	 59	 322

- One campsite closed 20 units, and 60 camp sites
- One campsite adjustment in inventory (-106 sites, + 63 dorm beds)
- One new hotel/motel accommodation provider (+150 rooms)
- One hotel/motel accommodation provider reduced its inventory from 47 rooms to 17, removing a total of 30 rooms from the market.

BLUFF			
2026:	 37	 17	 17
2025:	 36	 17	 17
2023:	 35	 17	 17

- One accommodation provider increased inventory by one room

STEWART ISLAND			
2026:	 113	 40	 24
2025:	 118	 40	 29
2023:	 111	 40	 41

- One accommodation provider ceased operating, resulting in the removal of five rooms.
- One backpacker accommodation provider reduced its camping capacity, with five camp sites taken out of operation.



Murihiku Southland Commercial Accommodation Update 2025-2026

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

Southland Regional Development Agency

143 Spey Street, PO Box 1306, Invercargill 9840, Southland, New Zealand
Phone +64 3 211 1400 Email info@greatsouth.nz

greatsouth.nz

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:**1. Closure of camping grounds**

Three camping grounds or holiday parks have closed in the past year. These were located in Invercargill, Gore and Wyndham and have resulted in a loss of 205 camping sites. Three new DOC camping grounds have been added to the audit in Fiordland adding 45 sites. It would be interesting to understand whether there is a relationship with freedom camping or growth in the number of (and use of) sites provided by the New Zealand Motor Caravan Association Inc. Note that Wyndham Camping Ground has recently reopened after being closed for redevelopment.

2. Increasing numbers of businesses servicing the tourism travel trade sector

It is pleasing to see that there are 23 new accommodation providers who are working with the tourism travel trade sector. While four of these are in Fiordland, the majority are from across the region which highlights the growth of international visitation beyond Fiordland (and dispersal of visitors to other parts of the region).

3. Emergency housing

Out of the 279 properties, 23 indicated that they would (or do) provide emergency housing. This is an increase of 7 properties since last year. One motel indicated they were registered with Kāinga Ora and Breathing Space and three other properties worked with WINZ, NZ Police and Women's Refuge. One of the accommodation providers in Invercargill had 25 beds reserved for emergency housing but this property is currently being renovated to be put back into sellable inventory. Nine properties in Fiordland indicated they would be interested in providing emergency housing but were currently unable to due to high occupancy for 8 months of the year.

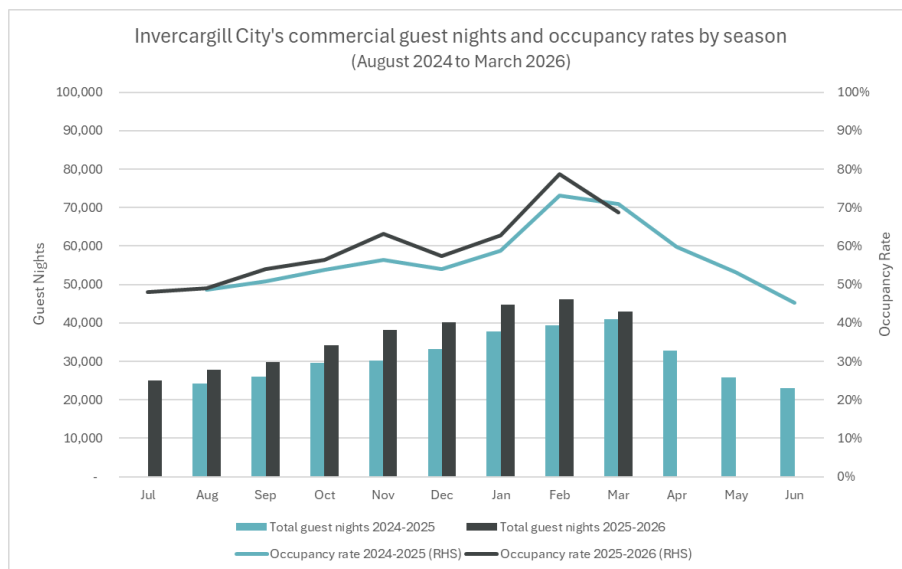
Despite the willingness of accommodation providers to supply emergency housing, the Government has significantly decreased the amount of emergency housing being used, with only 2 emergency houses required in the Otago/Southland region outside of Dunedin City. <https://www.hud.govt.nz/stats-and-insights/the-government-housing-dashboard/key-statistics-by-territori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

COMMERCIAL ACCOMMODATION OCCUPANCY (to year end March 2026)

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

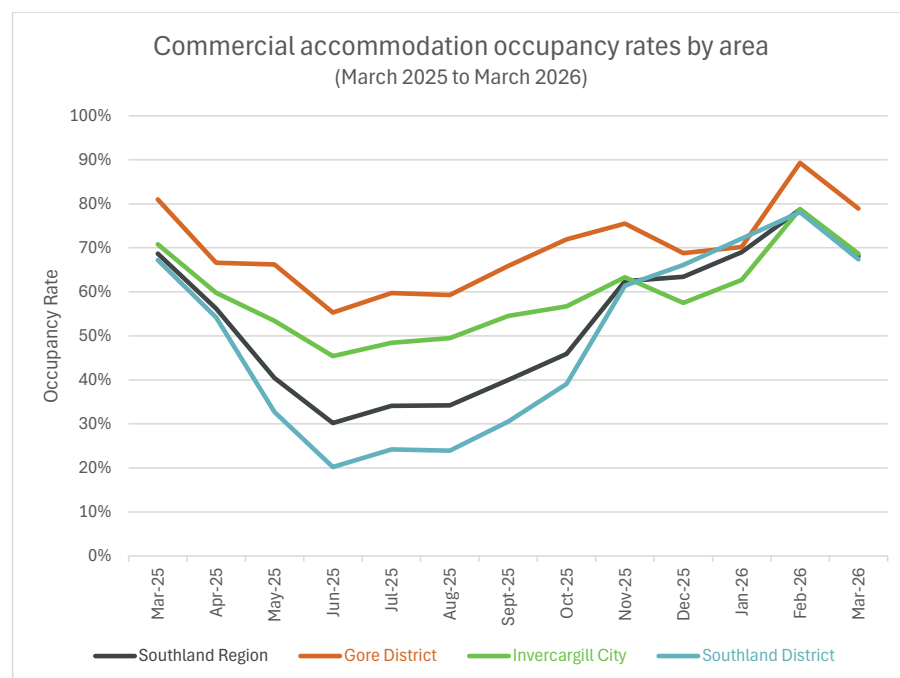
Occupancy rates across the region are slightly down compared to this time last year e.g. SDC (68.1% Mar 2026, 68.7% Mar 2025); GDC (78.9% Mar 2026, 81.0% Mar 2025) and ICC (68.7% Mar 2026, 70.8% Mar 2025). It is important to note the differing numbers of properties and rooms in each area and that this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

Despite the increase in a capacity within Invercargill City due to the new Distinction Hotel (1 August 2025), occupancy rates and guest nights have exceeded the prior year except for March 2026 (occupancy rate was slightly lower). This implies that the new hotel has benefitted the accommodation market (more guest nights) without adversely affecting other accommodation (occupancy rates have improved).



2. Varying occupancy across the region reflecting different types of visitors at different times of the year.

- **Gore District:** Has consistent occupancy across the year and the highest occupancy rates in the region (except for January which is higher in the Southland District). This may be attributed to a suite of events held throughout the year attracting out of town visitors; strong visiting friends and family market and strong business travel reflecting people associated with existing and new industry (e.g. new windfarm developments). Note the small number of rooms and properties available in the Gore District (8% of all Southland stock).
- **Southland District:** Is very seasonal with a significant decrease in occupancy in the winter months and high occupancy in the peak summer months. Fiordland has almost half of all commercial accommodation properties.
- **Invercargill City:** Is becoming less seasonal with increasingly more consistent occupancy across the year like the Gore District. This is primarily driven by domestic tourism, (particularly business travellers) who travel across all times of the year including the winter months but less in December and January. During this summer period, accommodation occupancy is the lowest in the region.
- **Comparison of Council's guest nights:** It is interesting to note that Southland District's low in June/July each year has approximately the same number of guest nights (+/- 1,500) as Invercargill City in June/July (approx. 23,000). For all other months, Southland District has more guest nights than Invercargill City. SDC peaks at about 125,000 guest nights in Jan each year, ICC peaks at 46,000 in Feb/Mar, GDC peaks at 5,000 in Feb.



APPENDIX A: Commercial Accommodation Audit Notes and Definitions

Please note:

1. The data reflects room numbers, not capacities. This is because there is too much variance between accommodation providers and their capacity numbers e.g. fold-out beds, and/or single beds which are rarely used so the data can be misleading if this is the capacity of a room.
2. Accommodation with two or more rooms was counted as one unit, as only one group/booking could accommodate the unit.
3. Geographical areas align with the statistical areas as defined by Statistics NZ. This provides geographical consistency to align with other datasets and allow comparisons.
4. The "Accommodation Type" aligns with the Accommodation Data Programme (ADP, mbie.govt.nz). This ensures consistency and simplicity for future comparison of both datasets and did not alter any of the data or the ability to compare to previous audits.
5. In this audit, "Private Accommodation" consists of holidays homes (including some Airbnb), cottages, and bed & breakfasts. It acknowledges that not all of this type of accommodation is treated as commercial and does not cover all private accommodation. Therefore, it provides a snapshot and indication only so the results should be viewed as such. Please see Appendix 1 for further definition and information.

Definitions

- Private Accommodation - Cottages, holiday homes (incl Airbnb), bed and breakfast. Offering up to 4 rooms/units with the average being 1.5 rooms/units. Note this audit does not include all private accommodation offerings e.g. air bnb.
- Hotel - Room offering private bathroom facilities, often offering on-site amenities such as restaurants, bars, etc.
- Motels and serviced apartments - Basic level of accommodation and simple amenities included within unit/room.
- Lodges & boutique accommodation - Remote or rural accommodation offering a more intimate, rustic, and/or luxurious experience and amenities.
- Backpacker/dorm beds - Beds offered in a communal dorm room with shared facilities.
- Holiday parks & camping grounds - Inexpensive accommodation, including as campsites, cabins, caravan, or campervan parking.
- Other Accommodation - School camp / outdoor adventure group accommodation - shared facilities.
- Rooms / Units / Apartments - Count of individual bookable accommodation at commercial properties which provides guests with exclusive use; includes hotels, motels and serviced apartments, cabins, lodges & boutique accommodation.
- Trade Ready - Working directly with Travel agents and Tour operators for bookings.
- Emergency Housing - Temporary accommodation for individuals or families in urgent need of housing, due to threat of homelessness.

Councillor update

Record no: R/26/5/122058
 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 Wallace Takitimu 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 Boparai to highlight matters or to update the board on any other issues that have arisen around the Council table.
- 4 If you are interested, you can watch Council or Finance and Assurance Committee meetings via this link: [SDC youtube](#)

1 April 2026 – Council meeting	
Report	Overview
Forecasted financial position for the year ending 30 June 2026	Council approved the forecasted financial position for the year ending 30 June 2026 which included unbudgeted expenditure requests and the deletion and deferral of a number of projects. Changes identified in this report, that will affect the 2026/2027 financial year, will be incorporated into the final 2026/2027 Annual Plan.
8 April 2026 – Council meeting	
Report	Overview
Submissions hearing for a proposed Licence to Occupy for a commercial floating sauna activity on Lake Henry, Ivon Wilson Park, Te Anau	Council heard from 16 individuals who had requested to speak to their submission on the proposed License to Occupy for a commercial floating sauna activity on Lake Henry. Councillors thanked everyone who attended and spoke at the meeting.
22 April 2026 - Council meeting	

Report	Overview
Great South update to Southland District Council	Great South chief executive Chami Abeysinghe, Bobbi Brown (GM regional strategy), Mark Frood (GM tourism and events) and Steve Canny (GM strategic projects) updated Council on the second quarter of Great South's 2025/2026 business year.
Dog registration fees 2026/2027	<p>Under the Impounding Act, Council agreed to set the dog registration fees and stock control fees (effective 1 July 2026 and inclusive of GST) for the 2026/2027 registration year and Council agreed to publicly notify the fees during the month of June 2026.</p> <p>Council currently has about 10,749 registered dogs within its district. This number has stabilised after reducing steadily over the last three years. The 'one tag for life' system was implemented in the 2024/2025 year and has been working well.</p>
Mayor's report	<p>Council noted the mayor's activities since January 2026 and altered a resolution that Council made on 25 November 2025, 'requesting the chief executive to prepare a service delivery review for the provision of heritage services in Southland and provide report back to the Council before June 2026', by extending the due date to 10 October 2026.</p> <p>Council requested that staff investigate installing a charger unit at the mayors' residence.</p> <p>Cr Duffy provided information on a workshop he attended (on behalf of Mayor Scott) run by the Ministry for Primary Industries about foot and mouth disease and the impacts of an outbreak.</p> <p>Councillor Wilson spoke about the recent Regional Climate Change Working group report that had been considered at a working group meeting in March 2026.</p> <p>Mayor Scott, on behalf of Councillor Greaney, advised that Connected Murihiku had been "wound up".</p> <p>Diane Holmes – chair of the Fiordland Community Board was in attendance to update Council. Mrs Holmes advised that the board had been very busy and involved with a number of activities.</p>
Approval of Private Plan Change 4	The purpose of the report was to present to Council for decision, the recommendation report of the Hearing Panel on Plan Change 4 Noise Standards and Compliance for the Fonterra Edendale Dairy Plant. Council approved Plan Change 4 pursuant to Clause 17 of Schedule 1 to the RMA, with amendments as recommended by the Hearing Panel.
Proposal for Monkey Island shelter refurbishment	<p>Council approved the proposal for the Monkey Island shelter refurbishment scope and associated indicative estimate of \$112,000, noting the exclusion of the internal and external plastering.</p> <p>Council delegated authority to the Tuatapere Te Waewae Community Board chair and deputy chair to make any further changes on scope or budget changes associated with the shelter on behalf of the board.</p>

Stewart Island Electricity Supply Authority fuel unbudgeted expenditure	<p>With the recent increase in fuel price, it is expected to put pressure on the ability to continue to purchase fuel within Annual Plan budgets for SIESA.</p> <p>Council approved unbudgeted expenditure of \$250,000 for increased fuel costs during 2025/2026 to be funded from SIESA reserves and Council approved the increase in the price per kWh by an additional 4 cents per unit, from \$0.85 to \$0.89 GST inclusive.</p>
13 May 2026 – Council meeting	
Report	Overview
Updated Murihiku Southland Climate Change Impact Assessment	<p>This report was to update Council on the content and findings of an updated Murihiku Southland Climate Change Impact Assessment prepared by Earth Sciences New Zealand for Environment Southland.</p> <p>Council lay the report on the table as they would like more information on the underlying assumptions the report is based on as well as when the next report will be completed (and if this report will be based on the same assumptions or new assumptions).</p>
Notification of plan changes 2 and 3 becoming operative	On 10 December 2025, Council adopted the recommendations of the independent Hearing Panel on Plan Change 3, to rezone approximately 46 hectares in Woodlands/Morton Mains. There were no appeals received on this plan change and therefore it can be made fully operative.
October 2025 wind event - storm damage update	Council received and noted the costs to Council, at this point in time, of the October 2025 wind event emergency. Total maximum known costs for the event at this time total \$ 976,525 (GST excl).
Winton RSA hall - unbudgeted expenditure and redistribution of Better off Funding	Council endorsed the recommendation of the Ōreti Community Board to approve unbudgeted expenditure of \$51,797 for the Winton RSA Hall budget, increasing the total budget to \$91,797. These funds are a redistribution of Better Off Funding amounts for the Winton Memorial Hall project and Ryal bush Hall project.
Deliberations on submissions on proposed licence to occupy for Floating Sauna Ltd at Lake Henry, Ivon Wilson Park, Te Anau.	<p>Council received 213 written submission and thanked the members of the public who had taken the time to make these submissions. Council considered and deliberated on the matter.</p> <p>Council declined the issuing of a licence to occupy to Floating Sauna Limited for a floating sauna on Lake Henry in Ivon Wilson Park, Te Anau.</p>

Attachments

There are no attachments for this report.

Chairperson's Report

Record no: R/26/5/121962
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 Wallace Takitimu Community Board:

- a) receives the verbal update given with this report.

Chairperson update

- 3 The chair will give a verbal update at the meeting.
- 4 The board's next meeting will be held on 6 August 2026.

Attachments

There are no attachments for this report.