



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

Date: Thursday, 14 April 2022
Time: 8.45am
Meeting room: Virtual meeting via Zoom

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

Contact telephone: 0800 732 732
Postal address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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.

Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

Covid QR code – Please remember to scan the Covid Tracer QR code.

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 • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community

	<ul style="list-style-type: none"> • 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 as detailed in the long term plan, and on local expenditure, rating impacts and priorities.

¹ Local Government Act 2002, s.53

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.
--	--

	<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 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>

TABLE OF CONTENTS

ITEM	PAGE
PROCEDURAL	
1 Apologies	13
2 Leave of absence	13
3 Conflict of interest	13
4 Public forum	13
5 Extraordinary/urgent items	13
6 Confirmation of minutes	13
REPORTS	
7.1 Community update	19
7.2 Community leadership report	21
7.3 Operational report for Stewart Island/Rakiura Community Board	29
7.4 Council report	37
7.5 Chairperson's report	45
7.6 Project scope confirmation - 2022/2023 locally funded projects	47
7.7 SIESA monthly report from PowerNet - March 2022	161
7.8 Style of meeting minutes	165

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, 17 March 2022



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, (via zoom) on Thursday, 17 March 2022 at 8.30am.

PRESENT

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

IN ATTENDANCE (via Zoom)

Community Partnership Leader – Karen Purdue
Committee Advisor – Kirsten Hicks

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

7.5 (b) Chairperson's report – Both Chairperson Jon Spraggon and Anita Geeson declared a conflict of interest pertaining to the Butterfield Beach development.

4 Public forum

There was no public forum.

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

Resolution

Moved Deputy chairperson Steve Lawrence, seconded Gordon Leask and resolved

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 13 December 2021 as a true and correct record of that meeting.

Reports

7.1 Community update

Record No: R/22/3/7166

Community partners:

Ren Leppens, Department of Conservation

Cherie Hemsley, Awarua Whanau Services, and Future Rakiura

Resolution

Moved Cr Bruce Ford, seconded Aaron Conner and resolved

That the Stewart Island/Rakiura Community Board:

- a) Acknowledges the attendance of representatives from community agencies

Public excluded

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

Resolution

Moved Cr Ford, seconded Rakiura Herzhoff and resolved

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

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

C8.1 Stewart Island/Rakiura Community Board applications to the Stewart Island Rakiura Visitor Levy Fund 2022

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Stewart Island/Rakiura Community Board applications to the Stewart Island Rakiura Visitor Levy Fund 2022	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

The public were excluded at 9.15am

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

9.20am return to open meeting

7.2 Community Leadership report (February 2022)

Record No: R/22/2/2857

Community Partnership Leader Karen Purdue was in attendance for this report

Resolution

Moved Rakiura Herzhoff, seconded Deputy chairperson Steve Lawrence and resolved

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Community Leadership report (February 2022)”**
dated 3 March 2022.

7.3 Operational report for Stewart Island/Rakiura Community Board (February 2022)

Record No: R/22/2/2853

Community Partnership Leader Karen Purdue was in attendance for this report

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 (February 2022)” dated 3 March 2022.**

7.4 Council report (February 2022)

Record No: R/22/2/2855

Community Partnership Leader Karen Purdue was in attendance for this report

Resolution

Moved Rakiura Herzhoff, seconded Deputy chairperson Steve Lawrence and resolved

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Council report (February 2022)” dated 3 March 2022.**

Karen Purdue left the meeting at 9.30am

7.5 **Chairperson’s report (February 2022)**

Record No: R/22/2/3045

Chairperson Jon Spraggon presented this report.

Both Chairperson Jon Spraggon and Anita Geeson declared a conflict of interest in relation to b).

Resolution

Moved Cr Bruce Ford, seconded Aaron Conner and resolved recommendation a) and a new b) (as indicated):

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Chairperson's report (February 2022)” dated 3 March 2022.**
- b) Requests staff investigate waiving SIESA connection, monthly supply and unit charges for the newly developed recreational area at Butterfield Beach.

7.6 Chairperson's report

Record No: R/22/2/5820

Chairperson Jon Spraggon presented this report
Resolution

Moved Chairperson Jon Spraggon, seconded Rakiura Herzhoff and resolved
recommendation a) with a new b) (as indicated)

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled "Chairperson's report" dated** 14 March 2022
- b) requests staff investigate changes to future meeting minutes in order to record the key points of any major discussion

7.7 SIESA monthly report from PowerNet - November 2021- February 2022

Record No: R/22/2/5509

Resolution

Moved Cr Bruce Ford, seconded Gordon Leask and resolved

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA monthly report from PowerNet - November 2021- February 2022" dated** 14 March 2022.

The meeting concluded at 9.47am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON THURSDAY 17
MARCH 2022

DATE:.....

CHAIRPERSON:.....

Community update

Record no: R/22/3/12242
Author: Kirsten Hicks, Committee advisor/customer support partner
Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision ☐ Recommendation ☒ Information

Community partners:

- Department of Conservation
- Future Rakiura
- Awarua Whanau Services

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Acknowledges the attendance of representatives from community agencies

Attachments

There are no attachments for this report.

Community leadership report

Record no: R/22/3/12490

Author: Karen Purdue, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to inform the board of the community leadership activities in the area.
- 2 Attached for information is the Waka Kotahi final investment audit report.
- 3 Also attached is a snapshot of District statistics for your information.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Community leadership report” dated 5 April 2022.**

Attachments

- A Community leadership report [↓](#)
- B Waka Kotahi investment audit report for Stewart Island [↓](#)
- C Southland District snapshot [↓](#)



What's happening in your area

2022 Local Body Elections

We have been working on an election campaign for the local body elections in October.

The first part is in conjunction with our other councils in Southland and has been driven by the Invercargill City Council. Starting late March, and going through April, there will be three online forums with local government representatives from outside of the province talking about what it means to be an elected member, what time it takes, the different work they do and looking at the role of local government.

The reason the team has used non-Southlanders is because of election protocols, which say we cannot be seen to be promoting standing members over those who may stand this year. The forums will be hosted by Southlander Steven Broad.

Advertising for these will start very soon, and will include videos produced by the councils. For more information or to RSVP, visit the Vote Murihiku 2022 Facebook page at www.facebook.com/votemurihiku22.

The second part will be a three-pronged media campaign run by SDC – the first prong will run from late April to mid-June, and will talk about what is local government, what are its responsibilities and how it functions.

The second prong will run from mid-June to 12 August, which is closing day for nominations. This will look at why people should stand for local government, what is the role of councillors, the mayor, community board members and board chairs. Staff will be ringing you up for help on the key points for this stage, so please give them some help.

The third and final stage in the campaign will run from 13 August to 7 October, the day before the election closes. This will be about encouraging people to have their say, to vote, and how to do that.

The campaign will include newspaper stories, stories in your local newsletter or small paper, posters, social media, information on Council's website, radio advertising and perhaps displays around our towns and communities. Word-of-mouth is also key.

Work on the induction process has also started and in the next week or so, staff will be ringing community board members to ask your opinions on what you think is important to be included, how you would like induction to work and a few more questions. Councillors will also receive a copy of the survey to fill in. When that information is collated, staff will work with those who volunteered at last year's workshop to develop the programme.

Upcoming funding deadlines

Stewart Island/Rakiura Visitor Levy Fund

The latest round of the Stewart Island/Rakiura Visitor Levy Fund closed on 31 March 2022. The visitor levy committee is scheduled to meet on Thursday 12 May 2022. At the time of writing this report seven applications have been received from the following organisations:

Rakiura Heritage Trust – operational funding

Stewart Island Rakiura Community & Environment Trust – Halfmoon Bay habitat restoration project

Stewart Island Rakiura Community Board (3) – Dundee Street footpath, Horseshoe Bay walking track, Golden Bay footpath Geotech survey

Stewart Island Health Committee (C/- Future Rakiura) – Stewart Island helipad project

Stewart Island Lions (Butterfield Beach Community Group Project) – power supply for BBQ

Regional funds

Other Council funds that closed on 31 March 2022 are:

Sport NZ Rural Travel Fund

District Initiatives Fund

Creative Communities Scheme

Council will meet to allocate the Rural Travel Fund and the District Initiatives Fund on Tuesday 31 May 2022, and the Creative Communities Committee will have decisions made by the end of May/early June.

Other funding

Due to the uncertainty and the increasing numbers of Covid-19 cases, a number of high-profile local events have been cancelled which has an economic and social impact (for example: Burt Munro and Waimumu). Some of these events are relied upon to help fundraise within communities.

There may be an increased level of organisations seeking funding as a result so it will be important to consider these in future funding rounds. The social impact is an increased sense of social isolation and lack of connections within the local community. Some of these events may not be run in the future even after the uncertainty has reduced.

Local organisations may also be looking for assistance to meet increased demand due to the impacts of Covid-19 on individuals such as funding to help with welfare including travel to appointments and food services and other assistance to communities.

MSD does have some extra support available during the current outbreak to people to help with payment for urgent and essential costs such as food, medicine, deliveries and some bills while isolating.

What's coming up?

Governance

2022 triennial Council elections

Staff are working with Electionz (Council's elections service provider) to provide information, to establish formal roles for the 2022 elections, and to plan nomination and voting processes.

Meeting days

Staff are co-ordinating moving Council and committee meeting dates (including workshops) so they are on the same day each week (Wednesday where possible)

Community board meeting minutes

Staff are reviewing the style of minutes taken at community board meetings

Conflicts of interest register

Staff are going to review this register and will be contacting elected members for any updates

Strategy and policy

Bylaws and policies

Several bylaws and policies are being reviewed, including:

The Stewart Island/Rakiura Visitor Levy Bylaw and Policy – the draft bylaw and policy are currently out for consultation, with hearings scheduled for 27 April 2022.

Alcohol Control Bylaw – feedback has been sought from community boards and Council will seek wider community input on how Council should proceed. The bylaw is scheduled for review late 2022.

Privacy Policy – a draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice.

Great South statement of intent (SOI) – each year Council is required to give input to Great South's direction and general priority areas through its SOI. Council's feedback to the draft SOI has been incorporated into the joint shareholder response which was agreed at the mayoral forum 11 March 2022. This response will now be sent to the Great South board before the final SOI is received by Council by June 2022.

Corporate performance

Annual Plan – a progress report on the Annual Plan 2022/2023 is going to Council meeting on 29 March 2022. Following this, information on the Annual Plan will be communicated to ratepayers through First Edition.

Interim Performance Report – report for the period between November and February has been completed and presented to the Finance and Assurance Committee on Council's performance against its key performance indicators outlined in the Long Term Plan.

Stakeholder updates

Waka Kotahi

Renewals and resurfacing of state highways in the Southland District are now almost complete for the current season, we appreciate communities' patience while these have been delivered. There are two

asphalt sites in the Southland District still to be completed, one in Balfour and the other in Wreys Bush – both will be completed by the end of April.

We have also completed approximately 50km of water table cleaning recently and have a culvert replacement planned east of Woodlands before the end of June.

Speeding through worksites remains a critical risk to our crew. Beginning with filming over the next week, we are producing a short video to highlight the dangers of this to road users and will make this available after winter once this is complete and the new round of renewals is underway

Highways South and Waka Kotahi/NZTA are happy to come and talk with those community boards we haven't touched based with in a while – please let your community partnership leader know and we can arrange this.

We're always open to feedback via SNOCadmin@southroads.co.nz or 03 211 1561

Waka Kotahi technical investment audit report

Every three years Waka Kotahi New Zealand Transport Agency undertakes an audit of one aspect of Council's transport operation to gain assurance that Council's land transport programme is being well managed and delivers value for money.

The Road Efficiency Group's 2019/20 data quality report has scored Council with a very good 82/100 but did highlight some areas for improvement in recording data that is timely and accurate.

The number of annual deaths and serious injuries on Southland District roads is less than the average for peer councils but is trending gradually upwards.

Over the last five years, records show 94 crashes which have resulted in 114 Deaths and serious injury. Of these 94 crashes, 26% occurred on a Saturday, 90% were within open road (100 kph) speed areas, 51% were loss of control or head-on on a bend, 30% were on unsealed roads, 26% were at night and 22% involved a motorcycle.

The inspection tour also included Stewart Island Rakiura, where council staff advised that transport constraints across Foveaux Strait meant that heavy plant cannot be feasibly used on the island and that costs for supplying labour, equipment and materials results in very high maintenance activity cost. The transport network includes some 20 km of road, 1.3 km of footpath, 41 streetlights and other associated facilities.

The standard of the network is perforce less than the standard on the mainland. Drainage on the road network is however inadequate and it is suggested an improvement strategy be developed to address this. Council staff take a tactical approach to optimise delivery of maintenance services – including regular inspections and bundling of work activities (e.g. resurfacing all sealed roads at the same time). Waka Kotahi agree that in the current environment this is the best approach. In the longer term, Waka Kotahi suggest that council may wish to work with residents to develop a local level of service that could incorporate some innovative and unique aspects. For example, Stewart Island has an opportunity to become an ecologically liveable and beautiful settlement that is also a hub of innovation in renewable energy and climate change resilience.

The full report from Waka Kotahi is attached to this report.

Southland District snapshot

▲ Trending Up ▼ Trending Down ● Improving ● Worsening — No Change

Median Household Income

\$81K



AS AT MARCH 2022
UPDATED EVERY 5 YEARS
SOURCE: STATS NZ

Deprivation Index

4

▲ 0.1%

AS AT JAN 22
% CHANGE FROM DEC 21
UPDATED MONTHLY
SOURCE: NZ POLICE

Crime Rate

16

▼ 2.5%

AS AT DEC 2021
% CHANGE FROM NOV 21
UPDATED QUARTERLY
SOURCE: DOT LOVES DATA

Job Seeker Support Rate

3%



AS AT DEC 2021
% CHANGE FROM NOV 21
UPDATED QUARTERLY
SOURCE: MSD

Rental Affordability

19%



AS AT MARCH 22
% CHANGE FROM MARCH 22
UPDATED QUARTERLY
SOURCE: TENANCY SERVICES
AND STATS NZ

Purchasing Affordability

7%

▲ 1.3%

AS AT MARCH 22
% CHANGE FROM MARCH 22
UPDATED MONTHLY
SOURCE: HOMES.CO.NZ AND
STATS NZ

Home Ownership

42%

▼ 28%

AS AT MARCH 2018
% CHANGE FROM MARCH 2013
UPDATED EVERY 5 YEARS
SOURCE: STATS NZ

Business Openings

15

▲ 36%

AS AT FEB 2022
% CHANGE FROM JAN 2022
UPDATED MONTHLY
SOURCE: NZ COMPANIES
OFFICE

Secondary School Retention

79%

▼ 0.6%

AS AT JAN 20
% CHANGE FROM JAN 19
UPDATED ANNUALLY
SOURCE: EDUCATION
COUNTS

Leaving with NCEA Level 3

48%

▲ 3.6%

AS AT JAN 20
% CHANGE FROM JAN 19
UPDATED ANNUALLY
SOURCE: EDUCATION
COUNTS

Median Rent Price

\$304

▲ 1.5%

AS AT DEC 2021
% CHANGE FROM NOV 21
UPDATED QUARTERLY
SOURCE: TENANCY SERVICES

Gaming Machine Proceeds per Capita

\$21

▼ 34%

AS AT SEPT 2021
% CHANGE FROM JUNE 21
UPDATED QUARTERLY
SOURCE: DIA

Operational report for Stewart Island/Rakiura Community Board

Record No: R/22/2/5422

Author: Brendan Gray, Project delivery manager

Approved by: Fran Mikulicic, Group manager democracy and community

☐ 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:

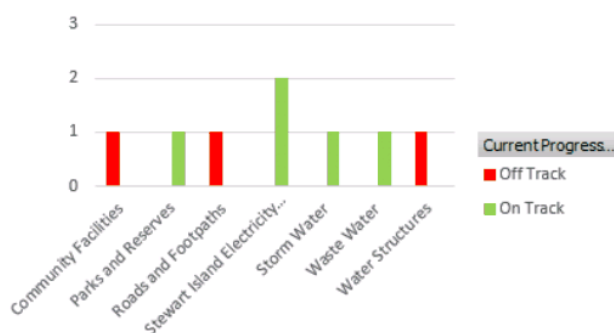
- a) **Receives the report titled “Operational report for Stewart Island/Rakiura Community Board ” dated 1 April 2022.**

Attachments

- A Report to Stewart Island Community Board - 14 April 2022 - operational report [↗](#)



1. Projects within current financial year as at 24 March 2022



2. Progress since last reporting period

CLARIFICATION OF FUNDING SOURCES

Local funded: footpaths, SIESA, water facilities and community halls.

District funded: Water, sewerage, stormwater, cemeteries, public toilets and roading.

Local or District funded (dependent on service): community facilities, open spaces and community grants.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
COMMUNITY FACILITIES	P-10203	Rebuild Ulva Island jetty (wharf)	Business case phase	Off track	The community board was provided a verbal update on this project at their workshop on 14 March. Staff are waiting on a written response from Department of Conservation before tabling a report to the board seeking a recommendation to proceed with the project.	\$1,184,903

Report to Stewart Island Community Board
14/04/2022

Southland District Council
Te Rohe Pōtae o Murihiku

Pō Box 903
15 Forth Street
Invercargill 9840

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



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
PARKS AND RESERVES	P-10965	Upgrade Bathing Beach track, Stewart Island	Delivery phase	On track	Design of signage is now sitting with the communications team to complete.	\$7,941
ROADS AND FOOTPATHS	P-10336	Install new streetlights on the waterfront in Oban, Stewart Island	Delivery phase	Off track	All lights have had their drivers replaced and are working as required except for two outside the school. This is because of a cable fault. The repair of the fault requires two rows of pavers to be lifted along the fence edge so that a new conduit and cable can be installed. This is planned for after Easter when there will be less foot traffic and will therefore be a safer time to carry out the work.	\$1,686
STEWART ISLAND ELECTRICITY SUPPLY AUTHORITY	P-10632	SIESA transmission programme	Initiation phase	On track	This is progressing through the annual work programme.	\$120,000
STEWART ISLAND ELECTRICITY SUPPLY AUTHORITY	P-10636	SIESA generation programme	Initiation phase	On track	This is progressing through the annual work programme.	\$86,000
STORMWATER	P-10442	Stewart Island stormwater improvement – multi-year project	Business case phase	On track	We are currently working through the design review, construction will tie in with other works on the Island likely to be in April 2022.	\$157,601
WASTEWATER	P-10024	Effluent disposal compliance and capacity improvements Stewart Island	Pre-delivery phase	On track	We have unfortunately had delays in getting the design finalised by our consultant. We now have them and they are complete. All materials have been ordered, but this will push back Downer construction to late March/ April 2022.	\$266,601



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
WATER STRUCTURES	P-10670	Golden Bay wharf - renewal investigation	Delivery phase	Off track	Staff are waiting on an underwater structural assessment from Offshore and Coastal Engineering Ltd that will complete the due diligence, and this will be presented in a report to the board in due course.	\$200,000

3. Service contracts

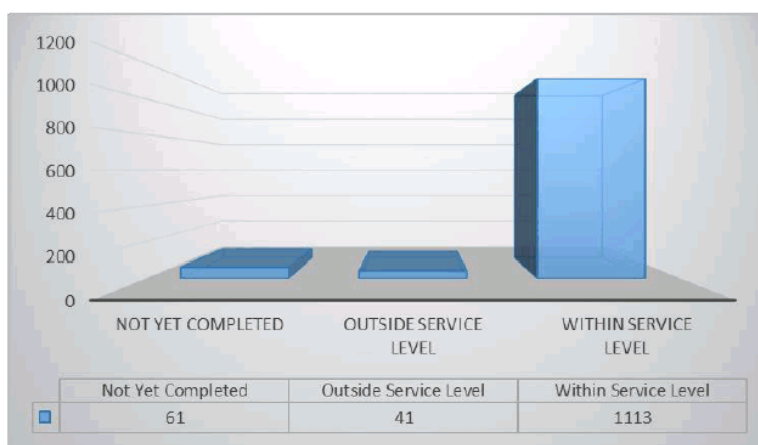
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and wastewater services operation and maintenance	The Contract is continuing to run well, with no requests for service being reported for the previous reporting period. Protocols remain in place for the protection of operational staff while Covid-19 remains in the community.
16/35 – Stewart Island gardening agreement with SIRCET	The contract manager is working on a way to have the gardens that are lacking in maintenance remedied.
17/01 – Foveaux Alliance	RFSs for the month at 31. We have graded 365kms for the month. We are slightly under last year's average \$/km overall. The dry weather is affecting our metal roads which is leading to more corrugations than normal. We spread 1971m ³ of maintenance metal for the month. We are slightly above last year's average \$/m ³ overall. Our heavy maintenance team was back at the start of March and have a couple of months' worth of pavement repair works ahead of them, including the pre-seals for the coming year. Near misses were four for the month. We managed four temporary traffic management audits for the month - no failed audits and three safety audits. Carbon footprint for the month is below the same month in 2021. Noxious spraying round has just started, something that has been a focus is the contractor has changed chemical and has an improved tracking system in place to help ensure nothing is missed.
Mowing	The mowing is being monitored and checked through the claim to keep the maintenance at the correct level of service.

4. Request for service data 13 January 2022 – 17 March 2022



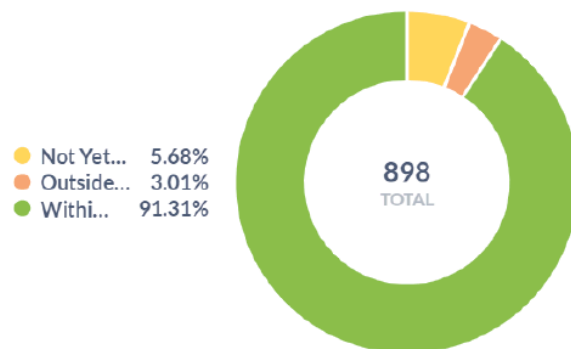
REQUEST TYPE	COUNT
Cemeteries/memorials - repairs and maintenance	1
Disposal of abandoned land	1
Infrastructure general enquiry	1
Litter matters rural (not state highway)	2
Signs repairs (not stop/give way)	1
Streetscape -vegetation	1
Transport general enquiries	5
Water and waste general	4
TOTAL	16

RFS count by completion time status - district

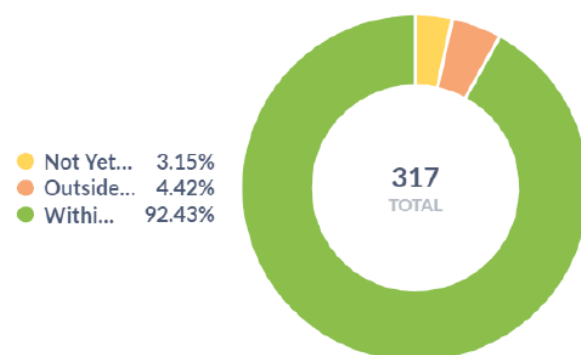




RFS Completion Time Status Summary, All Services and Assets



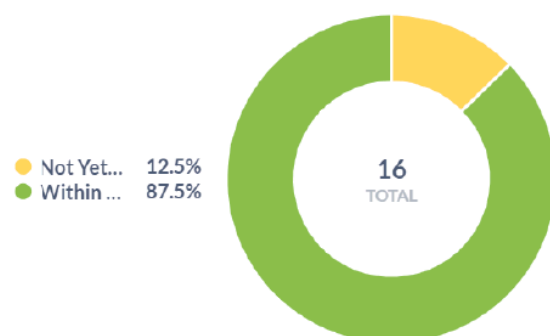
RFS Completion Time, Services and Assets Group, not street address



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.

RFS count by completion time status – local

RFS Completion Time Status Summary, All Services and Assets





5. Local finance reporting

Stewart Island/Rakiura - Business Units as at 28 February 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership - SI			\$4,387	\$21,272	\$21,272	\$21,272			
Street Works - Stewart Island	\$757	\$757	\$110,327	\$1,220	\$1,921	\$2,841	\$1,045		\$195,191
Rubbish Collection- Stewart Is	\$67,080	\$66,993	\$101,193	\$54,509	\$67,125	\$100,688			
Refuse Collection - Stewart Is	\$13,131	\$13,115	\$19,673	\$11,220	\$13,115	\$19,673			
Cemetery - Stewart Island	\$6,980	\$6,972	\$10,458	\$16,550	\$18,880	\$25,458			
Beautification - Stewart Is	\$36,667	\$36,667	\$119,457	\$40,136	\$52,301	\$77,451			\$61,681
Moturau Gardens	\$10,461	\$11,461	\$17,191	\$5,043	\$11,691	\$17,191			
Traill Park	\$6,454	\$6,375	\$9,562	\$5,567	\$8,101	\$10,997			
Playground - Waterfront	\$5,000	\$5,000	\$7,500	\$8,395	\$12,928	\$19,392			
Stewart Island Jetties	\$30,810	\$21,679	\$1,105,508	\$109,652	\$106,857	\$159,175	\$129,889	\$252,830	\$1,753,118
Total	\$177,341	\$169,018	\$1,505,256	\$273,563	\$314,192	\$454,138	\$130,934	\$252,830	\$2,009,990

Income is \$177,341, \$8,323 above budget, predominately due to \$8,825 of boat park fees income received earlier than anticipated. The phasing of the budget will be updated in March to reflect this.

Expenditure is \$273,563, \$40,629 lower than budget. Rubbish collection is under budget \$12,616 due to the timing of invoicing for refuse costs and no refuse bag purchases to date (\$4,394). Cemetery, beautification, Moturau Gardens, Traill Park and the playground are all under budget due to lower maintenance costs than expected. Stewart Island jetties are \$2,795 over budget due to increased annual insurance premiums (\$13,239) and additional monitoring costs being required (\$3,814), offset by lower than budgeted maintenance costs to date (\$13,733). Council approved the additional insurance costs in September 2021, and these are to be funded from either operational underspends or reserves.

Capital expenditure is \$130,934, which is \$121,896 under budget. Street works is \$1,045 over budget due to preliminary costs associated with a public works application for the Horseshoe Bay track project (part one). This application is still ongoing with Department of Conservation. Stewart Island jetties are \$122,941 lower than budget due to the timing of costs associated with the wharf renewal project to date.



Reserve balances

RESERVE	30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Stewart Island general	\$147,625	\$140,401	\$104,770
Stewart Island waste management	\$40,254	\$40,958	\$40,958
Stewart Island Jetties - general*	\$27,948	(\$51,680)	(\$51,680)
Stewart Island Jetties - Golden Bay	\$0	\$0	\$0
Stewart Island Jetties - Ulva Island	\$306,387	\$107,914	\$121,484
Total - Stewart Island	\$522,214	\$237,593	\$215,532
Total reserves	\$522,214	\$237,593	\$215,532

* The forecasted year end position is currently being investigated to determine what needs to occur to ensure that this reserve is not overdrawn at 30 June 2022.

Council report

Record No: R/22/3/12049
Author: Karen Purdue, Community partnership leader
Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Council report” dated 5 April 2022.**

Chief executive update

Future for local government

- This government led review is in its second stage with the panel meeting with councils via Zoom.
- Southland District Council met with the panel last week and shared its views around future governance proposals based on our experience of providing services to a relatively small population spread over a very large district.
- The next report from the panel is expected to be delivered to government in late October or November this year.

Covid-19

- Recent announcements about the border reopening are welcome news for parts of our District that have been affected by the lack of visitors. Great South is coordinating applications for kick start funding for eligible businesses to restart for the return of visitors.
- At the time of writing the Covid-19 outbreak has yet to peak in southland but hopefully this is not far away
- The IMT are closely monitoring the situation and we are looking forward to resuming face to face meetings as soon as is safe to do so.

Water and waste operations

Operations and maintenance contract 10/01

- The contract is continuing to operate well with no reported non-conformances for KPIs across February.
- There is an ongoing occasional issue regarding the taste of potable water in Riverton. This is due to the extended dry summer and low river flow. Please note that other than the taste the water does still meet the current New Zealand Drinking Water Standards.
- Leak detection work has recently been completed in Otatau. Results show an estimated combined township leakage rate of 171 l/min. Downer have been made aware of locations

inside Council land to repair leaks and letters to fix have been delivered to residential properties where leaks were detected.

- Given that Omicron is now rampant in the community and cases have been reported in Southland, the limiting of non-essential staff to wastewater and in particular water treatment plants remains in place. Both Downer and water and waste have Covid protocols in place regarding this. This will likely remain in place for future months with the aim of protecting Downer operators who are vitally important critical workers.
- It should also be noted that delivery of equipment and materials are beginning to experience growing delays and is an extra consideration that Downer and Southland District Council need to be aware of going forward.

Water

- Final design underway on the Manapouri water treatment plant upgrade project.
- Pre-design investigation work continues on the Eastern Bush Otahu Flat water treatment plant upgrade.
- The Sandy Brown Road booster station upgrade will start construction phase in April.
- Riverton water treatment plant UV treatment awaiting final electrical commissioning.
- Winton water treatment plant pH correction project is still progressing through design

Wastewater

- Riversdale wastewater treatment upgrade has all the necessary consents required to proceed, and the land acquisition has been completed. The final design of this project is being completed, with the procurement planned to commence in June 2022 and construction to begin late 2022 and be completed within the summer months of 2023
- Winton wastewater planning has progressed and a business case with the shortlisted options is close to being finalised.
- The work with design options and consultation with the local working group is continuing.

Te Anau wastewater treatment plant upgrade

- The newly constructed and completed Te Anau wastewater membrane plant and Kepler disposal fields are operating well, with Downer operating the plant 100%.
- The dry Southland summer has prevented a second baleage cut from occurring on the non-disposed area, but a second cut was required for the 30-hectare disposed area, with an additional cut planned prior to winter.

Stimulus programme

- All of the asbestos cement water main renewal projects have been completed which is a great achievement for our Southland District Council team and the panel contractors and designers.

- The condition assessment panel is tracking well. Works packages have been completed in Te Anau, Winton and Riverton. January to March will see the commencement of works in Lumsden, Balfour and Otautau.
- The Caswell Road sewer main (and water main) upgrade is well underway and progressing ahead of programme. Similarly, the Wyndham stormwater upgrade has now been completed ahead of programme. Enabling works for the Woodlands stormwater upgrade have been completed and the contractor is due to establish onsite in mid-April in line with the school holidays.
- Both the Stewart Island/Rakiura disposal field work for the waste water treatment and the Main Street stormwater improvement work are behind schedule through design but are both due to start construction in March and April respectively.
- Orepuki stormwater has gone through a change in design alignment to better suit the needs of the township, and we are expecting full design completed by the end of March for construction to begin April, May.
- We are confident that we will deliver the stimulus programme in full by the end of June deadline.

Project delivery team

- The assistant project manager vacancy has now been filled. The successful applicant is Kelsey Baker who is working fulltime from the office at 20 Don Street and will focus on community facility projects for a start whilst she comes to terms with Council policies, procedures and operations. The project manager role is still outstanding.
- The TIF project funding prerequisite requirements are still progressing with an opportunity and agreement from MBIE to apply for partial funding for those projects where no resource or building consents are required. At this stage that only covers off the View Street carpark and walkway upgrade but within the next two weeks we hope to have the majority of the building consents for the new toilets approved and a partial funding agreement in place. Following on from this will be the remainder of the funding to be applied for once we have the resource consents in place for the boat ramps and the Frasers Beach toilet.
- Covid-19 continues to be a challenge to work through as product delays are realised and labour shortages occur within project deliverables. We are extending deliverable timeframes to include these delays where known and ensuring specific materials used within project scopes are available at time of tendering.

Community facilities

- Staff are starting to see some progress in the delivery of projects. A number of the toilet projects have been completed and consultants are starting the investigation projects. We will be working with the communications team to share some of these stories with the community. The work scheme team are providing assistance with some of the smaller projects which have not been able to be picked up by the local contracting community.

- This comment is even more relevant now as we start to see community transmission of Covid-19. The team is finding that it is difficult to attract contractors to carry out the smaller value projects and although there was interest from contractors at the drop-in sessions the one-off projects do not appear to be of interest to them at the moment. Either we aren't getting any responses from the market or the prices submitted exceed the budget. With 81 projects to deliver this is something that needs to be highlighted as a risk to our ability to deliver all of these projects this financial year. Staff are working with the project delivery team to see if there are alternative ways to market these projects so that they are more palatable to potential contractors.
- Staff have completed a number of projects and an update on progress of all of the projects will be delivered to services and assets committee at the next available time. Staff are also looking at providing the services and assets committee an update on the following pieces of work at the May services and assets workshop: Open spaces, hall online booking system and the tree plan.
- Staff presented a report to Council with the proposed concept for delivering the open spaces project over the next seven years. This was received favourably by councillors and paves the way for some exciting opportunities. Staff have carried out interviews for the open spaces position and the position was offered to and accepted by an internal applicant.
- Mowing has slowed down with the lack of rain and the towns are looking neat and tidy. There are some issues with the spraying that were identified prior to the end of last year that have now been resolved with the contractors.
- Project scoping documents for the 2022/2023 financial year have been sent out to all of the community boards for comment prior to being submitted for approval at the next available round of community board meetings. Communication has gone out to the communities so that they are also aware of what projects will be completed in their local areas and can raise any issues with the community boards. Our intention is to front foot next year's projects so that staff are in a position to have the work out to the market as soon as possible to avoid delays in delivery.

Stewart Island Electrical Supply Authority (SIESA)

- The annual works programme has been approved and PowerNet is executing the contract works. Lead times for materials in 2022/2023 are being managed with the purchase of materials well in advance of the works being undertaken.
- Asset management maturity is increasing with the new contract seeking outcomes that look to a long term picture and improved asset management in the network.

Forestry (IFS)

- The rearrangement of the harvest plan to minimise the effect of losses from the windthrow damage in Waikaia and Ohai forest was successful with good recovery.
- Planting, and land preparation is almost complete in both Waikaia and Ohai.

Around the Mountains Cycle Trail

- The cycle trail was busy in March with three large events utilising the Around the Mountains Cycle Trail. God Zone, Sound 2 Sounds and Tour Aotearoa.
- Pre-development project work to address the Centre Hill erosion is continuing and Council is liaising with Landcorp to identify suitable solutions including appropriate survey instruments for the site.
- An independent audit of the cycle trail was conducted in December by Southern Land, and they have provided a report with recommendations.
- New Zealand Cycle Trails have a signage project for all 22 great rides around New Zealand, we are liaising with land owners about signage installation.
- Around the Mountains Cycle Trail Trust – The trust is holding monthly meetings, and see a key aspect and priority for the trust is developing a strategic vision for the trail.

Property

- The property management team continue to be extremely busy. Queries and enquiries relate to the numerous Council properties which include unformed roads around the District. As people look at dealing with issues related to their properties, and with the more easily availability of information online, like photos and boundary locations, this means that many issues or proposal require communications with Council as a property owner.
- Internally the increase in Council projects, as well as referrals of resource and building consents has resulted in increased demand on staff time to ensure Councils input as a landowner is being considered and protected as appropriate.
- On top of that, business as usual work including lease administration, acquisitions, disposals, community housing tenancies and general advice to staff and elected representatives is also consuming much time.
- Larger activities completed or nearing completion are finalisation of the leases and rentals for the Kepler disposal field, getting the Luxmore development land to market and getting the acquisition of the Riversdale disposal field extension to settlement stage.

Environmental health

- A District Licencing Committee hearing is to be held on 5 and 6 April (remotely) regarding the application for a bottle store in Winton.
- The appeal of the District Licencing Committee's decision to decline the off-licence for a proposed premise in Riverton is not expected to have a hearing date set for some time due to Covid-19 restrictions.
- In conjunction with the customer services team we're getting ready to kick off the annual dog registration process.
- We're about to begin reviewing the Agency and Gambling Venue Policy (to be completed by 22 August).

Libraries

- The libraries team is currently waiting on hardware for our RFID project to land in Auckland from Melbourne. The major disruptions to the New Zealand freight/courier system is expected to delay this hardware reaching Invercargill in the short term. Once the hardware arrives we will begin looking at rolling out the new system to each of our libraries, one at a time over a two week period. The rollout to Winton may be delayed further due to IT equipment shortages that have delayed sourcing networking equipment for our IT cabinet within the refurbished library.
- The Winton library refurbishment is getting near to completion. We have had a number of setbacks including Covid-19 impacting many of our contractor teams. The lynch pin of the refurbishment has been our archival shelving units which have now been installed, this has allowed the team to begin the shift out of Brandon Street (where the lease expires at the end of the month) and into the refurbished library. We are hoping to have fully exited Brandon Street by Monday, 28 March resulting in four staff members being permanently based in the new building. The shift from the RSA will not occur till mid-late April.

Customer support

- 3,160 calls for February – average wait 27 seconds.
- Continuing work on NARS (name and address register) and data cleansing.

Building consents

- The team issued 96 building consents in February 2021 (92% within statutory timeframe) and made 55 CCC decisions (98% within statutory timeframe).
- Only seven of eight decisions exceeded timeframes due to capacity challenges in the team which have been exacerbated by Covid-19 in the community. One consent which exceeded timeframe was due to human error.
- Council continue to receive a higher volume of consents than average with 90 consents received during February 2022 (14% more than February 2021) and 95% more than January 2022.
- 180 building consents are currently being processed by Council (76 of those waiting for Further Information). In February 2021 72% of consents received by Council required further information prior to being issued.
- Inspection volumes reduced slightly with 478 inspections completed in February 2022 at a pass rate of 83%.
- 14% of all building warrant of fitness audits have been completed to date and the team continue to be on track to achieve the annual target of 20%.
- The teams remote IANZ Accreditation Assessment was completed in mid-February 2022 with seven general non-conformance (GNC) issued in total. The team are in the process of clearing these non-conformances, with full clearance due by May 2022.

- The building team introduced a customer survey at the bottom of each email in an attempt to receive timely and relevant feedback from the industry and community alike.

Resource management

Resource consents

- Initial indications are that the volume and complexity of resource consents will continue for the rest of 2022 with a number of large-scale projects seeking consent. Two projects in the media currently are the DataGrid and the New Brighton coal mine which are likely to be lodged with Council for processing in the first half of 2022. In February this year the team processed 46 consent decision which is the highest on record for a number of years.

Environmental policy

- Work is continuing on the review of the landscapes chapter of the Operative Southland District Plan 2018. The next component of this work is to continue drafting the new section of the District Plan, workshopping it with the Regulatory and Consents Committee and iwi then initiating preliminary consultation with affected land owners. It's anticipated that notification of the plan change will occur in the last portion of 2022. Additional policy capacity in the team has been focused on preparing guidance material to support consultants and our communities on district plan interpretation and planning processes following the identification of some opportunities in this space.

Enforcement

- In the enforcement space, there was a successful prosecution on a land owner who was collecting wrecked cars on a property in Dipton. The court imposed a \$25,000 fine, court costs and also the costs associated with a contaminated land report. This is a success across multiple fronts including testing the District Plan in this way, the result for the adjoining neighbours and also the precedent effect to deter others from doing the same.

Legislative reforms

- An Otago/Southland planning managers hui was held in Alexandra on 24 February. Mike Theelen and Rachel Brooking attended and provided an update on the reform from what they're seeing at the local government steering group and select committee level. The reforms are seeking to co-ordinate and reconcile a massive number of complex environmental, social, commercial, cultural, intergenerational and climate change factors in order to establish regional spatial strategies and regional environmental plans. The new legislation is proposed to be introduced to parliament towards the end of this year.

Attachments

There are no attachments for this report.

Chairperson's report

Record no: R/22/3/12247

Author: Kirsten Hicks, Committee advisor/customer support partner

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision☐ Recommendation☒ Information

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

- 1 **Media** – Numerous interviews with media over the last month. It seems that there is a great deal of interest in what is happening down here at present, in particular in relation to the visitor levy, the lack of rainfall, and generally how the island is coping.
- 2 **Gardens** – Following some ongoing problems and resulting discussions with the board, Jacqui has been over with a new contractor to maintain the garden plots. SIRCET have been informed that we have a new contractor. The initial visit resulted in some severe pruning/cutting back, and plants to be removed were identified and this has been actioned. A follow-up visit is planned to bring all the plots under control. Going forward there will be 3 or 4 visits a year to maintain.
- 3 **Meetings/workshops** – The ever-increasing number of workshops and meetings we are being asked to attend is causing concern. These are often required to discuss late reports or other information that was not available at the normal scheduled meetings, but which require decisions prior to the next meeting. As we normally have to hold these during normal working hours, members are constantly being asked to take time off work to meet their responsibilities as board members.
- 4 **Proposed drinking water reforms** – Kristy Rusher (AWS Legal) informed the board about these proposals. As a result, plans are being made for a public seminar in May.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Chairperson's report” dated 5 April 2022.**

Attachments

There are no attachments for this report.

Project scope confirmation - 2022/2023 locally funded projects

Record No: R/22/2/6277

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 2022/2023 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 2022/2023 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 - 2022/2023 locally funded projects” dated 24 March 2022.**
- 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 (as indicated below) with the details defined in attachments to the staff report:
 - Stewart Island – Golden Bay wharf renewal code P-10671
 - Stewart Island – Little Glory wharf maintenance code P-10672
 - Stewart Island – Freds Camp wharf maintenance code P-10673
 - Stewart Island – Main wharf infill investigation project code P-10855.

Background

- 7 The Stewart Island Rakiura Community Board have a number of community funded projects that have been approved in the Long Term Plan to be delivered in the 2022/2023 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 were sent the scope documents for the projects that the community facilities team are responsible for in the 2022/2023 financial year for their information on 15 February 2022. This included both local and district funded projects.
- 14 The projects were consulted on through the 2021/2031 Long Term Plan review process.

Factors to consider

Legal and statutory requirements

- 15 None.

Community views

- 16 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 Long Term Plan in conjunction with the community board. As such, community views are considered to have been well canvassed.
- 17 A media release was sent out on 24 February 2022 about the proposed projects. The Stewart Island Rakiura Community Board was informed that the media release was going out to the public.

Costs and funding

- 18 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

- 19 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 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.
- 20 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).
- 21 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.

- Stewart Island – Golden Bay wharf renewal code P-10671
- Stewart Island – Little Glory wharf maintenance code P-10672
- Stewart Island – Freds Camp wharf maintenance code P-10673
- Stewart Island – Main wharf infill investigation project code P-10855.

<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.

- Stewart Island – Golden Bay wharf renewal code P-10671
- Stewart Island – Little Glory wharf maintenance code P-10672
- Stewart Island – Freds Camp wharf maintenance code P-10673
- Stewart Island – Main wharf infill investigation project code P-10855.

<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

- 22 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.

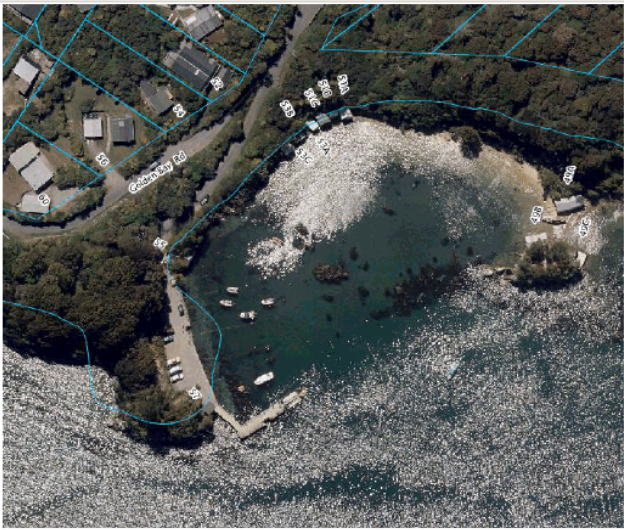
Recommended option

- 23 The staff recommendation is option 1.

Attachments

- A Project definition P-10671 Stewart Island Golden Bay Wharf Replacement [↓](#)
- B Project definition P-10672 Stewart Island Little Glory Wharf Refurbishment [↓](#)
- C Project definition P-10673 Stewart Island Freds Camp Wharf Refurbishment [↓](#)
- D SDC Water Structures Report Final [↓](#)
- E Project definition P-10855 Stewart Island Main Wharf Infill Investigation Project [↓](#)
- F Stewart Island Wharf - Operational Issues and Options [↓](#)

Project – Stewart Island Golden Bay Wharf Replacement

	BUDGET	\$1,749,300.00
	ACTIVITY	Water Facilities Code: P-10671
	COMMUNITY BOARD	Stewart Island Rakiura Community Board
	PROGRAMME	July 2022 – June 2023

DESCRIPTION

Location: 57 Golden Bay Road, Stewart Island

This is a council owned asset that sits in the coastal marine area. Council has a coastal permit for the existing foot print of the wharf. Any variation from this foot print will require a resource consent.

Response from resource management: If you are increasing the size or scale of the wharf then a resource consent will be required for a structure as an activity that is not provided for in the District Plan. Please note you may require a resource consent from Environment Southland for bed disturbance.

Planning check of full proposed work required



SCOPE

Replace the existing wharf with a new wharf. The new wharf will need to meet council's operational and legislative requirements.

COMMUNICATION

This will require consultation with iwi, the community and commercial operators.

CONSENT

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

RISKS

<ul style="list-style-type: none"> What are the risks that have been identified to date <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high / medium / low) 	<p>Parts of the area may not be available while construction is in progress.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a medium risk activity.</p>
---	---

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

There should be minimal impact on the community while this project is being undertaken. Stakeholders include: Iwi, the Community and commercial operators.

OVERVIEW

<ul style="list-style-type: none"> What is this project (ie, capital, consent, operating or procurement)? 	Capital
<ul style="list-style-type: none"> Is this a one-off project or works programme? 	Programme
<ul style="list-style-type: none"> Have all the project numbers been set up? 	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
<ul style="list-style-type: none"> What are the strategic and activity links? 	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
<ul style="list-style-type: none"> Are there any links to the Corporate Performance Framework? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2021 – 2022 and the

OVERVIEW	
	Corporate Performance Framework
• Is the project on Council owned land? Boundary surveyed required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Do we have approvals for land use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are consents and permits required? Resource consent.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is a procurement plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is a procurement process required for the design phase?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender.
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Stewart Island

Budgets			
• What is the initial cost made up of:	Design	\$174,930.00	(typically 10% of project)
	Consents	\$35,000.00	(typically 2% of project)
	Consultation	\$20,000.00	
	Project contingency	\$174,930.00	(typically 10% of project)
	Total Budget	\$1,749,300.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Grant (Stewart Island Visitor Levy)/Loan		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	1/02/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

APPENDICES

Project – Stewart Island Little Glory Wharf Refurbishment

	BUDGET	\$2,058.00
	ACTIVITY	Water Facilities Code: P-10672
	COMMUNITY BOARD	Stewart Island Rakiura Community Board
	PROGRAMME	July 2022 – June 2023

DESCRIPTION

Location: Glory, Stewart Island

This is a council owned asset that sits either in the coastal marine area or on Department of Conservation land and will require a boundary survey to establish which authority we need authorization from. Council has a coastal permit for the site.

Response from resource management: If you are increasing the size or scale of the wharf then a resource consent will be required for a structure as an activity that is not provided for in the District Plan. Please note you may require a resource consent from Environment Southland for bed disturbance.

Planning check of full proposed work required



SCOPE

Improve non slip mesh at Little Glory Wharf as per WSP report dated 30 September 2020.

COMMUNICATION

This will require consultation with iwi, the community and commercial operators.

CONSENT

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

RISKS

- | | |
|---|---|
| <ul style="list-style-type: none"> What are the risks that have been identified to date <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high / medium / low) | <p>Parts of the area may not be available while construction is in progress.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a medium risk activity.</p> |
|---|---|

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

There should be minimal impact on the community while this project is being undertaken.
Stakeholders include: Iwi, the Community and commercial operators.

OVERVIEW

What is this project (ie, capital, consent, operating or procurement)?	Operating
Is this a one-off project or works programme?	One Off
Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
What are the strategic and activity links?	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2021 – 2022 and the Corporate Performance Framework
Is the project on Council owned land? Boundary service required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No


OVERVIEW	
• Do we have approvals for land use?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Are consents and permits required? Resource consent is in place.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement plan required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement process required for the design phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender.
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Stewart Island

Budgets			
• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$0.00	
	Project contingency	\$0.00	(typically 10% of project)
	Total Budget	\$2,058.00	
• How is the project being funded (ie, LTP, locally funded, other?)	Loan		

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	20/01/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

APPENDICES

Project – Stewart Island Freds Camp Wharf Refurbishment

	BUDGET	\$14,406.00
	ACTIVITY	Water Facilities Code: P-10673
	COMMUNITY BOARD	Stewart Island Rakiura Community Board
	PROGRAMME	July 2022 – June 2023

DESCRIPTION

Location: South West Arm Paterson Inlet, Stewart Island

This is a council owned asset that sits either in the coastal marine area or on Department of Conservation land and will require a boundary survey to establish which authority we need authorisation from. Council has a coastal permit for this site.

Response from resource management: If you are increasing the size or scale of the wharf then a resource consent will be required for a structure as an activity that is not provided for in the District Plan. Please note you may require a resource consent from Environment Southland for bed disturbance.

Planning check of full proposed work required



SCOPE

Freds Camp Wharf Replace cross braces, secure handrail and replace non slip netting. As per WSP report dated 30 September 2020.

COMMUNICATION

This will require consultation with iwi, the community and commercial operators.

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

RISKS	
<ul style="list-style-type: none"> What are the risks that have been identified to date <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high / medium / low) 	<p>Parts of the area may not be available while construction is in progress.</p> <p>The area will be set up as a work site with the correct health and safety plans, signage and equipment in place.</p> <p>This is a medium risk activity.</p>

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

There should be minimal impact on the community while this project is being undertaken.
Stakeholders include: Iwi, the Community and commercial operators.

OVERVIEW	
What is this project (ie, capital, consent, operating or procurement)?	Operating
Is this a one-off project or works programme?	One Off
Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
What are the strategic and activity links?	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2021 – 2022 and the Corporate Performance Framework

OVERVIEW	
• Is the project on Council owned land? Boundary service required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Do we have approvals for land use?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Are consents and permits required? Resource consent is in place.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement plan required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement process required for the design phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender.
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Stewart Island

Budgets			
• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$0.00	
	Project contingency	\$0.00	(typically 10% of project)
	Total Budget	\$14,406.00	
• How is the project being funded (ie, LTP, locally funded, other?)		Loan	

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED		Date	
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	28/01/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED		Date	
COMMUNITY BOARD	SIGNED		Date	

APPENDICES

Southland District Council

SOUTHLAND DISTRICT COUNCIL COASTAL WATER STRUCTURES CONDITION ASSESSMENT AND MAINTENANCE PROGRAMME

15 OCTOBER 2020

CONFIDENTIAL



wsp

Question today *Imagine tomorrow* Create for the future

SOUTHLAND DISTRICT COUNCIL WATER STRUCTURES CONDITION ASSESSMENT AND ONGOING MAINTENANCE PROGRAMMING

Southland District Council

WSP
Invercargill
65 Arena Avenue
PO Box 647
Invercargill 9810, New Zealand
+64 3 211 3580
wsp.com/nz

REV	DATE	DETAILS
A	30/09/2020	For Approval
1	15/10/2020	Final

	NAME	DATE	SIGNATURE
Prepared by:	Hendre Knoetze	15/10/2020	
Reviewed by:	Ian Sutherland	15/10/2020	
Approved by:	Ian Sutherland	15/10/2020	

This report ('Report') has been prepared by WSP exclusively for Southland District Council ('Client') in relation to Southland District Council Water Structures Condition Assessment and Ongoing Maintenance Programming ('Purpose') and in accordance with the Offer of Service dated 11 August 2020 and Short form Agreement with the Client dated 11 August 2020. The findings in this Report are based on and are subject to the assumptions specified in the Report and drawings by others. WSP accepts no liability whatsoever for any reliance on or use of this Report, in whole or in part, for any use or purpose other than the Purpose or any use or reliance on the Report by any third party.

6-VN132.00

Confidential

15 October
2020



Our ref: 6-VN132.00

30 September 2020

Mark Day
Community Facilities Manager
Southland District Council
PO Box 903
Invercargill 9840

Dear Mark

**Southland District Council Coastal Water Structures
Condition Assessment and Ongoing Maintenance Programming**

Thank you for the opportunity to provide our services for the Condition Assessment and Ongoing Maintenance programming for the Southland District Council Water Structures (Wharves and Jetties).

Feel free to contact us if there are any questions or if any additional assistance is required.

Yours faithfully

Hendre Knoetze
Senior Structural Engineer

WSP
Invercargill
65 Arena Avenue
PO Box 647
Invercargill 9810, New Zealand
+64 3 211 3580
wsp.com/nz





TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
1 INTRODUCTION	2
1.1 SCOPE OF WORK	2
1.2 STRUCTURES INSPECTED	2
2 INSPECTION INFORMATION	4
2.1 TYPES OF INSPECTION	4
2.1.1 ROUTINE/SUPERFICIAL INSPECTION	4
2.1.2 GENERAL INSPECTIONS	4
2.1.3 DETAILED INSPECTIONS	4
2.1.4 SPECIAL INSPECTIONS	5
2.2 CONDITION CATEGORIES	6
3 GENERAL INSPECTION FINDINGS	7
3.1 RIVERTON - T-WHARF	7
3.2 RIVERTON - LONG WHARF (L22 - L30)	7
3.3 RIVERTON - PUBLIC WHARF (L44 & L45)	8
3.4 RIVERTON - L36 WHARF	8
3.5 RIVERTON - WALKWAY TO L35 AND L36 WHARF	8
3.6 RIVERTON - BOAT RAMP	8
3.7 RIVERTON - SLIPWAY (L01)	9
3.8 RIVERTON - NAVIGATION AIDS	9
3.9 RIVERTON - VIEWING PLATFORM (FOCAL POINT)	9
3.10 STEWART ISLAND - FRED'S CAMP WHARF	9
3.11 STEWART ISLAND - MILLERS BEACH WHARF	10
3.12 STEWART ISLAND - LITTLE GLORY WHARF	10
3.13 STEWART ISLAND - PORT WILLIAM WHARF	10
3.14 STEWART ISLAND - HALFMOON BAY BOAT RAMP	11
4 PROPOSED FUTURE INSPECTIONS	12
4.1 OVERVIEW OF SCHEDULING PROCESS	12
4.2 PROPOSED INSPECTION SCHEDULE	12



5	ROUGH ORDER COST ESTIMATES.....	14
6	LIMITATIONS.....	15
	APPENDIX A - GENERAL INSPECTION FINDINGS.....	16

EXECUTIVE SUMMARY

With reference to the Offer of Service dated 11 August 2020, WSP New Zealand Ltd (WSP) has been engaged by Southland District Council (SDC) to complete a condition assessment and maintenance programme for the Riverton and Stewart Island coastal water structures (wharves, jetties and boat ramps). A ten-year maintenance plan with Rough order of cost estimates is also provided.

General Inspections were undertaken for 14 structures. Our engagement did not extend to the inspection of all the SDC water structure assets. The structures inspected are listed in Section 2.

The structures inspected range in condition from very good to very poor and recommendations are provided for maintenance works. In some instances, further detailed inspections to provide additional condition information about the structures and to allow a detailed scope of maintenance works are required. The Riverton Long Wharf, Fred's Camp Wharf, and Millers Beach Wharf require Detailed Inspections including diver surveys of the piles in the short term.

The condition assessment of structures provides key information for the management of assets and need to be carried out on an ongoing and programmed basis to ensure that structures are safe and fit for purpose, and that maintenance works are programmed and prioritised. Regular inspections also provide important information about the rates of deterioration.

6-VN132.00
Southland District Council Water Structures
Condition Assessment and Ongoing Maintenance Programming
Southland District Council

WSP
15 October 2020
1

1 INTRODUCTION

1.1 SCOPE OF WORK

The global objective of the inspection, testing and monitoring of the SDC Coastal Structures is to:

- Check that the structures are safe to use and fit for purpose.
- Provide data to support effective maintenance management and planning.

The process for the development and delivery of the inspection regime can be broken down into the following stages:

- Scheduling and programming of different inspection types.
- Planning and preparation of inspections for efficiency and safety.
- Performing inspections.
- Recording and reporting results of the inspections.
- Feedback and input into the maintenance planning process.

The scope of this report is to provide a baseline General Inspection of the SDC coastal structures identified in Section 1.2 below. A future inspection regime for general and detailed inspections has been developed according to the current condition of the structures.

Where the current condition of a structure is deemed satisfactory a further General Inspection will not be necessary for a further two years.

Detailed Inspections have been identified as necessary where the condition of the structure is not satisfactory and/or where the condition of structural elements is not clear due to the lack of access and excessive growth on the structure.

The scope of work for the future Detailed Inspections is to be discussed and agreed with the SDC but may require specialist access or divers to confirm the condition of all aspects of the structure. Detailed Inspections should be undertaken at a minimum of every six years.

1.2 STRUCTURES INSPECTED

RIVERTON COASTAL STRUCTURES

- T-wharf
- L22 to L30 Long wharf
- L44 & L45 Public wharf
- L36 wharf
- Walkway to L35 and L36 wharf
- Boat ramp
- L01 Slipway
- Navigation Aids (beacon and lead lights)
- Viewing Platform

6-VN132.00
Southland District Council Water Structures
Condition Assessment and Ongoing Maintenance Programming
Southland District Council

WSP
15 October 2020
2

STEWART ISLAND COASTAL STRUCTURES

- Fred's Camp wharf
- Millers Beach wharf
- Little Glory wharf
- Port William wharf
- Halfmoon Bay boat ramp

6-VN132.00
Southland District Council Water Structures
Condition Assessment and Ongoing Maintenance Programming
Southland District Council

WSP
15 October 2020
3

2 INSPECTION INFORMATION

2.1 TYPES OF INSPECTION

The types of inspections discussed in this report is explained below in Section 2.1.1 to Section 2.1.4.

2.1.1 ROUTINE/SUPERFICIAL INSPECTION

These shall be carried out by SDC maintenance staff who are competent to identify and report on superficial faults that may occur. These should be completed annually. Any urgent defects affecting safety or functionality shall be reported immediately to the SDC for an assessment to be undertaken. WSP will not carry out any routine/superficial Inspections and are not included within this offer.

2.1.2 GENERAL INSPECTIONS

General inspections shall be carried out at intervals not exceeding two years but may be undertaken more frequently depending on the condition and remaining life of the structure.

General Inspections shall be carried out jointly by a Structural Inspector together with such other Specialist Staff as the Structure Inspector may direct e.g. specialist boat access maybe required.

Inspections shall be carried out from ground or deck level, and by making use of available handheld tools to inspect and take photos where appropriate.

During the inspection the following items are to be checked at a thorough level:

- Deterioration of structural members, including piles, beams and joints;
- Impact damage from vehicles, or loads being dropped;
- Build-up of debris;
- Impact damage from vessels;
- Damage due to wave action;
- Deck drainage function;
- Settlement behind retaining walls, abutments or rip rap;
- Damage to fendering and bollards;
- Damage to mechanical or electrical equipment;
- Damage to safety signage.

The Inspector shall estimate indicative repair costs for each of the defects identified and note whether the recommended repairs are routine or urgent maintenance works.

The finding shall be provided in a single report incorporating the above information with photographs.

2.1.3 DETAILED INSPECTIONS

Detailed inspections shall be carried out at intervals not exceeding six years. They will be more comprehensive than a General Inspection and will provide information on the physical condition of all inspectable structural members and connections above low water level. This will include the condition of piles.

Physical testing may be undertaken on structural elements by drilling timber members to determine the extent of remaining sound timber.

Where abrasion, corrosion, biological erosion or impact damage of permanently submerged structural members is suspected, sufficient underwater inspection should be carried out to verify whether such damage has occurred.

Additional inspection may also be required to check, for example, changes in seabed or batter slope geometry caused by wave or tidal action. The extent of seabed scour or geometric changes shall be recorded. If necessary, underwater inspection shall be carried out to achieve this.

All inspections shall be carried out by the Structure Inspector together with such specialist staff as the Structure Inspector may direct. If specialist staff/contractors are required, such as divers, the Structure Inspector will discuss this with the SDC to gain approval. An inspection report will be made on the physical condition of all inspected structural members and connections.

2.1.4 SPECIAL INSPECTIONS

Special inspections involve detailed investigation, testing and/or monitoring of types of structure, or areas of concern following certain events. These events include, but are not limited to:

- Earthquake Inspection

This shall be carried out following an earthquake which is likely to have caused damage on structures in the affected area. Inspection shall be carried out as for a General Inspection, on those structural members susceptible to earthquake damage.

- Tsunami Inspection

This shall be carried out following a tsunami which is likely to have caused damage on structures in the affected area. The inspection shall be as for a General Inspection on all structural members susceptible to tsunami damage.

- Storm Damage Inspection

This shall be carried out following a severe storm event which is likely to have affected structures at exposed sites with a history of storm damage, or structures likely to have been at significant risk. The inspection shall be as for a General Inspection on all structural members susceptible to storm damage.

- Overload/Impact Inspection

This shall be carried out on any structure during passage of an overload which may possibly cause damage. It shall also be carried out on any structure where it is known or suspected that an unauthorised or illegal overload has caused damage.

2.2 CONDITION CATEGORIES

The structure condition descriptions will be based on generic condition categories used by other councils in New Zealand for the monitoring of similar assets.

The condition grading schedule most applicable to marine structure is those used for bridges and aquatic structures.

Table 1: Condition categories of structural elements

Grade	Condition	Description
0	Non-existent	<ul style="list-style-type: none"> Asset abandoned or no longer exists
1	Very good (no work required)	<ul style="list-style-type: none"> Sound physical condition, designed to appropriate standards and well maintained with no defects. Safe site. Likely to perform effectively under current maintenance regime for 10+ years
2	Good (only minor work required)	<ul style="list-style-type: none"> As 1 but showing signs of superficial wear, tear and deterioration or no up to appropriate standards. Normal maintenance needed to prevent initial stages of decay or dereliction commencing. Needs to be re-inspected in a medium term. Deterioration has no significant impact on stability, safety or appearance of the marine structure. In 5-10 years deterioration expected, but unlikely to fail E.g. hairline cracks, weathering of timber, staining of fastenings. No decay or scour of supports.
3	Fair (work required but asset still serviceable)	<ul style="list-style-type: none"> Functionally sound structure. Early stages of decay or dereliction are becoming evident with minor components requiring replacement or repair, or reactive maintenance costs rising. Some deterioration beginning to affect the stability, safety or appearance of the bridge. Failure unlikely within 3 years, but further deterioration likely and major replacement required within 5 - 10 years [except Heritage]. E.g. cracks < 2mm, minor spalling, slight decay of timber, mild corrosion of fastenings, surface staining, some loss of protective coating, vandalism. No scour of supports.
4	Poor (substantial work required in short term, asset barely serviceable)	<ul style="list-style-type: none"> Structure functioning but with significant defects and high maintenance costs arising (see e.g. below). Structural integrity becoming affected. No immediate risk to health and safety but work required within 1 - 2 years to ensure asset remains safe. E.g. rotting and splitting of timber, loosening of fastenings, moderate scour of supports, loss of slip resistant features, cracks 2 - 5mm, spalling, staining of concrete.
5	Very poor (major work or replacement required now)	<ul style="list-style-type: none"> Serious structural problems having a detrimental effect on the performance of the asset. Site safety at risk. Failure imminent or maintenance costs excessive. Major work or replacement required urgently.

3 GENERAL INSPECTION FINDINGS

The detailed findings of the inspections are provided in Appendix a - GENERAL INSPECTION FINDINGS.

3.1 RIVERTON - T-WHARF

The structure is generally in a fair condition with visible deterioration of the piles and extensive corrosion of the fasteners connecting the structural members. Many of the capping beams are suffering from vessel impact damage and fixings are exposed. In particular the capping beam at the lower access level is suffering from severed and ongoing vessel impact damage. These capping beams will require replacement in the short term and the installation of a sacrificial timber or other buffering to prevent damage to the replacement beams.

The relatively new decking members appear in a good condition. The planks that were not replaced with the rest of the deck is in a weathered state and must be monitored.

There is a jib crane connected to the wharf deck. The jib crane connection appears insufficient and requires structural assessment. Improved connections to the wharf and the installation of specific structural elements for the jib crane support are likely to be necessary.

Currently vehicles access the wharf. The allowable vehicle loading upon the wharf should be assessed and appropriate signage installed.

The next inspection should be a Detailed Inspection including boat access at low and high tide together with underwater (diving) inspection of the piles and sea-bed. Upon completion of the detailed inspection a detailed and comprehensive scope of works for repairs should be developed.

3.2 RIVERTON - LONG WHARF (L22 – L30)

The deck of the long wharf is generally in a good condition, with minor deterioration. The stringers supporting the deck are in good condition with no significant defects visible. Capping beams at various bents were found to be suffering from vessel impact damage and fixings are exposed. This results in a significant loss of connection strength at these locations. Additional bolts have been added to improve these connections. Appropriate edge or end distances have not always been achieved. Appropriate buffering should be installed to protect the ends of the capping beams.

Two piles were found to be decayed at the locations where the bottom braces connect to them. Significant cross-sectional loss on one other pile is also visible. Several piles also show severe degradation at the location where the capping beams connect.

The vertical cross-bracing has been replaced in recent times however the first three bents have no bracing installed. Several horizontal braces immediately below deck level were also found to be loose because of corroded screws failing.

The next inspection should be a Detailed Inspection including boat access at low and high tide together with underwater (diving) inspection of the piles and sea-bed. Upon completion of the detailed inspection a detailed and comprehensive scope of works for repairs should be developed.

3.3 RIVERTON - PUBLIC WHARF (L44 & L45)

The wharf deck is newly installed and in a good condition. The braces and capping beams are also relatively new and in good condition. Some fasteners are corroded. Piles appear weathered and have a reduced cross-sectional area but are sound.

A comparison of the current condition with photos from previous inspections shows that all the retaining planks have dislodged. The condition of the retaining structure must be monitored to identify any movement and settlement.

The next inspection should be a General Inspection with a Detailed Inspection programmed to be within six years.

3.4 RIVERTON - L36 WHARF

The wharf structure is in a dilapidated state with the only practical cause of action to be demolition and clearing of the site or full replacement. Only limited elements of the structure will be suitable for reuse. Access to the wharf has been removed and "NO access" signage has been installed.

It was also noted that the L35 wharf is in a severely deteriorated state. The L36 wharf provides access to the L35 wharf.

The L36 and L35 wharves should be condemned and no further inspections of the current structures are necessary.

3.5 RIVERTON - WALKWAY TO L35 AND L36 WHARF

The walkway access to L35 and L36 are in good condition. No structural defects were observed. The only defects noted were the handrail being lower than the required standard and the one section of the handrail dips and appear to have failed at the connection to one pile.

The next inspection should be a general inspection.

3.6 RIVERTON - BOAT RAMP

The Riverton Boat Ramp is in good condition with no visible defects. The approach appears good and not rutted out. No significant sediment build-up or scouring is visible at the toe of the ramp. The downstream wharves that were reported as failed previously have been replaced.

The next inspection should be a general inspection.

3.7 RIVERTON – SLIPWAY (LO1)

The slipway rail structures is in a good condition. The cradle is showing signs of corrosion, however not to a level that will require replacement. It is recommended that the cradle be structurally assessed during the detailed inspection phase to ensure failure will not occur during adverse loading events.

The concrete retaining wall and embankment is in a good condition.

The sheds housing the motors is in a fair condition and must be maintained as required to be fit for purpose.

The mechanical equipment, winches and cables were not inspected. It is recommended that these items be inspected by a competent person and certified if and as required.

The extent of the responsibility that SDC has for the various equipment and the mechanical operation of the winches and cradles for lifting vessels from the water needs to be clarified prior to the next inspection.

3.8 RIVERTON - NAVIGATION AIDS

The lead light structures are in a good condition with no visible defects. The beacon light foundation is in a deteriorated condition but is currently sound. The foundation shall be monitored.

The next inspection should be a general inspection.

3.9 RIVERTON - VIEWING PLATFORM (FOCAL POINT)

The viewing platform in a good condition with no visible structural defects. It was noted that washout is occurring underneath the structure as well as behind one section of the retaining wall. This may cause issues in the future as the adjacent walkways may be undermined.

The washout should be regularly monitored with Routine Inspections.

3.10 STEWART ISLAND – FRED'S CAMP WHARF

Overall the wharf structure is in good condition. It appears as though the wharf head is newer than the walkway section and is subsequently in better condition. The cross braces and piles in the walkway section have decayed cross bracing and piles. One pile that has been previously strengthened with concrete has severe decay and the pile requires replacement. The piles in poor condition are softwood. The life expectancy of softwood piles in a marine environment can be less than 15 years.

The handrail of the walkway section is deteriorated with some handrail braces no longer connected.

The main section of the wharf is in good condition; however, corrosion is visible on the fasteners of this section.

The next inspection should be a Detailed Inspection including boat access at low and high tide together with underwater (diving) inspection of the piles and sea-bed. Upon completion of the detailed inspection a detailed and comprehensive scope of works for repairs should be developed.

6-VN132.00
Southland District Council Water Structures
Condition Assessment and Ongoing Maintenance Programming
Southland District Council

WSP
15 October 2020
9

3.11 STEWART ISLAND – MILLERS BEACH WHARF

The Millers Beach wharf is in a deteriorated state, but some work previously has increased the life of the structure. The piles are decayed and has a reduced section capacity as a result. Some braces and whalers are also severely decayed and will require replacement.

It is widely known that this structure occasionally supports several vessels in a "raft". In adverse weather conditions this is likely to overload the structure. This practice should be discouraged.

During the inspection it was noted that the structure deflects laterally under relatively low loading. This could be a combination of insufficient pile support at seabed level, deterioration in the pile capacity due to loss of section, ineffective bracing due to corroded fixings and/or oversized fixing holes in the timber due to repetitive movement in the wharf.

A detailed inspection is required where divers will be used to confirm the pile condition underwater and at the sea bed level. The growth also needs cleared to expose the connections to confirm their condition.

The next inspection should be a Detailed Inspection including boat access at low and high tide together with underwater (diving) inspection of the piles and sea-bed. Upon completion of the detailed inspection a detailed and comprehensive scope of works for repairs should be developed.

3.12 STEWART ISLAND – LITTLE GLORY WHARF

The Little Glory wharf is in good condition. The members and hardwood piles appear in a good condition with no significant decay or deterioration observed. Corrosion is occurring to the fixings of the wharf. Previously applied bituminous coatings to the fixings has weathered and is no longer in place. For this bituminous coating to be effective it needs to be applied annually.

The only item of works identified is the maintenance of the non-slip mesh on the bottom stairs that requires cleaning and possible replacement. Slips may occur.

The handrails are in good condition however they are too low to comply with current standards.

The next inspection should be a general inspection.

3.13 STEWART ISLAND – PORT WILLIAM WHARF

The Port William wharf is in very good condition. The structural members appear in a good condition with only minor decay visible. The concrete footings constructed on top of the rock embankment must be monitored to ensure the interface remain in good condition.

Previously applied bituminous coatings to the fixings has weathered and is no longer in place. For this bituminous coating to be effective it needs to be applied annually.

The Port William wharf is constructed entirely of softwood. The life expectancy of the softwood piles could be only 15 years. Ongoing and regular inspections will provide certainty about the rate of deterioration of these piles and provide advance warning of any necessary pile replacements.

The next inspection should be a general inspection.

3.14 STEWART ISLAND – HALFMOON BAY BOAT RAMP

The Halfmoon Bay boat ramp is in very good condition with no visible defects.

Where the top gravel section of the ramp meets the sealed roadway potholes are forming due to skidding vehicle wheels. Maintenance of these potholes would reduce if the top section of the ramp was concreted.

The next inspection should be a general inspection.

4 PROPOSED FUTURE INSPECTIONS

4.1 OVERVIEW OF SCHEDULING PROCESS

Based on the findings listed in APPENDIX A the structures were prioritised for detailed inspections based on the defects observed during this general inspection. The most deteriorated structures are scheduled to be undergo detailed inspections before other less deteriorated structures. The Detailed Inspections will require boat access at low and high tide together with underwater (diving) inspection of the piles and sea-bed. Upon completion of the detailed inspection a detailed and comprehensive scope of works for repairs should be developed.

The general inspections are still required to be completed every second year to provide a similar level of detail to this report. The bi-annual reports form a basis for decision making as the rate of any deterioration can be determined with regular inspections.

4.2 PROPOSED INSPECTION SCHEDULE

Table 2 below summarizes the proposed inspection schedule to be followed for the next 10 years. This will ensure that most structures will undergo a detailed inspection at least once in the next 10 years. The following list of structures are not required to undergo detailed inspections as adequate information can be gathered during bi-annual general inspections:

- Riverton - Boat Ramp
- Riverton - Navigation Aids
- Stewart Island - Halfmoon Bay Boat Ramp

The L36 Wharf does not require any further inspections as it is no longer considered safe or fit for purpose. Further inspections without any major refurbishment works undertaken would have the same inspection outcome.

Table 2: Proposed inspection schedule

Key: D – Detailed Inspection
G – General Inspection

STRUCTURE \ YEAR	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Riverton T-wharf		G		D		G		G		G
Riverton Long wharf L22 to L30	D	G		G		G		G		G
Riverton Public wharf L44 & L45		G		D		G		G		G
Riverton L36 wharf – no inspections										
Riverton Walkway to L35 and L36 wharf		G		D		G		G	D	G
Riverton Boat ramp		G		G		G		G		G
Riverton Slipway L01		G		G		D		G		G
Riverton Navigation (beacon/ lead lights)		G		G		G		G		G
Riverton Viewing Platform		G		G		D		G		G
Stewart Island - Fred's Camp wharf		D		G		G		G		G
Stewart Island - Millers Beach wharf		D		G		G		G		G
Stewart Island - Little Glory wharf		G		G		D		G		G
Stewart Island - Port William wharf		G		G		D		G		G
Stewart Island - Halfmoon Bay boat ramp		G		G		G		G		G

5 ROUGH ORDER COST ESTIMATES

Table 3 below provides a rough cost estimate for construction cost for the next 10 years to address all the defects identified in this General Inspection. This will allow financial planning for the maintenance works required on the SDC Coastal Structures. It is necessary to update this cost estimate after every round of general and detailed inspections to account for more detailed information as well as future deterioration that may occur.

It is recommended that, as part of the detailed inspections and report, that a local contractor(s) be provided with a typical scope of work document following that specific inspection to improve upon the accuracy of the rough order of cost estimates provided below.

Table 3: Rough Cost Estimate of 10-year maintenance works

Structure	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	TOTAL
Riverton T-wharf,		\$29,000	\$42,000	\$60,000							\$131,000
Riverton Long wharf L22-L30		\$132,000	\$130,000		\$120,000						\$382,000
Riverton Public wharf L44&L45						\$5,000		\$130,000			\$135,000
Riverton L36 wharf	no	fixed	time	frame	to	replace	\$300,000				\$300,000
Riverton Walkway to L35 and L36 wharf											\$0
Riverton Boat ramp											\$0
Riverton Slipway L01											\$0
Riverton Navigation Aids (beacon and lead lights)									\$6,000		\$6,000
Riverton Viewing Platform				\$10,000							\$10,000
Stewart Island - Fred's Camp wharf		\$14,000				\$49,000					\$63,000
Stewart Island - Millers Beach wharf			\$93,000								\$93,200
Stewart Island - Little Glory wharf		\$2,000									\$2,000
Stewart Island - Port William wharf											\$0
Stewart Island - Halfmoon Bay boat ramp											\$0
TOTAL COST PER YEAR	\$0	\$177,000	\$265,000	\$70,000	\$120,000	\$54,000	\$300,000	\$130,000	\$6,000		TOTAL COST \$1,122,000

6 LIMITATIONS

This report ('Report') has been prepared by WSP New Zealand Limited ('WSP') exclusively for Southland District Council ('Client') in relation to SDC Water Structures Condition Assessment and Maintenance Programme ('Purpose') and in accordance with the WSP Offer of Service and Short Form Agreement dated 11/08/2020 ('Agreement'). The findings in this Report are based on and are subject to the assumptions specified in the Report. WSP accepts no liability whatsoever for any use or reliance on this Report, in whole or in part, for any purpose other than the Purpose or for any use or reliance on this Report by any third party.

Qualifications and Assumptions

The services undertaken by WSP in preparing this Report were limited to those specifically detailed in the Agreement and the Report and are subject to the scope, qualifications, assumptions and limitations set out in the Report and/or otherwise communicated to the Client. Except as otherwise stated in the Report and to the extent that statements, opinions, facts, conclusion and/or recommendations in the Report ('Conclusions') are based in whole or in part on information provided by the Client and other parties ('Information'). The Information has not been and have not been verified by WSP and WSP accepts no liability for the reliability, adequacy, accuracy and completeness of the Information.

The data reported and Conclusions drawn by WSP in this Report are based solely on information made available to WSP at the time of preparing the Report. The passage of time; unexpected variations in ground conditions; manifestations of latent conditions; or the impact of future events (including (without limitation) changes in policy, legislation, guidelines, scientific knowledge; and changes in interpretation of policy by statutory authorities); may require further investigation or subsequent re-evaluation of the Conclusions.

Use and Reliance

This Report should be read in its entirety and must not be copied, distributed or referred to in part only. The Report must not be reproduced without WSP's prior approval in writing. WSP will not be responsible for interpretations or conclusions drawn by the reader of the Report. This Report (or sections of the Report) must not be used as part of a specification for a project or for incorporation into any other document without WSP's agreement in writing.

Disclaimer

No warranty, undertaking or guarantee whether expressed or implied, is made with respect to the data reported or the Conclusions drawn. To the fullest extent permitted at law, WSP, its related bodies corporate and its officers, employees and agents assumes no liability and will not be liable to any third party for, or in relation to any losses, damages or expenses (including any indirect, consequential or punitive losses or damages or any amounts for loss of profit, loss of revenue, loss of opportunity to earn profit, loss of production, loss of contract, increased operational costs, loss of business opportunity, site depredation costs, business interruption or economic loss) of any kind whatsoever, suffered on incurred by a third party.

6-VN132.00
Southland District Council Water Structures
Condition Assessment and Ongoing Maintenance Programming
Southland District Council

WSP
15 October 2020
15

APPENDIX A - GENERAL INSPECTION FINDINGS

A.1 RIVERTON T-WHARF

CONDITION RATING

Item:	Rating:	Notes:
Deck	2	<ul style="list-style-type: none"> - Good condition, some planks have been replaced with Softwood. Existing hardwood planks decaying. - Monitor next inspection
Stringers	2	<ul style="list-style-type: none"> - Good condition, minor decay visible - Monitor next inspection
Capping beams	3	<ul style="list-style-type: none"> - Beam ends deteriorated - Capping beam ends at lower level damaged by vessel impact, remedial required. - Connection capacity reduced due to exposure corrosion
Braces	3	<ul style="list-style-type: none"> - Braces have been replaced since the previous inspection - Some of the existing braces have reduced connection capacity due to corrosion. - Splitting present in one brace end at abutment. - Monitor
Piles	3	<ul style="list-style-type: none"> - Minor decay present - Monitor next inspection
Fasteners and connections	5	<ul style="list-style-type: none"> - Many fasteners severely corroded. Action required. Identify critical fasteners and replace.
Embankment	1	<ul style="list-style-type: none"> - Good condition, limited chance of scour


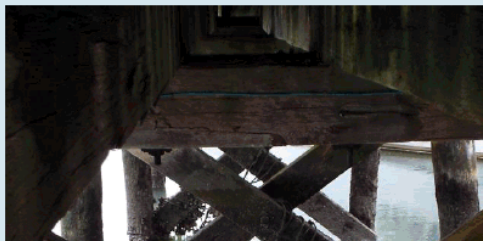

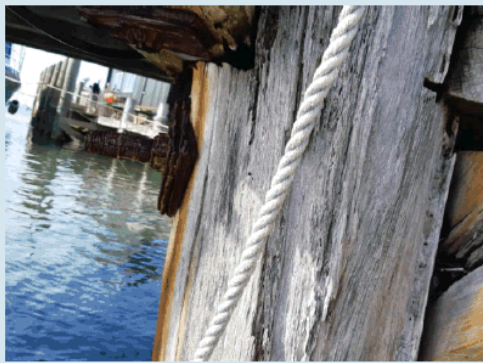
GENERAL DEFECT FINDINGS

Item:	Description:
Fixings of jib crane	Corroded and inconsistent fixing of jib crane. Damage to stiffener connecting jib to end plate. Investigate improvements to jib crane and structural fixity to the wharf.

NEXT INSPECTION



Type of Inspection required	When
General Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement period:	Photo references of defects:
Replace capping beam damaged by vessel impact. Provide sacrificial timber buffer to protect replacement beams.	1 year	
Replace split capping beam	1-2 years	
Replace split/decayed brace	1-2 years	
Replace deteriorating piles	5-10 years	

6-VN132.00
 Southland District Council Water Structures
 Condition Assessment and Ongoing Maintenance Programming
 Southland District Council

WSP
 15 October 2020
 17

Replace fasteners connecting piles to beams and braces. Identify critical fasteners for replacement.	1-2 years	
Jib crane fixings to be improved. Structure to be provided for jib crane connection.	1-2 years	

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Replace decayed capping beams	4	\$ 20 000
2	Replace split/decayed braces	4	\$ 6 000
3	Install pile jacket or new pile	6	\$ 60 000
4	Replace corroded fasteners	140	\$ 42 000
5	Improve jib crane fixing	1	\$ 3 000
		TOTAL COST:	\$131 000

A.2 RIVERTON LONG WHARF (L22 TO L30)

CONDITION RATING

<u>Item:</u>	<u>Rating:</u>	<u>Notes:</u>
Deck	2	- Good condition, no significant defects visible, minor deterioration visible
Stringers	2	- Good condition, minor decay visible at support locations
Capping beams	3	- Fair condition - Beam ends deteriorated - mostly due to vessel impact - Connection capacity reduced at ends - fixings exposed - New/additional bolts installed since Emtech inspection
Braces	3	- Good condition - However 3 sets of cross braces missing/damaged at the first 3 bents
Piles	4	- Some piles found to be severely decayed - Monitor
Fasteners	5	- Fair condition - Mix of new and old fixings. - Damaged capping beam ends deteriorated, and fasteners exposed - Fasteners severely corroded, nuts corroded away - Connection capacity reduced.
Embankment	2	- Good condition, limited possibility of scour to occur




GENERAL FINDINGS

<u>Item:</u>	<u>Description:</u>
Structural fasteners	Some connections improved by installing additional bolts.
Detailed Inspection	A detailed inspection should be undertaken to assess the pile condition.

NEXT INSPECTION



<u>Type of Inspection required</u>	<u>When</u>
Detailed Inspection	2022

REQUIRED MAINTENANCE WORK

<u>Item description:</u>	<u>Proposed replacement period:</u>	<u>Photo references of defects:</u>
<p>Replace deteriorated capping beams.</p> <p>Provide sacrificial timber buffer to protect replacement beams.</p>	5-10 years	
<p>Replace screws of loose horizontal bracing</p>	1-2 years	
<p>Replace deteriorated piles or add additional piles to support wharf</p>	1-2 years	

6-VN132.00
 Southland District Council Water Structures
 Condition Assessment and Ongoing Maintenance Programming
 Southland District Council

WSP
 15 October 2020
 20

		
Fasteners connecting piles to beams and braces	1-2 years	

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Capping beam replacement	26	\$130 000
2	Replace loose horizontal bracing	6	\$ 3 000
3	Replace failed/missing cross bracing	6	\$ 9 000
4	Replace decayed piles	12	\$120 000
5	Fasteners	400	\$120 000
		TOTAL COST:	\$382 000

6-VN132.00
 Southland District Council Water Structures
 Condition Assessment and Ongoing Maintenance Programming
 Southland District Council

WSP
 15 October 2020
 21

A.3 RIVERTON PUBLIC WHARF (L44 & L45)

CONDITION RATING

Item:	Rating:	Notes:
Deck	1	- Sound condition, no defects visible
Stringers	1	- Good condition, no defects visible
Capping beams	1	- Good condition, no defects visible
Braces	1	- Good condition, no defects visible
Piles	3	- Fair condition, decay visible throughout the height of the piles. Section capacity reduced due to decay. - Monitor
Fixings	4	- Fixings corroded. Bolt capacity reduced due to corrosion. Some bolts appear to be in a good condition.
Embankment	2	- No significant defects visible, but requires monitoring
Stairway	1	- Good condition, no defects visible.



GENERAL FINDINGS

Item:	Description:
Stair handrail:	No handrail present at stairway. Installing a handrail on inside of walkway would be advantageous but may require significant alteration to the wharf structure to retain stair tread width. Non slip surface should be installed.

NEXT INSPECTION

Type of Inspection required	When
General Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement period:	Photo references of defects:
Timber pile replacement	5-10 years	
Fasteners	1-2 years	

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Install pile jackets or new pile	13	\$130 000
2	Replaced corroded fasteners	18	\$ 5 000
		TOTAL COST:	\$135 000

A.4 RIVERTON L36 WHARF

CONDITION RATING

(Note: condition rating based on photos taken from a distance due to access being restricted to the wharf)

Item:	Rating:	Notes:
Deck	3	- Poor condition - Decking and decking support uneven
Stringers	5	- Very poor condition - Stringers show signs of permanent deformation
Capping beams	4	- Poor condition - Capping beam likely in a poor condition.
Braces	5	- Very poor condition – non-existent - Insufficient bracing provided for structure - possibly broken or missing. Structure likely unstable under serviceability loading
Piles	4	- Poor condition - Piles in a poor condition with decay occurring. Some piles are very slender.
Fixings	Not inspected	- Access not possible. Fixings are expected to be in very poor condition.



GENERAL FINDINGS

Item:	Description:
Access to L36	The walkway access to L36 is in very good condition with no works required. Access to L35 is via L36. L35 is also in very poor condition. Access to the wharves has been removed and "No access" signage has been erected.
Likely cause of action	Due to the deteriorated state of the structure the demolition and removal of the wharf and/or full replacement is recommended. Very little of the existing structures will be suitable for reuse.

NEXT INSPECTION

Type of Inspection required	When
None required until replacement	

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement period:	Photo references of defects:
L36 Wharf is derelict		
L35 Wharf is derelict		

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Estimated cost for replacement structure	1	\$300 000

6-VN132.00
 Southland District Council Water Structures
 Condition Assessment and Ongoing Maintenance Programming
 Southland District Council

WSP
 15 October 2020
 25

A.5 RIVERTON WALKWAY TO L35 AND L36

CONDITION RATING

Item:	Rating:	Notes:
Deck	1	- Very Good condition, no defects observed


GENERAL FINDINGS

Item:	Description:
Handrail	Handrail not to current standards

NEXT INSPECTION

Type of Inspection required	When
General Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement period:	Photo references of defects:
No maintenance items identified	N/A	

ESTIMATED MAINTENANCE WORK COST

Item	Description:	Estimated Cost:
None		

6-VN132.00
 Southland District Council Water Structures
 Condition Assessment and Ongoing Maintenance Programming
 Southland District Council

WSP
 15 October 2020
 26

A.6 RIVERTON BOAT RAMP

CONDITION RATING

(Note: condition rating based on photos taken from a distance due to access being restricted to the wharf)

Item:	Rating:	Notes:
Concrete ramp	1	- Good condition, no washout at toe visible. - Approach to boat ramp at top in good condition
Embankment	1	- Good condition, limited probability of scour
Barriers and buffers	1	- Barriers provided on Southern side with timber whalers spanning between piles


GENERAL FINDINGS

Item:	Description:
None	

NEXT INSPECTION

Type of Inspection required	When
General Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement period:	Photo references of defects:
None	N/A	

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	None		\$0

6-VN132.00
Southland District Council Water Structures
Condition Assessment and Ongoing Maintenance Programming
Southland District Council

WSP
15 October 2020
27

A.7 RIVERTON SLIPWAY LOT

CONDITION RATING

(Note: Inspections were limited to structural items, no mechanical equipment was inspected or assessed)

Item:	Rating:	Notes:
Concrete foundations and rails	2	- Good condition, areas of scour filled up with concrete. Future scour possible and must be monitored in medium term.
Embankment	1	- Rock face forms surrounding embankment. No concerning cracks or splits in rock face.
Concrete retaining wall	1	- Good condition, some water leaching through wall.
Cradles	2	- Cradle shows minor signs of corrosion. - Assessment of cradle recommended during detailed assessment to verify structural capacity
Rock rip rap	1	- Good condition, limited probability of scour to take place
Shed structures	3	- Sheds in fair condition, however given the limited risk associated with the sheds no immediate work is required. Maintenance on the structures must be done as required to be fit for purpose.


GENERAL FINDINGS

Item:	Description:
None	The extent of the responsibility that SDC has for the various equipment and the mechanical operation of the winches and cradles for lifting vessels from the water needs to be clarified prior to the next inspection. Environmental protection also needs to be considered.

NEXT INSPECTION

Type of Inspection required	When
General Inspection	2022

REQUIRED MAINTENANCE WORK

<u>Item description:</u>	<u>Proposed replacement period:</u>	<u>Photo references of defects:</u>
None	N/A	

ESTIMATED MAINTENANCE WORK COST

<u>Item:</u>	<u>Description:</u>	<u>Number of:</u>	<u>Estimated Cost:</u>
1	None		\$0

A.8 RIVERTON NAVIGATION AIDS

CONDITION RATING

Item:	Rating:	Notes:
Jacobs River Estuary No.1	1	- Good condition, no defects observed
Jacobs River Estuary No.2	1	- Good condition, no defects observed
The Pearl	3	- Foundation in fair condition. - Monitor to determine rate of deterioration


GENERAL FINDINGS

Item:	Description:
None	

NEXT INSPECTION

Type of Inspection required	When
General Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement period:	Photo references of defects:
Replace foundation of red light pole – "The Pearl"	5-10 years	

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Construct new foundation to support "The Pearl" light	1	\$ 6000

6-VN132.00
Southland District Council Water Structures
Condition Assessment and Ongoing Maintenance Programming
Southland District Council

WSP
15 October 2020
30

A.9 RIVERTON VIEWING PLATFORM

CONDITION RATING

<u>Item:</u>	<u>Rating:</u>	<u>Notes:</u>
Deck	1	- Good condition, no defects observed
Stringers	1	- Good condition, no defects observed
Capping beams	1	- Good condition, no defects observed
Braces	1	- Good condition, no defects observed
Piles	1	- Good condition, no defects observed
Fixings	1	- Good condition, no defects observed
Embankment	3	- Retaining structure not replaced during construction. Scouring visible behind retaining wall and below new structure. - Monitor

GENERAL FINDINGS

<u>Item:</u>	<u>Description:</u>
None	

NEXT INSPECTION

<u>Type of Inspection required</u>	<u>When</u>
General Inspection	2022

REQUIRED MAINTENANCE WORK

<u>Item description:</u>	<u>Proposed replacement period:</u>	<u>Photo references of defects:</u>
Retaining structure to be improved	1-5 years	

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Rip rap below platform to prevent scour	1	\$ 5 000
2	Concrete fill behind wall	1	\$ 5 000
		TOTAL COST:	\$10 000

A.10 STEWART ISLAND – FRED'S CAMP WHARF

CONDITION RATING

Item:	Rating:	Notes:
Deck	2	- Good condition, minor deterioration visible at end of walkway
Stringers	1	- Good condition, no significant decay visible
Capping beams	1	- Good condition, no significant decay visible
Braces	4	- High levels of decay visible at ends of some braces. Connection capacity reduced at these locations
Piles	3	- Decay visible on various piles. - Encased pile has high level of decay just above encasement - One pile strengthened previously - Various splits visible in piles
Fixings	3	- Corrosion visible on fasteners, replacement will be required in the future
Embankment	1	- No visible scour at location where walkway ends (visible scour further away not taken into consideration)
Handrail	4	- Some braces of handrail loose, safety concern




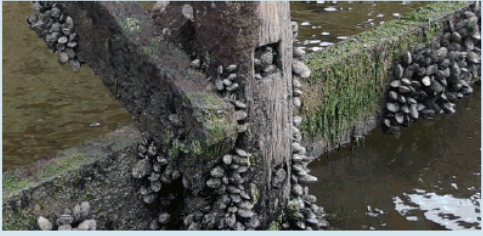
GENERAL FINDINGS



Item:	Description:
Handrail	Handrail height not to current specifications
Stairway	No handrail present at stairway

NEXT INSPECTION

Type of Inspection required	When
Detailed Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement/repair period:	Photo references of defects:
Deteriorated braces to be replaced	1-2 years	
Deteriorated pile to be strengthened or replaced	1-2 years	
Deteriorated piles to be strengthened or replaced	5-10 years	
Corrosion of fasteners visible, condition of fasteners at lower members to be confirmed	5-10 years	

Loose handrail braces to be secured	1-2 years	
Non slip	1 Year	

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Replace/add cross braces	4	\$ 6 000
2	Install pile jacket or new pile	4	\$40 000
3	Replace corroded fasteners	30	\$ 9 000
4	Secure handrail	1	\$ 5 000
5	Non slip	1	\$ 3 000
		TOTAL COST:	\$63 000

A.11 STEWART ISLAND – MILLERS BEACH WHARF

CONDITION RATING

<u>Item:</u>	<u>Rating:</u>	<u>Notes:</u>
Deck	2	- Good condition, with minor wear on some planks that were not replaced when the rest of the deck was replaced
Stringers	2	- Good condition, minor decay visible
Capping beams	2	- Good condition, minor decay visible
Braces and whalers	4	- Newly installed braces in good condition, no visible decay - Original braces and whalers severely decayed
Piles	4	- Piles severely decayed. Section capacity reduced because of the decay - Numerous splits visible in timber
Fixings	4	- Fasteners severely corroded. - Newly installed fasteners appear in good condition, however several of them have insufficient edge or end distances to the ends of the members
Embankment	1	- Embankment formed by large boulders, appear to be in a sound condition with a low probability of scour to occur


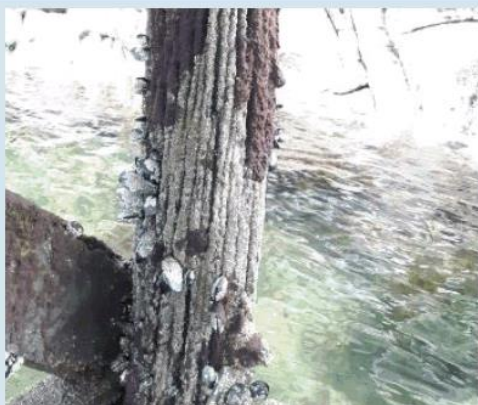
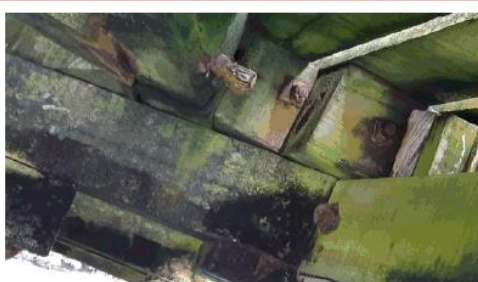
GENERAL FINDINGS

<u>Item:</u>	<u>Description:</u>
Overloading of the structure occurs	It is noted that this wharf occasionally supports numerous vessels (as high as 10) during peak periods, typically New Year's Day. Overloading of the structure in this manner increases the chances of damage significantly.
Movement of wharf noticeable under low lateral loads	During the site inspection it was noted that the structure deflects laterally under relatively low loading. The most likely cause of this is movement is the reduced section capacity of the piles below the braces.

NEXT INSPECTION

<u>Type of Inspection required</u>	<u>When</u>
Detailed Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement/repair period:	Photo references of defects:
Replacement of decayed bracing and whalers	1-2 years	
Replacement of decayed piles	1-2 years	
Replacement of corroded fasteners	1-2 years	

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Replaced decayed whalers and braces	4	\$ 6 000
2	Install pile jackets or new pile	8	\$80 000
3	Fixings	24	\$ 7 000
		TOTAL COST:	\$93 000

A.12 STEWART ISLAND – LITTLE GLORY WHARF

CONDITION RATING

Item:	Rating:	Notes:
Deck	1	- Good condition, no defects observed
Stringers	1	- Good condition, no defects observed
Capping beams	1	- Good condition, no defects observed
Braces	2	- Good condition, minor decay visible
Piles	2	- Good condition, minor decay visible
Fixings	3	- Fair condition, fixings show relatively high levels of corrosion, given the age of the structure
Embankment	1	- Embankment appear to be in good condition, with a low probability of scour to occur
Stairway	4	- Non-slip mesh not present on lower two steps, or algae building covers mesh. May cause slips.

GENERAL FINDINGS

Item:	Description:
Handrail	Handrail lower than 1.1m in isolated areas at steps

NEXT INSPECTION

Type of Inspection required	When
General Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement period:	Photo references of defects:
Corroded fasteners may require replacement sooner than expected	5-10 years	

Mesh to be reinstated or alternative non-slip product to be provided. Regular cleaning.	1-2 years	
---	-----------	--

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	Improve non-slip mesh	1	\$ 2 000

A.13 STEWART ISLAND – PORT WILLIAM WHARF

CONDITION RATING

Item:	Rating:	Notes:
Deck	1	- Good condition, no significant decay visible
Stringers	1	- Good condition, no significant decay visible
Capping beams	1	- Good condition, no significant decay visible
Braces	1	- Good condition, no significant decay visible
Piles	2	- Good condition, minor decay visible - Concrete footing on embankment to be monitored in medium term to ensure interface with rock remains sound
Fixings	2	- Good condition, however corrosion visible on some fasteners. Monitoring in the medium term required.
Embankment	1	- Embankment in good condition, with low probability of scour

GENERAL FINDINGS

Item:	Description:
None	Grid stairs and landing appear to function well and provides non-slip surface

NEXT INSPECTION

Type of Inspection required	When
General Inspection	2022

REQUIRED MAINTENANCE WORK

Item description:	Proposed replacement period:	Photo references of defects:
None		

ESTIMATED MAINTENANCE WORK COST

Item:	Description:	Number of:	Estimated Cost:
1	None		

A.14 STEWART ISLAND – HALFMOON BAY BOAT RAMP

CONDITION RATING

<u>Item:</u>	<u>Rating:</u>	<u>Notes:</u>
Concrete ramp	1	- Good condition, no visible cracks or significant wear
Kerbs	1	- Good condition, properly installed
Exit	3	- Concrete ramp does not extend up to roadway - Minor depression visible at top of ramp
Surrounding area	2	- Scouring below concrete slab may occur in the future and must be monitored during general inspections

GENERAL FINDINGS

<u>Item:</u>	<u>Description:</u>
None	Approach distance between roadway and ramp very short, not according to current standards.

NEXT INSPECTION

<u>Type of Inspection required</u>	<u>When</u>
General Inspection	2022


REQUIRED MAINTENANCE WORK

<u>Item description:</u>	<u>Proposed replacement period:</u>	<u>Photo references of defects:</u>
None		

ESTIMATED MAINTENANCE WORK COST

<u>Item</u>	<u>Description:</u>	<u>Estimated Cost:</u>
None		

Project – Stewart Island Main Wharf Infill Investigation Project

	BUDGET	\$102,900.00
	ACTIVITY	Water Facilities Code: P-10855
	COMMUNITY BOARD	Stewart Island Rakiura Community Board
	PROGRAMME	July 2022 – June 2023

DESCRIPTION

Location: 3 Elgin Terrace, Stewart Island

This is within the road reserve and is not a council owned asset. Further investigation/legal advice required as to land status including the application of the Marine and Coastal Area (Takutai Moana) Act 2011.



SCOPE

Investigate the options to infill the area between the fish factory, the HM Cave wharf and the access to the main wharf.

COMMUNICATION

This will require consultation with the community, iwi, commercial operators and property owners.

CONSENT

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

RISKS

<ul style="list-style-type: none"> What are the risks that have been identified to date <ul style="list-style-type: none"> ➤ What mitigation is in place ➤ What is the status (high / medium / low) 	As this is an investigation project only it is deemed as low risk activity.
---	---

COMMUNITY/STAKEHOLDER IMPACT (ANTICIPATED)?

There should be minimal impact on the community while this project is being undertaken.
Stakeholders include: Community, Iwi, commercial operators, property owners and Community Board

OVERVIEW

What is this project (ie, capital, consent, operating or procurement)?	Operating
Is this a one-off project or works programme?	One Off
Have all the project numbers been set up?	<input checked="" type="checkbox"/> CAMMS <input checked="" type="checkbox"/> W17105
What are the strategic and activity links?	1.1.4 Undefined Strategy – People have everything they need to live, work, play and visit
Are there any links to the Corporate Performance Framework?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Refer to document R/21/9/50612 Community Facilities Team Business Plan 2021 – 2022 and the Corporate Performance Framework
Is the project on Council owned land? Boundary surveyed required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do we have approvals for land use?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are consents and permits required? Resource consent.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

OVERVIEW	
• Is a procurement plan required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Is a procurement process required for the design phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Will this project be a public tender or approved supplier agreement?	Public Tender.
• Is a communication plan required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Have all shareholders been identified and a management plan in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Has a draft risk register been prepared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Where is the location of the project?	Stewart Island

Budgets			
• What is the initial cost made up of:	Design	\$0.00	(typically 10% of project)
	Consents	\$0.00	(typically 2% of project)
	Consultation	\$30,000.00	
	Project contingency	\$10,290.00	(typically 10% of project)
	Total Budget	\$102,900.00	
• How is the project being funded (ie, LTP, locally funded, other?)		Loan	

Approvals				
COMMUNICATIONS	SIGNED	LOUISE PAGAN	Date	14/03/2022
IWI	SIGNED	LOUISE PAGAN	Date	14/03/2022
BUILDING	SIGNED	JULIE CONRADI	Date	23/03/2022
PROPERTY	SIGNED	KEVIN MCNAUGHT	Date	20/01/2022
RESOURCE MANAGEMENT	SIGNED	TRACY EXCELL	Date	25/02/2022
THREE WATERS	SIGNED	JOE FINDLEY	Date	29/03/2022
COMMUNITY BOARD	SIGNED		Date	

APPENDICES	

See report by Bartlett Consulting May 2014, Stewart Island Wharf - Operational Issues and Options (RM8 R/20/9/50234)

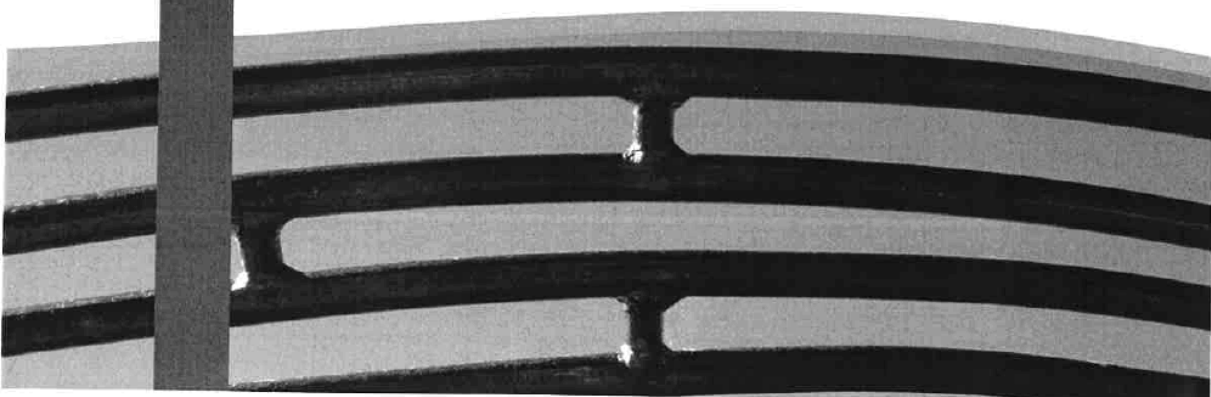
Jason

Bartlett
consulting

Southland District Council

**Stewart Island Wharf
Operational Issues and Options**

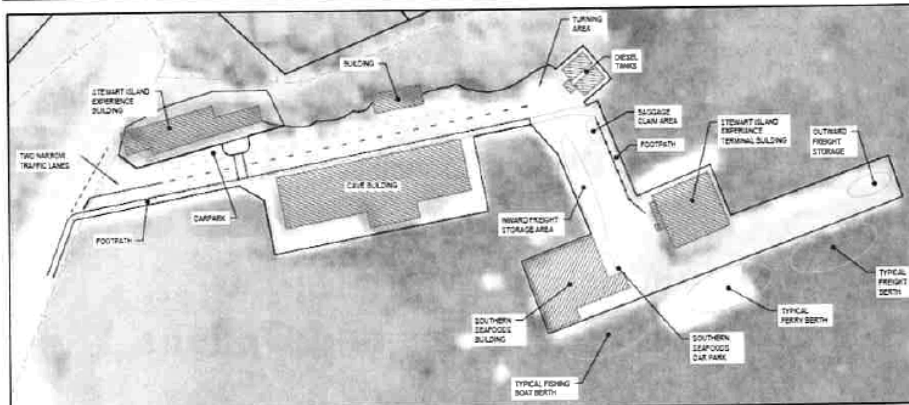
May 2014



Executive Summary

The Stewart Island Wharf forms a major transport link to the Island supporting the movement of goods and people to and from the Island. It is critical for the future vitality of the Stewart Island community that this wharf functions in a sustainable and efficient manner. This report has been commissioned to identify the extent and nature of access and operational issues at the Stewart Island Wharf and to identify possible improvements. The following figure shows the key elements and current configuration of the Stewart Island Wharf.

Figure of Stewart Island Wharf – refer Figure 01 in Appendix C



Consultation with the regular users of the Stewart Island Wharf has identified:

- The operational issues encountered by the Stewart Island community, and
- Possible improvements that may improve access, operational efficiency and safety at the wharf.

From this consultation an outline project implementation programme with outline budgets for funding has been prepared. This has been developed to identify short, medium and long term projects to identify sources and prioritise for funding.

There are three primary groupings of projects being:

- Approach road improvements which may be undertaken by Southland District Council as the managers of the road network
- Coordination and collaboration of the community and wharf users, possibly led by the Stewart Island Community board. These projects would allow for better coordination of the management and the enforcement of the approach road and wharf use, and
- Specific items that are likely to benefit specific wharf users and would primarily be funded by the regular wharf users.

The approach road is managed by Southland District Council. The issues raised with the approach road relate to pedestrian safety and lack of appropriate turning facilities at the end of the wharf. It is suggested that the following projects are considered on the approach road.



Outline Implementation Programme – Approach Road Improvements

Priority	Project	Cost	Benefits
Short term	Relocate car parking on the approach road – Relocate parking to against the footpath	Construction \$15,000 Professional \$5,000	High benefit to road users and safety benefits for pedestrians
Medium term	Development of turning facilities – Improve the approach road turning facilities	Construction \$155,500 Professional \$30,000	High benefit to road users and safety benefits for pedestrians

These projects are located on the approach road with road reserve and may be funded through road network improvements. It is possible that these projects may be eligible for NZTA subsidy under the minor improvements funding category.

There were a number of issues identified with the on wharf operations. These identified a different approach between the owners and the users to the management and funding of infrastructure. This difference could limit the efficiency of the wharf. It is suggested that the following projects are considered to allow the wharf and the approach road to be managed in a consistent manner. These projects could be coordinated through the Stewart Island Community Board.

Outline Implementation Programme – Coordination of the Approach Road and On Wharf Activities

Priority	Project	Cost	Benefits
Short term	Management structure – Establish a wharf management group to combine management and enforcement of the wharf and the approach road	Administration costs	Possibly high benefit to the community
	Pedestrian/baggage collection area – Relocate the baggage claim area to along pedestrian railing on eastern side of wharf	No physical infrastructure required	High benefit to road users and safety benefits for pedestrians
	Enforcement of restrictions – Review the ability to impose and enforce parking restriction on the wharf	Administrative and personnel costs	High benefit through a consistent approach to parking enforcement on the wharf and the approach road

On the wharf there were a number of operation issues identified. These are typically associated with users having different expectation of how specific areas of the wharf should operate. These issues tend to be exacerbated during the busy summer period when there is more activity on the wharf space. The following items are suggested to improve the efficiency of the space on the wharf. It should be noted that these items are more likely to be privately funded. A wharf users group may improve the coordination of these projects and provide a means of securing funding from a number of sources.


Outline Implementation Programme – Improvements on the Wharf

Priority	Project	Cost	Benefits
Short term	Timetabling of services – Maintain the existing good communication between service operators	Administrative costs	High benefit through reduced conflict of freight and ferry services
	Delineate freight and operational areas – Using signs and marking to identify the freight storage areas and the operation areas on the wharf	Construction \$5,000 Professional \$10,000	High benefit to wharf operators through better identification as to where visitors can park or pick up/drop off freight
Medium term	Pedestrian/baggage collection area – Provide a covered baggage claim area to better manage pedestrians (two possible options)	Option 1 ¹ , Construction \$23,200 Professional 10,000	High benefit to wharf operators through better pedestrian management and safety benefits to pedestrians
Long term	Increase/relocate freight storage area – Extension of the wharf structure	² Construction \$337,500 Professional \$50,000	High benefit to cater for peak freight demand during the summer period

¹ Cost estimate shown for Option 1, Option 2 has a Construction Cost of \$70,000 and Professional Services Fee of \$15,000.

² Cost estimate provided for an increased freight storage area on the wharf. Relocating the freight storage to a secure site on the island maybe a cheaper option.



Contents

1	Introduction.....	6
1.1	Background.....	6
1.2	Purpose.....	6
2	Consultation.....	7
3	Issues and Options Identification	8
3.1	Ownership/Management.....	8
3.2	Enforcement	9
3.3	Approach Road.....	10
3.4	Wharf.....	11
4	Recommended Improvement.....	14
4.1	Approach Road.....	14
4.2	Wharf Access.....	15
5	Cost Estimates and Risk	18
5.1	Cost Estimates.....	18
5.2	Risks.....	18
5.3	Implementation Programme.....	19
6	Summary	21

Appendices

Appendix A	Consultation Notes
Appendix B	Wharf Rules
Appendix C	Figures
Appendix D	Construction Cost Estimates

PO Box 1383 | Queenstown | 9348
 jason@bartlettconsulting.co.nz | 027 555 8824 | 03 442 3103



1 Introduction

Bartlett Consulting has been commissioned by Southland District Council and the Stewart Island Community Board to investigate the operational issues and possible improvement options for the Stewart Island Wharf.

1.1 Background

The Stewart Island Wharf forms a major transport link to the Island supporting the movement of goods and people to and from the Island. It is critical for the future vitality of the Stewart Island community that this wharf functions in a sustainable and efficient manner.

During the busy summer period a significant number of passengers, and amount of freight, travel over this wharf. Occasionally, congestion at the wharf can lead to operating issues and reduced efficiency of the wharf infrastructure which has an impact on the community. This is not ideal given that the wharf is the first experience visitors have of Stewart Island.

The Stewart Island Wharf is a critical part of the islands infrastructure fulfilling the following activities:

- Transport of visitors and residents between the Island and Bluff. Stewart Island Experience operates the passenger ferry between Stewart Island and Bluff,
- Transport of goods between Stewart Island and Bluff. Stewart Island Experience transport small freight items on their passenger ferry service and Foveaux Freight operates a heavy freight service between Stewart Island Wharf, Bluff and other areas around Stewart Island,
- Tourist/charter services such as sightseeing destinations, ferry services to other locations on Stewart Island or water based activities such as diving or fishing trips,
- Tender services to larger cruise ships anchored nearby,
- Fishing boat mooring and access to the fish processing building on the wharf, and
- Fishing boat mooring for maintenance repairs or loading/unloading supplies near to Oban town centre facilities.

The future tourist numbers on the Island are anticipated to increase. This is due in part to an increase in the occurrence of cruise ships that visit the island during the summer. These typically anchor away from the island and the wharf (or the nearby Golden Bay Wharf) is used by smaller boats to ferry visitors to and from the island. This can lead to a significant increase in pedestrian and vehicular traffic over a short period, usually over a single day.

1.2 Purpose

The purpose of this report is to identify the extent and nature of access and operational issues at the Stewart Island Wharf and to identify possible improvements. This has primarily been undertaken through consultation and includes:

- A general overview and summary of the extent and nature of the operation of the Stewart Island Wharf,
- The operational issues encountered by the Stewart Island community identified through consultation with regular users of the wharf,
- Possible user initiated improvements that may improve access, operational efficiency and safety at the wharf, and
- A prioritising implementation programme with outline budgets for funding.



2 Consultation

Consultation was undertaken on Stewart Island on the 12th and 13th of August 2013. During this time a number of the regular wharf users were contacted. The consultation undertaken was primarily to identify specific operational issues encountered by regular wharf users and seek any possible solutions to improve their operational efficiency at the wharf.

Jason Bartlett (Bartlett Consulting) visited the wharf a number of times during the 12th and 13th of August 2013 and observations during these visits are also noted. It is important to note that these observations were during a quiet period of the year when there is less activity at the wharf. The observations did support the comments raised during the consultation suggesting that the issues raised are not just present during the busy summer period. These issues are present throughout the year and are exacerbated during the busier periods where they have a greater impact on the operation efficiency of the wharf and specific users operation.

Consultation was undertaken with the Southland District Council and Stewart Island Community Board. This was followed up with consultation with a number of regular wharf users, this includes:

- Pete and Sharon Ross, Pete Ross Auto Services,
- Helen Cave, Wharf property owner and Southern Seafoods,
- Ian Munro, Foveaux Freight,
- Constable Dale Jenkins, NZ Police,
- Carolyn Squires, Southern Seafoods,
- Jon Spraggon, Stewart Island Experience and South Port,
- Russell Slaughter, South Port based in Bluff (20th August 2013), and
- Jason Steele, Real Journeys in Bluff (17 October 2013).

A record of these discussions is provided in Appendix A. This report summarises the issues identified. The report also summarises the possible improvement options in order to generate a number of possible projects that could be implemented, either as a single project or through a staged approach with a series of projects.

3 Issues and Options Identification

3.1 Ownership/Management

At present the approach road is owned and managed by Southland District Council. The wharf structure is owned and maintained by South Port. The facilities provided on the wharf structure including the buildings and boarding stairs are owned by different occupiers or users. The following table outlines the ownership and management of the various approach road and wharf infrastructure:

Wharf Infrastructure, Ownership and Management

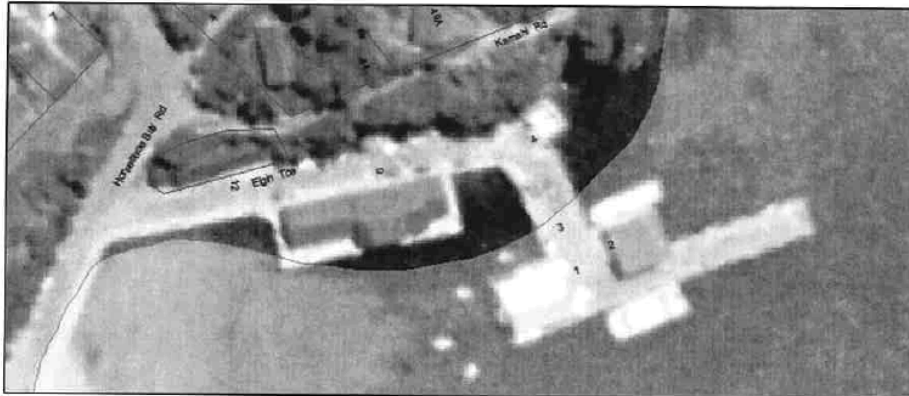
Infrastructure Item	Ownership	Management
Infrastructure located on or adjacent to the Approach Road		
Approach Road	Road Reserve, SDC	SDC Traffic and parking enforced by NZ Police
Cave Building	Buildings and wharf structure owned by Helen Cave Located on road reserve leased from SDC	Helen Cave
Diesel Tanks	Allied Petroleum Located on road reserve owned by SDC	Allied Petroleum
Infrastructure located on or adjacent to the main wharf structure		
Main Wharf Structure	South Port The Wharf is constructed partially over road reserve (SDC) and seafloor	South Port, freight storage and access managed by South Port's Wharf Supervisor (Jon Spraggon) Road reserve managed by SDC, seafloor managed by Environment Southland
Southern Seafoods (building and wharf structure)	Southern Seafoods (Helen Cave) Constructed over seafloor	Southern Seafoods (Helen Cave) Seafloor managed by Environment Southland
Southern Seafoods, external plant and car park	Southern Seafoods (Helen Cave) Constructed on wharf space leased from South Port	Southern Seafoods (Helen Cave)
Stewart Island Experience, terminal building	Real Journeys Constructed on Wharf space leased from South Port	Real Journeys
On-wharf Infrastructure including stairs, plant and other items	Constructed/Installed and maintained by Individual users In some cases ownership reverts to South Port or Wharf space is leased from South Port through individual agreements	Individual users

This current management structure may not be the best for this essential community infrastructure. South Port has raised this as a possible issue and they are willing to participate



in community discussion to identify a more appropriate ownership and/or management model for the wharf. Added to this there is confusion as to where the boundary between the seabed and road reserve is and any agreements regarding the ongoing establishment of the wharf structure on the seabed. The following figure shows the approximate position of this boundary which does not correlate to a tidal line such as the high tide line.

Land Boundaries – Image from SDC mapping website



The current model means that different organisations have a varied approaches to funding improvements which could impact on the effectiveness and timing of improvement options. This provides an option for the wharf structure and the approach road to be managed as a single asset and with a single approach to the funding of improvements. This approach could also provide a mechanism for single approach to enforcement of parking on the approach road and the wharf structure as well as invoicing for freight that is stored on the wharf for longer than the allowed 24 hour period.

3.2 Enforcement

The enforcement of the car parking restriction on the approach road improves the efficiency on the car parking and the traffic flow on the approach road. Parking on the wharf cannot be enforced in a similar manner. The reason that this cannot be enforced is that the wharf structure is privately owned and any parking or use restrictions are not clearly identified.

The wharf rules allows freight to remain on the wharf for a maximum period of 24 hours. This rule has proven difficult to manage and some users allow their freight to remain on the wharf for a greater period of time. There needs to be an enforcement regime developed so that this rule is effective and also to reduce the amount of materials/freight stored on the wharf allowing access to be retained.

It is possible to place enforceable parking restrictions, or use restrictions on privately owned land. This can be done in a similar manner to parking restrictions at airports. The mechanism for placing enforceable parking and use restrictions should be investigated. As a minimum it is suggested that parking and use restrictions are clearly identified on the surface area of the wharf. This might include identifying the no stopping/keep clear areas (forklift operating areas or access areas) and loading areas for freight storage areas. This might also provide a mechanism for charging users for storing freight on the wharf for greater than the allowed 24 hour period.



3.3 Approach Road

The approach road is part of the Southland District Council's roading network and within this road corridor are services to adjacent buildings and to the wharf structure. It is likely that Southland District Council would fund any required maintenance in the road corridor through rates. Some aspects of the roading works may attract funding through NZTA roading subsidy.

3.3.1 Turning

The turning area provided at the end of the approach road is too small for vehicles to turn in a single manoeuvre. It is likely that cars will need to complete a three point turn (one reverse manoeuvre) to turn in the area provided. This reduces the efficiency of the road network and its ability to cope with the traffic flow at busy periods. This can also lead to safety issues through reversing manoeuvres particularly during the busy periods when pedestrians are also likely to be in the same area.

The diesel tanks adjacent to the turning area can further restrict the amount of space available for turning as trucks use the same area for parking when loading. Generally, the diesel transporters (Pete Ross Auto Services and SDC electricity) do not pick up diesel at ferry arrival and departure times.

Options to improve include:

- Construction of a full turning area partly on a new wharf structure and to include a loading zone for fuel trucks or passenger service vehicles (small bus), and/or
- Relocate the diesel tanks to a location away from the turning area.

These options could be considered with footpath provisions listed below to reduce the pedestrians in this area.

Any construction in this area may have the risk of uncovering an old fuel tank located under the road carriageway. Other services are located in the area which link to the wharf structure.

3.3.2 Car Parking

Car parking is provided on the approach road. This parking is on the opposite side of the road from the footpath meaning that passengers need to cross the road to access their vehicle. This leads to pedestrians on the road carriageway which is a potential safety issue as well as reducing the efficiency of the road.

The parking is located against the bank on the northern side of the road. Parking legally would require cars to park on entry towards the wharf. When they exit the car park they are then required to turn in the turning area at the end of the street where pedestrians collect their luggage from the ferry.

When managing or enforcing the parking restrictions it is accepted, even encouraged, that cars turn then park meaning that they are parked illegally facing oncoming traffic. This is a better scenario as vehicles are able to turn before the ferry arrives when there are less pedestrians and when exiting they have less impact on pedestrians.

Car parking could be relocated to the south side of the road against the footpath. This would reduce to need for pedestrian to cross the road to access parked vehicles and create a barrier or fence of parked vehicles between the footpath and the traffic lane which would encourage pedestrians to keep to the footpath reducing the need to be on the trafficked carriageway.

To facilitate this revised road layout a kerb buildout and crossing at the western end of the approach road would need to be removed or rebuilt. This would also place the road directly



against the bollards at the Stewart Island Experience building at the western end of the road near Elgin Terrace.

3.3.3 Pedestrians

The consultation identified that although there is a footpath provided, pedestrians often walk on the road carriageway. This may be a result to two issues, being:

- That the car parking is provided on the opposite side of the approach road as discussed above, or
- That pedestrian are not directed towards the footpath. This may be because the footpath provided on the wharf does not adequately direct passengers to the start of the approach road footpath on the opposite side of the wharf.

The start of the footpath is linked to the wharf footpath using a pavement marking across the end of the wharf. This is clear and obvious although may be overlooked when passengers collect their luggage at the end of the wharf structure. Footpaths and pedestrian areas are obvious when delineated using kerbs or the pedestrian crossing marking. The delineation of the footpath could be improved by extending a dropped kerb or by using the pedestrian crossing marking across the wharf entrance.

3.4 Wharf

The wharf structure is owned by South Port. South Port would invest in improvements on the wharf structure but only if they show a return on investment for their shareholders. In the past investment has been limited to maintenance of the wharf structure. It is expected that this policy will remain unchanged.

Any infrastructure on the wharf has generally been installed by users. This includes construction and maintenance of buildings and stairs on the wharf. The possible improvements identified below would need to be further discussed with all stakeholders to identify viable funding commitments.

3.4.1 Pedestrian Access

There is a railed pedestrian access/footpath on the wharf between the approach road and the Stewart Island Experience ferry terminal building. This is located on the western side of the wharf and accessed by crossing over the entrance to the wharf.

Pedestrians are often on the wharf. Some of these are a result of the ferry service and are either waiting for freight or luggage to be unloaded. Typically these passengers are directed to the luggage check-in or collection areas. Some walk around as they are waiting for their luggage as this cannot be removed from the boat until all passengers have left.

Other pedestrians are on the wharf for various tourist services or sightseeing. There is limited delineation or signage to direct pedestrian towards pedestrian areas or away from vehicle operating areas associated with the freight services of fishing.

In some periods of the year there are tourist services and a restaurant which operate during the evening.

To better manage pedestrian movements on the wharf a number of options have been suggested, being:

- Better delineation of footpaths and linkages with the footpath on the approach road,
- Reduced the waiting time for luggage by moving the baggage claim area closer to the terminal building. Preferably the baggage claim area should be sheltered,



- Identification of vehicle (forklift) operating areas so that pedestrians better understand requests to move away and/or stay away, and
- Install lighting to better identify pedestrians and obstacles at night.

3.4.2 Vehicular Access

The vehicle access onto the wharf needs to accommodate the largest freight trucks used on Stewart Island. This is currently a 9m rigid truck with a hiab operated by Pete Ross Auto Services. This truck needs access to the full length of the wharf to pick up freight directly from the Foveaux Freighter service, especially fuel containers (gas and petrol) which should not be left on the wharf at any time. This vehicle would need to reverse from the approach road to the berth usually used by the freight vessel. This means being able to reverse past the stored freight on the wharf and around a 90 degree turn at the Stewart Island Experience Terminal Building. It is often that the stored freight or parked cars on the wharf can reduce the required operating area for large vehicles.

The access issues encountered on the wharf typically relate to the amount and location of materials and freight stored on the wharf. This restricts access onto the wharf, especially for large vehicles or restricts access to the Southern Seafoods buildings on the wharf. Their access or car parking space is often blocked by parked vehicles, materials or freight being stored on the wharf.

Collecting/delivering freight for the freighter and the passenger ferry services generates a number of vehicles on the wharf. These vehicles inevitably park in locations which make other operations on the wharf difficult.

Access improvements include:

- Remove stored freight from the wharf to a secure storage site away from the site. This could be done by charging storage on the wharf or including a moving fee within the shipping rates,
- Apply parking controls on the wharf as discussed previously. This may also provide a mechanism to enforce parking or to charge for storage space for freight and materials on the wharf,
- Clearly identify storage areas on the wharf. This should include loading areas to drop-off outward freight or pick-up inward freight, and
- Identify the boundaries of the storage areas, parking areas and no parking/keep clear areas so that access is kept clear for the transfer of freight using forklifts etc.

3.4.3 Freight

Freight is transported between Stewart Island and Bluff by the Passenger Ferry operated by Stewart Island Experience and by the Foveaux Freighter. On Stewart Island, freight is transported by Pete Ross Auto Services or individual owners. The timetables of the freighter and passenger service services generally do not clash although the size of some freight carried does take longer to load/unload, meaning that there are occasions when the two services are using the wharf together.

The general freight movement appears to work well due to good communication between the sea freight operators and the Stewart Island based road freight/delivery agents. To keep this working efficiently it is suggested that the following is maintained:



- Time tables are designed to segregate the freight and passenger services using the Stewart Island Wharf. This would include liaison with wharf managers to identify possible clashes and to finalise time tables, and
- The good communication between the freight operators (ferry, freighter and Island transport). This communication reduces the need for on wharf storage.

The issues encountered with the freight service are generally limited to vehicles waiting for freight to come off the passenger ferry. These vehicles typically park near the ferry berth and can block access to the Southern Seafoods' building, restrict the forklift operating area and restrict access to the remainder of the wharf. Options to resolve this have been discussed in the previous vehicle access section.



4 Recommended Improvement

This section provides the recommended improvement projects. These projects are based on suggestions from different wharf users through the consultation undertaken.

4.1 Approach Road

A number of improvements are suggested on the approach road. The purpose of these projects is to improve access and turning at the end of the wharf to improve traffic flow on the approach road. These recommended improvements are:

- Relocate car parking, and
- Development of turning facilities.

The existing layout of the wharf is shown on Figure 01 in Appendix C. Details of these improvement recommendations are provided below and shown on Figures 02 to 06 in Appendix C.

4.1.1 Relocate Car Parking

The car parking should be relocated to the southern side of the approach road. This can be achieved through a revised pavement marking scheme although it will require the removal of a kerb build out and crossing facility adjacent to the Stewart Island Experience's building at the western end of the approach road.

Figure 04 shows the proposed pavement markings which include a painted parking bay on the southern side of the road and a new no stopping line on the northern side of the road to delineate the edge of the carriageway. A centreline has not been shown as the lane width is narrow, approximately 2.5m in each direction. It is important that the existing markings are removed and this may be best achieved when combined with a maintenance reseal.

This recommendation may reduce the overall number of car parks due the garage doors of the Cave building on the southern side of the approach road. However, relocating the car parking would encourage pedestrians to use the footpath to access parked vehicles now adjacent to the footpath. The parked vehicles would also create a barrier between the footpath and the road carriageway reducing the number of pedestrians who walk along the approach road rather than use the adjacent footpath.

Locating the parking on the southern side of the road would encourage drivers to turn prior to parking meaning that vehicles are parked facing the correct direction. This would also improve road safety as all vehicles could be parked in the same direction. There could be an opportunity to provide a short term drop-off park, loading zone or bus stop at the end closest to the wharf.

4.1.2 Development of Turning Facilities

The current turning facility at the end of the approach road is too small for vehicles to turn in a single forward movement. Cars typically need to turn with a single reverse manoeuvre, i.e. a three point turn. This reduces the efficiency of the turning facility and often creates congestion at the end of the approach road. This issue is exacerbated when large vehicles are stopped at the diesel tanks to pick up diesel for distribute around the island.

To create a turning facility would require a significant widening of the approach road at the entrance to the wharf structure, between the diesel tanks and the Cave building. This could be done through construction of the widened carriageway over an extension of the wharf structure. The widened area could provide a loading zone/bus stop near the diesel tanks and



a full turning circle for cars. Trucks would still need to turn with a reverse manoeuvre. A minimum turning area for a 90% car is shown on Figure 05, the minimum wharf extension would include an allowance for a footpath. Also shown on Figure 05 is the kerb line for a minimum residential cul-de-sac from the Land Development and Subdivision Infrastructure Standard, NZS4404:2004, which is greater than the minimum suggested size. Figure 06 shows the manoeuvring of a Stewart Island truck turning within the minimum wharf extension area.

The construction of a minimum turning circle would remove some car parking spaces and there is a risk that existing infrastructure would need to be relocated. It is believed that the service connections to the wharf and an unused fuel tank are located below the carriageway. If a large turning area was considered this could maintain, or increase the amount of parking provided on the approach road and could be investigated during a design phase.

The improved turning facility would include a footpath extension across the wharf structure to meet with the pedestrian access/footpath on the wharf. This footpath connection would better guide pedestrians across the wharf entrance, reduce the occurrence of pedestrians within the turning area or the carriageway and improve safety.

4.2 Wharf Access

The wharf is owned by South Port who have a wharf supervisor for the Stewart Island Wharf. Each operator has an understanding of how they believe each part of the wharf is used although there is some confusion between the different operators and the public who enter the wharf area. The issues identified by the wharf users tend to relate to the management and enforcement of the restrictions on the wharf. The following are recommendations to improve the overall efficiency and access on the wharf:

- Management structure,
- Enforcement of restrictions,
- Timetabling of services,
- Identification of areas, and
- Increase/relocate freight storage area.

Further details of these recommendations are provided below.

4.2.1 Management Structure

A review of the management structure is suggested to develop a consistent approach to the management of the approach road and the wharf. This would also provide a consistent approach to the enforcement of restriction on the approach road and the wharf. Suggested improvements could be to form a management committee who have representatives from all users. This may provide a better forum to identify and resolve the current wharf issues whilst having a better understanding of any impacts on users.

South Port, as the wharf owners, have suggested that they are willing to look at improvements to the current management structure. This could give the Stewart Island community a greater say in the way the wharf is operated, maintained and funded to better meet the community's current and future needs.

4.2.2 Enforcement of Restrictions

The current restrictions on the wharf are listed in the Wharf Rules. However, there does not seem to be an effective enforcement regime for these Rules. It is suggested that legal instruments be investigated to allow the approach road and any on wharf restrictions to be



managed and enforced in a similar manner. This may be by the NZ Police or by adopting an enforcement regime managed by the Stewart Island Community or the Southland District Council. Any fines/fee collection should preferably be utilised by the community for future improvements. This management should also include the invoicing of storage for freight left on the wharf beyond the allowed period (24 hours).

4.2.3 Timetabling of Services

The current timetabling has the freight service operating on a different timetable to the passenger ferry. This coordination means that there is less possibility of the wharf to be used by both services at the same time. The communication between the freight and passenger services is currently very good and needs to be maintained. This can be assisted by regular wharf users meetings and publishing service timetables so that all users are aware of the timetable for each service.

4.2.4 Identification of Areas

There are a number of operational, parking and storage areas on the wharf. These areas are not defined and are therefore not recognised by wharf users.

Pedestrian/Baggage Collection Area

Passengers alight from the ferry prior to the baggage being removed. This means that pedestrians are often left on the wharf or milling around the baggage claim area. The current baggage claim is located at the end of the wharf adjacent to the approach road turning area where pedestrians reduce the efficiency of the turning area.

During the consultation a number of alternative options were discussed, being:

- Place the baggage claim against the existing pedestrian railing so that passengers can collect their luggage from the existing footpath on the eastern edge of the wharf. This would reduce the number of pedestrians in the vehicle turning area.
- Relocate the baggage claim to the western side of the Stewart Island Experience terminal building, Option 1. This would place the baggage claim closer to the passenger ferry berth reducing the time delay between pedestrians alighting the ferry and collection of baggage. It is possible that this area could be covered by constructing a lean to building against the existing building and stairs. The space available in this area would be restricted by vehicle swept paths (SI Truck) and may be too small during the busy summer period, or
- Relocate the baggage claim to along the eastern edge of the wharf, Option 2. This option would require the construction of a new portion of wharf between the approach road and the Stewart Island Experience Terminal Building. If this area was covered it would provide sufficient area to cater for the busy summer period and would draw pedestrians away from the forklift operating area on the wharf and the turning area on the approach road.

Options 1 and 2 are shown on Figure 07 in Appendix C

Delineate Freight and Operational Areas

There are a number of dedicated operational areas on the wharf. These include:

- Car parking space for Southern Seafoods',
- Inward and outward freight storage areas, and
- Forklift operating area and access route.

It is suggested that these areas are physically marked on the surface of the wharf and signed on the railings. The purpose is to clearly identify area where visitors and wharf users can park,



pick up freight and manoeuvre without impacting on other activities. This would also allow restrictions to be applied and enforced on the wharf which would improve compliance and operational efficiency.

It is suggested that the types of signs and marking used are similar to those used on the local road network. The markings used should be appropriate for the timber and concrete surfacing whilst not being slippery with salt water and diesel common on the wharf surface.

The purpose for providing a clear identification of the operation areas is to assist with the enforcement of these areas. This includes directing vehicles to areas where they may park away from the operational areas on the wharf. This also allows for monitoring of freight that spends longer on the wharf than is allowed 24 hours under the Wharf Rules. The individual areas to be identified are shown on Figure 08 in Appendix C.

4.2.5 Increase/Relocate Freight Storage Area

During consultation it was identified that the available area for freight storage on the wharf is not sufficient to cater for peak periods during the summer. This report has generally focused on implementing management systems to reduce the stay of items on the wharf. However, it is possible that freight management will be insufficient to cater for higher demand. A number of the regular wharf users identified that a wharf extension could be constructed to provide additional wharf space to cater for demand. The proposed area of wharf extension is shown in Figure 08 in Appendix C.

This wharf extension would have a considerable cost. It may be more cost effective to establish a secure freight depot at a more convenient location on the Island which could allow better handling of all incoming and outgoing freight. This could include a managed freight transfer system between the wharf and the freight depot reducing freight traffic on the wharf.



5 Cost Estimates and Risk

5.1 Cost Estimates

Construction cost estimates are provided for the recommended projects Appendix D. This section summarises the project costs provided in the construction cost estimate. The cost estimates provided in the sections below are exclusive of GST, professional services and risk.

5.1.1 Approach Road

The cost estimates for the suggested approach road improvement are:

- Relocate car parking \$15,000, and
- Development of turning facilities \$155,500.

To relocate the car parking to the opposite side of the road could be undertaken with minimum design requirement depending on the need for the existing crossing facility. If this facility is no longer required and could be omitted the professional services could be undertaken alongside the physical works contractor. Should the crossing facilities be required this may require additional design and survey services.

The cost estimate for the development of turning facilities does not include the car parking relocation costs. The cost estimate for the turning facility does include an allowance for the removal of the fuel tank which is noted as being below the current pavement. This element of works would also require an allowance for professional services. This would include planning, design and survey fees.

5.1.2 Wharf Access

The cost estimates for the suggested on wharf access improvements are:

- Management structure, administrative costs,
- Enforcement of restrictions, administrative and personnel costs,
- Timetabling of services, administrative costs,
- Identification of areas;
 - Relocate the pedestrian/baggage area to along the pedestrian railing on the eastern side of the wharf, or construct a sheltered baggage collection option 1 \$23,200 or option 2 construct a new covered footpath and baggage collection area \$70,000, and
 - Delineate the freight and operational areas, \$5,000.
- Increase freight storage area, \$337,500 although it would probably be cheaper to provide a secure storage facility at a convenient location on the Stewart Island.

5.1.3 Professional Services Fees

Estimates of professional services fees have been provided. These estimates are generally based on the ACENZ/IPENZ document Fee Guidelines for Consulting Engineering Services.

5.2 Risks

The cost estimates provided are of a rough order without undertaking any investigation or design work. They are provided for the purposes of establishing an outline budget to establish a future funding profile. It should be noted that engineering projects such as building wharfs can carry significant risk with regard to ground conditions. It is recommended that where appropriate an investigation and concept design be undertaken to establish more realistic cost



estimates and also to establish a risk register so that the impacts of any items such as planning constraints or ground conditions can be considered in greater detail.

5.3 Implementation Programme

The following programme is provided to allow projects to be considered in a coordinated and prioritised manner. The priority has been influenced by individual project cost allowing high cost items to be programmed for funding with a greater lead in periods. Likewise low cost or quick win projects have been programmed with less lead in time to allow benefits to be appreciated earlier.

The projects have been programmed as:

- Short term, projects which would be funded over the next 1 to 2 years and are of low value and have the potential to achieve a high benefit,
- Medium term, projects which would be funded in years 3 to 5 and are of medium value and have a high benefit, and
- Long term, projects with a high project value and require greater lead in time to attain funding. These are projects which would be funded in years 5 through 10.

The following table provides an outline implementation programme

Outline Implementation Programme

Priority	Project	Cost	Benefits
Coordination of approach road and on wharf activities			
Short term	Management structure – Establish a wharf management group to combine management and enforcement of the wharf and the approach road	Administration costs	Possibly high benefit to the community
	Pedestrian/baggage collection area – Relocate the baggage claim area to along pedestrian railing on eastern side of wharf	No physical infrastructure required	High benefit to road users and safety benefits for pedestrians
	Enforcement of restrictions – Review the ability to impose and enforce parking restriction on the wharf	Administrative and personnel costs	High benefit through a consistent approach to parking enforcement on the wharf and the approach road
Approach Road Improvements			
Short term	Relocate car parking on the approach road – Relocate parking to against the footpath	Construction \$15,000 Professional \$5,000	High benefit to road users and safety benefits for pedestrians
Medium term	Development of turning facilities – Improve the approach road turning facilities	Construction \$155,500 Professional \$30,000	High benefit to road users and safety benefits for pedestrians



Priority	Project	Cost	Benefits
Improvements on the Wharf			
Short term	Timetabling of services – Maintain the existing good communication between service operators	Administrative costs	High benefit through reduced conflict of freight and ferry services
	Delineate freight and operational areas – Using signs and marking to identify the freight storage areas and the operation areas on the wharf,	Construction \$5,000 Professional \$10,000	High benefit to wharf operators through better identification as to where visitors can park or pick up/drop off freight
Medium term	Pedestrian/baggage collection area – Provide a covered baggage claim area to better manage pedestrians (two possible options)	Option 1 ³ , Construction \$23,200 Professional 10,000	High benefit to wharf operators through better pedestrian management and safety benefits to pedestrians
Long term	Increase/relocate freight storage area – Extension of the wharf structure	⁴ Construction \$337,500 Professional \$50,000	High benefit to cater for peak freight demand during the summer period

³ Cost estimate shown for Option 1, Option 2 has a Construction Cost of \$70,000 and Professional Services Fee of \$15,000.

⁴ Cost estimate provided for an increased freight storage area on the wharf. Relocating the freight storage to a secure site on the island maybe a cheaper option.



6 Summary

The purpose of this report is to identify the extent and nature of access and operational issues at the Stewart Island Wharf and to identify possible improvements. This has primarily been undertaken through consultation with regular users of the Stewart Island Wharf and records:

- The operational issues encountered by the Stewart Island community, and
- Possible user initiated improvements that may improve access, operational efficiency and safety at the wharf.

The Stewart Island Wharf forms a major transport link to the Island supporting the movement of goods and people to and from the Island. It is critical for the future vitality of the Stewart Island community that this wharf functions in a sustainable and efficient manner. This report considers Stewart Island Wharf and the approach road. To work efficiently it is critical that these two components work efficient in a coordinated manner.

During consultation with the regular wharf users a number of improvement projects were suggested. These have been developed and are identified in a prioritised implementation programme. The projects have been programmed as:

- Short term, projects which would be funded over the next 1 to 2 years and are of low value and have the potential to achieve a high benefit,
- Medium term, projects which would be funded in years 3 to 5 and are of medium value and have a high benefit, and
- Long term, projects with a high project value and require greater lead in time to attain funding. These are projects which would be funded in years 5 through 10.

The Southland District Council manages the approach road. The issues raised with the approach road relate to pedestrian safety and lack of appropriate turning facilities at the end of the wharf. It is suggested that the following projects are considered on the approach road.

Outline Implementation Programme – Approach Road Improvements

Priority	Project	Cost	Benefits
Short term	Relocate car parking on the approach road – Relocate parking to against the footpath	Construction \$15,000 Professional \$5,000	High benefit to road users and safety benefits for pedestrians
Medium term	Development of turning facilities – Improve the approach road turning facilities	Construction \$155,500 Professional \$30,000	High benefit to road users and safety benefits for pedestrians

These projects are located on the approach road with road reserve and may be funded through road network improvements. It is possible that these projects may be eligible for NZTA subsidy under the minor improvements funding category.

There were a number of issues identified with the on wharf operations. These showed a difference in the approach between the owners and the users to the management and funding of infrastructure. This can limit the efficiency of the wharf. It is suggested that the following projects are considered to allow the wharf and the approach road to be managed in a consistent manner. These projects could be coordinated through the Stewart Island Community Board.



Outline Implementation Programme – Coordination of the Approach Road and On Wharf Activities

Priority	Project	Cost	Benefits
Short term	Management structure – Establish a wharf management group to combine management and enforcement of the wharf and the approach road	Administration costs	Possibly high benefit to the community
	Relocate pedestrian/baggage collection area – Relocate the baggage claim area to along pedestrian railing on eastern side of wharf	No physical infrastructure required	High benefit to road users and safety benefits for pedestrians
	Enforcement of restrictions – Review the ability to impose and enforce parking restriction on the wharf	Administrative and personnel costs	High benefit through a consistent approach to parking enforcement on the wharf and the approach road

On the wharf there were a number of operation issues identified. These are typically associated with users having different expectation of how specific areas of the wharf should operate and tend to be exacerbated during the busy periods when there is more activity. The following items are suggested to improve the efficiency of the wharf space. It should be noted that these items are more likely to be privately funded. A wharf users group may improve the coordination of these projects and provide a means of securing funding from multiple sources.

Outline Implementation Programme – Improvements on the Wharf

Priority	Project	Cost	Benefits
Short term	Timetabling of services – Maintain the existing good communication between service operators	Administrative costs	High benefit through reduced conflict of freight and ferry services
	Delineate freight and operational areas – Using signs and marking to identify the freight storage areas and the operation areas on the wharf	Construction \$5,000 Professional \$10,000	High benefit to wharf operators through better identification as to where visitors can park or pick up/drop off freight
Medium term	Pedestrian/baggage collection area – Provide a covered baggage claim area to better manage pedestrians (two possible options)	Option 1 ⁵ , Construction \$23,200 Professional 10,000	High benefit to wharf operators through better pedestrian management and safety benefits to pedestrians

⁵ Cost estimate shown for Option 1, Option 2 has a Construction Cost of \$70,000 and Professional Services Fee of \$15,000.



Priority	Project	Cost	Benefits
Long term	Increase Freight Storage Area – through extension of the wharf structure (Relocation of storage facilities?)	⁶ Construction \$337,500 Professional \$50,000	High benefit to cater for peak freight demand during the summer period

⁶ Cost estimate provided for an increased freight storage area on the wharf. Relocating the freight storage to a secure site on the island maybe a cheaper option.

**Appendix A Consultation Notes**

Southland District Council and Stewart Island Community Board,
Pete and Sharon Ross, Pete Ross Auto Services,
Helen Cave, Wharf property owner and Southern Seafoods,
Ian Munro, Foveaux Freight,
Constable Dale Jenkins, NZ Police,
Carolyn Squires, Southern Seafoods,
Jon Spraggon, Stewart Island Experience and South Port,
Russell Slaughter, South Port
Jason Steele, Real Journeys



Consultation Notes: Stewart Island Wharf, Access and Operational Issues

With: **Southland District Council and Stewart Island Community Board**
 Ian Marshall – GM Services and Assets, SDC
 Irwin Harvey – Stewart Island Area Engineer, SDC
 Jon Spraggon – Chairman Stewart Island Community Board

When: Monday 12th August 2013

At: Stewart Island Wharf

Wharf Use

Southland District Council manage and maintain the access road between Elgin Terrace and the wharf structure.

The community of Stewart Island rely on this wharf for access to the freight services and passenger ferry services to the island from Bluff. The wharf is the gateway to Stewart Island for most visitors.

A general walk over identified the location of infrastructure on the wharf and identified ownership of the approach road, wharf structure and buildings/equipment established at the wharf.

Issues Encountered

The passenger ferry also carries some freight. Locals regularly park on the wharf to collect freight from the ferry. At times this parking is in the way, or within the operating area of the forklift, reducing efficiency.

A number of boats could be operating from the wharf at the same time including the passenger ferry, charter/tourist cruises and fishing boats. During these periods it is difficult to manage pedestrians on the wharf area. This can be unsafe when forklifts and vehicles are operating in the confined area.

Pedestrian waiting for luggage are encouraged (directed by signage and staff) to wait in a pedestrian zone near the start of the wharf. Often pedestrians stand and wait in an area on the approach road also used to turn vehicles. This reduces safety on the approach road. Pedestrians are also interested in what is happening on the wharf, this means that pedestrians often walk in the wharf area used by the forklift during loading/unloading. This reduces safety on the wharf.

The area available for turning at the end of the approach road is too small and requires a three point turn. This can easily be less effective as traffic increases or pedestrians move through the turning area.

Lighting along the approach road is good adjacent to the Cave building where street lighting is provided under the eaves. Lighting on the wharf structure and at the turning area is poor.

Pedestrians often walk on the carriageway reducing the efficiency and safety of the approach road. This may be exacerbated due to the car parking provided on the opposite side of the approach road from the footpath.

When freight is brought onto the island it may remain on the wharf for up to 24 hours. This is stored in an area on the wharf and can restrict access onto the wharf or the space available to manoeuvre forklifts or other vehicles on the wharf.

The mixed ownership of the infrastructure, being the wharf structure, buildings on the wharf and approach road makes it difficult to identify liability and coordinate funding for any improvements. This mixed ownership may also delay general straight forward decision



making ie. SDC own and maintain the approach road, South Port own and maintain the wharf structure. Other various organisation own, have installed and maintain other assets on the wharf.

The wooden wharf areas can be slippery especially when covered with sea water and diesel.

Possible Improvements

There has been a past proposal to extend the wharf by infilling the area to the west between the Cave building, the approach road, the existing wharf and the Southern Seafoods' building. This would provide additional space for freight to be stored on the wharf whilst also allowing pedestrians to pass on over the wharf access and towards the town centre on the southern side of the Cave building. This would provide a greater turning area for vehicles at the end of the approach road and pedestrians would be directed away from this turning area.

Simpler improvement options have also been discussed such as a separate pedestrian bridge from the existing wharf to the southern side of the Cave building. This would divert pedestrians away from the turning area and the approach road.

Wharf extension to provide a full turning area at the end of the approach road. This would also provide additional space for turning at the diesel tanks located at the end of the approach road.

Improved communication between freight operators to limit the freight movements during the loading and unloading for the passenger ferry. This is both on the wharf and at the diesel tanks at the end of the approach road adjacent to the turning area.

What Works Well

The parking restrictions on the approach road provide clear guidance to drivers and allows this parking to be effectively enforced. This allows the parking and adjacent roadway to work efficiently.

Good communication between the freight operators means that these operators do not approach the wharf (for freight or diesel) whilst the passenger ferry is loading/unloading.

The concrete surfacing applied to some areas of the wharf has improved grip for vehicles and pedestrians.



Consultation Notes: Stewart Island Wharf, Access and Operational Issues

With:	Pete and Sharon Ross, Pete Ross Auto Services
When:	Monday 12 th August 2013
At:	Pete Ross Auto Services (Ayr Street)

Wharf Use

Pete Ross Auto Services operates a freight service around Stewart Island. This typically involves transferring freight to/from the wharf to meet the Stewart Island Experience passenger ferry and the Foveaux Freighter services. Pete Ross Auto Services also delivers fuel around the Island. This involves picking up the fuel (petrol and gas) as it comes off the Foveaux Freighter or delivering diesel from the tanks adjacent to the turning area at the end of the approach road.

There are three trucks typically used for freight services. A diesel tanker which accesses the diesel tanks and two Hiab trucks that transfer freight to and from the wharf area. The largest truck is approximately 9m long.

To avoid conflict the wharf is avoided during the periods when the passenger ferry is loading or unloading unless specific freight needs to be picked up from that ferry. In these cases it is easier to go half an hour either side of the arrival/departure times.

Issues Encountered

Congestion on the wharf and on the approach road. This makes manoeuvring a truck difficult and there are a number of areas where the driver has difficulty spotting smaller obstacles or pedestrians.

The turning area at the end of the approach road is small and it is often easier to back all the way along the approach road and the wharf from Elgin Terrace. To turn in the turning area at the end of the approach road is a multi-point turn.

Difficulties experienced when the wharf is not kept clear of freight/parked vehicles. Freight needs to be left in an area where it is accessible. Pete Ross can only remove freight from the wharf when instructed by a customer.

Possible Improvements

Improve turning facilities at the end of the approach road. This would improve accessibility to the wharf and the diesel tanks for large vehicles.

More manoeuvre areas where freight is stored on the wharf. This would allow easier transfer of freight to/from the wharf to meet the freight services.

Dedicated drop off/pick up areas as the current system works but there is only limited space and to remain efficient relies on the maximum stay (24hr) being enforced.

What Works Well

Communication amongst the freight operators avoids freight movements at the same time as the passenger ferry arrivals/departures. The usual passenger ferry berth can be seen from Elgin Terrace to judge the timing. This communication also avoids double handling of goods especially fuel (petrol and gas) where there are no secure storage facilities on the wharf.

The marked parking reduces problems with parked vehicles on the approach road.


Consultation Notes: Stewart Island Wharf, Access and Operational Issues

With:	Helen Cave, Wharf property owner and Southern Seafoods
When:	Tuesday 13 th August 2013
At:	South Sea Hotel (Elgin Terrace)

Wharf Use

Owner of two properties. These properties are:

- The building currently housing a joinery business on the southern side of the approach road, and
- The building on the south west corner of the wharf housing Southern Seafoods.

Helen also owns the Southern Seafoods' fish processing business on the wharf.

Issues Encountered

The largest vehicle operated on the wharf by Southern Seafoods' is a 3tonne, 5m small truck. However it is difficult accessing the Southern Seafoods' building. The current walkway narrows the wharf between the approach road and the Southern Seafoods' building.

Difficult to load materials in or out of the approach road building, particularly heavy items. This is because the parking is time restricted and on the opposite side of the road. The parking is less of an issue as parking is accepted outside of the times that the passenger ferry arrives or departs.

There is meant to be a car parking space at the Southern Seafoods' building. This car parking space is often blocked by freight being stored on the wharf, typically this is freight coming onto the Island as the inward freight storage area is located between the Southern Seafoods' building and the approach road.

Possible Improvements

Move the pedestrian link so that it passes directly across the wharf and over the wharf area to the south of the approach road building. This space could be used as a footpath under the following conditions:

- Agreement made regarding maintenance and liability of the private wharf area to the south of the approach road building. The existing timber area can be slippery and this would need to be improved,
- The area of wharf around the building has not been designed to support vehicular traffic, and
- Construction of a footpath link, or filling in the whole area. This should be as a wharf structure. Not as a reclamation/infill which has previously been discussed.

This could increase the available storage area or manoeuvring area on the wharf.

What Works Well

The policing of the approach road works well. It manages traffic and parking during busy times.

**Consultation Notes: Stewart Island Wharf, Access and Operational Issues**

With:	Ian Munro, Foveaux Freighter
When:	Tuesday 13 th August 2013
At:	South Sea Hotel (Elgin Terrace) and Stewart Island Wharf

Wharf Use

Leases wharf space to operate of the Foveaux Freighter, a freight service between Stewart Island, Bluff. This service links to areas/industries around Stewart Island if necessary.

The freight service is generally onto Stewart Island with less freight off the Island, mainly refuse. There is also freight that is delivered to industry such as the salmon farms around Stewart Island.

Less freight trips mid December to mid January to avoid the very busy summer period.

Issues Encountered

Freight can take longer to load/unload depending on the amount and type of product being transported. This can mean that the freighter is still loading/unloading at the same time as the passenger ferry arrives or departs. During these times the number of pedestrians on the wharf make it difficult to operate.

Timing of wharf maintenance by South Port can significantly reduce the available wharf space. Sometimes there is a considerable amount of materials or plant stored on the wharf which restrict the movement of freight. This could be stored in other locations on the Island or returned to Bluff when not being used.

No visible investment in the operation infrastructure by the wharf owners, South Port. Any operation infrastructure, ie. stairs, have been provided by the wharf users.

Possible Improvements

Undertake maintenance works during the winter period when there is less freight and pedestrians on the wharf.

Better follow up of customers who allow their freight to be left on the wharf. Space is required for other items as they arrive for pick-up.

Extend the wharf between the approach road and the Stewart Island Experience building to the east to provide a footpath along the eastern side of the wharf. This would involve linking into the footpath around the North and east side of the Stewart Island Experience building. This would provide additional space for freight storage and manoeuvring vehicles on the wharf. If appropriate barriers were provided the footpath could be constructed of lighter materials as it would not be trafficked by vehicles.

What Works Well

Good communication between the freighter and the freight services on Stewart Island minimises the time that freight spends on the wharf. This coordination means that some large items can be loaded directly from boat to truck improving efficiency.

Time tabling of the freight services reduces the occurrence of any clashes of operation on the wharf.

**Consultation Notes: Stewart Island Wharf, Access and Operational Issues**

With: **Constable Dale Jenkins, NZ Police**

When: Tuesday 13th August 2013

At: Stewart Island Wharf

Wharf Use

Local Police Officer and has taken an interest in managing the wharf space and approach road in a manner which benefits the whole community.

Developed the current wharf rules which are the basis of management initiatives for the wharf, copy provided in Appendix B. These rules are discussed with the community and published annually at which time any amendments can be made.

Issues Encountered

A number of years ago a fight on the wharf lead to an arrest and prosecution. The reason for the initial fight was a combination of vehicles manoeuvring and a near miss of a pedestrian. This started the development of the on wharf operational rules and the implementation of parking controls and enforcement on the approach road.

The parking restrictions and traffic flow on the approach road can be enforced by NZ Police. However, parking or manoeuvring activity on the wharf structure cannot be enforced by NZ Police.

The turning area at the end of the approach road is not large enough and is easily blocked by a vehicle turning. This area is close to where ferry passengers collect their luggage and this process can lead to pedestrians within the turning area.

To minimise disruption the enforcement of the parking restrictions is kept to a practical level. The time restriction is only enforced at the time of the ferry arrival/departure and vehicles parked facing oncoming traffic is accepted, this is at time encouraged as it works better if drivers collect passengers and drive off.

Possible Improvements

Move the luggage collection area away from the turning area, perhaps bring the bins up to the existing pedestrian fence.

Increase the size of the turning area to improve operation.

What Works Well

The current parking restrictions guide drivers and allows effective enforcement.

**Consultation Notes: Stewart Island Wharf, Access and Operational Issues**

With: **Carolyn Squires, Southern Seafoods**

When: Tuesday 13th August 2013

At: Stewart Island Wharf

Wharf Use

Manages the Southern Seafoods' fish processing. This is located in the building on the south west of the corner of the wharf structure.

The business has a single car parking space on the wharf and relies on the wharf for access. The majority of produce come in from fishing boats, is processed onsite and either goes out by boat or by the passenger ferry to Bluff. During the busy period 5 to 6 boats can stop at the building per day.

The business is usually closed from mid December to mid January so avoids the very busy summer period.

Issues Encountered

There is a single fishing boat mooring adjacent to the Southern Seafoods' building, this is generally sufficient although occasionally other fishing boats need this berth, or other to undertake engine or mechanical maintenance near to the auto services and facilities in the town centre. During these periods it may be difficult to work around other wharf users.

Vehicles waiting for the passenger ferry to arrive, or delivering freight for departure, often park near the building entrance to deliver/collect freight or luggage. This blocks access to the building when product is being freighted to Bluff. This happens often.

There are rubbish bins required on the wharf. If a rubbish bin is left out it is often filled by others on the wharf.

The car park space on the wharf is often occupied by other vehicles or left freight making it unusable.

Day boats are often parked and left at the wharf during the summer period leaving less room for tourist operators to pick up and drop off visitors and fishing boats to drop off fish or to carryout engine or mechanical maintenance near the auto services town centre.

Wharf users, typically fishing boats or day boats dump gear on the wharf in accesses. This is usually picked up later in the day but blocks access/movement of product on the wharf.

Possible Improvements

Better identification of the storage, drop off and pick up areas so that access is maintained at all times to the building and the car park.

Provide rubbish bins on the wharf. Currently other wharf users dump rubbish in any open drums etc. that are left on the wharf.

What Works Well

The Southern Seafoods' building is located in a good position where fishing boats can drop off their catch and it is convenient to freight service to get produce to Bluff.



Consultation Notes: Stewart Island Wharf, Access and Operational Issues

With: **Jon Spraggon, Stewart Island Experience and South Port**

When: Tuesday 13th August 2013

At: South Sea Hotel (Elgin Terrace)

Wharf Use

Manages the wharf operations of Stewart Island Experience (Real Journeys) who operate the passenger ferry between Stewart Island and Bluff. Stewart Island Experience also have the building on the eastern side of the wharf structure and a second building on the northern side of the approach road.

Jon also supervises the wharf operations for South Port, the owner of the Wharf Structure. This includes managing or enforcing rules for all users of the wharf.

Issues Encountered

There are only limited berths that have appropriate stairs to safely transfer passengers between the ferry and the wharf. The best stairs are the one opposite the Stewart Island Experience building on the southern side of the wharf, this is also a convenient location to off load luggage and freight.

Passengers, particularly when travelling with others feel that they should be able to drive onto the ferry parking on the wharf as near as possible to the boat. This means that vehicles often park within the operating area of the forklift.

When dropping off, or picking up, freight there is not a clearly defined area and vehicles tend to try to get as close as possible to the boat. This means that vehicles are often park within the operating area of the forklift.

The ferries are designed so the all access if from the back of the boat. Loading/unloading of freight/luggage cannot be undertaken with passengers on the boat. This takes additional time to load the ferry before passengers can board or unloading after passengers have disembarked.

Pedestrian numbers are higher at ferry times, it is common for these to be on the wharf and parking in the areas used by vehicles such as forklifts and trucks. This can be worst when the ferry and freight services are operating at the same time.

A number of fishing boats, tourist charter boats and other day boats all want to use the wharf at the same time. This is more common during the busy summer period.

Difficulty enforcing rules on the wharf, there are not teeth as the only law is trespass which takes time and money to pursue. It is often that vehicles park in the area where the forklift operates slowing the efficiency of the load/unloading process.

Poor lighting on the wharf structure although there are only limited ferry services during the evening in the winter. There are some kiwi tours that use the wharf in the evenings.

The wooden wharf area can be slippery. South Port is placing a concrete topping on some areas of the wharf which is generally less slippery.

The luggage pickup area is not covered or sheltered, it is often cold, windy and wet when collecting luggage on the wharf.

It is difficult to move freight left on the wharf when it is not picked up by the owners. There is no reasonable storage fee and invoicing structure and it is not appropriate for a third party to move the freight to a second storage area.

**Possible Improvements**

Footpath improvements at the turning area and on the wharf. There is a footpath with rails on the wharf but this is not always used. The footpath improvements may also take pedestrians away from the turning area, possibly via the Cave building.

A covered area for the luggage collection area would be better as passengers would be able to wait in a dry place and the structure would provide positive reinforcement as to where the luggage collection area is located. This may also be a good location to drop off freight items.

Clear guidance of parking places on the wharf. Enforcing parking on the wharf becomes difficult when there is not defined parking, or no parking, or loading areas.

Lighting improvements would benefit when there are arrivals/departures during the evening. There are some arrivals/departures in the early morning/evening during the winter and there are other tour charters that may arrive /depart during the night.

Improved steps to the passenger ferry would allow easier loading/unloading of passengers. This would particularly aid the mobility impaired.

Provide a greater area of non-slip surfacing in the highly pedestrian areas. There is a process of concrete topping on some sections of the wharf.

What Works Well

The freight boat (Foveaux Freighter) operates on a different timetable. This means that the clash of ferry passengers and movement of freight is less likely.

The current communication between freight services (Stewart Island Experience, Foveaux Freighter and Pete Ross Auto Services) means that organised freight is quickly removed from the wharf. Where onward freight services are not organised freight can remain on the wharf for longer than the 24hr limit.

**Consultation Notes: Stewart Island Wharf, Access and Operational Issues**

With:	Russell Slaughter, South Port
When:	Tuesday 20 th August 2013
At:	Telephone Discussion

Wharf Use

Owner of the Wharf. South Port is responsible for the on-going management and maintenance of the wharf structure.

South Port is only involved in the day to day operation of the wharf through the wharf supervisor, Jon Spraggon.

There are only limited berths that have appropriate stairs to safely transfer passengers between the ferry and the wharf. It was noted that pontoons had been added to the Golden Bay wharf to aid passenger transfer. This was completed by operators - not South Port.

Issues Encountered

Difficult to enforce the wharf rules. There is no charging regime for freight left on the wharf and often the owner is unknown. Even when the owner is known to invoice and recover costs is difficult. Often this is not financially viable and creates friction in a small community.

Community requests for additional infrastructure at the wharf needs to show a return on investment to be justified to South Port's shareholders.

Future initiatives with cruise ships will increase usage of the wharf structure, current usage of the Golden Bay wharf is seen as less convenient.

Possible Improvements

South Port is a commercial company and has to show a return on investment to their shareholders. This may not be the best ownership model for this critical community infrastructure. South Port would like to be involved with the development of the wharf and are open to discussions regarding the ownership/management model.

What Works Well

The coordination of the wharf users.

**Consultation Notes: Stewart Island Wharf, Access and Operational Issues**

With: **Jason Steele, Real Journeys**

When: Thursday 17th October 2013

At: Telephone Discussion

Wharf Use

Manager of the Stewart Island Experience ferry and freight services, Jason is based in Bluff.

Issues Encountered

Difficulty operating the forklift to load/unload freight when vehicles are parked nearby, vehicles are generally to pick up or drop off passengers or freight for the passenger ferry. The current operational area is located in a relatively blind area due to the position of the Terminal Building. This has resulted in damage to vehicles and property in the past. It has not yet resulted in injury to people due to good management.

The steep steel steps are difficult for passengers who are mobility impaired, and are unstable on their feet. This is exacerbated by the movement of the ferry with from wave action.

Clashes with commercial and tourist operation using the same wharf space. The tourist services typically has a greater number of pedestrians which are vulnerable and typically in an environment that they are not familiar. Jason acknowledged that communication between the operators is good and reduced a considerable number of clashes.

The current steps are not suitable for cruise ship customers who are typically less mobile. Hence cruise ship tenders typically use the Golden Bay wharf which has difficult access for pedestrians and vehicles from the town centre.

Possible Improvements

Highlighting the operation areas and loading areas could improve where customers park and/or wait on the wharf. However, there is concern that enforcement would not be effective.

There could be some benefits in moving the baggage claim areas. The current position is used as it stops other driving onto the wharf to pick up customers.

Investment in pontoons similar to the Golden Bay wharf would allow cruise ship tenders to utilise this wharf and therefore improve the efficiency of the tourist services on the island as this wharf is better connected with the town centre.

Real Journeys is happy to fund improvements on the wharf although only if they represent value for money for their operations as with any commercial operation.

What Works Well

The current communication between the wharf users is good and this needs to be maintained.



Appendix B Wharf Rules

Provided by Constable Dale Jenkins, NZ Police

Stewart Island Wharf.

Congestion at the Wharf is causing problems. It is only going to get worse with the increase in passengers and freight. Late last year a meeting between Stewart Island experience, Council, South Port, Island Transport, Helen Cave and Police was held to discuss the key problems and responsibilities. The lack of rules for wharf users was discussed.

A draft set of **12 simple rules** for Wharf users has been put together for Island residents to view. Some of the rules are enforceable others are to make the wharf work better.

The rules will be reviewed at the end of August each year to consider improvements.

With the increase in both passenger and freight traffic on the wharf it is believed rules will make the wharf more **user** friendly.

Road marking for pedestrian traffic has already been completed.

The Wharf Issues:

- i. **Parking Elgin Terrace (wharf road):**
 Legal Authority for enforcement. Police and Council
 Loading Zone (7 a.m. to 7 p.m.)
 - Problems: Exceeding 30 minutes. Ties up parking spaces at peak times unnecessarily.
 Parking on no parking lines and footpath.
 - Problems: Narrows road for cars, impedes foot path diverting foot traffic onto road.
 Parking in turn around area by Wharf.
 - Problems: Impedes traffic, passenger and freight flow on and off wharf.

Rules to improve: 1. 2. 3. and 4

- ii. **Parking Wharf:**
 Legal Authority is South Port. (Jon SPRAGGON)
 On Wharf.

Problem: Impedes traffic, pedestrian and freight flow on and off the wharf.

Note: Fish factory has 1 x car park on wharf in front of factory. There is one park for vehicle picking up luggage from bins. (in front of packing crates)

Rule to improve: 5. and 6.
- iii. **Passenger/Pedestrian flow on and off wharf:**
 Legal authority is South port:

Problem: Passengers/pedestrians not following the clearly marked path from the foot path to behind the metal rail barriers and to the Wharf office when moving on and off the wharf. Risk of pedestrians being hit by Forklift, vehicles bins on the Work area of the wharf.

Rule to improve: 7.

iv. Bulk Freight movement on and off Wharf.

Legal authority: South Port.

Problems:

- Bulk freight left on Wharf for long periods of time.
- Bulk freight dropped off on wharf without pre booking or arrangement.
- Bulk Freight being dropped off or picked up at Ferry/Freight boat loading and unloading times.

Rules to improve: 8. and 9.

v. Passenger Luggage

Responsibility: Stewart island Experience

Problems:

- Congestion at bins when uplifting luggage or large amounts of personal gear.
- Pedestrians walking on work area of Wharf to place luggage in Bins.
- Vehicles driving onto work area of Wharf at peak times to unload/uplift luggage. (running late)

Rules to improve: 10. 11. and 12

The Wharf Rules: (To make the Wharf more user friendly)

1. Police will enforce loading zone time limit, No parking lines and parking on footpath.
2. Park Vehicles in 30 minute loading zone with vehicle facing away from wharf. (Stop bottle neck at turn around area)
3. Park inside broken parking lines where possible.
4. No parking in turn around area. 'Keep it clear'.
5. South Port (Jon SPRAGGON) to enforce parking on wharf.
6. No unattended parking on wharf other than in the one approved park on beach side of entrance to wharf, for loading or unloading only .
7. No pedestrian traffic on work area of wharf.
8. All Bulk Freight to be moved off Wharf within 24 hours of arrival.
9. All Bulk Freight to be pre booked before going onto wharf.
Non Perishable bulk freight/freight items to be uplifted/dropped off outside of Ferry/Freight boat arrival departure times.
10. Small amounts personal luggage to be taken to Wharf office via walkway and then placed in bins by office.
11. Drop off bulk amounts of Luggage early.
12. If you have large amounts of luggage personal items wait until the congestion is clear before loading/unloading.



Appendix C Figures

Figure 01 – Existing Layout

Figure 02 – Existing Layout, Vehicle Access Route – 90% Car

Figure 03 – Existing Layout, Vehicle Access Route – SI Truck

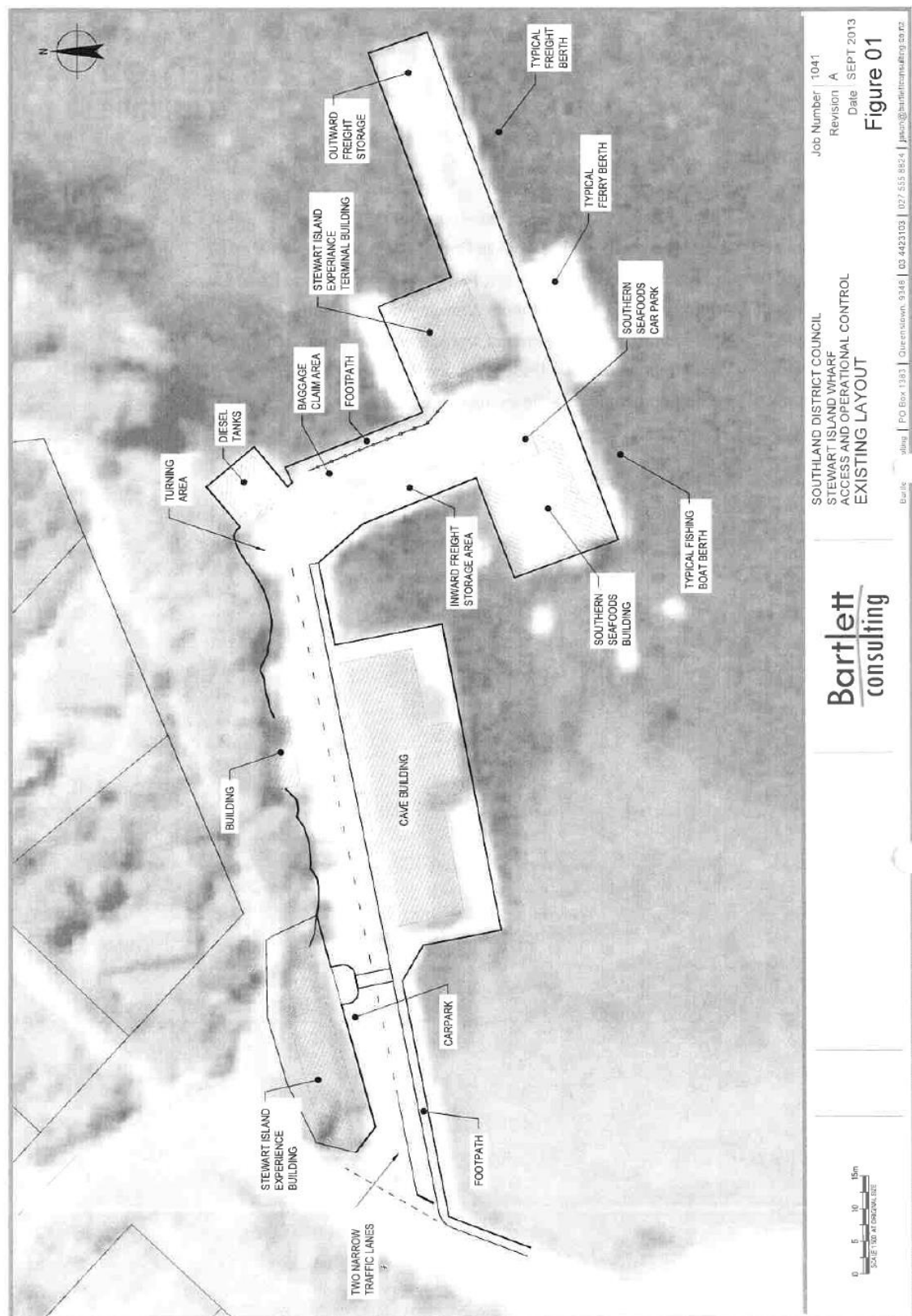
Figure 04 – Approach Road Improvements, Revised Carparking and Road Layout

Figure 05 – Approach Road Improvements, Vehicle Access Route – 90% Car

Figure 06 – Approach Road Improvements, Vehicle Access Route – SI Truck

Figure 07 – Wharf Improvements – Pedestrian and Baggage Collection Improvements

Figure 08 – Wharf Improvements – Delineation of Operational Areas

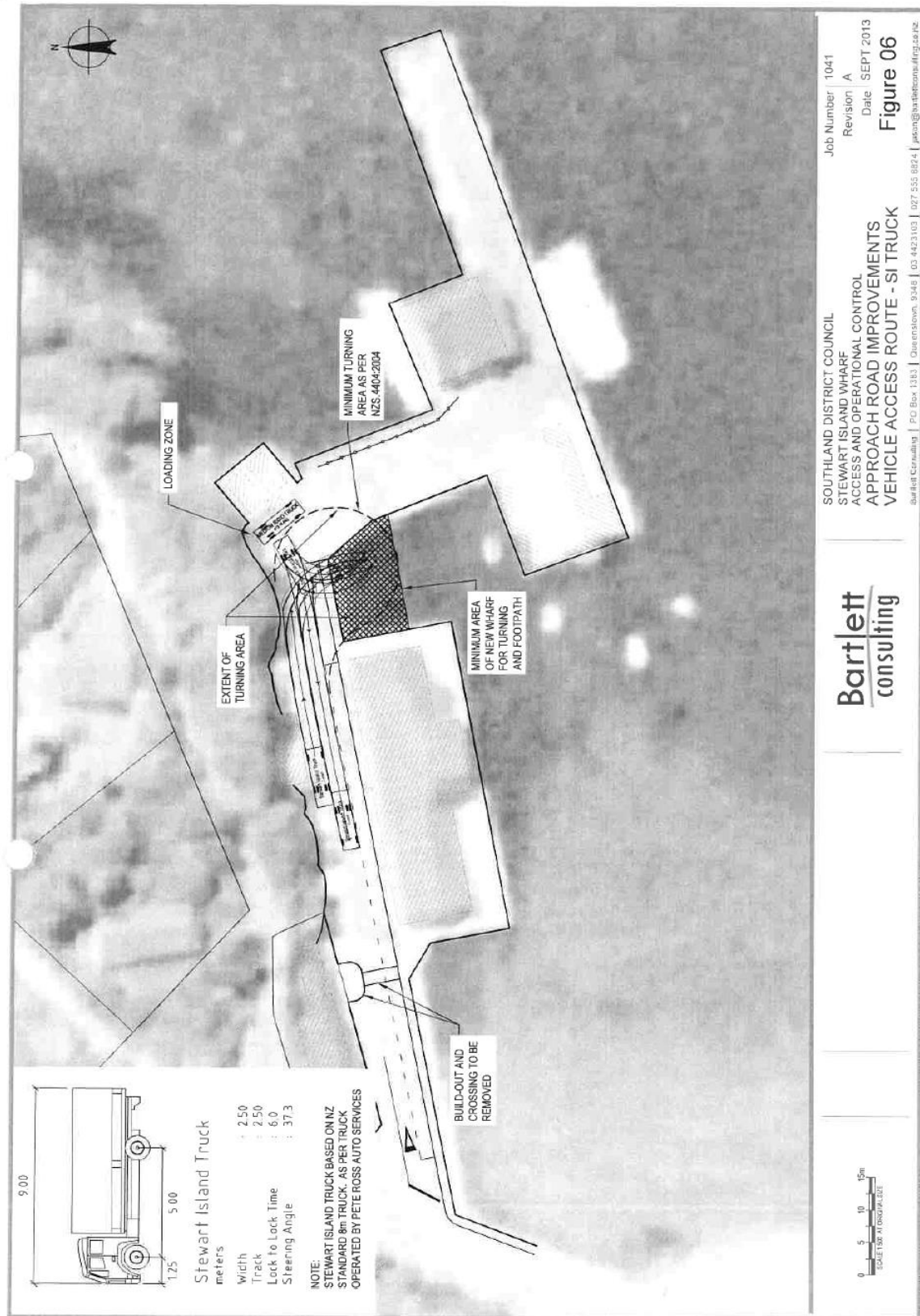


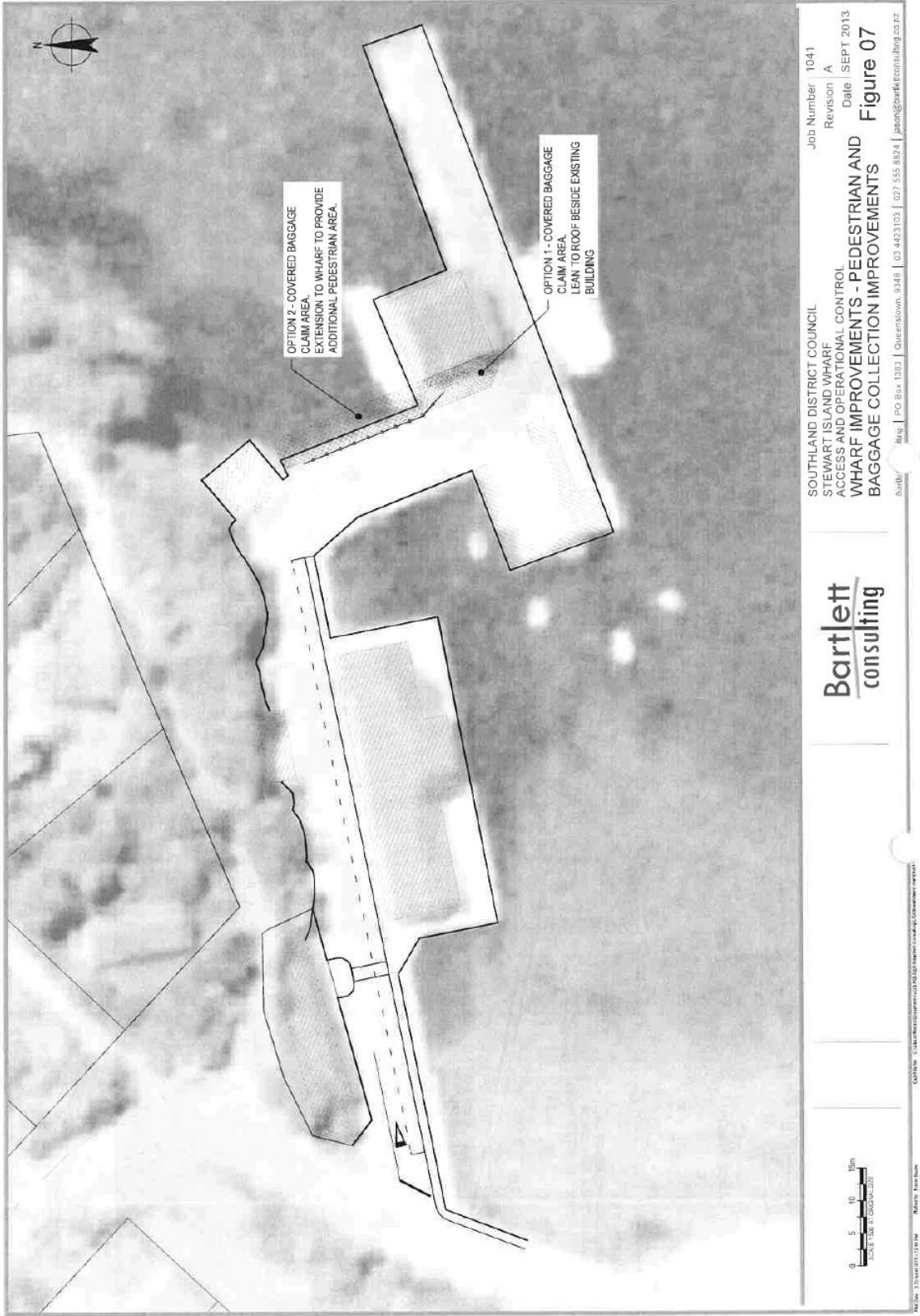
















Appendix D Construction Cost Estimates

Southland District Council - Stewart Island Wharf Improvements**Rough order construction cost estimates for Options**

Cost estimates are GST exclusive and do not include professional services and risk.

Item	Description	Quantity	Unit	Rate	Amount
------	-------------	----------	------	------	--------

4.1.1 Relocate Car Parking

The proposed pavement markings includes parking on the southern side of the road and a new no stopping line on the northern side. The works would also include the removal or reconstruction of a crossing facility. Refer Figure 04.

1	Removal of old pavement markings and signs	1	LS	\$ 2,000	\$ 2,000
2	Remove and construct new crossing facility	1	LS	\$ 10,000	\$ 10,000
3	Setout and install new pavement markings and controls including new signs	1	LS	\$ 3,000	\$ 3,000

Total, Relocate Car Parking \$ 15,000

4.1.2 Development of Turning Facilities

Provision of a minimum sized turning area at the end of the approach road. Includes allowance for wharf construction, pavement and footpath. Refer Figure 05.

1	Construct new wharf structure to support turning facility and new footpath, includes edge railing, full vehicle loading	160	m ²	\$ 750	\$ 120,000
2	Excavate and expose existing services to modify as required, particularly sewerage and old fuel tanks	1	LS	\$ 5,000	\$ 5,000
3	Excavate existing kerb and footpath and reform carriageway	25	m ²	\$ 20	\$ 500
4	Form new carriageway including sub-basecourse, basecourse and sealed surface in area of existing subbase materials including road and footpath	50	m ²	\$ 200	\$ 10,000
5	Form new carriageway on new wharf structure	80	m ²	\$ 100	\$ 8,000
6	Form new footpath on new wharf structure	90	m ²	\$ 100	\$ 9,000
7	Setout and install new pavement markings and controls including new signs	1	LS	\$ 3,000	\$ 3,000

Total, Development of Turning Facilities \$ 155,500

4.2.4 Identification of Areas**Pedestrian/Baggage Collection - Option 1**

Relocate the baggage collection area to the western side of the Stewart Island Experience terminal building. Refer Figure 07.

1	Relocate Gas Bottle store serving upstairs Café	1	LS	\$ 1,000	\$ 1,000
2	Construct lean to building, steel frame and sheet roofing to west of building and around existing stairs	70	m ²	\$ 260	\$ 18,200
3	Lighting over walkway	1	LS	\$ 1,000	\$ 1,000
4	Configure existing walkway/footpath on the wharf to match	1	LS	\$ 3,000	\$ 3,000

Total, Pedestrian/Baggage Collection - Option 1 \$ 23,200

Pedestrian/Baggage Collection - Option 2

Relocate the baggage claim to along the eastern edge of the wharf. Refer Figure 07.

1	Construct new wharf structure to support pedestrian/baggage facility and new footpath, includes edge rails, pedestrian or light vehicle loading only	70	m ²	\$ 500	\$ 35,000
2	Construct building, steel frame and sheet roofing to west of building and around existing stairs	120	m ²	\$ 260	\$ 31,200
3	Lighting over walkway	1	LS	\$ 1,500	\$ 1,500
4	Configure existing walkway/footpath on the wharf to match	1	LS	\$ 3,000	\$ 3,000

Total, Pedestrian/Baggage Collection - Option 2 \$ 70,700

Southland District Council - Stewart Island Wharf Improvements**Rough order construction cost estimates for Options**

Cost estimates are GST exclusive and do not include professional services and risk.

Item	Description	Quantity	Unit	Rate	Amount
------	-------------	----------	------	------	--------

4.2.4 Identification of Areas - continued**Freight and Operational Areas**

Identify the freight and specific operational areas on the wharf. Refer Figure 08.

1	Setout and install new pavement markings and signs to identify areas	1	LS	\$ 5,000	\$ 5,000
---	--	---	----	----------	----------

Total, Freight and Operational Areas \$ 5,000

4.2.5 Increase Freight Storage Area

Increase the freight storage area on the wharf by a wharf extension. Refer Figure 08.

1	Construct new wharf structure to support extended freight area, includes edge railing, full vehicle loading	450	m ²	\$ 750	\$ 337,500
---	---	-----	----------------	--------	------------

Total, Increase Freight Storage Area \$ 337,500

SIESA monthly report from PowerNet - March 2022

Record No: R/22/3/12549

Author: Stuart O'Neill, Commercial infrastructure manager

Approved by: Matt Russell, Group manager infrastructure and environmental services

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, a monthly report for SIESA for the month of March 2022.

Recommendation

That the Stewart Island/Rakiura Community Board:

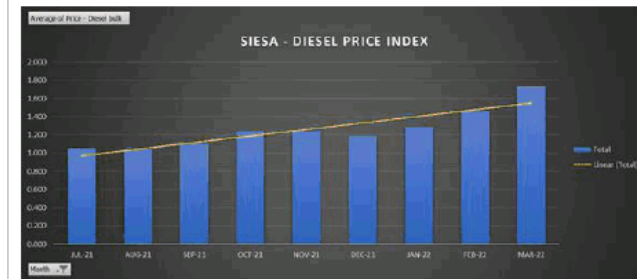
- a) **Receives the report titled "SIESA monthly report from PowerNet - March 2022"** dated 7 April 2022.

Attachments

- A SIESA Report - March 2022 [↓](#)

SIESA MONTHLY REPORT MARCH 2022

MONTHLY DIESEL PRICES FOR SIESA FY 2021/2022



Kwh prices for SIESA FY 2021/2022



FOCUS (1) – IMPORTANT, URGENT - GENERAL

Risks and hotspots

- The annual works programme, task planning and material lead times are in place and require strict monitoring to ensure progress. Costs are not claimed until the works are completed therefore the budget remains as is.
- Site Specific Safety Plan, Quality Plans, and new Monthly Reporting format due now as per contract requirement
- Import Export Meter reading process developed for private generation and readings are now being processed. Require confirmation the SIRCB are continuing with Import/Export. **Decision Required**
- Formal Notice to Contractors have been sent for non-compliance to the contract including AWP delivery, management plans, safety and reporting
- Intervention meeting with PowerNet booked for week of 12-14 April 2022 to resolve noncompliance to contract
- Diesel prices rising and action plan is required **Decision Required**
- High number of connection applications for March 4
- One safety incident regarding a connection is under investigation
- Network losses indicating as much as 10 -17% and need explained or resolved immediately.

FOCUS (2) – IMPORTANT, URGENT - SPECIFIC

Diesel use and prices

Key focus: Forecasting and Budgeting – **Decision Required**

Diesel prices are steadily rising. Production costs will exceed the FY 21.22 budget amount.

Options to Proceed:

1. Use SIESA reserves to cover the short fall and monitor the situation closely - Recommended
2. Increase charges to suppliers – to cover the costs – Not Recommended due to existing rate payer burden.

Alternative energy sources

Key focus: History and Forward Plan

Decision Required

Opportunity for SIRCB to act in a Governance role and work with staff to provide a clear direction.

To get moving we might need:

- Set up a work group
- Collate history of actions taken thus far
- Determine and fix outcomes required
- What options are available
- Determine action plan to be held accountable to

ANNUAL WORKS PROGRAMME

SIESA- AWP COMMENTRY			
ACTIVITY NAME	ACTIVITY TYPE	WORK PLAN	PROGRESS - MARCH
AWP - 11 kV RMU	CAPEX - ARR	RMUs to be ordered as soon as the protection report is completed and received. RMU has been ordered. Note lead time for RMUs is currently 22 weeks	
AWP - 400V Switch gear replacement	CAPEX - ARR	Assessment required to see what the useful life of the switchboard is likely to be	Assessment scheduled for 8 - 9 June. Determines the outcomes of the AWP for 2022/2023
AWP - ABS	CAPEX - ARR	ABSs to be replaced.	Feeder 1 and 2 tie switches was replacing on 10th March. The Dundee is on track for replacement in April.
AWP - Distribution Transformer	CAPEX - ARR	Transformers to be replaced or maintained	Transformer A scheduled for June; B to J currently being scoped.
AWP – V and E System Renewal	CAPEX - ARR	No longer required after consultation with Gough Bros.	N/A
AWP - LV Pillar Box	CAPEX - ARR	Requires new driven earths	Scoping of the work completed and this showed additional earthing is not required. No further work needed.
AWP - Metering	CAPEX - ARR	Project scope adjusted due to lack of standard meters	Business case for Smart Meters progressing and cost savings being investigated.
AWP - Overhead Line and Accessories	CAPEX - ARR	Replace cross arms and accessories on a number of poles	Work packs under action. Work to be carried out workload allows.
AWP - Pole Replacement	CAPEX - ARR	Replacement and / or repair of two poles	Currently being priced. Timing will be mainly dictated by material lead times (poles).
AWP - Power Station Transformer	CAPEX - ARR	Transformer replacement deferred but purchase of the cable scheduled for FY2021/22. Transformer and foundation pad purchase and installation to remain in 2023/24 to accommodate projected load growth on the network.	Defected T2 replaced with a temporary loan transformer from "The Power Company"
AWP - T2 Temporary Replacement	CAPEX - ARR		Temporary transformer in place.
AWP - Unspecified Asset	CAPEX - ARR	Fire protection audit, and upgrade if necessary.	Audit underway, final reporting being undertaken
ARQSRSE - Line Relocation	CAPEX - ARQSE	Converting overhead line to underground cable	Contract issued. Work scheduled for April
ARQSRSE -Network Improvement Project	CAPEX - ARQSE	Network protection review	Visit to Island carried out and protection report due April with recommendation for the next AWP
ARQSRSE -Distribution Earth Upgrades	CAPEX - ARQSE	Three transformers to be assessed	Work packs under action. Work to be carried out workload allows.
ME - Generator 400 hours service	MAINT	Regular servicing	Routine maintenance
ME - Unit 6 - Injectors and Turbo	MAINT	Unit #5 servicing	Has 1000hrs before servicing due. Likely to fall due in July, but could be brought forward to June if required.
ME - Unit 6 - Vegetation Management	MAINT	Vegetation trimming required around power lines	Planning underway with Bruce Dickens

Style of meeting minutes

Record no: R/22/3/11860

Author: Robyn Rout, Governance legal manager

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision☐ Recommendation☒ Information

Purpose

- 1 The purpose of this report is to respond to the Stewart Island/Rakiura Community Board's request for staff to investigate 'changes to future meeting minutes in order to record the key points of any major discussion'.

Executive summary

- 2 On 22 March 2022, the board made a resolution outlining its preference for meeting minutes to also include the key points of any major discussion (in addition to the other content already included in meeting minutes).
- 3 Council staff are keen to ensure the style of meeting minutes suit the needs of the board, and staff are happy to alter the style of minutes recorded. Staff are proposing that from the board's next formal meeting in June 2022, the minutes taken will include the key points of any major discussion (further details on this are provided below). Staff will trial the new approach until local government elections take place in October 2022, and will continue the approach in the new triennium, if it has been successful.
- 4 If the board would like to provide any further information on what it would like recorded in meeting minutes, staff would appreciate receiving the feedback.

Considerations

Standing orders

- 5 Section 28.2 of the Standing Orders adopted by the board on 11 November 2019 outlines that resolutions must be included in board meeting minutes. Additional information on discussions or debate do not have to be recorded, but the Standing Orders do not prohibit it.
- 6 LGNZ, an organisation that supports and directs the local government sector throughout New Zealand, advises that where minutes are taken for a local government entity, that entity should be fully aware of, and have agreed in advance, to the style of meeting minutes taken. LGNZ also advises that minutes should be a clear audit trail of decision making, less is best, and that someone who has not been in attendance should be able to understand what was decided.

Clarity on what will be recorded

- 7 Staff are keen to ensure the board and staff are aligned about what will be recorded in the meeting minutes. Staff's understanding is that the minutes for each agenda item will now additionally include a brief, high-level summary of:

- the key themes discussed – such as a summary of the main things that were considered or key reasons why the board made decisions
- high-level points the board specifically requests are recorded in the minutes.

It is also staff's understanding that the new content being recorded in the minutes will not include:

- content to facilitate staff action (these will continue to be included in resolutions or in the chair's report)
- verbatim records of what was said/who said what
- details of trivial or minor matters.

Advantages and disadvantages

Staff believe there will be a number of advantages to the new approach. Council are keen to be responsive to the needs of the board and to provide an avenue for people (staff, board members and the public) to be more aware of the discussions held at meetings. Compared to verbatim style minutes, the approach proposed also doesn't place a too larger burden on committee advisors.

Staff are aware that by responding to the needs of community boards, different styles of meeting minutes may be taken for different boards. Committee advisors will have to adapt their approach accordingly. Recording key discussion points will be more demanding for committee advisors than the current approach to minutes. There is also a risk that if more content is included in meeting minutes, it may be a more contentious process to confirm the minutes at a subsequent meeting.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled "Style of meeting minutes" dated 5 April 2022.**
- b) notes that the Stewart Island/Rakiura Community Board meeting minutes, from June 2022 to the local government elections in October 2022, will also record the key points of any major discussion.
- c) notes that if recording the key points of any major discussion in meeting minutes (from June 2022 to the local government elections in October 2022) works well, staff will continue this approach in the new triennium.
- d) provides any additional feedback on the style of minutes to be taken.

Attachments

There are no attachments for this report.