



Notice is hereby given that a meeting of the Stewart Island/Rakiura Community Board will be held on:

Date: Monday, 14 June 2021
Time: 9.45am
Meeting room: Stewart Island Pavilion
Venue: Ayr St, Stewart Island

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Jon Spraggon
Deputy Chairperson	Steve Lawrence
Members	Aaron Conner
	Anita Geeson
	Rakiura Herzhoff
	Gordon Leask
	Councillor Bruce Ford

IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue

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Full agendas **are available on Council's website**
www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

Terms of Reference – Community Boards

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board. Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> • to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities • to provide leadership to local communities on the strategic issues and opportunities that they face • to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations • to be decision-makers on issues that are delegated to the board by Southland District Council

	<ul style="list-style-type: none"> • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community • to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs • to recommend the setting of levels of service and budgets for local activities.
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹</p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> 1) policies, plans, standards or guidelines that have been established and approved by Council 2) the needs of the local communities; and 3) the approved budgets for the activity. <p>Power to Act</p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p>Community Well-Being</p> <ol style="list-style-type: none"> 4) to develop local community outcomes that reflect the desired goals for their community/place 5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need 6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist. <p>Community Leadership</p> <ol style="list-style-type: none"> 7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest 8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities 9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes 10) provide a local community perspective on Council's long term plan key performance indicators and levels of service

¹ Local Government Act 2002, s.53

as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

Advocacy

11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

Community Assistance

15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity

- 16) authority to grant the allocated funds from the Community Partnership Fund
- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

Northern Community Board

- 18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

Unbudgeted Expenditure

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

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/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

Service Delivery

Local Activities

For activities within the local activities category, the community board shall have authority to:

- a) recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
 - have been delegated to Council officers; or
 - would have significance beyond the community board's area or otherwise involves a matter of

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <p>Local activities include:</p> <ol style="list-style-type: none"> community leadership local halls and community centres (within Council's overarching policy for community facilities) wharves and harbour facilities local parks and reserves parking limits and footpaths Te Anau/Manapouri Airport (Fiordland Community Board) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> for the above two local activities only recommend levels of service and annual budget to the Services and Assets Committee monitor the performance and delivery of the service <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places. <p>20) naming roads</p> <ol style="list-style-type: none"> authority to decide on the naming for public roads, private roads and rights of way <p>21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.</p> <p>Rentals and Leases</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ol style="list-style-type: none"> accept the highest tenders for rentals more than \$10,000 approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Environmental management and spatial planning</p> <ol style="list-style-type: none"> provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment. recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.
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	<p>24) 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.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board 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/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community 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 and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its</p>

	<p>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 Southland District Council.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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1 Apologies

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

2 Leave of absence

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

3 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 member and any private or other external interest they might have.

4 Public forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at www.southlanddc.govt.nz or by phoning 0800 732 732.

5 Extraordinary/urgent items

To consider, and if thought fit, to pass a resolution to permit the Community Board to consider any further items which do not appear on the agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the chairperson must advise:

- (i) the reason why the item was not on the agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further **discussion.”**

6 Confirmation of minutes

- 6.1 Meeting minutes of Stewart Island/Rakiura Community Board, 12 April 2021



Stewart Island/Rakiura Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Stewart Island Pavilion, Ayr St, Oban on Monday, 12 April 2021 at 8.45am.

PRESENT

Chairperson
Deputy Chairperson
Members

Jon Spraggon
Steve Lawrence
Aaron Conner
Rakiura Herzhoff
Gordon Leask
Councillor Bruce Ford

APOLOGIES

Anita Geeson

IN ATTENDANCE

Community Partnership Leader – Karen Purdue
Committee Advisor – Kirsten Hicks

1 Apologies

An apology for non-attendance was received from Anita Geeson

Moved Gordon Leask, seconded Deputy Chairperson Steve Lawrence and resolved
That the Stewart Island/Rakiura Community Board accepts the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

Ava Simeon and Betty Taylor (Halfmoon Bay School) – Stormwater presentation (drains rain only)

Ava Simeon – playground equipment

Alistair Faulknor – SIESA rates increase

Mary Chittenden (Health Committee) – proposed helipad

Cherie Hemsley – signage

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Rakiura Herzhoff, seconded Gordon Leask and resolved

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 29 March 2021 as a true and correct record of that meeting.

Reports

7.1 Community Update

Record No: R/21/3/12956

Neither representative was in attendance for this meeting.

Resolution

Moved Gordon Leask, seconded Aaron Conner and resolved

That the Stewart Island/Rakiura Community Board:

- a) Acknowledges the non-attendance of representatives of New Zealand Police and the Department of Conservation at the meeting.

7.2 Community Leadership Report

Record No: R/21/3/11707

Community Partnership Leader Karen Purdue was in attendance for this item.

Resolution

Moved Deputy chairperson Lawrence, seconded Aaron Conner and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Community Leadership Report” dated 29 March 2021.**

7.3 Operational Report for Stewart Island/Rakiura Community Board

Record No: R/21/3/12426

Community Partnership Leader Karen Purdue was in attendance for this item.

Resolution

Moved Cr Bruce Ford, seconded Aaron Conner and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Operational Report for Stewart Island/Rakiura Community Board” dated 26 March 2021.**

7.4 Chairperson's Report

Record No: R/21/3/13328

Chairperson Jon Spraggon was in attendance for this report

Resolution

Moved Deputy chairperson Lawrence, seconded Rakiura Herzhoff and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 29 March 2021.**

7.5 Community Service Awards - Procedures and Guidelines

Record No: R/21/3/8750

Community Partnership Leader Karen Purdue was in attendance for this item.

Resolution

Moved Cr Bruce Ford, seconded Aaron Conner and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Community Service Awards - Procedures and Guidelines" dated 9 March 2021.**

The meeting concluded at 10.15am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON MONDAY 12 APRIL
2021

DATE:.....

CHAIRPERSON:.....

Community Update

Record No: R/21/5/23887

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Community Partners

- 1 **Constable Stuart Newton, New Zealand Police**
- 2 **Jennifer Ross, Department of Conservation**
- 3 **Cherie Hemsley, Future Rakiura**
- 4 **Frank O'Boyle, South Port**

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Acknowledges the attendance of representatives from NZ Police, Department of Conservation and Future Rakiura at the meeting.

Attachments

There are no attachments for this report.

Community leadership report

Record No: R/21/5/24295

Author: Karen Purdue, Community Partnership Leader

Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to update the board on the community leadership activities in the area.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Community leadership report” dated 1 June 2021.**

Attachments

- A Community leadership report [↓](#)



What's happening in your area

Community Partnership Fund

All but one community board (Fiordland) have had their final community partnership funding rounds close for the 2020/2021 financial year. Staff will provide a report at each community board's June meeting which will provide community boards the opportunity to decide their funding dates for the 2021/2022 financial year and make any changes to their criteria.

Community service awards

The new community service awards process has now gone live following all community boards receiving the report outlining the new procedures and guidelines. Nominations close on 30 September. Application forms are available on the Southland District Council website here:

<https://www.southlanddc.govt.nz/assets/My-Council/Community-service-awards-application-form.pdf>

Stewart Island Rakiura Helipad

Otago Rescue Helicopters are looking at the possibility of an instrument flight rules route with an approach and departure onto the island from Dunedin/Kew hospital. This would be a major step forward for safety and patient care and would reduce the times the helicopter cannot fly because of weather conditions. All costs associated with this instrumentation will be met by Otago Helicopters. They also note the increase in the number of medical evacuations from the island.

In addition, Otago Helicopters would like a dedicated permanent helipad and have requested financial assistance from the Stewart Island community. A community meeting was held on 27 May 2021 to assess the level of community support.

Stewart Island Rakiura Visitor Levy visitor numbers

For the period April 2020 to March 2021, thirty four thousand, nine hundred and twenty eight visitors (34,928) were recorded to the island. The comparison period, April 2019 to March 2020 recorded forty two thousand, three hundred and ninety three visitors (42,393). This is a net loss in 2020/2021 of seven thousand, four hundred and sixty five (-7,465). The periods with the greatest decrease in visitor numbers were April and May 2020, (-6,220) which is understandable as the country was in lockdown and February 2021 (-4304).

Stewart Island Rakiura Visitor Levy applications

Applications to the fund closed on 31 March 2021. Three applications have been received.

Community board plans

Several of our boards have spent time reviewing and finalising their actions during the year. The documents are being designed by the communications team at present with a view to having the majority completed by 30 June 2021.

Local initiatives

Halls

Staff are in the process of holding meetings with all Southland District Council-owned halls across the District. This is to communicate the new FENZ (Fire and Emergency NZ) requirements, get feedback on a proposed centralised online booking system, and discuss any governance issues in relation to management of halls.

What's happening outside your area

National initiatives

The future for local government

On 23 April 2021 the minister of local government established a review into the future for local government. The review is to consider, report and make recommendations on this matter to the minister.

This is an important piece of work that will likely change the face of local government as we know it. It is important that board members are familiar with this review. Further information, including the purpose and scope and reporting timeframes can be found here: <https://www.dia.govt.nz/Future-for-Local-Government-Review>

District/regional Initiatives

Welcoming Communities

The Southland Newcomer Leadership Scholarship has now gone live. The scholarship was developed by staff from Invercargill City Council, Southland District Council, and Gore District Council who identified that there is an opportunity for newcomers to hold leadership positions within Southland's business, community and not-for-profit sectors. The scholarship enables eligible applicants to access funding to participate in the Southland Chamber of Commerce's Leadership Academy. Scholarship graduates will form an alumni network who have committed to make themselves available to councils for when they wish to engage with the newcomer community for particularly purposes (ie consultations etc). Application forms are available on the Southland District Council website.

Public Health South

Staff met with representatives from Public Health South recently to discuss ways in which we can increase partnership and collaboration opportunities between our two organisations.

As a starting point, we will work together to review Council's Smoke Free Open Spaces Policy with a further meeting scheduled soon.

The Public Health team also provided further food for thought with regards to the placement of drinking fountains around the District and how to incorporate them into projects going forward.

Discussions were also had around some smoke free issues identified on Stewart Island/Rakiura with regards to the wharves.

Thriving Southland

Staff presented at a Thriving Southland Catchment Group leaders meeting recently. The purpose was to provide an overview of the roles of the community leadership team, some of the key projects we are currently involved with and to develop a better understanding of how our organisations can work together in the future.

Leadership Academy

The Leadership Academy, facilitated by Commerce South, commenced on Tuesday April 13. The academy has attracted 15 participants and is being held at Fonterra, Edendale. Commerce South are very pleased with the diversity of participants in this intake.

The final session and graduation is scheduled for Tuesday 25 May.

The next Leadership Academy is scheduled to be held in Lumsden, commencing on Tuesday 8 June. More information about the Lumsden academy can be found here:

<https://southlandchamber.co.nz/events/46030/>

What's coming up?

Policy and strategy

Bylaw and policy work

On 14 April Council adopted a Procurement Policy that will come into effect on 1 July 2021. Staff are currently completing a procurement manual that will help ensure staff implement the objectives and policy positions outlined in the policy. The new policy will be available on Council's website on 1 July 2021.

At the 10 May 2021 meeting, Council decided to keep the same Alcohol Licensing Fee-Setting Bylaw in place for the financial year starting 1 July 2021, to ease the effects of Covid-19 on alcohol licensed premises. This means that the fees paid by licensees will be identical to what is in the current bylaw. The 30% discount to application fees will be maintained. Southland is the only council in New Zealand that we are aware of that provides this discount. All other fees will be as stated in the central government regulations. On 30 June 2022, the current bylaw will be revoked. This means that starting 1 July 2022, the 30% discount will be removed, and all fees will be as stated in the central government regulations.

Staff are currently reviewing Council's Asset Management Policy, and a draft policy was circulated to activity managers for feedback in late May 2021. It is intended that a new policy will be in place in early July 2021. Review of the Fraud Policy is underway, and it is intended to be adopted by Council August 2021. Staff are also in the very early stages of reviewing both the Signs and Objects on Roads and Footpaths Bylaw, and the Reserves Management Policy. Staff feedback regarding a draft Sensitive Expenditure Policy will be sought in early July 2021.

Council staff have prepared a submission on a discussion document on drones produced by the Ministry of Transport/Te Manatu Waka. The discussion document is about enabling drone integration. The Community and Strategy Committee endorsed the draft submission on 1 June 2021.

Council staff have also been working with Mayor Tong and members of the Mayoral Forum to provide feedback to Great South on their draft Statement of Intent for 2021-2022.

Review of the Stewart Island/Rakiura Visitor Levy Bylaw and Policy is underway, and it is intended that pre-consultation with stakeholders will take place in July and August.

Corporate risks

Risk management reporting is underway for the June 2021 quarter. Staff and ELT have updated the quarterly risk register, and the quarterly reports will be presented to the Finance and Assurance Committee and Council when they meet in June 2021.

At a series of workshops this quarter, staff and ELT have undertaken the annual review of Councils' priority strategic risks. The revised risks will form the draft risk register to be presented to the committee when it meets in June 2021 and to Council for adoption.

Long Term Plan

After receiving all the feedback from public submissions and hearings during April, Council deliberated on the issues and options for the LTP in May. The next stage involved developing the full document for it to be audited. In May, the Finance and Assurance Committee endorsed the release of the draft to Audit NZ. Once the document has been audited then the final document will be presented to Council for adoption on 23 June 2021.

Interim performance report

The final interim performance report period ends at on 30 June. The results will then go into the Annual Report 2020/2021.

Stakeholder updates

Highways South

A meeting with relevant stakeholders, including those from Coastal and Central Otago was recently held where planned processes and any concerns for the winter management of state highways were discussed. Based on the weather in the last week, this was good timing!

There is also a focus on getting information out to Southland communities quickly and accurately regarding any issues or weather events which may affect their journeys over winter. The Highways South Facebook page (www.facebook.com/HighwaysSouthNZ) is updated regularly during events and this will be shared to community board pages also. Highways South also provides daily weather forecasts by email, and in the case of significant weather events provides these more frequently as needed. If you require these alerts, please email SNOCAadmin@southroads.co.nz with 'winter email' in the subject line and you will be added to our database to receive these.

Dangerous trees – our tree specialist has completed a survey of dangerous trees posing risks to the Southland state highway network, and a programme is underway to remove the highest priority trees before the end of June. This will also help with reducing shading of the pavement in key areas prone to icing.

Harakeke (NZ flax) removal is underway in areas of the Southland state highway network where these plants are encroaching into drainage channels and obscuring signs, edge markers and line marking which can be a safety hazard for road users and for local communities. We have worked closely with runanga to ensure our process reflects their wishes. None of these plants are being sprayed, all are being mechanically

removed and relocated to neighbouring landowners or organisations for shelter belt or riparian planting. This programme should be completed by the end of June.

SH96 in Heddon Bush (between Hundred Line Road and Transmission Line Road) is programmed for a full repair (rehab) at the start of the next construction season later this year. Until then this area has been levelled and potholes filled with cold mix to smooth the surface. This is not a permanent repair, it is a temporary fix only to make the pavement safe until the rehab can take place later this year.

We are currently completing a significant drainage programme throughout the state highway network removing grass from the pavement shoulder to the edge of the water channel in order to allow water to run off the highway, resulting in a drier pavement surface

Highlip removal is also currently underway – where we have identified areas of particularly highlip on the edge of seal, this is being removed to stop water pooling on the edge of the pavement

We have had ongoing issues on Southland state highways with insecure baleage and mud on roads. Where we have been able to identify the person involved, we have worked with them to address these issues. We have also been in touch with Federated Farmers and the Rural Contractors Association who have both communicated these concerns to their members.



Operational Report for Stewart Island/Rakiura Community Board

Record No: R/21/5/21266

Author: Carolyn Davies, Executive assistant

Approved by: Fran Mikulicic, Group manager environmental services

☐ Decision

☐ Recommendation

☒ Information

Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Stewart Island/ Rakiura Community Board.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Operational Report for Stewart Island/Rakiura Community Board” dated 8 June 2021.**

Attachments

- A Report to Stewart Island Community Board - 14 June 2021 - Operational report [↗](#)



1. Projects within current financial year as at 25 May 2021



CLARIFICATION OF FUNDING SOURCES

Local funded: stormwater, cemeteries, footpaths, SIESA, water structures and community halls.

District funded: water, wastewater, public toilets and roading.

Local or District funded (dependent on service): community facilities, parks and reserves.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
ROADS AND FOOTPATHS	P-10024	Effluent disposal compliance and capacity improvements Stewart Island (SF)	Pre delivery	On track	2020/21 budget will complete design, outline plan and possible hardware procurement. Programmed for November 2021.	\$44,956
STORM WATER	P-10147	Construct new access on	Delivery	Off track	Still waiting on PowerNet to complete the remaining electrical work before the	\$132,874



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
		Ringa Ringa Road			road barriers/ chevrons can be installed.	
PARKS AND RESERVES	P-10203	Rebuild Ulva Island Jetty (Wharf)	Business case	Off track	Resource consent underway, expression of interest has been published for construction.	\$598,472
ROADS AND FOOTPATHS	P-10336	Install new streetlights on the waterfront in Oban, Stewart Island	Delivery	Off track	Timeframe for completion cannot be given by PowerNet but still aiming for this financial year.	\$1,686
WASTE WATER	P-10389	Improving footpath and carparking at Argyle Street, Stewart Island	Evaluation and close	On track	Final inspection being undertaken 25/5/21. Drainage issue being rectified as per original scope of work.	\$20,000
ROADS AND FOOTPATHS	P-10442	Stewart Is. Stormwater improvement - Multiyear project (SF)	Business case	On track	This project has been allocated to Downer through the stimulus funding reticulation panel. SDC will review the CCTV investigation report prior to final design. Construction will be in the 2021/22 year and will tie in with other works on the Island.	\$15,000
COMMUNITY FACILITIES	P-10965	Upgrade Bathing Beach track, Stewart Island	Delivery	On track	Work is to be completed in June with the dunite surfacing to be laid.	\$18,750


2. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and waste water services operation and maintenance	The water and waste water contract is operating well. Maintenance of stormwater outlets to be increased.
16/35 – Stewart Island gardening agreement with SIRCET	The contract manager has talked to SIRCET after the gardens had started to fall behind, they have been working to bring the standard back up.



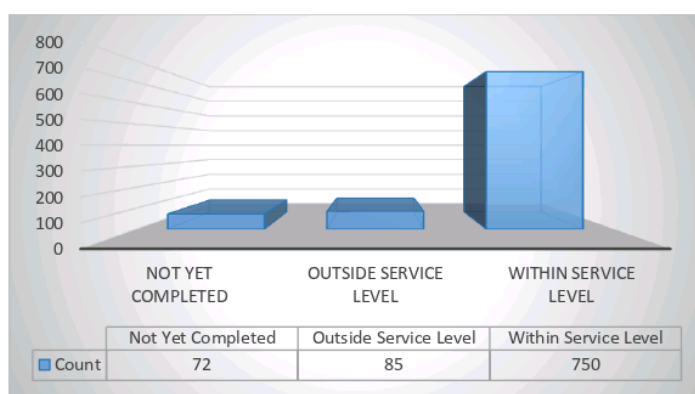
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
17/01 – Foveaux Alliance	<p>Roading</p> <p>It has been a fairly slow month with a lot of statutory holidays around Easter and also ANZAC day.</p> <p>31 RFSs in April. Well below the monthly average.</p> <p>Stabi programme has slipped and a new completion date is mid-May.</p> <p>There is a large drainage programme that the team will move onto once the stabi programme is complete.</p> <p>Verge spraying is now complete and we are back onto Noxious. Growth has been extraordinary this season.</p> <p>We got 2330m³ of maintenance metal done in April. We have approximately 3000m³ left and by the look of some gravel roads we may have to add some more to the tally this year.</p> <p>Grading has been good in April, considering all the down days with 248kms completed.</p> <p>Graeme has been doing drainage, metalling, grading and noxious spraying</p>
Moturau Gardens	The entrance to the toilet is to levelled and dunnite laid to make a safer surface for all users.
17/01 Foveaux Alliance toilet contracts	Only minor maintenance reported for the toilets on the island.
Mowing	The new contract has been sent to Fulton Hogan for signing.

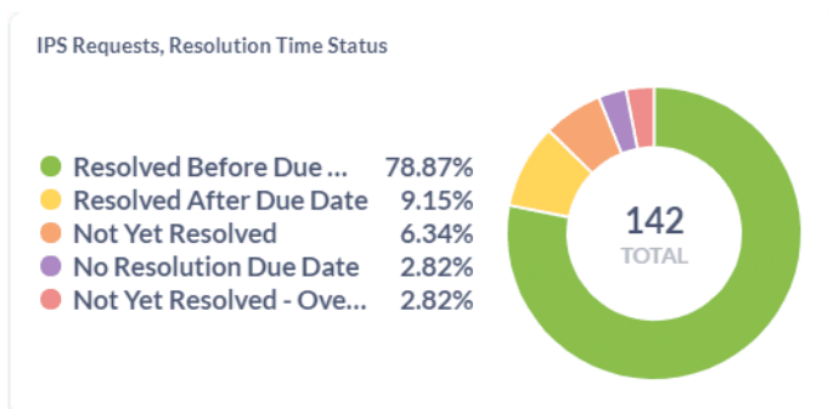
3. Request for service data 17 March 2021 – 21 May 2021

 <p>Community Board</p> <p>Requests for Service 17/3/2021 – 21/5/21 19</p>	<p>District wide</p> <p>Requests for Service 17/3/2021 – 21/5/21 906</p> <p>3 Waters Service requests 17/3/2021 – 21/5/21 142</p>
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REQUEST TYPE	COUNT
Cemeteries repairs and maintenance	2
Footpaths hazards - trip/hazard/broken etc (safety)	1
Multiple street lights out - not in a row	1
Nuisance complaints (odour, vermin, neighbourhood)	1
Other road hazards (safety)	1
Paper roads	1
Roadside spraying - noxious weeds	2
Sealed road - potholes and blowouts (routine)	1
SIESA general	3
Toilet cleaning	1
Toilet repairs and maintenance	1
Transport - road matters general	1
Urban stormwater (the drain)	1
Vegetation urban/berm mow/overgrown/visibility issues	2
TOTAL	19

RFS count by completion time status





Note: RFS' that were not yet completed or outside the service level were due to factors of further investigations/work required and extensions of time to complete the requests.



4. Local finance reporting

Stewart Island - Business Units as at 30 April 2021									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Projection YTD	Budget Full Year	Actual YTD	Projection YTD	Budget Full Year	Actual YTD	Projection YTD	Budget Full Year
Administration - Stewart Is	\$10,608	\$10,873	\$15,985	\$12,848	\$10,207	\$12,148			
Operating Costs - Stewart Is	\$1,185	\$6,083	\$11,687	\$28,033	\$37,031	\$38,465			
Street Works - Stewart Island	\$58,018	\$52,710	\$38,252	\$4,570	\$2,877	\$3,452	\$111,634	\$70,405	\$84,486
Rubbish Collection- Stewart Is	\$99,687	\$99,684	\$120,467	\$82,324	\$90,709	\$119,820			
Stormwater Drain - Stewart Is	\$45,154	\$29,539	\$35,447	\$7,928	\$11,511	\$13,778	\$28,156	\$12,500	\$15,000
Cemetery - Stewart Island	\$9,435	\$10,803	\$12,963	\$10,911	\$10,803	\$12,963			
Beautification - Stewart Is	\$43,544	\$40,479	\$48,575	\$42,817	\$45,953	\$55,144			
Moturau Gardens	\$2,672	\$10,178	\$12,214	\$6,731	\$16,865	\$20,034			
Trail Park	\$5,503	\$5,358	\$6,430	\$9,844	\$6,765	\$7,865			
Playground - Waterfront	\$3,325	\$3,333	\$17,971	\$5,404	\$8,083	\$9,699	\$60,196	\$68,936	\$68,936
Stewart Island Jetties	\$13,470	\$12,960	\$390,187	\$55,947	\$90,623	\$99,661			\$598,473
Total	\$292,601	\$282,001	\$710,178	\$267,357	\$331,424	\$393,029	\$199,986	\$151,841	\$766,895

Overall income is \$106,000 over projection. Stormwater drainage is \$15,615 over projection, this is due to the additional stimulus grant funding released. Streetworks and Beautification is over projection due to increased funding from the Stewart Island visitor levy whilst operating costs income is under projection due to the timing of invoicing of the annual rental for roadline licence fees.

Expenses are \$64,067 under projection. Operating costs are under projection by \$8,998 with \$4,000 of community partnership fund grants yet to be paid along with \$1,500 that is unspent for general projects. Councillor and board member salaries are also underspend by \$3,315. Rubbish collection is underspent by \$8,385 of which \$5,493 relates to unspent costs towards refuse bags which is ordered once a year. Moturau Gardens and Stewart Island Jetties maintenance costs are underspent by \$8,321 and \$35,210 respectively.



Capital expenditure is overspent by \$48,145 due to an overspent in footpaths in the streetworks business unit and an overspend in the stormwater drainage improvements which has been funded by additional stimulus grant funding as per above, whilst the playground project towards the replacement of a wooden climbing structure at the waterfront is underspent by \$8,740.



Reserve Balances

RESERVE	30 JUNE 2020	BUDGET 30 JUNE 2021	FORECAST 30 JUNE 2021
Stewart Island general	\$251,181	\$193,545	\$125,174
Stewart Island waste management	\$34,364	\$35,210	\$35,210
Stewart Island Jetties - general	\$52,649	\$79,628	\$49,628
Stewart Island Jetties – Golden Bay	\$-	\$-	\$-
Stewart Island Jetties – Ulva Island	\$213,765	\$53,765	\$213,765
TOTAL RESERVES	\$551,959	\$362,148	\$423,777

Council report

Record No: R/21/5/24321
Author: Karen Purdue, Community Partnership Leader
Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision ☐ Recommendation ☒ Information

Chief executive update

1. The development of the Long Term Plan (LTP) 2021 – 2031 has been a significant focus for the organisation. Council heard submissions over two days in April and following a full day of deliberating approved the budget for the LTP which will now proceed to the audit stage.
2. The production of the 10 year LTP is required by legislation and is an important part of the local government processes. An unusual aspect of this one is that it is being set in the face of so much uncertainty. On top of the reform of the 3 waters which is already well advanced, the review of the RMA which has commenced, central government has also announced a review of the future for local government and also changes to Land transport funding. Further change will follow the reform of public health. Further areas of review are expected to be announced.
3. We intend to be active in the reform and ensure the voices of Southland continue to be heard. In the meantime the LTP will focus on delivery of the programme of renewal of essential infrastructure and projects important to our communities.

Environmental Services

Animal control

4. Preparations are underway for 2021/2022 registration time. Various improvements are planned to streamline this process, with staff hoping for an uptake in online applications with no more cheques.
5. The team has initiated a prosecution in regard to a person keeping noisy roosters in Wairio. The case is currently in the Environment Court, the next step likely being mediation.

Environmental health

6. Public objections have been received following an application for a proposed bottle store in Riverton. This will go to a hearing before Council's District Licensing Committee.
7. The team is looking forward to Council's quality assurance lead joining us and doing some work with us. It is expected that she will be able to facilitate the completion of much of our continuous improvement register.

Resource management

8. Minister for the Environment – David Parker has announced that the Resource Management Act will be repealed and replaced with three new acts being the Natural and Build Environments Act,

Strategic Planning Act and Climate Change Adaptation Act. The reforms have an aggressive timetable with minimal opportunities for public input. An exposure draft of the Natural and Built Environments Act is anticipated in June. Council is looking to be part of a joint submission from councils across Otago and Southland.

9. Council staff are in the process of reviewing the landscape chapter of the District Plan in order to ensure our significant and important landscapes and features are identified in our District Plan and have adequate protection from threats. There are three components to this work (landscape expert study, cultural landscape study and community landscape identification). A plan change is anticipated to be notified at the end of this year and is somewhat dependant on any changes that may result from the reform of the Resource Management Act.
10. Resource consent update
January applications received – 17, Decisions issued – 14
February applications received – 21, Decisions issued - 21
March applications received – 30, Decisions issued – 34

Services and Assets

Stewart Island Electrical Supply Authority (SIESA)

11. A decision was made to abandon the Stewart Island wind power project, following failure to secure access agreements with any of the three identified viable sites. The final report has been prepared and is being reviewed by MBIE prior to presentation to the Stewart Island/Rakiura Community Board.
12. Supply and install of a replacement engine and generator unit has been instructed as a variation through the SIESA management contract with PowerNet Ltd. Delivery of the unit is underway.
13. PowerNet Ltd is confirming scope and price for replacement of one “red-tag” pole (poles identified as needing replacement) that is required this financial year. Replacement of other “red-tag” poles are being considered and programmed within annual maintenance and renewal works packages – financial year 2021/2022 works programme is currently under development.

Forestry (IFS)

14. Harvest operations out of Waikaia are now complete and 22,325 tonnes were recovered which is 3,545 tonnes over appraisal. This has resulted in an additional \$295k of net profit is anticipated to be reflected in final payments. The additional harvesting revenue and associated harvesting costs have been forecasted for and will reflect in the April month-end results.

Around the Mountains Cycle Trail

15. Flood repairs and culvert replacement work by The Roding Company is practically complete.
16. Trail counters identified a 25% increase of cyclists enjoying the trail over the 2019/2020 season.
17. Six yearly structural inspections of the bridges on the trail have commenced.
18. Pre-development project work to address the centre hill erosion has commenced.

19. Positive feedback received about the quality of the trail and riders enjoying the cycle trail experience.

Te Anau Manapouri Airport

20. 3,000m of crack sealing has been completed on the runway. The intention is to continue this programme in subsequent years to maintain the sealed surface and pavement structure.
21. Additional spraying and sweeping operations on the runway are being programmed in this season to correct excess growth not addressed in previous seasons.
22. Due to a backlog of work at CAA toward the end of 2020, and therefore a delay in the Safety Management System (SMS) audit, an exemption to the SMS was obtained through to 30 September 2021.

Property

23. With staff on extended sick leave and the upswing in workload, this has meant that many requests for work or input into projects, have had to be prioritised to best achieve Council's overall objectives. The down side to this however is that a significant amount of work is being added to the uncompleted list of actions which is not sustainable given the ongoing requests for staff input on many different fronts.
24. What has been completed is the new leases for the Winton Medical Centre and maternity unit which were both long overdue, and due to be commenced is the renewal of all the Riverton Harbour Endowment farming leases which happen every 21 years. This is a project that will take some time working through with each of the 10 lessees.

Strategic water and waste

Asset management

25. Work continues to be carried out within electronic systems for historic backlog of data cleansing and mapping updates. This activity is likely to take many years to complete with current resourcing and continuing with business as usual. This work will provide better data for valuation considerations and future planning for asset replacements and budget forecasting.

Resource consent renewals

26. Council holds a large number of resource consents for carrying out its operations within the water and wastewater activities.
27. There are currently 10 wastewater consents being reviewed and planned for renewal that are required to be completed within the next eight years. The major communities include Winton, Riversdale, Edendale/Wyndham, Manapouri and Stewart Island.
28. For water consents there are nine being reviewed that require renewal within the next two years, including major communities and schemes of Manapouri, Te Anau and Eastern Bush potable supplies.

Stimulus

29. Work continues with the Stimulus programme, and 2020/2021 LTP capex programme packages with a number of projects completed, another six underway and approximately 10 to start in the May/June months.
30. There are another six projects currently under design.
31. We are confident that the programme will be delivered on time, in line with our forecasted programme as we are using the Stimulus Contracting Panel (made up of six local contracting companies) for our delivery.
32. The day to day operational and maintenance in water and waste is progressing well with good performance and relationship with Downer, the provider.
33. We are collectively putting a greater emphasis on the storm water network, and where a major design and investigation is not required we are fixing many of the minor issues we are made aware of as we go. We will endeavour to be more proactive than reactive in storm water activities in the future.

Project delivery team (PDT)

34. PDT have a number of key projects in full swing with district wide footpaths, the three waters Stimulus project, Te Anau Wastewater, Lakefront Drive, Winton library now all in design or well into construction.
35. The contractors' panel is working incredibly well on the three waters project.
36. Core improvement projects now complete and updated contracts all developed.
37. The final pieces of the SDC office shift are being completed in May with a second small stage in the new LTP.
38. Master delivery plan and programme is well advanced for 2021-2022 with circa \$50m planned to deliver.

Community facilities

39. The Long Term Plan process continues to be at the forefront of the work programme with staff working with the finance and strategy and policy teams to respond to submissions prior to public hearings.
40. The contract renewal process as part of the section 17A review is almost completed with the last of the tenders for the gardening having gone out to the market.
41. The mowing contracts that have been renewed are in place and after some initial issues due to extreme grass growth they are operating well. The contractors will start tapering off now that they are moving into the winter months. The remainder of the contracts will start on 1 July 2021.
42. Capital works projects are progressing however contractor availability and material supply has been hampering progress on some of these projects.
43. Staff have been working through the preparation of the scope for the projects that will be delivered next financial year. The locally funded projects will be worked through and agreed to

with the respective community boards with the intention that we are in a position to procure this work starting on 1 July 2021.

Strategic transport

National Land Transport Plan

44. The transport team have continued to work and provide input into the Regional Land Transport Plan and refine the transport programme including budgets which have been included into the funding application to Waka Kotahi NZ Transport Agency as part of the National Land Transport Plan.
45. This is all part of Council's bid to obtain its share of Waka Kotahi NZ Transport Agency funding for the period 2021-2024. The next three-year funding cycle sees an increase in the funding requested. It remains to be seen if all of Council's funding application is approved. Nationally the Land Transport Fund is under increasing pressure and is significantly over subscribed.

District wide roading programme

46. The 2020/2021 programme is the final year of the three-year Waka Kotahi NZ Transport Agency approved funding programme. Any budgets from Waka Kotahi NZ Transport Agency which are not fully utilised during this financial year cannot be carried forward into the next funding period (2021-2023). This makes 2020/2021 a critical year for achieving works programmes and maximising approved funding. Currently the overall programme is well on track.
47. The annual resealing programme has been completed for the season with around 1 million square metres of road being resurfaced.
48. The bulk of the pavement rehabilitation have also been completed for the construction season with one subsection of the central area package to be sealed.
49. Works on repairing the last section of the Lower Hollyford is back in full swing following the tragic incident with one of the truck drivers on route to the construction site which resulted in works being temporarily halted.
50. WSP as Council's new structures service provider has also commenced the next round of bridge inspections. This information will be used to help refine work programmes priorities as well as the annual bridge posting restrictions. A report outlining and affirming the bridge restriction will be presented to Council in due course.
51. Bridge replacement programme has been tracking well with the full programme of works on track to be delivered. With the programme running well and very little unknown construction issues coming to light additional bridges have been commissioned through the design build packages to utilise available contingency funds to maximise the Waka Kotahi NZ Transport Agency funding.

Customer Delivery

Libraries

52. Our libraries team welcomed three new team members; Natasha Edgar, James Godfrey and Belinda Forde. Natasha, our new culture and community co-ordinator, joined us from Auckland and has made a major impact on our programming. Our recently finished school holiday program had over 120 enrolments, a record as far as we know. James, our digital co-ordinator, has been linking in with other community organisations to help focus on digital banking and helping our community find new ways to access their banks with the closure of more rural branches and the removal of cheques. James has also been supporting our LTP process by providing drop in sessions in the District for our community to learn how to make an online submission. Belinda Forde has joined us as our new customer support partner/mobile librarian and has hit the ground running. She is already been able to provide a great level of assistance to our existing team to help relieve some of the pressure as we focus on getting back into the Winton library.
53. The Winton library project is in full swing with tenders closing end of April. We will be hoping to have the tender awarded mid to late May with our completion date of late November still on track. Our other major library project, our RFID Library System (Radio Frequency Identification) has been awarded to FE Technologies and we are currently in the planning stages with an aim to start tagging our collection items late May or early June and a project completion date close to the opening of the Winton library.
54. Five of the area office team attended a regional librarian's day in Roxburgh and discussed initiatives to attract more teens into our libraries. The Te Anau office has now been open to the public for three months, 9am – 12pm each week day. The response from the community has been slow with an average of two customers a day.
55. Recruitment is underway in the Te Anau library to employ a library cadet on Saturdays, and Raewyn Patton has left the library to pursue a position with Clutha District Council. Changes to Pathways have necessitated training to all area office team members, with further full team training required before dog registration season begins in June.
56. Representatives from each office have also been receiving first aid training.
57. Changes to banking procedures have been necessary to align with imminent bank closures. The withdrawal of cheques has also been widely advertised to our communities, and library staff, banks and outside providers have all been educating customers on the change to online banking and methods of payment.
58. Staff leave occurrences have been high as staff have taken accrued leave stemming back to the Covid lockdown. This, combined with the previously mentioned staff trainings, has seen higher than usual staff cover and casuals necessary.
59. The open day at Winton to discuss the library refurbishment was very successful. The community responses to the plan were very positive and a large cross section of the community attended.

Knowledge management

60. LIM numbers remained steady from November through to February with a monthly average in the mid-thirties. March saw a huge increase with the team lodging 59 and issuing 62 LIM's. The number of property files has increased in 2021 by over 100% with up to 70 being processed a week. Property files can at times result in a LIM. Te Anau, Winton and Riverton are the most popular areas for both.

Business solutions

61. We continue to extend our range of online and mobility services, with the implementation of online lodgement for resource consents. The team worked closely with the resource management team and the transition to online went smoothly. We are investigating Pathway mobile inspections and IPS field inspector.
62. The request for service (RFS) review continues with Jane and Sandra working closely with the organisation to simplify and streamline these processes. Customer service RFS's were the first to be changed and has resulted in positive feedback from staff
63. Disaster recovery is still a major focus for the team as we continue to develop a new disaster recovery plan and the associated run books. This is an ongoing initiative and will require regular testing and updating.

Recommendation

That Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Council report" dated 8 June 2021.**

Attachments

There are no attachments for this report.

Chairperson's Report

Record No: R/21/5/23244
Author: Kirsten Hicks, Committee Advisor/Customer Support Partner
Approved by: Fran Mikulicic, Group Manager Environmental Services

☐ Decision ☐ Recommendation ☒ Information

Purpose

The purpose of this report is to provide an update to the community board on activities the chairperson has been involved with since the previous board meeting.

1. Helipad. Following on from our decision not to support the installation of a helipad at Traill Park I have had further emails and discussions with the operator of Otago Helicopters and Martin Peppers on this matter. While Otago Helicopters would fund all costs associated with establishing an all-weather link from Dunedin to Stewart Island for emergency flights, the costs of installing and maintaining the Helipad here on the island would be the responsibility of the local community. The concept is great, but beyond the finances of the Board in view of the major projects we are already committed to, and I suggested that if they wish to take the concept any further then they should work with the local Health Committee.
NB The community board called a public meeting on 27 May in order to discuss this – the meeting notes are attached.
2. Flooding Outside DOC Have had several meetings and numerous emails in relation to this problem on the grass areas outside the DOC building. The council engineers have finally decided to cut an open swale drain that can be mowed from the present low lying area through the raised new lawns outside the Museum, to the sump hole at the western end of the new carpark. While this is not the ideal solution, it should drain the surplus water away from this area and into the drainage system.
3. Cemetery Path from top of the track that goes from Mill Creek to the lower area of the cemetery, up to the carpark area has been agreed to and will allow for all weather access to the top part of the cemetery for people coming up from Mill Creek.
4. Grass Cutting Numerous hours have been involved in negotiating the new grass cutting contract which has now been agreed to by Fulton Hogan. We now need to monitor it to ensure that the areas we want cut are being maintained as per the contract.
5. Gardening Contract. Have spoken with Jacqui Ligthart re our gardening contract as some of the garden plots included do not seem to be receiving attention. This could be a good time to increase the ground cover in the large plot between the new footpath and Main Road as the large open spaces presently are just growing weeds.
6. Butterfields Beach Still awaiting confirmation of the drainage decision for this area. Once the drainage has been sorted, (this is the Community Board part of the project), then the shelter and other features will be put in place. The promoters of this project are getting itchy feet over the length of time it is taking to get anything done. I always

said raising the funds was the easy bit, working with Council for all the necessary consents etc was more difficult. Timber for the shelter has been ordered.

7. Ulva Wharf. No updates available on where we are at in relation to this rebuild.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Chairperson's Report” dated 2 June 2021.**

Attachments

A Helipad meeting [↓](#)

Helipad meeting Stewart Island Pavilion 27 May 2021 7.30 – 8.45pm

Present: Jon Spraggon (Chair), Constable Stuart Newton, Jo Riksem, Jill Skerrett, Anita Geeson, Jackie Bagnall, Jeanette Mackay, Julie Asher, Steve Lawrence, Cr Bruce Ford, Mary Chittenden, Peter Tait, Sue Munro, Aaron Conner, Jarrod Baird, Sharon Pasco, Sandy King, Aaron Joy, Gordon Leask, Mel Miller, Cherie Hemsley, Hilli and Jim Mass-Barrett, Helen Cave, Tam Hallet, Kylie Bakker, Paul Johnston, Zane Smith. Megan Seator (SDC), Kirsten Hicks (SDC).

Slides 24 – 34 from Graeme Gale's presentation to the community board were shown.

Discussion points are as follows:

- o IFR Aeropath is being **linked to Ryan's Creek airstrip and is due to be operational 12 August 21**. This flight path will be at 2000 feet, Graeme Gale is proposing his flight path at 1600 feet.
- o Traill Park is for emergency use only. This is the preferred site for the nurses and the Health Committee as it is easily accessible public land with good road access, has the capacity for use by several machines at once, is the evacuation point for EM and is close to the police station. **Other sites (Ryan's Creek and Fern Gully) are privately owned** and at times have other businesses operating out of them.
- o There are about 60 medivacs per annum. This number appears to be increasing, partly due to the unavailability of Stewart Island Flights at times (due to full schedules). As well as evacuating patients, this service also delivers highly skilled medical professionals and is able to route patients directly to the best facility for their needs.
- o Would a helipad at Traill Park with IFR duplicate facilities already available elsewhere on the Island? Should the helicopter be paying a landing fee which would help towards the cost?
- o It was agreed that the money was not really the biggest issue. Rather it was the possible duplication of facilities (i.e. there is already an existing helipad at Fern Gully, and an IFR link **soon at Ryan's Creek**).
- o The community felt that they were unable to agree to a helipad at Traill Park as they needed **more information on why Ryan's Creek or Fern Gully couldn't be used instead**. It was proposed that the Health Committee facilitate a meeting with Graeme Gale, Zane Smith, Gavin Burgess, Helen Cave, Stewart Island Flights, PRIME/ST Johns and Jon Spraggon to respond to this question. Further community consultation would take place after this.

Unbudgeted Expenditure - Butterfields Beach Drainage

Record No: R/21/5/23806
Author: Hartley Hare, Strategic Manager Transport
Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to approve unbudgeted expenditure from the Stewart Island/Rakiura Community Board's general reserves for drainage work to be undertaken on unformed legal road at Butterfields Beach.

Executive Summary

- 2 Stewart Island Lions Club have proposed a new development on unformed legal road at Butterfields Beach on Stewart Island.
- 3 A licence to occupy agreement has been put in place between Southland District Council and the Stewart Island Lions Club for the purpose of the provision and operation of public facilities, specifically with the intention of a new picnic area and shelter.
- 4 In the licence to occupy agreement, there is a special condition that states that any drainage of the land will be at the discretion and cost of the Southland District Council.
- 5 This project was not identified in the 2018-2028 Long Term Plan or through the annual planning process hence the requirement for unbudgeted expenditure.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Unbudgeted Expenditure - Butterfields Beach Drainage"** dated 9 June 2021.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Approves the unbudgeted expenditure of \$16,885 plus GST for the purpose of undertaking drainage work at Butterfields Beach.

Background

- 6 Stewart Island Lions Club have proposed a new development on unformed legal road at Butterfields Beach on Stewart Island.
- 7 This project was not identified in the 2018-2028 Long Term Plan or through the annual planning process hence the requirement for unbudgeted expenditure.
- 8 A licence to occupy agreement has been put in place between Southland District Council and the Stewart Island Lions Club for the purpose of the provision and operation of public facilities, specifically with the intention of a new picnic area and shelter.
- 9 In the licence to occupy agreement, there is a special condition that states that any drainage of the land will be at the discretion and cost of the Southland District Council.
- 10 This drainage work needs to be carried out before the Stewart Island Lions Club can begin their project.

Issues

- 11 Currently there is limited informal road side parking. As part of the overall project this area will be tidied up into a more formalised parking. There is a risk that if this area proves to be more popular than anticipated as part of this development it may lead to traffic safety concerns including pedestrian safety. This may lead to additional infrastructure requirements and investment by the Stewart Island / Rakiura Community Board or Council e.g. additional parking facilities.

Factors to Consider

Legal and Statutory Requirements

- 12 There are no unique legal or statutory requirements to consider however it should be noted that the area being improved by Stewart Island Lions club will remain legal road.

Community Views

- 13 The community are supportive of this project going ahead at Butterfields Beach.

Costs and Funding

- 14 The unbudgeted expenditure is to come from the Stewart Island/Rakiura Community Board's general reserves.
- 15 Two quotes (attached for information) have been received for the drainage as required by Southland District Council's procurement policy. The quote of \$15,350 plus GST is preferred by staff and this would need to include an additional 10% contingency.
- 16 The Stewart Island/Rakiura Community Board has delegated authority to approve unbudgeted expenditure up to \$20,000.
- 17 It's the intention that the unbudgeted expenditure would be paid to the Stewart Island Lions Club to manage the overall delivery of the project with the expectation that the work done to the scope for which it was priced. This is because the project was not in the long-term plan and the Stewart Island/Rakiura Community Board placing a high priority on supporting this project.

- 18 Staff time will be limited to providing quality control oversight of the drainage works only in line with the quotes received, versus resourcing towards the entire project as priority has been given to projects that have been identified in the Long Term Plan.

Policy Implications

- 19 There are no policy implications.

Analysis

Options Considered

- 20 There are two options to consider. Option 1 – approves the unbudgeted expenditure of \$16,885 plus GST. Option 2 – does not approve the unbudgeted expenditure of \$16,885 plus GST.

Analysis of Options

Option 1 – approves the unbudgeted expenditure of \$16,885 plus GST

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> The drainage work can be undertaken and the project can proceed. 	<ul style="list-style-type: none"> Additional infrastructure is being installed that will need to be maintained adding additional cost to ratepayers for the life of the asset including potential renewal costs.

Option 2 – does not approve the unbudgeted expenditure of \$16,885 plus GST

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> More money remains in general reserves. No additional maintenance costs or potential renewal costs. 	<ul style="list-style-type: none"> The drainage work will not be able to be undertaken and project will be unable to proceed.

Assessment of Significance

- 21 This is not considered significant in terms of Southland District Council's significance and engagement policy.

Recommended Option

- 22 The recommended option is option 1 - approves the unbudgeted expenditure of \$16,885 plus GST.

Next Steps

- 23 Following the approval of the unbudgeted expenditure, the money will be transferred to the Stewart Island Lions Club to arrange the delivery of the work within the scope for which it was priced.

Attachments

- A Butterfields Beach drainage work - quote from Ian's Digger Co. [↓](#)
- B Butterfields Beach drainage work - quote from Duncan Earthworks [↓](#)

14 APRIL 2021

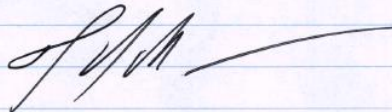
IAN'S DIGGA CO
Box 99
STEWART ISLAND 9846


BARNDON GREY
SDC
INVERCARGILL

QUOTE FOR PICNIC AREA AND
CARPARK AT BUTTERFIELDS BEACH STEWART ISLAND
AS DETAILED IN ENCLOSED PLAN
CARPARK TO BE LEVELLED WITH SLOPE TO SEA TO
RUNOFF WATER, OVERLAD WITH FILTER CLOTH AND
100 MM CORALIZED ASP25 DUNNITE.

QUOTE \$15350-00 PLUS GST
FIFTEEN THOUSAND THREE HUNDRED AND FIFTY DOLLARS.
PLUS GST.

IAN MUNRO



		RCA consent (eg CAR/WAP) and/or RCA contract reference			
TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM					
<i>Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.</i>					
Organisations /TMP reference	TMP reference:	Contractor (Working space): IANS DIGGER.CO	Principal (Client):		
		Contractor (TTM): IANS DIGGER.CO	RCA: Southland District Council		
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed
	All roads within the RCA's roading network		At various locations within the network.	L1	Various
Traffic details (main route)	AADT Various		Peak flows Various		
Description of work activity					
Various work activities being carried out within road reserve including Inspections, data collection, fault finding, trenching, power line construction, power line maintenance, vegetation control for trees within the vicinity of power lines and other Emergency works (Storms, Pole Strikes Ect)					
Planned work programme					
Start date	Time	End date	Time		
Consider significant stages, for example: <ul style="list-style-type: none"> road closures detours no activity periods. 	The majority of these works will be under taken during daylight hours, but some night work may be required for emergency works or to minimize customer disruptions. Speed restrictions to be utilized when required with the appropriate diagram. Manual traffic controllers used when required Road inspection signage to be fitted to all vehicles involved with inspection data collection and fault finding activities.				
Alternative dates if activity delayed					
Road aspects affected (delete either Yes or No to show which aspects are affected)					
Pedestrians affected?	No	Property access affected?	No	Traffic lanes affected?	Yes
Cyclists affected?	No	Restricted parking affected?	Yes	Delays or queuing likely?	No



RCA consent (eg CAR/WAP)
and/or RCA contract reference

Proposed traffic management methods	
Installation (includes parking of plant and materials storage)	<p>Copttm compliant garments to be worn at all times.</p> <p>Vehicles beacons on.</p> <p>Vehicle parked as far left as possible in a safe location. Vehicle Signage, pass with care & keep left/right directional arrow on rear of vehicle.</p> <p>Where Sign Visibility cannot not be achieved car parks will be removed to obtain sign visibility.</p> <p>Minimize personal exposure to live lane, use the vehicle as protection, never cross the live lane.</p> <p>Order of establishment: Advance Warning, Directional, and then Protection signs once complete install delineation.</p> <p>Any Plant will have delineation next to it, all plant parked within worksite and clear of all safety zones & not obscuring signage.</p>
Attended (day)	<p>Copttm compliant garments to be worn at all times.</p> <p>STMS or TC to continuously monitor site.</p> <p>Any Plant will have delineation next to it, all plant parked within worksite and clear of all safety zones & not obscuring signage.</p> <p>STMS or TC to monitor queuing when site is operating under Manual traffic control.</p> <p>STMS within 30 minutes travel time to the site if delegated to TC.</p>
Attended (night)	<p>Minimal night works to be undertaken.</p> <p>Copttm compliant garments to be worn at all times.</p> <p>STMS or TC to continuously monitor site.</p> <p>Any Plant will have delineation next to it, all plant parked within worksite and clear of all safety zones & not obscuring signage.</p>
Unattended (day)	<p>STMS within 60 minutes travel time to the site and daily site inspections carried out.</p> <p>Advance Warning Signs and cones placed around plant located on the shoulder/parking area, until site is cleared or reinstated to its original condition.</p>
Unattended (night)	<p>STMS within 60 minutes travel time to the site.</p> <p>Delineation placed next to all Signs.</p> <p>Advance Warning Signs and cones placed around plant located on the shoulder/parking area, until site is cleared or reinstated to its original condition.</p>
Detour route	<p>Detours are not covered by this generic TMP and will require a site specific TMP and diagrams to be submitted to the appropriate RCA/s.</p>
	<p>Does detour route go into another RCA's roading network? No</p> <p>If Yes, has confirmation of acceptance been requested from that RCA? No</p> <p>Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>


WAKA KOTAHI NZ TRANSPORT AGENCY		RCA consent (eg CAR/WAP) and/or RCA contract reference		
Removal	<p>Optim compliant garments to be worn at all times.</p> <p>Vehicles beacons on.</p> <p>Vehicle parked as far left as possible in a safe location. Vehicle Signage, pass with care & keep left/right directional arrow on rear vehicle.</p> <p>Minimize personal exposure to live lane, use the vehicle as protection, never cross the live lane.</p> <p>Order of disestablishment: Reverse order to establishment; remove delineation, then speeds, directional signs and advance warning removed last.</p>			
Proposed TSLs (see TSL decision matrix for guidance)				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)
Attended day/night	A temporary maximum speed limit of 30/50/70 km/h is hereby fixed for motor vehicles travelling over the length of Various m situated between Various and Various on Various	7am to 7pm for Programmed works 24hrs for emergency works	1 st October 2020 to 30 th September 2021	Attached
Unattended day/night	A temporary maximum speed limit of 30/50/70 km/h is hereby fixed for motor vehicles travelling over the length of Various m situated between Various and Various on Various	24hrs for emergency works	1 st October 2020 to 30 th September 2021	Attached
TSL duration	<p>Will the TSL be required for longer than 12 months?</p> <p>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</p>			No
Positive traffic management measures				
<p>Active and passive TTM measures to be utilized throughout worksites.</p> <p>Speed restrictions where required by TSL decision matrix.</p> <p>Manual Traffic controllers where required</p> <p>Spotters used where required</p> <p>Where possible works will be clear of the carriageway.</p>				



RCA consent (eg CAR/WAP)
and/or RCA contract reference

Contingency plans

Generic contingencies for: <ul style="list-style-type: none"> major incidents incidents pre planned detours. <p><i>Remove any options which do not apply to your job</i></p>	Major Incident A major incident is described as: <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. 	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so Comply with any obligation to notify WorkSafe.
	Incident An incident is described as: <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.
	Detour If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for: <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> pre- approval form the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site and pre-installed. 	Actions When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following: <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.

		RCA consent (eg CAR/WAP) and/or RCA contract reference		
		<p>Note also the requirements for no interference at an accident scene:</p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • maintain the access of the general public to an essential service or utility, or • prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 		
<p>Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)</p>		<p>In the event of an incident on site, the site will be secured and emergency services contacted, through traffic will be stopped and diverted if required.</p> <p>Emergency services will be provided access through work site should it being required.</p>		
<p>Authorisations</p>				
<p>Parking restriction(s) alteration authority</p>	<p>Will controlled street parking be affected?</p>		<p>Has approval been granted?</p>	<p>No</p>
<p>Authorisation to work at permanent traffic signal sites</p>	<p>Will portable traffic signals be used or permanent traffic signals be changed?</p>	<p>No</p>	<p>Has approval been granted?</p>	<p>No</p>
<p>Road closure authorisation(s)</p>	<p>Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?</p>	<p>No</p>	<p>Has approval been granted?</p>	<p>No</p>
<p>Bus stop relocation(s) – closure(s)</p>	<p>Will bus stop(s) be obstructed by the activity?</p>	<p>No</p>	<p>Has approval been granted?</p>	<p>No</p>
<p>Authorisation to use portable traffic signals</p>	<p>Make, model and description/number</p>	<p>N/A</p>		
	<p>NZTA compliant?</p>	<p>No</p>		
<p>EED</p>				
<p>Is an EED applicable?</p>	<p>No</p>	<p>EED attached?</p>	<p>No</p>	
<p>Delay calculations/trial plan to determine potential extent of delays</p>				
<p>Any delays will not exceed 5 minutes maximum.</p>				



RCA consent (eg CAR/WAP)
and/or RCA contract reference

Public notification plan			
Adjacent/affected property owners/tenants will be notified prior to work commencing.			
Public notification plan attached?		No	
On-site monitoring plan			
Attended (day and/or night)	Site to be continually monitored by STMS/TC and other onsite staff throughout works, any issues to be brought to the attention of the onsite STMS/TC.		
Unattended (day and/or night)	Site to be checked at least once daily by STMS.		
Method for recording daily site TTM activity (eg CoPTTM on-site record)			
Copttm onsite record			
Site safety measures			
<p>Toolbox meeting (Tailgate) and hazard identification and control measures completed daily.</p> <p>All staff receives training as per company Health and Safety plan and Copttm.</p> <p>All staff issued with Copttm compliant garments and safety equipment as per company policy</p> <p>All vehicles carry first aid kits, fire extinguishers, radio telephones and emergency procedures.</p>			
Temporary safety barrier system	Will a temporary safety barrier system be used at this worksite?	No	If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?
	Statement from temporary safety barrier installation designer attached		Attached Not attached
Other information			
Any work site not covered by the generic diagrams attached will require a new diagram to be submitted for approval as part of this generic TMP.			
Otherwise a site specific TMP and diagram shall be designed and submitted for approval.			
Site specific layout diagrams			
Number	Title		

WAKA KOTAHU NZ TRANSPORT AGENCY		RCA consent (eg CAR/WAP) and/or RCA contract reference				
Contact details						
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date	
Principal						
TMC						
Engineers' representative						
Contractor						
STMS	J RABBITT	027 809 7824	15407	STMS	27/11/21	
TC	Refer Attached list Page 51 & 52					
Others as required						
TMP preparation						
Preparation	JOHNNY RABBITT	13/4/21	[Signature]	15407	L1 STMS	27/11/21
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTTM requirements			Number of diagrams attached			
TMP returned for correction (if required)	Name	Date	Signature	ID no.	Qualification	Expiry date
Engineer/TMC to complete following section when approval or acceptance required						
Temporary safety barrier system	The attached temporary road safety barrier design has been independently reviewed as being fit for purpose				Not required	
TMP Approved	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)	Ben Whelan	30/09/2020	[Signature]	69393	STMS	12/20
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						
Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.						
This TMP is approved on the following basis:						
<ol style="list-style-type: none"> 1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. 2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. 3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. 						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required	Notification completed		Date	[Box]		
			Time	[Box]		



RCA consent (eg CAR/WAP)
and/or RCA contract reference

ON-SITE RECORD

On-site record must be retained with TMP for 12 months.

Today's date

Location details	Road name(s):	House number/RPs:	Suburb:

Working space

Person responsible for working space		
Name	JOHNNY RABBITT	Signature
Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below		

TTM

STMS in charge of TTM	Name	TTM ID Number	Warrant expiry date	Signature	Time
Worksite handover accepted by replacement STMS	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm handover briefing completed				

Delegation

Worksite control accepted by TC/STMS-NP	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm briefing completed				

Temporary speed limit

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:	TSL installed				
	TSL remains in place				
	TSL removed				
From: To:	TSL installed				
	TSL remains in place				
	TSL removed				
From: To:	TSL installed				
	TSL remains in place				
	TSL removed				
From: To:	TSL installed				
	TSL remains in place				
	TSL removed				



RCA consent (eg CAR/WAP)
and/or RCA contract reference

Worksite monitoring							
TTM to be monitored and 2 hourly inspections documented below.							
Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
Barrier deflection area is clear?							
Add others as required							
Time inspection completed:							
Signature:							
Comments:							
Time	Adjustment made and reason for change						



RCA consent (eg CAR/WAP)
and/or RCA contract reference

Checking process for generic TMPs					
This form, or a similar company record, must be completed prior to set up of a worksite where a generic TMP is used.					
Location details					
Road name(s)	HORSESHOE BAY ROAD		House number/RP(s)		Suburb
Road name(s)			House number/RP(s)		
Generic TMP reference no.	F2.7	TMD no(s).	F2.7	Note: The checking process must include all the TMDs to be used	
Category	Points to consider	Y	N	Comment/Mitigation	
Road level	Is this at the correct road level?				
Shape	Are the following catered for in the generic TMP? • Intersections • Vertical Curves (hills) • Horizontal Curves (corners) • Sufficient advance warning				
Direction and protection	Check that there is: • sufficient length to place the planned direction and protection • sufficient road width to place the planned direction and protection ie minimum lane width is 2.75m • adequate sight distance on both sides • sufficient room to accommodate required positive traffic control				
Proposed speed restrictions	Is a TSL required? Refer to the TSL decision matrix in CoPTTM (section E Appendix B)				
Plant and equipment	Will your plant and equipment fit within the designated working space?				
Personal safety	Are all workers able to carry out their work within the designated working space? If not are they covered by the rules for inspections?				
Layout diagrams	Is diagram(s) detailed in the generic TMP? Does the diagram(s) match the written section of the TMP?				
RCA notification	Has the RCA been notified?				
Completed by:					
STMS/TC in charge of worksite				STMS	15407
Name	J RABBITT	Signature		Date	13/1/2
				Qualification	ID number



RCA consent (eg CAR/WAP)
and/or RCA contract reference

STATIC OPERATIONS

SHOULDER, BERM AND PARKING LANE
Shoulder closure

F2.7
Level 1

Notes

1. A 10m taper is allowed where shoulder width is less than 2.5m

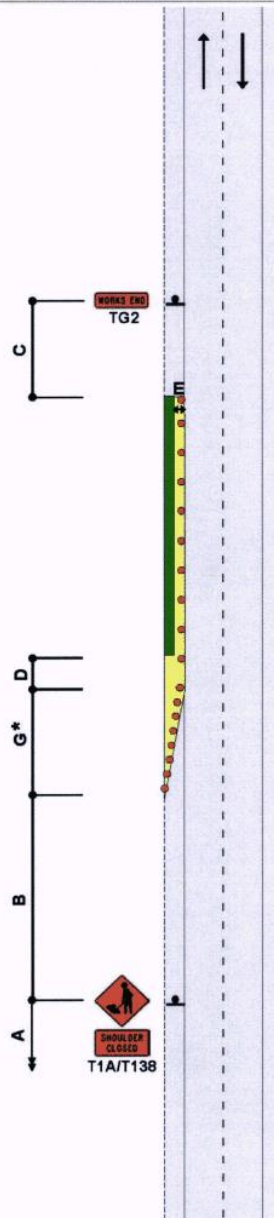
2. *For shoulders exceeding 2.5m width, apply the following calculation; calculation of taper length for lateral shift of less than 3.5m is:

$$\frac{W \times G}{3.5}$$

3.5

W = Width of shoulder

G = Taper length in metres from the level 1 layout distance table





RCA consent (eg CAR/WAP)
and/or RCA contract reference

STATIC OPERATIONS

CYCLE LANE

Traffic not crossing road centre
Diverted cycle lane

F2.8

Level 1

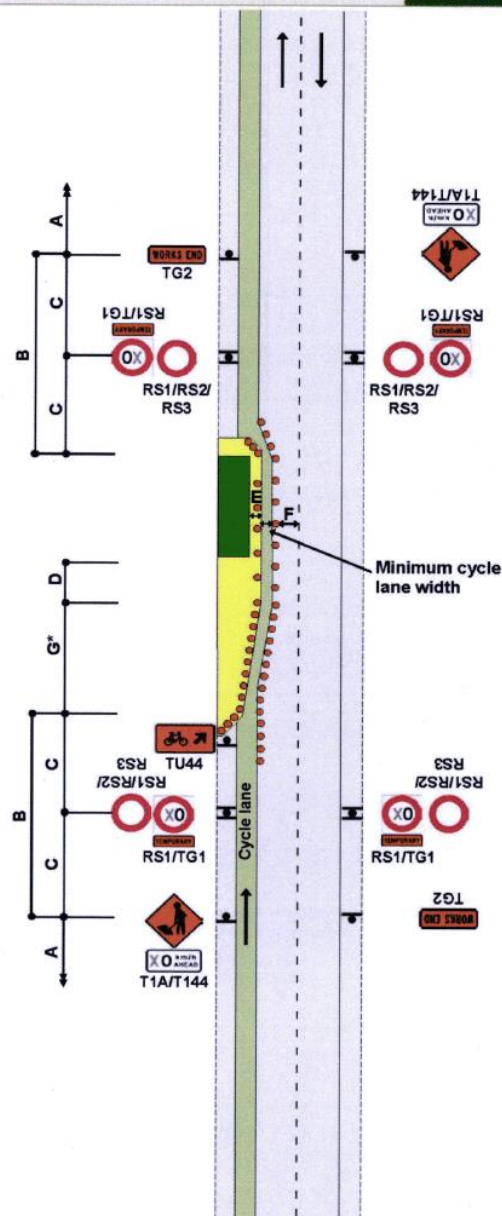
Notes

1. Minimum cycle lane width must be:
 - 1m - 50km/h or less
 - 1.5m - 60km/h or more
2. A minimum cycle lane width of 1.5m is required if the temporary cycle lane is uphill
3. *Calculation of taper length for lateral shift of less than 3.5m is:

$$W \times G$$

3.5

W = Width of lateral shift
 G = Taper length in metres from the level 1 layout distance table
4. Use TSLs if required by TSL decision matrix
5. The T144 X0km/h AHEAD sign is optional





RCA consent (eg CAR/WAP)
and/or RCA contract reference

Number	Title	Page No
Footpath Diagrams		
F2.1	Footpath diverted onto berm behind working space	13
F2.2	Footpath diverted onto berm between working space and carriageway	14
F2.3	Footpath diverted onto carriageway	15
F2.4	Footpath closed - permanent speed less than 65km/h	16
Shoulder and Road Side Diagrams		
F2.5	Work on berm and/or footpath	17
F2.6	Work in parking lane	18
F2.7	Shoulder closure	19
Cycle Lane Diagrams		
F2.8	Traffic not crossing road centre	20
F2.10	Traffic not crossing road centre	21
Two-Way Two-Lane Road Diagrams		
F2.11	Traffic not crossing road centre	22
F2.12	Traffic not crossing road centre	23
F2.13	Traffic crossing road centre	24
F2.14	Single-lane alternating flow	25
F2.15	All traffic stopped temporarily	26
F2.16	Single-lane (Traffic volume less than 1000vpd – 80vph)	27
J2.16a	Short no exit road	28
F2.18	Work in centre of road	29
C1.1	Footpath & Parking	30
Intersection or Roundabout Diagrams		
F2.19	Road works on side road after intersection - TSL on side road	31
J2.19a	Road works on side road after intersection - TSL on side road	32
F2.20	Road works on side road after intersection - TSL on main road	33
J2.20a	Road works after intersection	34
J2.20b	Road works after intersection	35
J2.20c	Road works before intersection - TSL on side road	36
J2.20d	Road works before intersection - TSL on side road	37
F2.22	Closure at corner of an intersection	38
Other Hazard Diagrams		
J2.26a	Tree felling	39
J2.26b	Mower and gardening operations	40
J2.26C	Shelter belt trimming	41
One-Way Two-Lane Divided or Two-Lane Road Diagrams		
F2.30	Left-lane closure	42
F2.31	Right-lane closure	43



RCA consent (eg CAR/WAP)
and/or RCA contract reference

Number	Title		Page No
Two-Way Two-Lane Road Mobile Operations Diagrams			
F4.5	Work vehicle is in a lane	Permanent speed over 65km/h CSD forward visibility to work vehicle	44
F4.7	Personnel on the road	Any speed	45
Two-Lane Divided or Two-Lane One-Way Road Mobile Operations Diagrams			
F4.8	Work vehicle in the right lane	Permanent speed over 65km/h	46
J4.8a	Personnel on road	Any speed	47
Inspection Activities Mobile Operations Diagram			
J4.10	Inspection Activities	On shoulder and on the live lane	48
Others			
Level 1 Layout Distances Table			49
TSL Decision Matrix			50
STMS / TC info			51
STMS / TC info			52



Application for Access to Council Assets and Infrastructure / Corridor Access Request

Permit No:

Applicant to complete			
APPLICANT DETAILS:			(FULL NAMES – NOT INITIALS)
Surname:	RABBITT	Given Names:	JOHNNY
Company:	IANS DIGGER CO		
Postal Address:			
Telephone:		(day)	(evening)
Mobile:		Email:	
Details of property where service(s) is/are located: Location of access requested			
Address:			
Valuation no:			
Legal description:			
DETAILS OF OWNER OF PROPERTY (IF DIFFERENT FROM ABOVE)			
Surname:		Given names:	
Address:			
Telephone:		(day)	(evening)
Mobile:		Email:	
THIS APPLICATION IS FOR ACCESS TO COUNCIL INFRASTRUCTURE			
<input type="checkbox"/>	PIPED SEWERAGE (complete Sections 1A and 1C overleaf)	<input checked="" type="checkbox"/>	CARRIAGEWAY (complete Section 3A/B overleaf)
<input type="checkbox"/>	PIPED STORMWATER (complete Sections 1B and 1C overleaf)	<input type="checkbox"/>	ROAD MARGIN (complete Section 3A/B overleaf)
<input type="checkbox"/>	WATER SUPPLY (complete Sections 2A and 2B overleaf)	<input type="checkbox"/>	OTHER (complete Section 3A/B overleaf)
Description of Works (including estimated start and finish dates)			
Estimated start date:		Estimated finish date:	
Should approval be granted for the above work, I agree to abide by the Conditions of Approval and any Special Conditions as stated and referred to on this form.			
Signed		(Applicant)	Date:



1A	PIPED SEWERAGE CONNECTION				
	Materials, size and construction of line				
	Connection at main				
	(please note, an approved type, formed saddle must be used for connection at main)				
Estimated date of completion					
1B	PIPED STORMWATER CONNECTION				
	Materials, size and construction of line				
	Connection at main				
	(please note, an approved type, formed saddle must be used for connection at main)				
Estimated date of completion					
1C	NAME AND CONTACT DETAILS OF CERTIFYING DRAINLAYER				
	Materials, size and construction of line				
	Connection at main				
	(please note, an approved type, formed saddle must be used for connection at main)				
Estimated date of completion					
2A	WATER SUPPLY CONNECTIONS				
	Materials, size and construction of line				
	Connection at main				
	(please note, an approved type, formed saddle must be used for connection at main)				
Estimated date of completion					
2B	NAME AND CONTACT DETAILS OF CRAFTSMAN PLUMBER				
	Name		Reg No		
	Address				
	Telephone		(day)	(evening)	
	Mobile		Facsimile		



SCHEDULE OF ROADING PROCEDURES				
Tick appropriate box for Activity ✓				
✓	Activity (ref Roding Procedures)	Fee/Bond	✓	Activity (ref Roding Procedures)
	Stock Crossings at Grade Sec 1	F, B		Gates Across Roads (Type 1 and 2) Sec 17*
	Stock Races Sec 2	F, B		Gates Across Roads Type 3 Sec 17*
	Stock Underpasses Sec 3	F, B		Requests to Physically Form Roads Sec 18*
	Operating on the Road Sec 5			Stopping of Roads Sec 19*
	Lower a Road Culvert Sec 6	F, B		Temporary Closure of Roads - Public Events Sec 20
	Drainage on Roadsides Sec 7	F, B		Temporary Closure of Roads - Roding Purposes Sec 21
	Public Utilities and Services on Road Sec 8	F, B		Storage on the Road Margin Sec 22
	Private Utilities and Services on Road Sec 9	F, B		Structures on the Road Margin Sec 23
	Vehicle Accessway - Private Sec 10	F, B		Whitebait Huts Sec 24
	Rural Accessway - Commercial Sec 33	F, B		Trees on roads (Harvesting) Sec 25
	Signs on Roads Sec 12	F		Permanent Fencing in the Road Margin Sec 26
	Grazing the Road Margin Sec 13			R.A.P.I.D. Numbering Sec 27
	Road Margin Planting Sec 14	F		Road Naming Sec 28
	Cultivation of Road Margin Sec 15	F		"I" Centre Motor Service Signs Sec 29
	Use of Road and Road Licences Sec 16			Changes to Road Types Sec 30
A Schedule of Fees and Charges are adopted by Council as part of the special consultation process for its Annual Plan.			*These require a resolution from Council	

3A	NAME AND CONTACT DETAILS OF CONTRACTOR			
	Name	IAN MUNRO		Email IAN@DILLAC@XTRA.CO.NZ
	Address	PO BOX 91 STEWART ISLAND		
	Telephone	0274812853	(day)	
	Mobile		Facsimile	

3B	NAME AND CONTACT DETAILS OF OTHER SUPPLIERS			
	Name		Email	
	Address			
	Telephone		(day)	
	Mobile		Facsimile	



FURTHER INFORMATION	
APPLICANT TO COMPLETE IF REQUIRED	
Sketch of Works (Continue on another sheet and/or attach design drawings if relevant)	

SCHEDULE OF FEES AND CHARGES		
Schedule of Fees and charges: See also LTCCP 2009-2019 at http://www.southlanddc.govt/fees-and-charges for a complete schedule		
Utility	Fees GST inclusive	Bonds
Water, Waste and Stormwater Services	\$311.78	\$250.00
Roading	Refer to Council's Schedule of Fees and Charges	
CAR	Included within the above fees	Scaled to works if appropriate

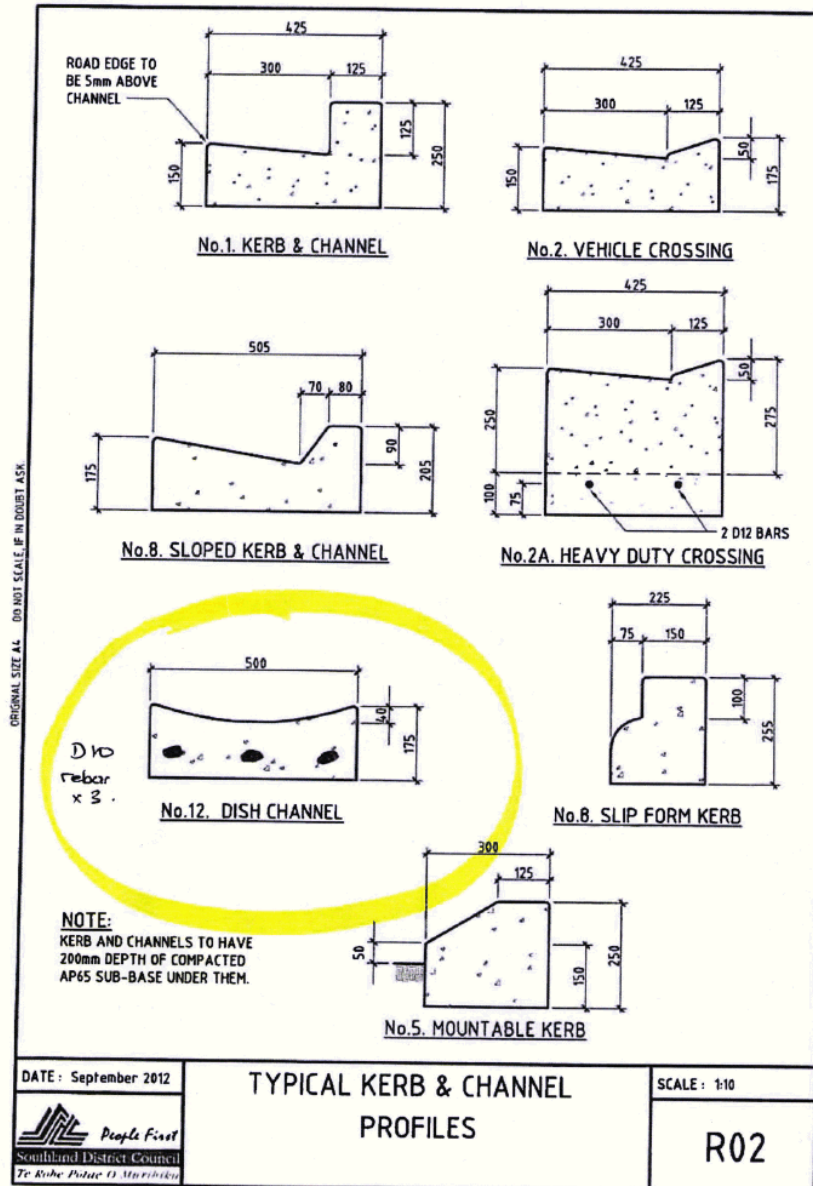
Council to complete

GENERAL CONDITIONS OF APPROVAL	
The Council permits access to Council's infrastructure subject to the following conditions. The works are to be carried out under the following Acts, Regulations and Bylaws: (a building consent issued in accordance with the) Building Regulations 1992; the Subdivision and Land Development Bylaw 2012; the Code of Practice for Utilities' Access to Transport Corridors; Rooding Policy and Procedures 2008.	
1.	The applicant shall pay all required fees and charges at the time of application.
2.	The applicant shall be responsible for contacting Utility providers including Telecom and PowerNet and arranging for the location of any underground services in the proposed work area prior to works commencing and advise the Corridor Manager in compliance with the Code of Practice for Utilities' Access to the Transport Corridor.
3.	The applicant shall submit to Council prior to the commencement of works a Temporary Traffic Management Plan for Council's review and approval. No access will be granted without the approved TTMP.
4.	The cost of restoration of services or property damaged during the course of the work shall be the responsibility of the applicant and be warranted for two years following construction.
5.	Road pavements shall be restored to a safe trafficable condition. The reinstatement of seal, footpaths and berms where applicable is to be carried out by an approved Contractor and be warranted for two years following construction.
6.	Where there is no service connection provided at the property boundary, a connection from the service main to the property boundary is to be installed by a suitably qualified contractor at the applicant's expense.
7.	The applicant shall show clearly on the attached or "on an attached" diagrams the position of the proposed connection(s) and the depth required below ground level at the property boundary, length and placement of services or works and locality affected by works.
8.	Materials, equipment, and method of construction shall be of appropriate standard and subject where applicable to the approval of the Group Manager – Asset Management, prior to the commencement of the work and shall

Butterfields Beach drainage

- Red line- Approx. 60 meters of “V” shaped swale, .4m deep x 1m wide cut at the base of the willows and hill with fall to the open sea area at the South East corner of Butterfields Beach.
- Green line- 10 meters of dish channel constructed against the edge of seal- .5m wide x 175mm deep with a 40mm deep dish reinforced with 3 lengths of D10 rebar (as per SDC standard construction drawing R02 dish channel No 12 but adding rebar).
- Yellow line- excavate a shallow swale from the end of the dish channel to the sea (approx. 7 meters long). Must be able to be driven over/through easily (approx. 1.5 meters wide by 100mm deep)



B**Standard Construction Drawings****Figure B22 - R02 Typical Kerb and Channel Profiles**



	comply with the provisions of the Subdivision and Land Development Bylaw 2012 and the Code of Practice for Utilities' Access to the Transport Corridor.
9.	Trench compaction tests will be provided at Council's request on completion of the works or as directed by Council.
10.	Installation of utility services within the Road Corridor shall comply with, as a minimum, the Code of Practice for Utilities Access to Transport Corridors; including notifications, construction techniques, testing and warranty.
SPECIAL CONDITIONS	
<p>The applicant shall contact the Administration Officer of the Council Community Engineers, and/or the Council Water Services Department, at least 10 days prior to the commencement of the work.</p> <p>Where the proposed activities do not require the involvement of either Administration Officer above, then the applicant shall contact the Corridor Manager of Southland District Council, telephone 0800 732 732, at least 10 days prior to the commencement of the activities to seek a CAR (Corridor Access Request).</p> <p>The Corridor Manager shall issue a WAP (Works Access Permit) which includes reasonable conditions either through the Administration Officer or direct to the applicant within five days of receipt of the CAR. Note that the WAP is to be kept on the work site for inspection by Council.</p> <p>The Council's Maintenance Contractor may supervise the installation. All necessary signs, marker posts, or barriers are to be provided by the applicant or, where applicable, the applicant's contractor.</p> <p>The applicant shall provide a TTMP to the Administration Officer (or Corridor Manager) for review and approval PRIOR to works or activities that can affect the carriageway commencing and/or for access to the Road Corridor where applicable.</p>	
CONDITIONS OF APPROVAL - SEWERAGE	
1.	The work shall be carried out by a certifying drainlayer and the applicant shall meet all costs.
2.	An approved cleaning eye shall be provided on the property as close as practicable to the boundary.
3.	It is the property owner's responsibility to clear all future blockages that may occur between the property boundary and the sewer main.
4.	Minimum cover to service shall be 750 mm at any point, unless special protection is provided.
5.	A completed A3 Southland District Council as-built form.
CONDITIONS OF APPROVAL - STORMWATER	
1.	The work shall be carried out by a certifying drainlayer and the applicant shall meet all costs.
2.	An approved sump shall be provided on the property as close as practicable to the boundary.
3.	It is the property owner's responsibility to ensure that only stormwater enters the drainage system. It is an offence to dispose of sewage or other sullage water through a stormwater drain.
4.	Minimum cover to service shall be 500 mm at any point, unless special protection is provided.
5.	A completed A3 Southland District Council as-built form.
CONDITIONS OF APPROVAL - WATER	
1.	The work shall be carried out by a craftsman plumber and the applicant shall meet all costs.
2.	An approved toby valve and box shall be provided on the property as close as practicable to the boundary.
3.	Minimum cover to service shall be 500 mm beneath footpaths and grass verges, and 750 mm beneath roadways, unless special protection is provided.
4.	A completed A3 Southland District Council as-built form.
CONDITIONS OF APPROVAL - CARRIAGEWAY	
1.	The work shall be carried out by an approved roading contractor and the applicant shall meet all costs.
2.	Location, placement and installation of works shall be in accordance with the Code of Practice and/or Bylaw.
CONDITIONS OF APPROVAL - ROAD CORRIDORS	
1.	The work shall be carried out by skilled contractors and the applicant shall meet all costs.
2.	



CONDITIONS OF APPROVAL – OTHER
1. The applicant shall meet all costs associated with access to the road corridor.
2.
Other Conditions
<p>Fees and charges to accompany application. Fee will be refunded should application be declined.</p> <p>Any bond imposed by Council will be refunded upon satisfactory reinstatement of road features (including pavement, footpaths, drains, grass berms). If the reinstatement work has not been completed satisfactorily in the opinion of Council, then the bond shall be forfeited to Council and used by Council to complete the reinstatement to a satisfactory standard.</p> <p>The applicant by his/her signature hereto agrees to indemnify the Council, its officers, or employees to the full extent of any liability to or in respect of any person for any fault act or omission by the applicant or the applicant's servants agents or contractors in the carrying out of any work or activity approved by Council in this application.</p> <p>The Council shall not be held responsible in any way for claims for damages and it is a condition of the issuing of this permit that the applicant and/or the contractor undertaking the work erect signs and/or barricades sufficient to provide safety to the public, and keeps in force public liability insurance to protect liability for damage to third parties.</p> <p>Any personal information within the meaning of the Privacy Act 1993 provided on this application form will be used only for the purposes of this application. As the applicant you have the right under the 1993 Act of access to personal information held by Council about you and you are also entitled to request information about you to be corrected.</p>

APPROVAL

Council to complete on receipt of fees and charges

SOUTHLAND DISTRICT COUNCIL OFFICE USE ONLY	
File No.	_____
FEE REQUIRED: \$	BOND REQUIRED: \$
Fees paid by: _____	Payment Date: _____
Receipt No. _____	Account No. _____
TTMP RECEIVED/APPROVED <input type="checkbox"/> <input type="checkbox"/>	Approval Date: _____
APPLICATION APPROVED / DECLINED	
By _____ (Officer's Name)	_____ (Signature)



QUOTE

Southland District Council
PO Box 903
Invercargill
Invercargill 9840
NEW ZEALAND

Date 19 Jan 2021
Expiry 18 Feb 2021
Quote Number QU-0014
Reference Butter Field Beach Job
GST Number 121-289-792

Duncan Earthworks Ltd
91 Kempshall Road
RD 1
Outram 9073
NEW ZEALAND
Cell Phone Michael
0274141624

Description	Quantity	Unit Price	Amount NZD
Establishment	1.00	500.00	500.00
TMP and CAR request	1.00	2,500.00	2,500.00
60 Metre of V shape Swale			
8T Digger hire V shape swale	32.00	135.00	4,320.00
Tip Truck Hire	8.00	150.00	1,200.00
16 Metre of Dish Kerb 5x 175mm wide 40mm Depth	1.00	11,500.00	11,500.00
5Ton Digger Hire excavate and tidy up from dish channel	10.00	115.00	1,150.00
Labour tidy up from dish channel	12.00	55.00	660.00
7 Metres of shallow V Swale			
8T Digger hire shallow V	6.00	135.00	810.00
Subtotal			22,640.00
TOTAL GST 15%			3,396.00
TOTAL NZD			26,036.00

Project Scope Confirmation - 2021/2022 Locally Funded Projects

Record No: R/21/5/23730
Author: Mark Day, Community Facilities Manager
Approved by: Nick Hamlin, Group Manager Programme Delivery

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to seek approval from the Stewart Island Rakiura community board for the scope of the locally funded projects within their board area that will be delivered in the 2021/2022 financial year.

Executive summary

- 2 The Stewart Island Rakiura community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 3 The community board has the delegation to approve the scope of locally funded projects. Refer to the Policy Implications below.
- 4 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 5 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 6 The scoping documents relevant to the Stewart Island Rakiura community board delegation are attached to this report.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Project Scope Confirmation - 2021/2022 Locally Funded Projects” dated 3 June 2021.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees to approve the scope of the projects identified in the attachments to this report

Background

- 7 The Stewart Island Rakiura community have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2021/2022 financial year.
- 8 The community board has the delegation to approve the scope of locally funded projects. Refer to the Policy Implications below.
- 9 With an increase in the number of both locally and district funded projects identified in the 2021-2031 Long Term Plan, staff are working to improve the efficiency of delivery.
- 10 One of the ways staff are seeking to achieve increased efficiency is to ensure projects are scoped and approved ahead of the year identified for delivery. In doing so, staff consider the primary advantage is the early identification of required internal and external resources and supplies enabling timely programming and procurement. Staff consider this approach will provide the best opportunity to deliver the committed works programme.
- 11 The scoping documents relevant to the Stewart Island Rakiura community board delegation are attached to this report.
- 12 Staff worked with the community board to discuss and identify projects at their workshops as part of the planning for the inclusion in the 2021/2031 Long Term Plan.
- 13 The community board chairperson was sent the list of the projects that the community facilities team are responsible for in the 2021/2022 financial year for their information on 19 April 2021. This included both local and district funded projects.
- 14 Project scope definitions have been sent out in May 2021 prior to the board meeting.
- 15 The foot path projects have been discussed with the community board at their meeting held on 8 March 2021.
- 16 The projects were consulted on through the 2021/2031 Long Term Plan review process.

Factors to consider

Legal and statutory requirements

17 None.

Community views

18 The projects that are covered in the attached scoping documents have been included within the 2021-2031 Long Term Plan and subsequently consulted on. Each of these projects were developed and submitted as part of the LTP in conjunction with the Community Board. As such, community views are considered to have been well canvassed.

19 Staff note that there were two submissions received through the LTP consultation process regarding the Baker Park investigation project.

Costs and funding

20 These projects have all been identified in the approved 2021/2031 Long Term Plan and will be funded by way of reserves, loans or a combination of both.

Policy implications

21 For projects within the Long Term Plan the delegation manual, states under Service Delivery, Local Activities

- section d) approve project definitions/business cases for approved budgeted expenditure up to \$300,000
- section e) recommend to the Services & Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and /or any unbudgeted capital expenditure.

22 For district funded projects refer to the delegation manual under Advocacy

- section 14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally)

23 The community board can make a recommendation to Council on District Funded Projects.

Analysis of options

Option 1 - Agrees to approve the scope of the projects identified in the attachments to this report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• All projects have an approved scope and can be procured and delivered appropriately.	<ul style="list-style-type: none">• None identified.

Option 2 – Does not agree to approve the scope of the projects identified in the attachments to this report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• None identified.	<ul style="list-style-type: none">• The projects may not be able to be delivered within the designated financial year.

Assessment of significance

- 24 The assessment of significance needs to be carried out in accordance with Council's Significance and Engagement Policy. The Significance and Engagement Policy requires consideration of the impact on social, economic or cultural wellbeing of the region and consequences for people who are likely to be particularly affected or interested. Community views have been considered throughout this process thus the proposed decision is not considered significant.

Recommended option

- 25 The staff recommendation is Option 1.

Attachments

- A Project definition P-10856 Baker Park Track Investigation [↓](#)
B Project Scope P-10900 P10910 Footpath Programme 2021-2022 (Stewart Island - Rakiura) [↓](#)

Investigation Project – Baker Park Tracks Stewart Island

	BUDGET	Up to \$10,000
	ACTIVITY	Parks and Reserves Code: P-10856
	COMMUNITY BOARD	Stewart Island Rakiura Community Board
	PROGRAMME	July 2021 – December 2021

DESCRIPTION

Location: 143 Horseshoe Bay Road, Stewart Island

Work associated with the future development of a track network within the area known as Baker Park.

SCOPE

The Stewart Island Rakiura community board is wanting to investigate the feasibility of developing a track network within the council owned land known locally as Baker park.

There was previously a track in this area however it has since become overgrown. The board has allowed funding in years two, three and four for the construction of the track network.

RISK

This is seen as a low risk activity.


The community board has identified this project as a priority however will need to make sure that there is sufficient funding available to maintain any new tracks to the appropriate standard.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

Consultation with community groups will be required as part of this project. If the community board agree to develop the track network it will be an increase in the level of service.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Footpath Renewal and LOS (Stewart Island – Rakiura, Horseshoe Bay Rd)

	BUDGET	Oban Renewals; \$33,333 (Including 52% NZTA subsidy)
	ACTIVITY	Transport Code: P-10900 & P-10910
	COMMUNITY BOARD	Stewart Island Rakiura Community Board
	PROGRAMME	July 2021 – June 2021

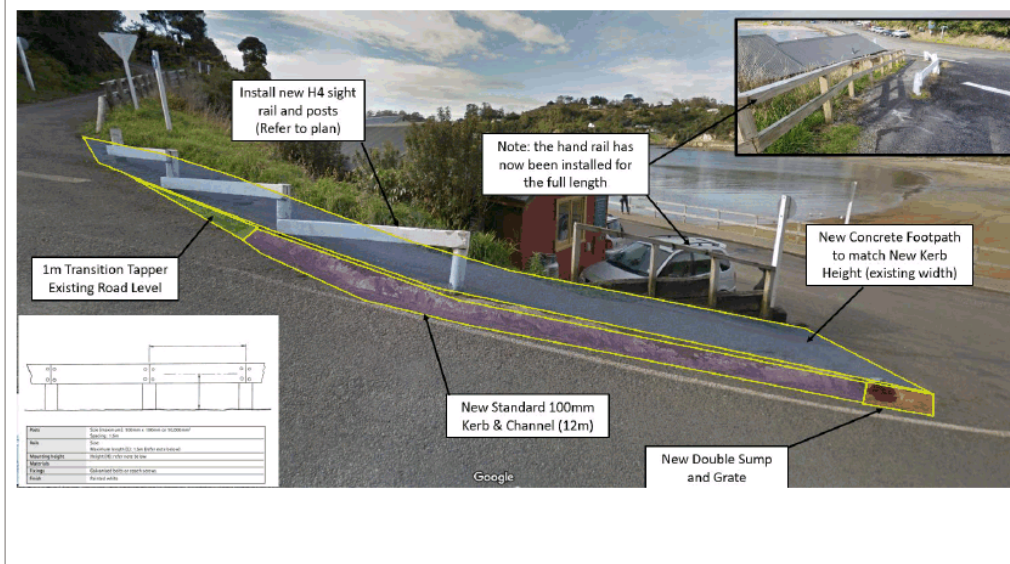
DESCRIPTION

Renewals: the replacement of existing concrete footpath (like for like)

SCOPE

As part of the 2020/2021 District Wide Footpath Program, the above area has been identified due to the deterioration through the footpath condition. Due to the increase in scope the project it to be carried over to be part of the 2021/2022 District Wide Footpath Program. The identified site will consist of the following:

- Renew the existing footpath in concrete
- Replace Kerb with 100mm standard Kerb & Channel
- Install new double sump and grate
- Install new H4 sight rail and posts (not stepped)



RISK

Securing NZTA funding: this scope assumes that SDC will secure NZTA funding of 52% for footpath renewals.

Tender Prices: Recent tender prices received have varied. This is partly reflective of how busy this sector is. As a contingency, it is proposed that the lengths will be adjusted to fit within the available budget if required. Any scope not completed will be reassessed and prioritised as part of the next round of footpath renewals.

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

The project has been identified and included as part of routine footpath renewals program. Adjacent properties will be notified prior to construction commencing.

DATE OF RESOLUTION BY BOARD TO PROCEED WITH PROJECT			
SIGNED		DATE	
Board Chair			

Stewart Island Wind Power - Final pre-development report

Record No: R/21/5/24619
Author: Ashby Brown, Commercial Infrastructure Manager
Approved by: Nick Hamlin, Group Manager Programme Delivery

☐ Decision ☐ Recommendation ☒ Information

Purpose of the Report

- 1 The purpose of the report is to update the board on Stewart Island Wind Power project.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island Wind Power - Final pre-development report” dated 8 June 2021.**

Attachments

- A Stewart Island Wind Power - Final pre-development report [↓](#)

PROACTIVELY RELEASED



Stewart Island Wind Power

Final pre-development report

Author: Ashby Brown

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

☎ 0800 732 732
✉ sdcc@southlanddc.govt.nz
🏠 southlanddc.govt.nz

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Document Revision

Date	Amendment	Amended by	Approved by	Approval date
25/03/2021	Draft for MBIE comment	Privacy of natural persons		29/03/2021
9/4/2021	Jobs created			9/4/2021

Final pre-development report

Land access agreement outcomes

Outcomes of land access agreements for turbines and turbine access track and electrical network connection.

Following Commercial Information, attention was directed to alternative viable wind turbine sites. Several turbine configurations on the Mamaku Headland were explored through multiple discussions with the relevant landowner. Ultimately, no configurations were acceptable to this landowner and access was unable to be secured. Subsequently, effort was directed to exploring Horseshoe Point as a potential site. After favourable responses from the three relevant landowners, work was undertaken to optimise turbine placement, location of access tracks and project economics in comparison with the other preferred sites. Following this, a draft agreement to grant access was prepared and issued to the landowner (trust) of the critical parcel. This proposal was ultimately rejected, primarily for reasons of Commercial Information, Privacy of natural persons

No other sites, beyond the three identified above, were identified as potentially viable for wind generation. Ultimately, no land access agreements were able to be established.

Outcomes – Commercial Information

Outcomes of discussions with Commercial Information of possible turbines.

Several meetings were held with Commercial Information

Outcomes – resource consents/ DOC concession

Outcomes of resource consents and DOC concession for the installation and operation of the wind turbines and supporting infrastructure. This will require environmental effects studies and a planning report to be completed. It is considered the focus of these studies will be a planning report, landscape, ecology, noise, cultural and consultation.

The project did not advance to this phase due to failure to gain land access.

Wind monitoring

Information on the wind monitoring on the selected site, in order to reduce the uncertainty in the estimate of the cost of energy and specify the wind flow conditions. The wind monitoring would require some vegetation clearance for access and installation.

The project did not advance to this phase due to failure to gain land access.

Geotechnical investigation

Information on the geotechnical investigation at the selected turbine locations.

The project did not advance to this phase due to failure to gain land access.

System optimisation analysis

Information on the detailed system optimisation analysis to determine the optimum number of wind turbines, battery size and system control requirements to maximise diesel reduction and minimise capital cost.

The project did not complete this phase due to failure to gain land access. However, optimisation was considered in the development and analysis of the three site options explored.

Grid integration and stability

Completed grid integration and stability study.

The project did not advance to this phase due to failure to gain land access

Project viability

Information on the viability of the Project, including information pertaining to the total costs of the Project.

The project did not complete this phase due to failure to gain land access. However, viability was considered in the development and analysis of the three site options explored.

Additional project information

Any other reasonable information that is notified by the Ministry in writing to the Recipient.

Total jobs created (full-time and/or part-time) from this funding:


The project was abandoned and therefore no long term jobs were created. During the project itself, the funding contributed to the part-time employment of three consultants from Roaring 40s and a lawyer to review the proposed access agreement. Additionally, at least five Council staff had part-time involvement across a range hours (a few hours in total through to a few hours per week) on this project.

Attachments

Roaring 40s memorandum – Stewart Island wind power predevelopment close out report

Roaring 40s Stewart Island monthly report - January 2021

PROACTIVELY RELEASED

MEMO	Confidential	 Roaring40s Wind Power
To: Ashby Brown Commercial Infrastructure Manager Southland District Council		
From: Roaring40s Wind Power Limited		
Stewart Island Wind Power Predevelopment Close Out		3 March 2021

1 Purpose

The purpose of this memo is to describe of the work undertaken to investigate potential sites of wind generation on Stewart Island in order to provide the reasons for the decision made by Southland District Council to abandon the project on 2 February 2021. The scope of works, original budget and programme associated with the Stewart Island Wind Power Predevelopment project (the "Predevelopment Project") is described in the Southland District Council Contract 20-21, dated 27 May 2020.

2 Background

In November 2019, SDC were granted \$3.16M by the Provincial Growth Fund (PGF) to consent and construct a two-turbine wind farm on Stewart Island to help offset reliance on diesel. A previous study, undertaken by Roaring40s Wind Power Limited (R40s) in 2018 identified eight possible wind farm sites. These, along with the results of a wind modelling exercise undertaken to assist with the identification and economic modelling of possible sites is shown in Figure 1.

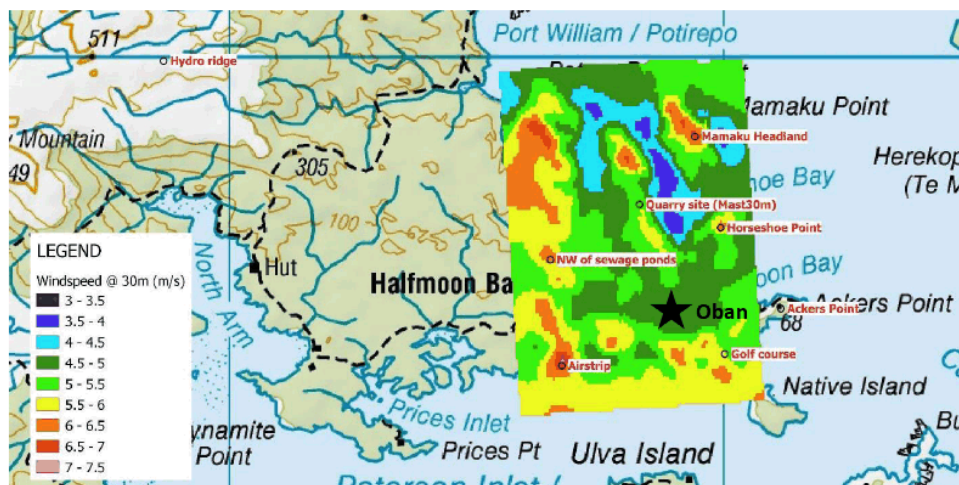


Figure 1 Location of possible wind farm sites and indicative wind resource in vicinity of Oban (R40s, 2018)

PROACTIVELY RELEASED



3 Predevelopment project concept

The allocated PGF funds was split into two phases - Predevelopment and Development. The Predevelopment phase was to complete all of the work associated with preliminary system optimisation, securing the necessary land access rights, completing a preliminary design at the secured wind farm site, undertaking the assessment of effects (AEE) studies, preparation of the resource consent application (and undertaking stakeholder engagement activities), and successfully obtaining resource consent approval for the development of the wind farm – for which a resource consent hearing was anticipated as being required.

The PGF grant had allocated \$495,000 for the work associated with the Predevelopment phase. The remainder of the grant (\$2.665M) was for the Development phase – this amount was based on the estimated costs associated with the procurement and installation of two wind turbines and the construction of the other wind farm infrastructure required for the wind farm (track access, electrical works etc).

Although the PGF funding was for the construction of just a two turbine wind farm, the Predevelopment project concept was to seek land access rights and resource consent approval that would allow the construction and operation of up to four wind turbines. This would provide the opportunity to increase the size of the wind farm at a later date, should this be desired by the Stewart Island Electrical Supply Authority (SIESA), and should an acceptable business case be approved - and the required funds being made available.

4 Wind turbine size

The project concept and in particular the appropriate wind turbine size and output was identified in consideration of a number of factors, including:

- The existing and forecast load in Oban.
- The existing infrastructure in Oban (wharf strength, barging options, existing electricity network, construction equipment etc).
- The ability of the wind turbines to integrate into the existing SIESA network without adversely affecting the operation of it.

The two preferred turbine models identified were the Northern Power Systems and the XANT. These turbines are relatively small in size and have similar outputs (95kW and 100kW respectively). The XANT turbine is available as both a free standing and guyed option – the guyed option being one that is erected using a 'tilt-up' method and thus does not require a crane during construction. This is a significant advantage as there is no crane of suitable size on Stewart Island and thus avoids the need of transporting a crane from mainland NZ – which attracts a cost premium.

In summary, and to ensure that flexibility would be possible during procurement to be able to consider all suitable wind turbine types available on the market at that time, the dimensions of the wind turbine that would be sought for approval in the resource consent application would have the following dimensions, as indicated in Figure 2:

- Hub height: up to 55m
- Rotor diameter: up to 33m
- Tip height: up to 65m

PROACTIVELY RELEASED

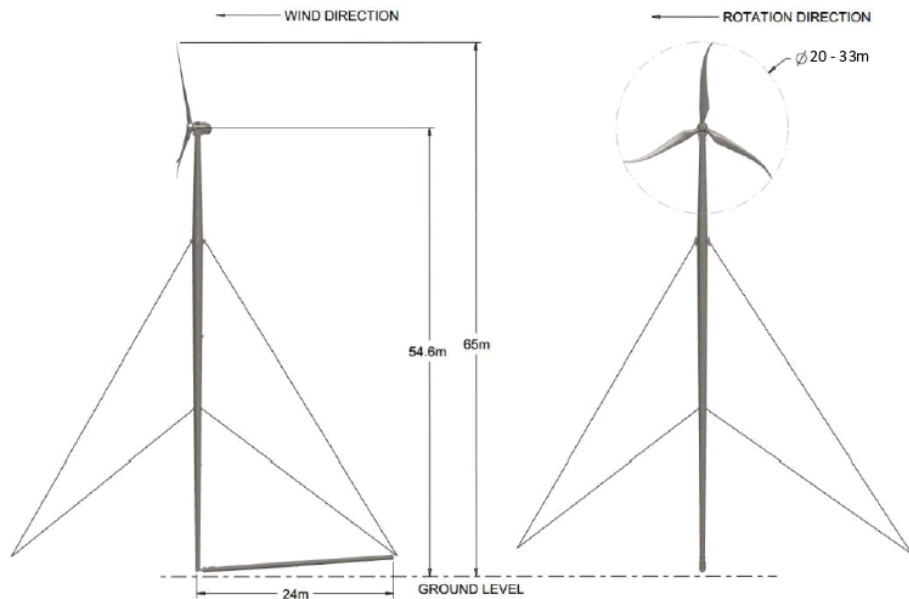


Figure 2 Maximum size and dimensions of proposed wind turbines

5 Land access negotiations

Of the sites identified by R40s in the 2018 study, the Airstrip and Mamaku sites were deemed the most attractive, given the modelled wind speed, relative ease of site access, area of land and proximity to the existing electricity network. Lower wind speeds and/or more difficult access meant the other sites were less attractive, but could still be options to consider should the Airstrip or Mamaku sites prove to be difficult to progress.

Subsequently, at the Stewart Island Wind Power Predevelopment Project planning workshop held on 24 June 2020 it was recommended that the landowners of the Airstrip and Mamaku sites would be approached as a priority with the intent of entering into an agreement that would enable the investigation, development and operation of a wind farm on the land. The Airstrip site was confirmed as being the preferred site, with Mamaku the next best. The following sections are essentially in chronological order, to assist with understanding the project development process.

5.1 Airstrip

The concept for the project at the Airstrip site was for four wind turbines located on two properties - a privately owned property (currently owned by [Privacy of natural persons](#)) and a property owned by the Department of Conservation (DoC), but which is not part of the Rakiura National Park. In addition to these properties, the easiest and least costly access route would require the agreement from the landowners between the proposed site and the public road – which is the same route as that used for access to the airstrip, and the use of the airstrip itself. Figure 3 shows the indicative positions of the four wind turbines at this site and the associated property boundaries.

Meetings and conversations with the some of the landowners and key affected stakeholder Stewart Island Flights had been undertaken as part of the R40s 2018 study. At this time all of the parties

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expressed support for a wind farm in concept but noted that they would need to see further details.

Commercial Information

They also pointed out the restricted height zones around the airstrip, which are also described in the District Plan.

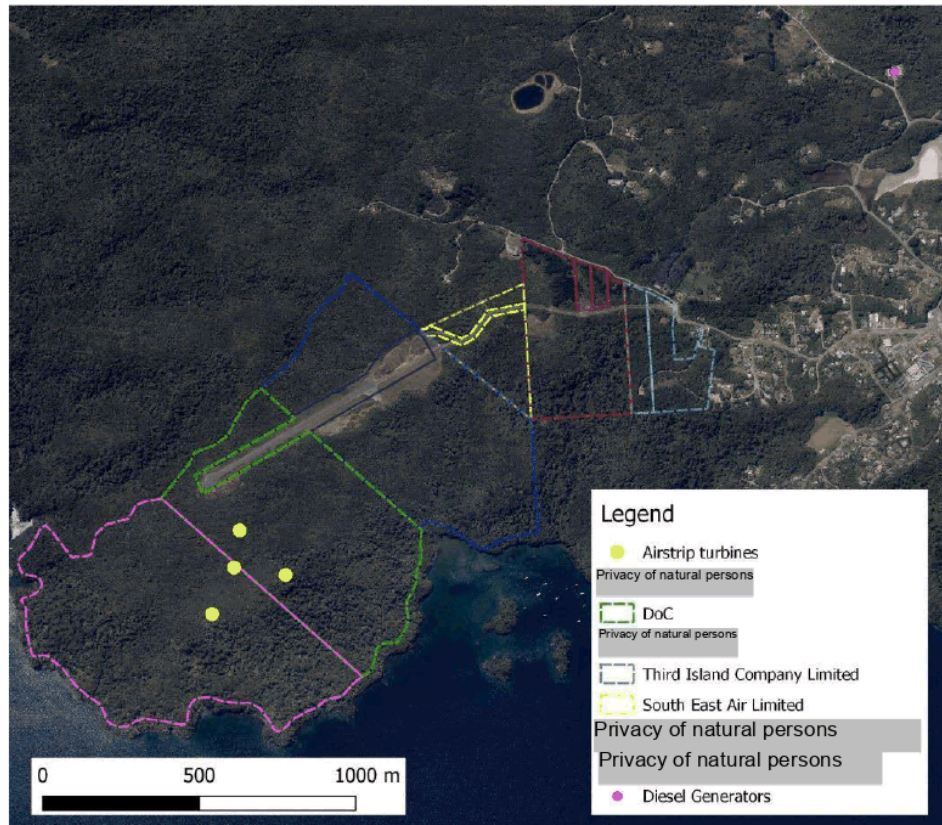


Figure 3 Airstrip site landowners and wind turbine layout

In late June 2020, after the Predevelopment project had begun, meetings were arranged with DoC, Stewart Island Flights and the owner of the airstrip property. Commercial Information

Free and frank opinions

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R40s subsequently discussed this situation with Commercial Information, Free and frank opinions

[REDACTED]

As such, attention focussed on the other preferred site – Mamaku.

5.2 Mamaku

A wind farm on the Mamaku headland would have required the involvement of just one property. However, a development at this property was complicated by the fact that the majority of it was encompassed with a predator-proof fence and the landowner's intent was to rid the land of predators and improve the native flora and fauna within it. While enhancing the flora and fauna of the land is not necessarily in conflict with wind generation, especially considering the CO₂ reduction that would be offset by the integration of wind generation on Stewart Island, clearance of vegetation from the land would be required to make way for the wind turbine platforms and access tracks. This aspect made it difficult for the landowner to endorse the wind farm concept on [REDACTED] property – and this position was made clear during the preliminary discussions in 2018. However, it was agreed that this site could be retained as an option for further consideration and that the landowner would be able to make a decision after upon receiving further information, when this was available.

R40s met with the Mamaku site landowner again in late June 2020 after the Predevelopment project had begun. A site visit was undertaken to a vantage point which provided good views of the area of interest. The initial concept was for four turbines on the most top of the ridgeline – being the most elevated part and which had the best wind resource. This layout is identified as “Mamaku v1” in Figure 4. The landowner made it clear the location of turbines in this part of his property would not be acceptable because of the mature vegetation that would have to be removed to make way for the wind turbines and access tracks.

A revised layout was subsequently devised (Mamaku v2) but following further work to assess the visibility of layout from the beach at Lee Bay to the west of the site, this layout was also rejected. Three more alternative layouts were proposed by R40s to attempt to find a solution that would be acceptable to the landowner, but ultimately none were. Free and frank opinions

[REDACTED]

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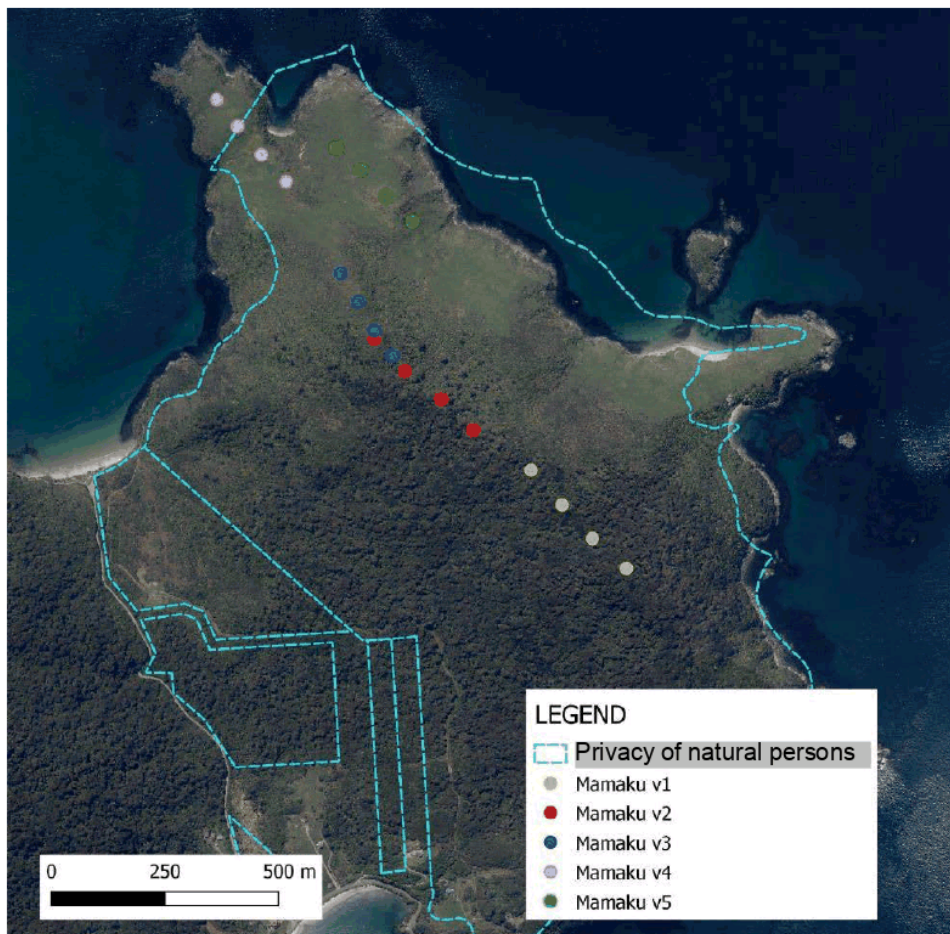


Figure 4 Mamaku site showing the five wind turbine layouts proposed and the property boundary

5.3 Other sites

A number of other sites were investigated by R40s following the failed attempts to secure access to the two preferred sites described above. These include Garden Mound, Sewage Ponds, Quarry Site, Native Island, Horseshoe Point and the Third Island Company site. These are described further below.

Garden Mound

This is a prominent hill located to the west of the Mamaku and site and to the north of the Quarry site. Although it has a good wind resource, it wasn't identified a feasible site in the 2018 report due to the limited area of flat land available at the top of the hill, the difficulty in site access - especially in regard to grade, and the amount of high value vegetation that would need to be cleared. The land is also owned by DoC, hosts a popular walking track and thus has a higher recreational value than other locations. Upon the request of Southland District Council, this site was formally assessed as part of the Predevelopment project. Following this assessment R40s came to the same conclusion as previous and confirmed that this site was not viable as a wind farm.

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Sewage Ponds

The sewage ponds site is attractive as the land is owned by the Southland District Council and it has existing access track and electricity supply. However the wind resource is not good enough at this location to warrant construction of a wind farm here. A site further away from the ponds ("Northwest of sewage ponds") was previously identified in the 2018 report, which is viable from a wind resource perspective, but in consideration of the relatively long access track (and cabling route) required through native vegetation, half of which is owned by DoC, this site is also considered unviable as a wind farm.

Quarry Site

This location (inland from Horseshoe Bay) has been identified by R40s as possible site and a wind monitoring mast had previously been operational at this location. Following a more in-depth assessment as part of the Predevelopment project, this location was confirmed as being unviable due to close proximity of dwellings (which would constrain turbine placement) and the relatively poor wind resource.

Native Island

This location was suggested by a member of the Stewart Island community. It was subsequently assessed by R40s but was discarded from consideration due to the difficulty in access, distance and difficulty of the transmission route, anticipated poor wind resource, National Park status (for half of the island) and the elevated cultural value associated with the island.

Horseshoe Point

This site received a significant amount of attention during the Predevelopment project following the setbacks associated with the preferred sites. Although the wind modelling suggested this site would have a slightly poorer wind resource than the Airstrip and Mamaku sites an assessment was undertaken to compare the project economics of all three sites. This analysis suggested that a saving of approximately \$Commercial Information/year could have been possible at the Horseshoe point site. This is compared to savings that could have been possible at the Airstrip and Mamaku sites of \$Commercial Information/year and \$Commercial Information/year respectively. This calculation was based on the calculated amount of diesel that could have been avoided by two wind turbines operating and for a diesel price of \$1/litre. It also assumed that approximately \$Commercial Information/year would have been spent on maintenance of the wind farm, in addition to the operations and maintenance costs already faced for the diesel generators.

The initial layout at the Horseshoe Point site had four turbines spreads over three properties. All three landowners expressed support following initial contact. The layout was subsequently revised to try to fit all four wind turbines on one property in order to reduce land access costs, civil works costs and cabling costs so as to improve the project economics. These two layouts are identified as "Horseshoe Point v1" and "Horseshoe Point v2" respectively on Figure 6.

Different site access options were assessed, with a construction cost estimate provided by a civil contractor for the preferred route – which would have followed the "Brookland Road" paper road corridor. This would require vegetation removal for a length of approximately 1km, but the majority of the vegetation along this route was low value regenerating bush.

Legal documentation was prepared in order to secure the necessary access rights for the investigation, construction and operation of the wind farm regard in the form of an Agreement to

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Grant Easement (AGE). This was issued to the landowner on 24 December 2020. Verbal feedback was received on 18th January 2021 that the landowner was no longer supportive. Key reasons provided were the length of the agreement and the size/visibility of the wind turbines which the landowner felt may upset some members of the local community. These reasons were confirmed by letter received on 12th February 2021.

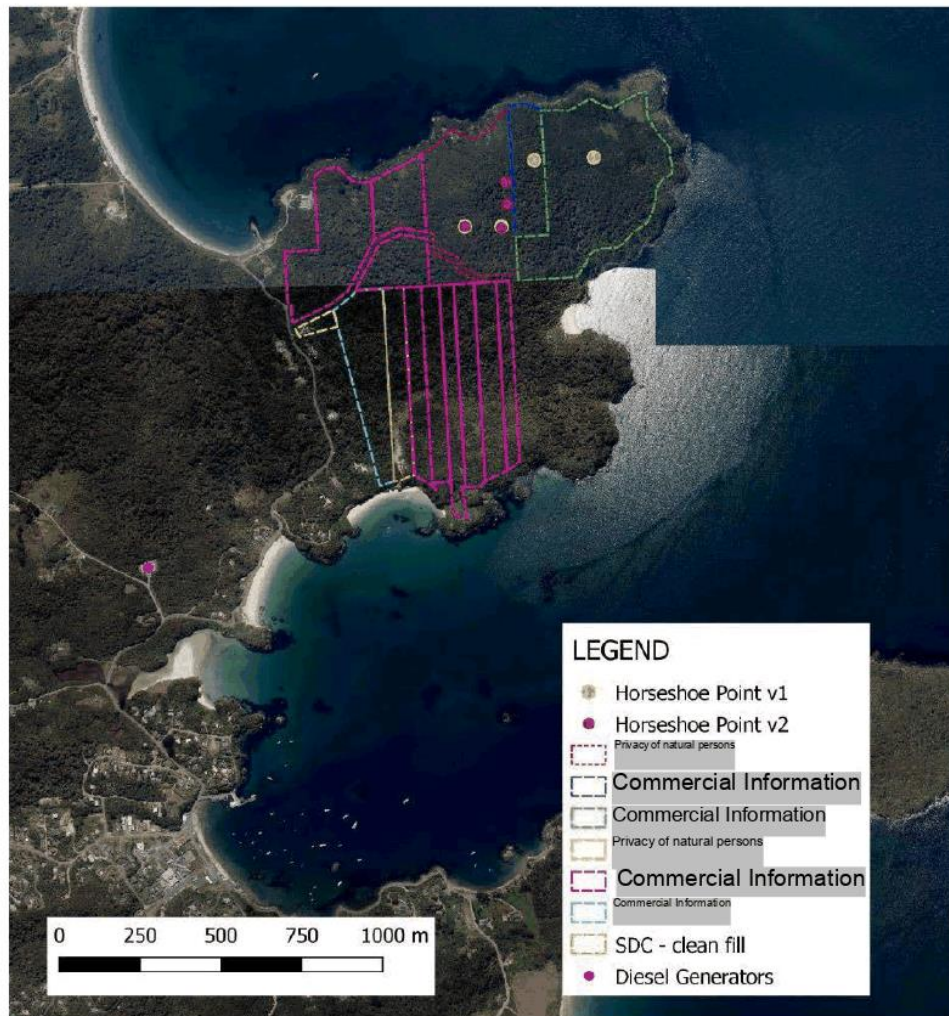


Figure 5 Horseshoe Point site showing the two wind turbine layouts proposed and property boundaries

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Third Island Company

The Third Island Company property is located at the eastern end of the airstrip. A wind turbine layout on this property was possible and the wind resource was modelled as being comparable to the Horseshoe Point site. However the turbine spacing is very tight, the topography is not ideal and the suitability of the southern-most turbine would require geotechnical on site investigations and confirmation.

Access to the site would require crossing a gully which potentially could be problematic/costly and agreement from other landowners would also be required to access the site, as was the case for the Airstrip wind farm option. In addition, the turbines would be visible from houses located on the coast to the south (the closest turbine is 400m away) and would also be visible from a number of houses on the hills to the east of the site (about 800m away).

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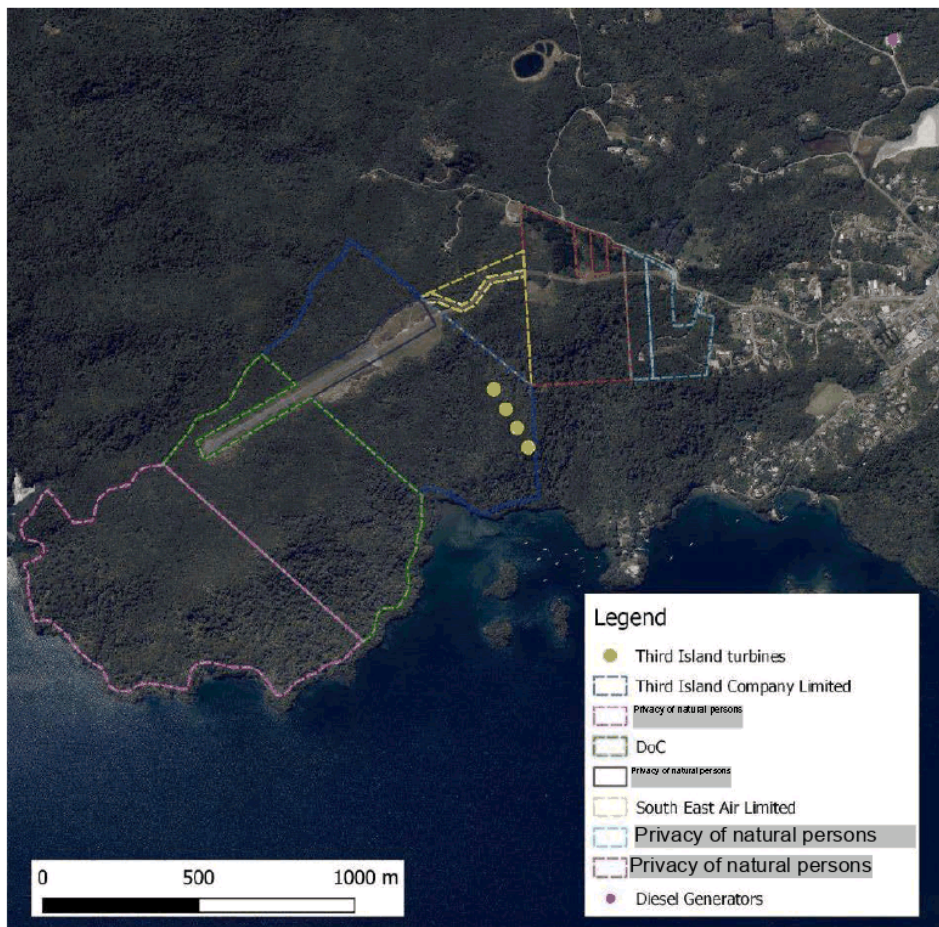


Figure 6 Third Island Company site showing the wind turbine locations and property boundaries

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6 Decision to abandon the Predevelopment project

A project governance meeting was held on 2 February 2021. This meeting was attended by the following project stakeholders:

- Cr Bruce Ford; Mayor Gary Tong; Privacy of natural persons; Ashby Brown; Privacy of natural persons; Karen Purdue; Simon Moran; Nick Hamlin; Matt Russell [SDC]
- Mark Paterson [MBIE]
- Privacy of natural persons
- Privacy of natural persons [Roaring40s]

At this meeting an overview of all the work that R40s had progressed was given by R40s including details of the attempts at securing land access rights at the various sites investigated. Given the amount of effort that had gone into trying to secure the required land access rights for a wind farm and the absence of any obvious viable alternatives, the Southland District Council made the decision to abandon the Predevelopment project.

7 Project Expenditure

Following the decision to abandon the project, R40s ceased all work other than that required for reporting and the preparation of this close out report. The total cost of the Predevelopment project to the completion of all work is \$Commercial information (excluding GST). The total budget for the Predevelopment project was \$495,000, of which \$Commercial information had been allocated for the phases concerned with the workstreams being undertaken on the project to date, namely;

- Project Planning and Preliminary Design
- Land Access
- Preliminary System Optimisation

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PROJECT STATUS MONTHLY REPORT (JANUARY 2021)

PROJECT NAME	Stewart Island Wind Pre-Development Project		
PROJECT MANAGER	DATE OF STATUS ENTRY	PERIOD COVERED	PROJECTED DATE OF PROJECT COMPLETION
Privacy of natural persons	3 February 2021	January 2021	N/A – Project abandoned on 2 February 2021

PROJECT STATUS THIS MONTH**OVERALL PROJECT STATUS**

ROADBLOCK | POTENTIAL RISKS/DELAYS | ON TRACK

SUMMARY

↑
Project
Status

Land Access

- Horseshoe Point site landowner representative Privacy of natural persons advised (by phone on 18 January) that the Trust representing the Horseshoe Point property do not wish to host a wind farm on their property. The main reasons are the length of the agreement, the size of the wind turbines (which are much bigger than they anticipated) and the belief that there would be some members of the local community opposed to the wind farm due to the visibility of the wind turbines from parts of Oban. We are awaiting their formal response (by letter) but until then, must assume that the opportunity of a wind farm on the Privacy of natural persons property is no longer valid.
- An alternative layout for the Horseshoe Point site (using the other two properties previously identified at this location) has been devised but is deemed to be uneconomic due to the increased civil and electrical costs and a reduction in wind speed.
- A layout for the Third Island Company property near the airstrip has been devised but requires on site investigations to prove site access and turbine location suitability. This site also requires property rights from parties known to be opposed to wind turbines close to the airstrip. It is considered marginally economic and unlikely to obtain all property rights required for access.
- An alternative access to the original (preferred) Airstrip site has been assessed as a means of avoiding properties owned by parties known to be opposed to wind turbines close to the airstrip. This site access (which would follow Ryans Creek Road) requires the construction of a very long (~2km) access track, with an even longer electrical cable route. There are also portions of the Ryans Creek Road which are very steep and it is likely that the road would need to deviate from the legal boundary into adjoining land in order to reduce grade to an appropriate level. This would require obtaining additional property rights. The long access track and cable route have a negative impact on the project economics. In addition, the Airstrip site is known to have staunch opponents and so is expected to face opposition during a resource consent process.
- A Project Control Group meeting was held on 2 February 2021 to discuss the above issues and agree the way forward. The outcome of this meeting was to abandon the project. This decision and the reasons will be summarised in a separate 'Close out' report.

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PROJECT STATUS MONTHLY REPORT (JANUARY 2021)



PROJECT BUDGET

Code	PHASE/TASK (Stage 1)	Original Budget (June 2020)	Revised Budget (Nov 2020)	Forecast Expenditure	Forecast (Jan 2021)	Actual (Jan 2021)	Variance (Jan 2021)	Forecast (life to date)	Actual (life to date)	Variance (life to date)
1.00	Project Planning and Preliminary Design (FF)									
1.01	Project workshop (R40s)	\$								
1.02	Project Plan and Stakeholder Engagement Strategy (R40s)	\$								
1.03	Preliminary design (R40s)	\$								
1.04	Management, disbursements (R40s)	\$								
1.05	Sub total	\$								
2.00	Land Access (CP (max))									
2.01	Legal fees (applicant)	\$								
2.02	Legal fees (landowner)	\$								
2.03	Sign-on payments	\$								
2.04	Annual payments (operations budget after first year)	\$								
2.05	Negotiation time, management, disbursements (R40s)	\$								
2.06	Sub total	\$								
3.00	Wind monitoring and Site Access (FF)									
3.01	Update wind model for Airport site or alternative (R40s)	\$								
3.02	Identify suitable mast location and site visit (R40s)	\$								
3.03	Monitoring mast consent application	\$								
3.04	Mast/ROB procurement and installation	\$								
3.05	Management, disbursements (R40s)	\$								
3.06	Sub total	\$								
4.00	Consent studies and application (incl Dec concession) (CP (max))									
4.01	Planning assessment and consent application (incl Dec concession)	\$								
4.02	Civil and construction effects	\$								
4.03	Landscape	\$								
4.04	Ecology	\$								
4.05	Traffic and Transportation	\$								
4.06	Archaeology	\$								
4.07	Cultural	\$								
4.08	EMF/Communications Interference (i.e. airport traffic control)	\$								
4.09	Noise (R40s)	\$								
4.10	Visual simulations (R40s)	\$								
4.11	Legal	\$								
4.12	Communications	\$								
4.13	Stakeholder Engagement (R40s)	\$								
4.14	Management, disbursements (R40s)	\$								
4.15	Sub total	\$								
5.00	Consent hearing (CP (max))									
5.01	Planning (incl submission analysis)	\$								
5.02	Civil and construction effects	\$								
5.03	Landscape	\$								
5.04	Ecology	\$								
5.05	Traffic	\$								
5.06	Archaeology	\$								
5.07	Cultural	\$								
5.08	EMF/Communications Interference (i.e. airport traffic control)	\$								
5.09	Noise (R40s)	\$								
5.10	Visual Simulations and methodology (as Hearing Evidence)	\$								
5.11	Legal	\$								
5.12	Communications	\$								
5.13	Council Costs	\$								
5.14	Stakeholder Engagement (R40s)	\$								
5.15	Management, disbursements (R40s)	\$								
5.16	Sub total	\$								
6.00	System Optimisation (FF) - preliminary design phase									
6.01	Preliminary system optimisation	\$								
6.02	Revise and update preliminary system optimisation	\$								
6.03	Management, disbursements (R40s)	\$								
6.04	Sub total	\$								
7.00	Pre-tender design and Business Case (CP (max))									
7.01	Civil Design	\$								
7.02	Electrical Design	\$								
7.03	Business Case preparation (R40s)	\$								
7.04	Management, disbursements (R40s)	\$								
7.05	Sub total	\$								
Total		\$								


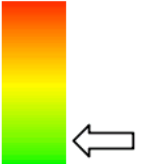

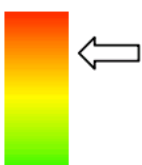
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PROJECT STATUS MONTHLY REPORT (JANUARY 2021)**PROJECT BUDGET NOTES**

- The forecast expenditure for January 2021 was \$^{Commercial Information} Actual expenditure in January 2021 was \$^{Commercial Information}. This includes \$^{Commercial Information} (excluding GST) for ^{Commercial Information} for the drafting of the AGE which was not included in their December invoice.
- January 2021 variance was \$^{Commercial Information} Life to date variance is \$^{Commercial Information}.
- The main reasons for the variance in January 2021 is;
 - Phasing of expenditure – it was anticipated that the Project Plan and Stakeholder Engagement Strategy would have been completed in December however no further effort was expended on these while uncertainty in the project progressing remains. Also, it was envisaged that some external legal fees would have been incurred in January 2021 for the landowner review of the AGE.

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PROJECT STATUS MONTHLY REPORT (JANUARY 2021)**PROJECT COMPONENTS**

COMPONENT	STATUS	NOTES
BUDGET		<ul style="list-style-type: none"> No longer applicable given decision to abandon the project. However, at the end of January 2021, the budget was tracking well and expenditure was below forecast.
RESOURCES		<ul style="list-style-type: none"> No longer applicable given decision to abandon the project. However, at the end of January 2021, there were no issues in regard to project resources.
TIMELINE		<ul style="list-style-type: none"> No longer applicable given decision to abandon the project. However, at the end of January 2021, and given the negative response by the key Horseshoe Point landowner and the uncertainty regarding finding alternative attractive sites, the project programme would likely need to be pushed out.
SCOPE		<ul style="list-style-type: none"> No longer applicable given decision to abandon the project. However, at the end of January 2021, attempts to obtain access to the three best wind sites had proven unsuccessful. Other suitable (and economically attractive) sites would likely be difficult to identify.

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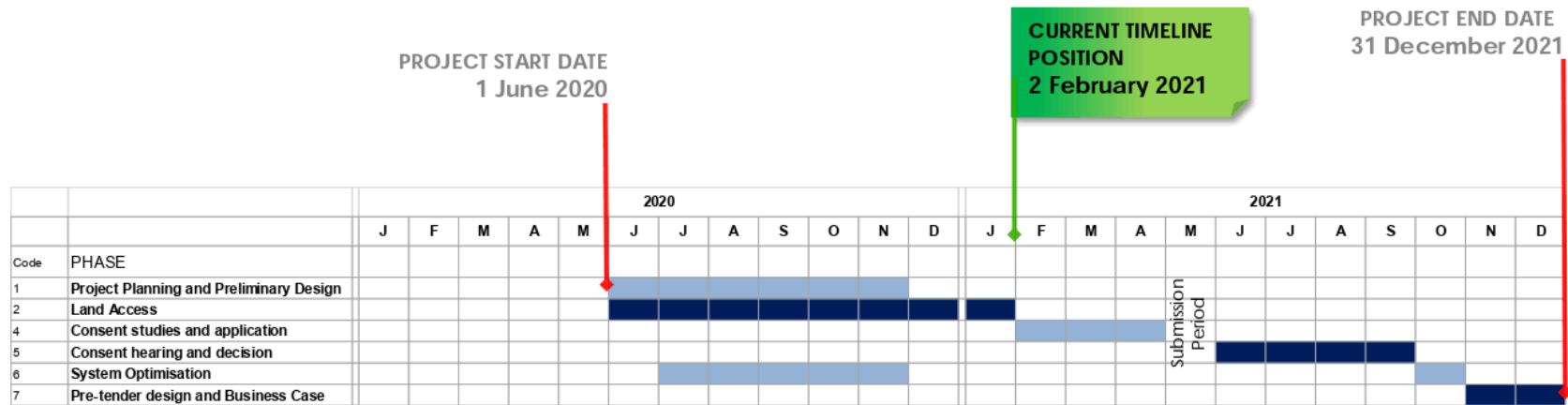
PROJECT STATUS MONTHLY REPORT (JANUARY 2021)**WORK ACCOMPLISHED – THIS PERIOD (JANUARY 2021)**

TASK/CODE	DESCRIPTION	OWNER (TEAM)	COMMENTS
1.03	Preliminary Design	PB (R40s)	Revision of Horseshoe Point layout to avoid turbine placement on the property and identify access track and increase to civil and electrical works
1.03	Preliminary Design	PB (R40s)	Prepare a layout for the Third Island Company property and assess site access logistics
1.03	Preliminary Design	PB (R40s)	Assess the logistics of utilising the Ryans Creek Road as an alternative site access route in order to avoid known project opponents.

PROJECT TASKS – NEXT MONTH (FEBRUARY 2021)

TASK/CODE	STATUS	OWNER (TEAM)	DETAILS
N/A	New	SH (R40s)	Close out report and other documentation as directed by SDC in relation to the decision to abandon the project.

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PROJECT STATUS MONTHLY REPORT (JANUARY 2021)**PROJECT TIMELINE (Revised 10 November 2020)****NOTES**

- Assumes Council hearing decision given six weeks after hearing.
- Assumes no appeals to the Environment Court.

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PROJECT STATUS MONTHLY REPORT (JANUARY 2021)**PROJECT REPORT CARD (ASSESSMENT FOR ACTIVE PHASES ONLY)**

PROJECT REPORT CARD	BUDGET	RESOURCES	RISKS	QUALITY
Phase 1 - Project Planning and Preliminary Design				
Phase 2 - Land Access				
Phase 6 - System Optimisation - preliminary work				

Attachments:
None

SIESA Monthly Report from PowerNet - February, March and April 2021

Record No: R/21/6/33339

Author: Ashby Brown, Commercial infrastructure manager

Approved by: Matt Russell, Group manager services and assets

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, PowerNet's monthly report for SIESA for the month of December 2020 and January 2021.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA Monthly Report from PowerNet - February, March and April 2021" dated 9 June 2021.**

Attachments

- A SIESA Monthly Report - February 2021 [↓](#)
- B SIESA Monthly Report March and April 2021 [↓](#)

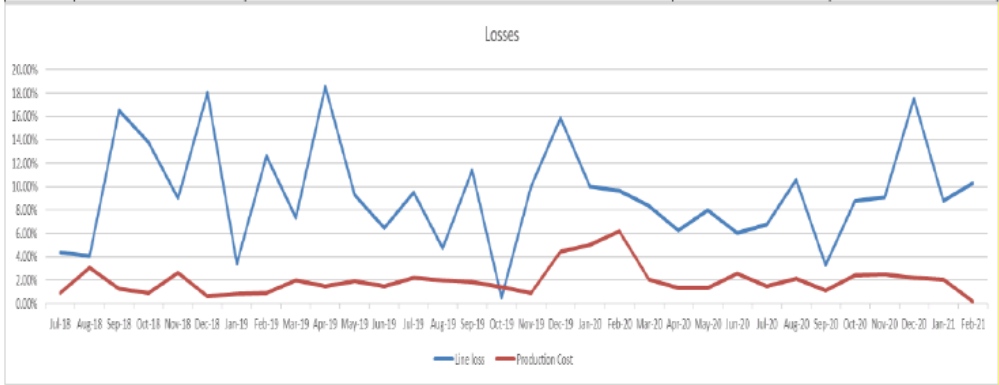
Summary Report – February 2021



PERFORMANCE

EFFECTIVENESS	Outages	Generator Forced Outages	report cycle	1
		Feeder Forced Outages	report cycle	0
		Consumer Outages	report cycle	0
		Planned Outages	report cycle	0
		Station Outages	report cycle	0
	Connections	New Connections	report cycle	0
		Reconnections	report cycle	0
		Disconnections	report cycle	0
	Complaints	Quality of Supply	report cycle	0
		Performance Related	report cycle	0

PEOPLE / CULTURE	Team Safety	Medical Treatment Intervention	report cycle	0
		Lost Time Injury	report cycle	0
		Near Miss	report cycle	0
	Team Health	Days Off (sick day)	report cycle	3
		Annual Leave	report cycle	12
	Training	Safety training	report cycle	0
		Health Checks	report cycle	0



The electrical distribution and retail service for SIESA was generally good for February with high load at times and 1 outage.

Inspection and certification for the new fuel tanks has been completed by Peter Menzies during February and was passed with some changes required to unit 1 fuel supply in engine room one.

The dehumidification concepts for the cabinet associated unit 5 are yet to be addressed and we have been avoiding the use of this genset as much as practicable.

The livening of the three remaining bollard streetlights is waiting for CAR and traffic management approval.

Managing vegetation growth continues to be a time consuming task.

Unit 4 had a 12,000 hour service (at 16,500 hrs) during the month with new injectors, water pump, belts, and a remanufactured turbo charger. At the same time the gaskets for the oil centrifuge were changed as these had been leaking for some time.

Unit Two has been removed and a purchase order placed for a new 550kVA set with South Pacific Diesel services. This is expected to arrive later in August and planning has begun for the installation of this. As the set is of greater capacity the supply cables to the main bus will be replaced, It is expected that all the cabling (supply and Control) will be in place and ready to terminate as soon as the set arrives.

On the 16th of February Unit 4 failed indicating “under Frequency” on further inspection a damaged wire was located between the droop transformer and the automatic voltage regulator caused by chafing at a cable tie. This was rewired and the generator returned to service on the 17th.

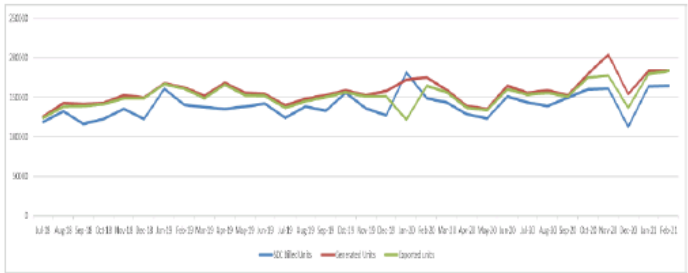
On the 6th of February an oil leak was notice on Unit 4 and a hose connecting the turbo charger drain to the engine sump was replaced.

PROJECTS

Item	% Complete	Comments
P/O 123647 Meter Replacement	12%	No meters were replaced during February
P/O 146865 Management Fee Operations	17%	Monthly charge
P/O 146864 Distribution Maintenance	Ongoing	Replacements of strain insulators will be continued
P/O 146265 Generation Maintenance	Ongoing	All sets are in service

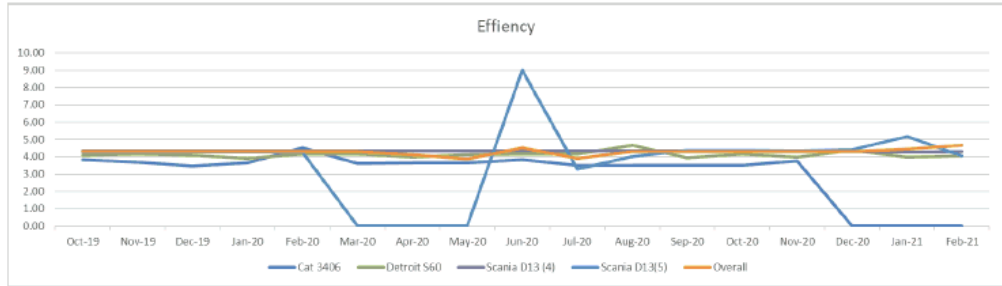
Outstanding New Connections

- 1/ K Hicks, Elgin Terrace, Transformer to fit
- 2/ Scofield, Ringaringa, Consumer is installing cable
- 3/ Dawson / Lewis Hicks road not planned as yet.
- 4/ McIntosh Peterson Hill, Connected by not livened
- 5/Learmonth Horseshoe Bay Rd, with planning



ENGINE MAINTENANCE REPORT

	Make / Model	Hours	Hours this Month	Fuel this Month	Kilowatt hours	Last services	Oil Test results
Unit 1	CAT 3406	18460	1	7	0	29/4/20	"A"
Unit 2	CAT 3408						
Unit 3	Detroit 60	22646	74	2563	10421	18/1/21 22563 Hrs	"A"
Unit 4	Scania D13	16921	711	34654	149217	9/1/21 16076 Hrs	"A"
Unit 5	Scania D13	11348	42	2190	8834	5/11/20 11078 Hrs	"A"



Risk and Strategy Updates		Update
Identified Risks	Structures / Poles	All red tag pole have been re-inspected by a Powernet engineer and a decision is expected soon
	Transformers	Station Transformers are were tested on the 25 th of August with one having a poor result.
	Pillar boxes / Link Boxes / Cabling	New cabling has been installed at Ringaringa Earths are in and tested, awaiting cable joints
	Lines / Insulators	Strain insulator replacements will continue once a work pack is received.
Generation Equipment	Generation Plant	Unit 1 is back in Service Unit 2 has been removed Unit 3 is in service Unit 4 is in service. Unit 5 is in service
	Control Systems	All Control systems are operational.
	Fuel systems / Plant	Tank replacement project has been completed with certification received
	Buildings	The building is in good condition with some internal painting planned.



Unit Two being removed from the Station



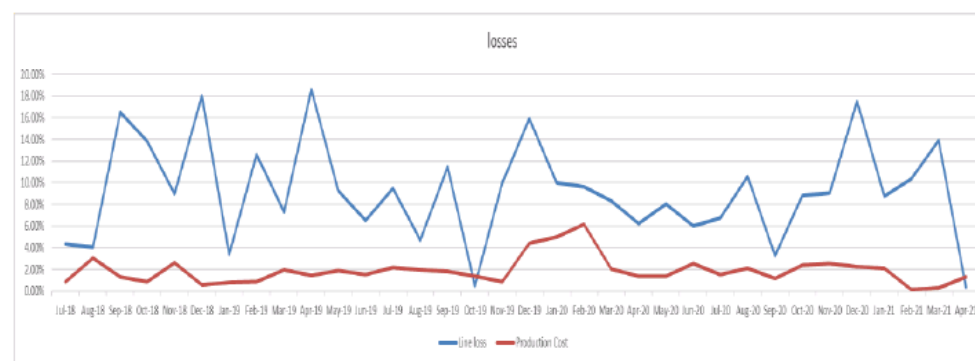
Summary Report – March & April 2021



PERFORMANCE

EFFECTIVENESS	Outages	Generator Forced Outages	report cycle	0
		Feeder Forced Outages	report cycle	1
		Consumer Outages	report cycle	2
		Planned Outages	report cycle	0
		Station Outages	report cycle	0
	Connections	New Connections	report cycle	0
		Reconnections	report cycle	0
		Disconnections	report cycle	0
	Complaints	Quality of Supply	report cycle	0
		Performance Related	report cycle	0

PEOPLE / CULTURE	Team Safety	Medical Treatment Intervention	report cycle	0
		Lost Time Injury	report cycle	0
		Near Miss	report cycle	0
	Team Health	Days Off (sick day)	report cycle	3
		Annual Leave	report cycle	29
	Training	Safety training	report cycle	0
		Health Checks	report cycle	0



The electrical distribution and retail service for SIESA was generally good for March and April with high load at times and 1 line outage..

The outage was caused by a broken tie wire, which caused the the phase to touch the cross arm and bring down the island. The timing wasn't perfect being the deciding race in the Americas cup, which upset a lot of the island Yacht lovers..

Power was restored within a hour of the initial outage.

Vegetation growth has slowed for the season, The next growth which start in spring will cause issues going forward with a lot of trees only being 150mm to 200mm away from the lines now.

On the afternoon of the 13/4/21 part power was reported to Argle street. A line patrol was preformed and a 100 amp fuse base was noticed smoking. The line was made safe and a new din fuse was installed and the line was returned to service.

There were two station alarms during these months caused by a coolant level sensor and a high temperature alarm both faults were unrelated and fixed that evening

The island load was quite high over the last few months . Easter seen no accommodation available and with the cooler weather heat pumps and heaters were in full swing,

Yard security also has been a issue with visitors to the island jumping the gate and having a look around. On the morning of the 4/4/21 a station operator was in preforming station checks and observed a member of the public walking just outside the gate with firearm.

On approaching the man and asking his intention's he replied , " Seen a few deer around here last night while kiwi spotting so thought I might see if I can get one before I leave the island. He was promptly asked to leave and the local police were informed.

Unit 2 is expected to arrive in bluff 13th of July, and the project is going smoothly

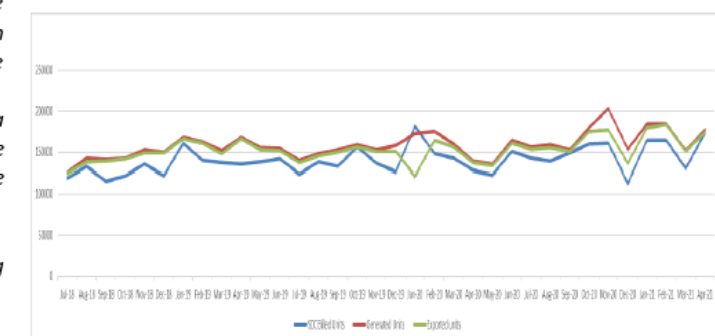
Line work over these months has been extremely slow due to low staffing numbers caused by annul leave and health issues.

PROJECTS

Item	% Complete	Comments
P/O 123647 Meter Replacement	12%	No meters were replaced during March or April
P/O 146865 Management Fee Operations	17%	Monthly charge
P/O 146864 Distribution Maintenance	Ongoing	Replacements of strain insulators will be continued
P/O 146265 Generation Maintenance	Ongoing	All sets are in service

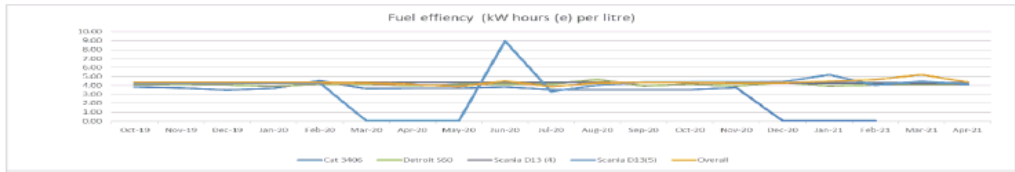
Outstanding New Connections

- 1/ K Hicks, Elgin Terrace, Transformer to fit
- 2/ Scofield, Ringaringa, Consumer is installing cable
- 3/ Dawson / Lewis Hicks road not planned as yet.
- 4/ McIntosh Peterson Hill, Connected by not livened
- 5/Learmonth Horseshoe Bay Rd, with planning



ENGINE MAINTENANCE REPORT

	Make / Model	Hours	Hours this Month	Fuel this Month	Kilowatt hours	Last services	Oil Test results
Unit 1	CAT 3406	18468	7	21	0	29/4/20	"A"
Unit 2	CAT 3408						
Unit 3	Detroit 60	22861	150	5534	22619	18/1/21 22563 Hrs	"A"
Unit 4	Scania D13	18076	518	24164	103673	9/1/21 16076 Hrs	"A"
Unit 5	Scania D13	11600	212	12220	50500	5/11/20 11078 Hrs	"A"



Risk and Strategy Updates		Update
Identified Risks	Structures / Poles	All red tag pole have been re-inspected by a Powernet engineer and a decision is expected soon T structure at the station gate has been red tagged.
	Transformers	Station Transformers are were tested on the 25 th of August with one having a poor result.
	Pillar boxes / Link Boxes / Cabling	New cabling has been installed at Ringaringa Earths are in and tested,
	Lines / Insulators	Strain insulator replacements will continue once a work pack is received.
Generation Equipment	Generation Plant	Unit 1 is back in Service Unit 2 has been removed Unit 3 is in service Unit 4 is in service. Unit 5 is in service
	Control Systems	All Control systems are operational. New control cabling is being installed for the new Unit 2
	Fuel systems / Plant	Tank replacement project has been completed with certification received
	Buildings	There not operable station fire alarm or suppression system in the station.



Unit Two being removed from the Station



Stewart Island/Rakiura Community Partnership Fund - funding rounds and criteria from 1 July 2021

Record no: R/21/5/25521

Author: Megan Seator, Community liaison officer

Approved by: Matt Russell, Group manager services and assets

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Stewart Island/Rakiura Community Board to discuss and confirm the number of funding rounds and funding criteria for the Stewart Island/Rakiura Community Partnership Fund effective from 1 July 2021.

Executive summary

- 2 The Stewart Island/Rakiura Community Partnership Fund has completed its first year with one funding round (October 2020).
- 3 \$29,860 was distributed to various applicants in the Stewart Island/Rakiura Community Board area.
- 4 For the 2021/2022 financial year, the amount to distribute has reduced to \$4,387.
- 5 It is therefore timely that the Stewart Island/Rakiura Community Board take this opportunity to review the funding rounds and criteria for the Community Partnership Fund for the next financial year.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives **the report titled “Stewart Island/Rakiura Community Partnership Fund - funding rounds and criteria from 1 July 2021” dated 9 June 2021.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) agrees to continue with the funding criteria set by the Stewart Island/Rakiura Community Board as follows:
 - funding is available for not-for-profit community groups. They may be a legal entity or an informal group. Regardless of legal status, the group must have their own bank account
 - funding is not available for individuals
 - applicants may apply for up to 50% of total project costs
 - applications should be aligned with the Stewart **Island/Rakiura Community Board’s** outcomes, and may include social, economic, cultural and environmental outcomes
 - funding for operational costs will not be considered
 - applications involving capital works will be required to provide two quotes. If this is not possible then an acceptable explanation will be required
 - applicants are encouraged to speak to their application but this is not mandatory
- e) agrees that the current funding round of one round per year continues.
- f) agrees to communicate this to the community board area through the community board Facebook page and local community advertisements.

Background

- 6 In July 2019 Southland District Council resolved to establish the Community Partnership Fund. This decision sought to bring funding decisions to a grass-roots level and enable community leadership.
- 7 The Stewart Island/Rakiura Community Partnership Fund had one funding round (October 2021) over the 2020/2021 financial year.
- 8 There was \$29,860 available to distribute for the 2020/2021 financial year.
- 9 The funding criteria set by the Stewart Island/Rakiura Community Board is as follows:

- funding is available for not-for-profit community groups. They may be a legal entity or an informal group. Regardless of legal status, the group must have their own bank account
- funding is not available for individuals
- applicants may apply for up to 50% of total project costs
- applications should be aligned with the Stewart Island/Rakiura Community Board's outcomes, and may include social, economic, cultural and environmental outcomes
- funding for operational costs will not be considered
- applications involving capital works will be required to provide two quotes. If this is not possible then an acceptable explanation will be required
- applicants are encouraged to speak to their application but this is not mandatory

Issues

- 10 The Stewart Island/Rakiura Community Board needs to decide whether to keep the funding rounds and criteria the same as the 2021/2022 financial year given that the amount available for distribution has reduced to \$4,387.

Factors to consider

Legal and statutory requirements

- 11 There are no legal or statutory requirements.

Community views

- 12 The community board, as representatives of the Stewart Island/Rakiura Community Board area will take local community views into consideration.

Costs and funding

- 13 The amount available for distribution for the 2021/2022 financial year is \$4,387.

Policy implications

- 14 There are no policy implications.

Analysis

Options considered

- 15 Option 1: to review funding rounds and/or criteria for the Stewart Island/Rakiura Community Partnership Fund and make any changes as deemed necessary. Option 2: to review funding rounds and/or criteria for the Stewart Island/Rakiura Community Partnership Fund and not make any changes.

Analysis of options

Option 1 – to review funding rounds and/or criteria for the Stewart Island/Rakiura Community Partnership Fund and make any changes as deemed necessary

<i>Advantages</i>	<i>Disadvantages</i>
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<ul style="list-style-type: none"> reviewing the funding rounds and/or criteria gives the community board the opportunity to make appropriate changes, having now had the experience of one year of funding, and given that the amount of funds to distribute has altered from the first year of operation. 	<ul style="list-style-type: none"> there are no disadvantages.
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Option 2 – to review funding rounds and/or criteria for the Stewart Island/Rakiura Community Partnership Fund and not make any changes

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> the community board may not deem any changes necessary. 	<ul style="list-style-type: none"> keeping the status quo may not be appropriate.

Assessment of significance

- 16 This is not considered significant.

Recommended option

- 17 Option 1 – to review funding rounds and/or criteria for the Stewart Island/Rakiura Community Partnership Fund and make any changes as deemed necessary.

Next steps

- 18 Funding applications and advertising will be adjusted as necessary.

Attachments

There are no attachments for this report.