



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

Date: Thursday, 9 June 2022
Time: 9.45am
Venue: Stewart Island Pavilion
Ayr St, Stewart Island

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue

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

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

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.

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.
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	<p>24) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.
CONTACT WITH MEDIA	<p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

	<p>The assigned Executive Leadership Team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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1 Apologies

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

2 Leave of absence

Rakiura Herzhoff June – August 2022

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, 14 April 2022



Stewart Island/Rakiura Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the virtual meeting via Zoom on Thursday, 14 April 2022 at 8.45am.

PRESENT

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

APOLOGIES

Anita Geeson

IN ATTENDANCE

Community partnership leader – Karen Purdue
Committee advisor – Kirsten Hicks

1 Apologies

An apology for absence was received from Anita Geeson.
Moved Councillor Bruce Ford, seconded Gordon Leask and resolved
That the Stewart Island/Rakiura Community Board accepts the apology for non-attendance from Anita Geeson.

2 Leave of absence

Rakiura Herzhoff – June – August 2022
Aaron Conner – May 2022

3 Conflict of interest

7.6 Project scope confirmation – Rakiura Herzhoff declared an interest, and abstained from **discussions and resolutions relating to Golden Bay, Little Glory and Fred's Camp.**

4 Public forum

Simon Moir addressed the board regarding litter traps

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

Resolution

Moved Rakiura Herzhoff, seconded Aaron Conner and resolved

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 17 March 2022 as a true and correct record of that meeting.

Reports

7.1 Community update

Record No: R/22/3/12242

- Constable Stu Newton (New Zealand Police)
- Ren Leppens (Department of Conservation)

Resolution

Moved Cr Bruce Ford, seconded Deputy chairperson Steve Lawrence and resolved
That the Stewart Island/Rakiura Community Board:

- a) Acknowledges the attendance of representatives from community agencies

7.2 Community leadership report

Record No: R/22/3/12490

Community partnership leader Karen Purdue was in attendance for this item
Resolution

Moved Gordon Leask, seconded Aaron Conner and resolved
That the Stewart Island/Rakiura Community Board:

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

7.3 Operational report for Stewart Island/Rakiura Community Board

Record No: R/22/2/5422

Community partnership leader Karen Purdue was in attendance for this item
Resolution

Moved Gordon Leask, seconded Aaron Conner and resolved
That the Stewart Island/Rakiura Community Board:

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

7.4 Council report

Record No: R/22/3/12049

Councillor Bruce Ford was in attendance for this item
Resolution

Moved Councillor Bruce Ford, seconded Rakiura Herzhoff and resolved
That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titles "Council report" dated 5 April 2022.**

7.5 Chairperson's report

Record No: R/22/3/12247

Chairperson Jon Spraggon was in attendance for this report
Resolution

Moved Chairperson Jon Spraggon, seconded Aaron Conner and resolved

That the Stewart Island/Rakiura Community Board:

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

7.6 Project scope confirmation - 2022/2023 locally funded projects

Record No: R/22/2/6277

Mark Day (Community facilities manager) was in attendance for this report

Rakiura Herzhoff declared an interest, and abstained from discussions and resolutions
relating to Golden Bay, Little Glory and Fred's Camp.

Resolution

Moved Cr Ford, seconded Gordon Leask and resolved recommendations a) – c), with
changes to d) (as indicated with a ~~strike through~~) and a new e) (*as indicated*)

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 – **Fred's Camp wharf maintenance code P-10673**
 - ~~Stewart Island – Main wharf infill investigation project code P-10855.~~
- e) *Requests a new scope be circulated for the Stewart Island – Main wharf infill*

7.7 SIESA monthly report from PowerNet - March 2022

Record No: R/22/3/12549

Commercial infrastructure manager Stu O'Neill was in attendance for this report
Resolution

Moved Aaron Conner, seconded Rakiura Herzhoff and resolved

That the Stewart Island/Rakiura Community Board:

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

7.8 Style of meeting minutes

Record No: R/22/3/11860

Governance legal manager Robyn Rout was in attendance for this item

Resolution

Moved Councillor Bruce Ford, seconded Aaron Conner and resolved

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.

The meeting concluded at 11.30am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON 14 APRIL 2022

DATE:.....

CHAIRPERSON:.....

Community update

Record no: R/22/5/19916

Author: Kirsten Hicks, Committee advisor/customer support partner

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

Community partners:

- New Zealand Police
- 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.

Ulva Island wharf renewal

Record No: R/22/1/507

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 a recommendation from the Stewart Island/Rakiura Community Board to proceed with the renewal of the Ulva Island wharf at Bathing Bay based on the revised design.

Executive summary

- 2 In a report to the Stewart Island/Rakiura Community Board dated 29 June 2020 the board recommended to Council that:
 - d) **Recommends to Council the approval of unbudgeted expenditure of \$400,000 toward the renewal of the Ulva Island wharf, subject to a signed memorandum of understanding between the Hunter family and the Department of Conservation, guaranteeing access for a minimum of 20 years.**
 - e) **Recommends to Council that the unbudgeted expenditure in d) above be funded by the Stewart Island/Rakiura visitor levy, a loan ~~or a combination of the two.~~ and any other funding options.**
 - f) **Approves that the raising of the existing causeway be included in the 2021 – 2031 Long Term Plan as a project for investigation and construction towards the end beginning of the Long Term Plan period, on the proviso that an agreement be reached with the Hunter family.**
- 3 The subsequent report to Council on 27 August 2020 was approved subject to the above conditions.
- 4 The three conditions identified above have now been met.
- 5 A funding application was lodged with Ministry of Business, Innovation and Employment (MBIE) in April 2021 through the tourism infrastructure fund (TIF). This application for funding was successful.
- 6 MBIE require Council to have undertaken community consultation and have in place any consents that are required prior to entering into a contract for the release of the funding. Council is required to complete this piece of work by 31 March 2022.
- 7 With funding available staff have been able to undertake all of the due diligence that is required to provide a revised design that meets Council's legal and operational requirements.
- 8 Staff are now in a position to move this project forward and are seeking a recommendation from the Stewart Island/Rakiura Community Board to proceed with the renewal of the Ulva Island wharf at Bathing Bay based on the revised design.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Ulva Island wharf renewal” dated 30 May 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) Recommends to Council that staff proceed with the renewal of the Ulva Island wharf based on the current revised design at Bathing Bay and the disposal of the existing wharf at Post Office Cove.

Background

- 9 The Ulva Island wharf is currently located in Post Office Bay. The wharf provides commercial operators and recreational users the ability to disembark and embark to Ulva Island and is located on Council land.
- 10 A report commissioned by staff in 2014 identified the Ulva Island wharf as requiring immediate remedial work to make the structure fit for purpose for the next summer season. However, this was under the proviso that the wharf be replaced with a new structure.
- 11 The report also recommended that it was in Southland District Council’s best interest to investigate options for the facility and the site at Ulva Island, as any further maintenance expenditure may be uneconomical or any benefits short lived.
- 12 This project was first proposed in the 2019/2020 financial year with a budget of \$250,000 to be funded from the Stewart Island/Rakiura visitor levy. It was proposed at the time to be a like for like replacement.
- 13 Council staff have been working with the Stewart Island/Rakiura Community Board, the Stewart Island jetties subcommittee, stakeholders and the public to investigate options for its replacement.
- 14 A number of concept designs were proposed and consulted on. Rough order of cost was obtained for the concept designs. These indicated that the original budget would not be sufficient to complete the project.
- 15 At no point during the early part of the project was there any investigation done into Council’s legal and operational obligations associated with the proposed new wharf as there was no funding available to do this piece of work.
- 16 In 2019 staff, the Stewart Island/Rakiura ward councillor and WSP visited Ulva Island to look at potential alternative sites for the location of a wharf.

- 17 After the visit WSP were commissioned to prepare a business case that looked at alternative locations for the Ulva Island wharf. The report proposed that the preferred option would be at Bathing Bay. However, when the business case was presented to the Stewart Island/Rakiura Community Board they decided that the current location at Post Office Cove was still their preferred location for the wharf.
- 18 In a report to the Stewart Island/Rakiura Community Board dated 29 June 2020 the board recommended to Council that:
- d) **Recommends to Council the approval of unbudgeted expenditure of \$400,000 toward the renewal of the Ulva Island wharf, subject to a signed memorandum of understanding between the Hunter family and the Department of Conservation, guaranteeing access for a minimum of 20 years.**
 - e) **Recommends to Council that the unbudgeted expenditure in d) above be funded by the Stewart Island/Rakiura visitor levy, a loan or ~~a combination of the two~~, and any other funding options.**
 - f) **Approves that the raising of the existing causeway be included in the 2021 – 2031 Long Term Plan as a project for investigation and construction towards the end beginning of the Long Term Plan period, on the proviso that an agreement be reached with the Hunter family.**
- 19 The subsequent report to Council on 27 August 2020 was approved subject to the above conditions.
- 20 The memorandum of understanding (MOU) between the Department of Conservation (DOC) and the Hunter family enabling visitors to the island to transition from the jetty onto the island across this privately owned land has been renewed.
- 21 Council has a signed MOU with the Hunter family which states that “Southland District Council reserves the right to make the final decision on the design”.
- 22 Neither of these documents included any reference to the initial concept designs for the new wharf or a ‘like for like’ replacement.
- 23 With all three conditions complied with, staff had the authority to progress with the next steps that were identified in Council report. These were:
- **“provided the report is approved by Council, detailed design will commence along with consent application”**
 - **“Council staff will discuss with the Stewart Island/Rakiura visitor levy committee to look at options for providing funding to service a loan”.**
- 24 A funding application was lodged with MBIE in April 2021 through the tourism infrastructure fund (TIF). This application for funding was successful.
- 25 Paragraphs 15-17 meet the conditions set out in the report to Council on 27 August 2020.
- 26 Staff approached the Stewart Island Community Board chairperson at a meeting on 2 February 2021 to get approval to use some of the money held in the Stewart Island jetties business unit to undertake all of the due diligence that is required prior to entering into a contract with MBIE to draw down the money to start the project.

- 27 This has included:
- operational requirements
 - geotechnical report
 - land tenure information (boundary survey)
 - archaeological assessment
 - stakeholder consultation
 - ecological study
 - wave data information from a wave buoy.
- 28 It was through the due diligence process that staff were informed that the original concept would not meet Council's legal and operational requirements.
- 29 The design engineer that has been engaged to undertake the due diligence was able to incorporate this information to provide a wharf design that meets Council's operational and legislative requirements.
- 30 Staff presented this design to the Stewart Island/Rakiura Community Board on 11 October 2021 and the Hunter family representatives on 29 October 2021.
- 31 Staff and a councillor visited Ulva Island on 11 January 2022 to bring the chief executive and councillor up to date with the current situation in terms of the Ulva Island wharf proposal.
- 32 At a subsequent meeting with the Department of Conservation (DOC) on 27 January 2022 it was suggested that the location of the new wharf be revisited.
- 33 The proposal to review the location of the wharf location was discussed at the Project Control Group (PCG) on 28 January 2022 and subsequently presented to the Stewart Island/Rakiura Community Board at their workshop on 10 February 2022.
- 34 Additional due diligence has been undertaken to determine the feasibility of constructing a wharf at the alternative location, Bathing Bay.
- 35 Staff are now in a position to move this project forward and are seeking a recommendation from the Stewart Island/Rakiura Community Board to proceed with the renewal of the Ulva Island wharf at Bathing Bay based on the revised design.

Issues

- 36 The wharf was identified in a report from Emtech (2014) as being not fit for purpose and the remedial work that was undertaken was not a long-term solution. A renewal of this structure is overdue.
- 37 The revised design is not a like for like solution and there has been some negative feedback from some stakeholders.
- 38 There may be resistance to a resource consent application for anything other than a like for like replacement in Post Office Cove.
- 39 Resource and building consent will need to be lodged for the new wharf at Bathing Bay.

40 Funding for the connection to the DOC infrastructure has yet to be resolved but discussions are in progress to secure funding.

41 The future of the existing wharf and causeway may become controversial.

Factors to consider

Legal and statutory requirements

42 The existing resource consent will need to be reviewed and an application lodged with Environment Southland for the revised wharf design.

43 Building consents will be required for work associated with this project.

Community views

44 In 2017 staff commissioned Sandra James to engage with the Stewart Island/Rakiura community about the provision of wharfing on the island. The report concluded that the Ulva Island and Golden Bay wharves were seen as the most critical wharves for tourism/aquaculture but that the other wharves be kept for various other reasons.

45 Operators were interviewed by the design engineer to determine their operational requirements prior to the revised design being drawn. Six out of the ten operators interviewed raised health and safety concerns about the existing Ulva Island wharf.

46 Staff presented this design to the Stewart Island/Rakiura Community Board on 11 October 2021 and the Hunter family representatives on 29 October 2021 to discuss the progress of the Ulva Island project and in particular the reasons for the revised wharf design.

47 An additional follow up meeting was held with the Hunter family representatives on 3 December 2021 to discuss the points that had been raised in the meeting on 29 October 2021. They indicated at this meeting that if Council applied for a resource consent for the revised wharf design they would object to the application.

48 Staff met with DOC representatives on 8 December 2021 to update them on the current state of the Ulva Island project and the reasons behind the revised wharf design.

49 Staff recommended that the design engineer reconnects with the operators to discuss with them the revised design to determine if they believe it will meet their operational requirements. Staff approached the Stewart/Island Rakiura board chairperson on 18 January 2022 requesting permission to do this, however they were advised that this could not happen until after the next board meeting on 10 February 2022.

50 We recognise that this will be an important project that requires engagement with iwi, the community and interested stakeholders. Iwi have indicated that they will respond through the resource consent process.

Costs and funding

51 The total project budget is \$1,200,000. This project will be 50% locally funded and 50% MBIE funded.

- 52 MBIE require Council to have undertaken community consultation and have in place any consents that are required prior to entering into a contract for the release of the funding. Council is required to complete this piece of work by 31 March 2022.

Policy implications

- 53 The project has been approved through the Long Term Plan.

Analysis

Options considered

There were a number of options that were considered and they are as follows:

1. Do nothing.
 - This is not an option as the existing wharf has been identified as being no longer fit for purpose.
2. Like for like wharf replacement at Post Office Cove.
 - This is not an option as a like for like replacement will not meet Councils legislative or operational requirements.
3. Wooden compliant wharf replacement at Post Office Cove.
 - This option was discounted originally when proposed on the basis of the visual impact it would have on the cove, and advice from stakeholders that they would object through the resource consent process.
4. Floating pontoon wharf replacement at Post Office Cove.
 - This was staff's preferred option however, ensuing conversations with stakeholders identified resistance and a potential long drawn out resource consent process.
5. Floating pontoon wharf at Bathing Bay.
 - This is staff's preferred option however, it requires agreement in writing from DOC to construct the on-shore infrastructure to connect the wharf to their existing track network.
6. Removal of existing wharf and do not replace.
 - If no decision is made to replace the existing wharf it will be removed.

There are three options to consider and these are as follows:

- 54 Option 1 – Recommends to Council that staff proceed with the renewal of the Ulva Island wharf based on the current revised design at Bathing Bay and the disposal of the existing wharf at Post Office Cove.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • staff can proceed with the renewal of the wharf based on the current revised design of the project • adjoining land owners are in favour of this option. 	<ul style="list-style-type: none"> • Final funding of connecting track still to be secured.

<ul style="list-style-type: none"> a commitment from DOC has been received in support of the alternative location 	
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- 55 Option 2 – Recommends to Council that staff proceed with the renewal of the Ulva Island wharf based on the current revised design at Post Office Cove.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> staff can proceed with the renewal of the wharf based on the current revised design of the project. 	<ul style="list-style-type: none"> there has already been negative feedback in relation to the replacement at this location staff have been informed that there will be objections through the resource consent process. Still a large risk around the existing causeway and costs in the future.

- 56 Option 3 – Recommends to Council to make a decision to proceed with the renewal of the Ulva Island wharf based on the current revised design or not.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> staff can proceed with the renewal of the wharf based on the current revised design of the project. 	<ul style="list-style-type: none"> none identified.

- 57 Option 4 – Recommends to Council that the project is terminated and the wharf is demolished and removed.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> none identified. 	<ul style="list-style-type: none"> vessel landing access to the island will no longer be available.

Assessment of significance

- 58 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. There is a high level of public interest on the island around the development of the jetties. Community views are being considered through engagement with the community throughout this process. This decision is considered to be not significant.

Recommended option

- 59 Option 1 - Recommends to Council that staff proceed with the renewal of the Ulva Island wharf based on the current revised design at Bathing Bay.

Next steps

- 60 Present a report to Council for approval.

Attachments

There are no attachments for this report.

Community leadership report

Record no: R/22/5/20709

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.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Community leadership report” dated** 1 June 2022.

Attachments

- A Community leadership report [↓](#)
B Roving Museum Officer annual report [↓](#)



What's happening in your area

Stewart Island Visitor Levy

The amount available for allocation for the 2022 round was \$311,092 and there were nine applications received. The following allocations were made at the committee meeting on Friday 27th May:

Organisation	Allocation
Rakiura Heritage Trust	\$20,000
SIRCET	\$28,600 (each year for two years)
Stewart Island/Rakiura Community Board – Dundee Street Footpath	\$19,929 (each year for 10 years)
Stewart Island/Rakiura Community Board – Golden Bay Geotech survey	\$140,000
Stewart Island Health Committee/Future Rakiura	\$25,000
Stewart Island Lions – Butterfields Beach Community Project	\$3,000

This year the total allocation for 2022 was \$236,529.

Regional funding outcomes

The following organisations were granted funds at the SDC Community and Strategy meeting on Wednesday, 25 May.

Sport New Zealand Rural Travel Fund

- Central Southland College \$1,500
- Otautau Netball Club \$1,200
- Menzies College Netball Club \$1,500
- Fiordland College \$1,500
- Northern Southland College \$1,500
- Otara Pony Club \$1,200
- Te Anau Rugby Club \$1,200
- Winton Cricket Club \$1,500
- Winton Football Club \$1,000

District Initiatives Fund

- Lumsden Heritage Trust \$5,000
- Fiordland Trails Trust \$17,175

What's happening across the District?

Welcoming Communities

Rebecca McElrea, from McElrea Consulting will be holding workshops in Edendale, Winton, Te Anau, and for rangatahi, in early July to develop a welcoming plan for the District. A Zoom workshop is also planned for Stewart Island Rakiura. In addition, a survey will be sent to all residents.

Welcoming Communities recognises the fact that communities are healthier, more vibrant, happier and more productive when those new to the area are welcomed into the community.

A strong, vibrant community is one that enables all members of the community to participate in its economic, civic and social life.

Waikaia Forest Trails

Work to progress the establishment of a mountain bike network in the Waikaia Forest is ongoing.

This is a community led project that is being managed by the Waikaia Trails Trust with support from Council and the wider community. Further information, including a copy of their masterplan, can be found here; <https://www.waikaiaforesttrails.co.nz/plan>

TIF funding

In 2021 Council was successful with its applications to round five of the Tourism Infrastructure Fund. At that time the focus was primarily on supporting tourism areas particularly hard hit by the impacts of Covid-19. Council applied for bundles of projects for Manapouri and Te Anau and, following completion of design and consenting for a number of those, it is about to sign the final funding agreements with the Ministry of Business, Innovation and Employment. The projects in the applications included toilets, boat ramps, car park and walkway upgrades, and Otta Sealing Frasers Beach road.

Also approved in round five was the Ulva Island Wharf replacement and that project will likely be discussed by the community board and the council in reports to their June meetings.

Council made an application to round six of the TIF this year and at the time of writing it is yet to hear back about whether it has been successful with the Matariki and supporting infrastructure project that was proposed.

Roving Museum Officer Annual Report

Attached to this report is a copy of the Roving Museum Officer Jo Massey's annual report, detailing some of the work she has been doing over the past year at our museums around the district.

What's coming up?

Shaping our futures

We have believed for some time there is a need to have a Southland District set of goals for the future – what Southlanders want for Southland. This is something that can't be created by Council as it needs to come from our people. It's the next step after the community board plans, which lay out what the

community wants for itself. This project has loosely been called Together Murihiku 2050 and the overarching idea for it was approved by Council in 2020.

Recently we were approached by a community organisation called Shaping our Futures, which has been involved in creating visionary plans for communities in Central Otago – starting with Queenstown, and moving to Hawea, Glenorchy and more. After a conversation with staff, Shaping our Futures said it could get funding to carry out the Together Murihiku project, so Council could step back, support the project and not be seen to be leading it. Hopefully this will encourage more people to be involved.

Shaping our Futures was successful in getting Lotteries funding and is now about to start work on finding out what Southlanders want for their province. There will be community workshops across the district in July, online surveys and other opportunities to have your say, and then the group will go back to the community with the results, and the community makes the decision about what the key aspirations are.

Council can then use that information as the basis of the community outcomes for our long-term plan and for other planning, and the exciting part is that the information can be used by other agencies in their planning as well – government departments, NGOs etc.

Governance

2022 triennial Council elections

Staff are working with Electionz (Council's elections service provider) to prepare candidacy information booklets and candidacy information nights, to provide election protocols to staff and current elected members, and to prepare for nomination and voting processes.

Governance matters relating to community boards

Staff have received feedback from community boards on a number of governance matters (such as the timing and frequency of meetings, attending Council/committee meetings, the style of minutes, the content of agendas, chair meetings etc). Staff will analyse the feedback and report back to the boards with proposed next steps. Staff are going to include in the community leadership report, information about training opportunities for board members.

Conflicts of interest register

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

Community service awards

Staff are going to be working with community boards to facilitate the community service awards.

Strategy and policy

The Stewart Island/Rakiura Visitor Levy Bylaw and Policy

Hearings for the draft bylaw and policy were undertaken 27 April 2022, and Council deliberated on these at the Council meeting 11 May 2022. Council has endorsed raising the levy from \$5 to \$10 effective October 2023, and will raise the levy again in 2025 to \$15. Council will adopt the new policy and bylaw 22 June 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. The draft policy is scheduled to go to Council for adoption 22 June 2022.

TAB and Gambling Venue Policies

These draft policies were presented to Council 11 May 2022 and were approved to go out for public consultation from 13 May to 13 June 2022. Following consultation, hearings are scheduled for Council's meeting 22 June 2022.

Annual Plan

Work is progressing on the Annual Plan.-The draft Annual Plan is scheduled to be presented to the Finance and Assurance committee meeting on 15 June followed by the adoption of the Annual Plan by Council on 22 June.

Communications and engagement

As part of the community board health check, boards had identified that they needed assistance with getting information out to their communities about what they are doing. To help with this, communications staff will be in contact with the board chairs soon to set up a time that is suitable for the board to have a discussion about what communications they want to do, how they want to do them and when they want to do it.

Staff will then create an implementation plan for each board and will assist where needed. This implementation plan will be reviewed on a regular basis and will also feed into an overarching communications and engagement strategy for all community boards.

Stakeholder updates

Waka Kotahi

Winter is now just around the corner. We have installed another weather camera in Siberia near Athol, meaning we now have four weather cameras across Southland which we use alongside professional weather modelling to guide decision making for preventative winter processes.

A regular email is sent to stakeholders with expected weather forecasts and in the case of a weather event, regular updates are sent to this list throughout the day to help road users make effective decisions about driving conditions. If anyone would like to be added to this list, please email SNOCAdmin@southroads.co.nz with 'winter email' in the subject line.

During winter, we also have regular updates via our Facebook page www.facebook.com/HighwaysSouthNZ.

Now is a good time for our communities to get winter-ready for driving conditions. This includes ensuring wiper blades, lights and brakes are clean and working properly and tyres have sufficient tread. Road users should expect grit on highways over winter, especially in early mornings, and are reminded that weather conditions can change quickly. 0800 4 HIGHWAYS (0800 44 44 49) is a 24/7 number road users can report any concerns or issues on the road.

We are noticing a lot of road users driving with their lights off in early morning and early evening, and school children not wearing high visibility vests while walking or biking in the morning – both of which make them almost invisible in low light. We'd appreciate your support to get the message out regarding visibility and safety.

We are currently seeking resource consent to replace the culvert at Ram Creek at Josephville which is likely to be quite disruptive to road uses. This will be after winter and we'll update you with more details in the next report.

We will be replacing a culvert in Woodlands before the end of June.

Mooooving Day (as we like to call it) is coming up on 1 June. Just a reminder to communities to please ensure road user safety during this time and to clean up any mess left behind so this doesn't become a hazard for other road users.

Wandering stock continues to be of high concern across Southland. We're working on a video with NZ Police, FENZ and Federated Farmers to draw attention to the issue, but encourage those with farms fronting state highways to please ensure fencing is secure and effective.

RMO Annual Report



Alexander (Sandy) Robertson (1859-1944).

April 2021 – March 2022

Introduction

Since April 2021 RMO work was focused on smaller collection-based projects and on-going reporting along with involvement in local and regional heritage initiatives including Project ARK interspersed with the changes and challenges of Covid lockdowns and level changes.

From April through June 2021 an inventory of collections at Lumsden was begun along with some interim housing and triage and I worked with the Switzers (Waikaia) Museum Inc. on a collection registration issue, began a project on their extensive bottle collection for their 'bottle house' story and initiated a public New Zealand Archaeological Association (NZAA) lecture event in Waikaia in support of the early cemetery. This work along with finalizing an interactive for the memories room was continued later in the year and into 2022 as RMO operations and bulk storage was carried out from Waikaia from February 2022 because of Covid protocol restrictions.

From June 2021 I assisted with Project ARK registration documentation for Te Hikoi and was involved in discussions with the Ōraka Aparima Rūnaka around taoka/taonga cataloguing and digitization protocols through to March 2022. I researched and updated the Riverton Heritage Society on the significance of their founding 'George Lewis MacLachlan' collection (ongoing) and assisted Laurence Le Ber in the design of specialized arms storage.

From the middle of June, I assisted Otautau Museum with some collection housing and discussions regarding the resurgence and treatment of borer in Southland's museum collections were begun and a proposal to approach the issue regionally was discussed (ongoing).

2021 was intended to be a year of getting back in touch with museums that had not had the level of assistance that those undergoing redevelopments had and a visit was made to the Waikawa & Districts Museum Inc and a proposal to work with them on their collections for three days a week for several months was suggested. As this work was during the Winter some time was spent living in the area for health and safety reasons. In line with this not long after arriving at the museum a major hazard was identified by the RMO and dealt with and will lead to a resource for our museums as a refresher on some of the more common hazards in our generalized collections. Work at Waikawa was halted due to a lock down during which a few smaller projects such as the 'Māori Cloaks and textiles held by the Riverton Heritage Society Inc. (September 2021)' document was finalized.

Some of our smaller museums have struggled as their ability to fundraise in traditional ways have been curtailed and some volunteers have been hesitant about returning for a variety of reasons but many museums have taken up hardship grants when on offer and a few have even thrived with changing visitor types and/or increasing visitation as many Kiwis seek to get out and about within Aotearoa / New Zealand. One comment from a museum was that "we've had fewer visitors but a lot more donations".



The privately owned 'Small Central Southland Museum' in the old sub-station, Winton that is open by appointment at left and Shirley Walker (treasurer) and Mairi Dickson (chair) of the Switzers (Waikaia) Museum Inc. at right working on funding grant applications.

Bulk materials initiative

As RMO I have changed the way that I work with some museums and developed a 'Covid Plan' that will enable me to continue working with our volunteer-run museums for example working and distributing archival materials as required from Waikaia when I am not able to access the SDC Forth Street office or

archives. The bulk storage initiative was of advantage during this time as archival supplies became increasingly harder to get.



Most materials previously temporarily stored in the SDC archive building have been relocated to Waikaia.



Contactless deliveries during Covid Level 3 and materials temporarily stored in Waikaia.

During Covid Level 3 archival materials were not able to be delivered to my usual locations so they were temporarily delivered to a home address and distributed from there when/where possible as I was able to travel and work in isolation at times. There are still some delivery issues but access will be easier from the temporary location in Waikaia in varying levels of Covid / pandemic restrictions along with direct museum deliveries.

Otautau Museum

Suzie Best – Collection Manager at Otautau Museum has been engaged to carry out a cataloguing project on the collections of the Otautau Museum and as RMO I have been able to supplement materials they have already purchased for their project and to assist with the housing of collections and packing training for Otautau as the museum seeks to responsibly care for their local collections.

Other work that myself and Laurence Le Ber will be assisting with for Otautau Museum will be pest control and the set-up of their collection storage spaces over time. The Museum committee have undertaken major work on the building facing and dealing with the limitations of an older wooden building – in this case a courthouse that is also a listed building and I would like to acknowledge the work of the committee and in particular Chair Tania Beck.



The collection at Otautau Museum is not a large one but what is there will be well managed and housed/catalogued. Collection Manager Suzie Best has purchased materials for the housing of the collections through various grants and these will be supplemented by materials from the RMO Bulk Purchase initiative and assistance and advice over time provided by the RMO and conservator Laurence LeBer.

Otautau museum like several of our museums has an issue with borer beetle in its building fabric and with the collections being at risk Suzie has been tasked with removing the collections from the museum to a container so that the building can be fumigated while the collections are protected. Some items that may have active borer beetle damage have been wrapped and will be frozen as part of a regional approach to integrated pest management.

Waikawa Museum

In early June 2021 I had planned to start work at the Waikawa & Districts Museum. I had worked with them several years prior on the storage of their photograph collection and was to continue this work and identify other areas of need with regard to their generalised collection. However, the day I arrived a major hazard on display was identified.

Picric Acid – a highly volatile compound when degraded but previously used as a wound dressing turns up in our museum collections from time to time most often in medical kits from around 1915 and was on display at Waikawa as part of a WWI medical kit.

Around 2015 we had checked the collections of our small museum for this hazard but the tin on display read 'Picric Acid' and immediately I advised the volunteer on duty and they the committee of a need to take immediate action, calling the local fire brigade, ultimately closing the museum and the New Zealand Defence Force Explosive Ordnance Disposal unit based in Christchurch was called in to assess the situation and dispose of the substance safely.

The incident at Waikawa was one of several up and down the country as these identifications are often catalysts for identification clusters but has been a prompt for the RMO to begin work on a basic resource for our small museums on the main potential hazards in their collections. It is also intended that the RMO and conservator Laurence Le Ber visit each of the museums and check with them for any obvious hazards and carry out basic training and give guidance where required.

As RMO I would like to commend the volunteers of the Waikawa & Districts Museum for their action in dealing with this issue.



Picric acid in the form of a powder in a tin at right as part of a WWI medical kit visible on display at the centre of the photograph on the right. The fire brigade was called and the area cordoned off with the museum evacuated and shut until the issue was dealt with by the NZDF Explosive Ordnance Disposal unit based in Christchurch.

There was quite a bit of media attention around this incident and several other museums identified similar issues. A positive outcome was an interview with the RMO by the *Otago Daily Times* on our small museums with the RMO taking a reporter to Switzers Museum Waikaia to talk about work that is carried out by our museums and the RMO. The intention was to travel from Waikaia to Waikawa but the weather on the day precluded this. It is hoped however that further articles on our smaller mainly volunteer-run museums and their collections will result from this¹.

After this incident work was started on the photograph collections and also on the exterior storeroom collections. Waikawa has a significant generalised collection that is housed in a

¹ ODT 'Treasured Objects Hold Region's Stories' 28 August 2021 by Laura Smith.

conglomerate of wooden buildings and is a priority for the RMO with regard to assisting with collection care and packing.



Original photographs from the collections of the Waikawa & Districts Museum were housed and given locations and packing of the generalized collections in the exterior storeroom (lower left) begun.



Like many of our museums the Waikawa & Districts museum had to deal with decisions around access during Covid Levels that included reducing their opening times. The RMO intends to work with this museum increasingly if required as they like many others are challenged by rising operational costs and decreasing (hopefully temporary) and/or changing visitation.



Items such as this early French 'S.F.B. J. 60 Paris' bisque headed and varnished plaster-of-Paris articulated doll were given specialized housing.



Textiles currently on display at the Waikawa & Districts Museum Inc.

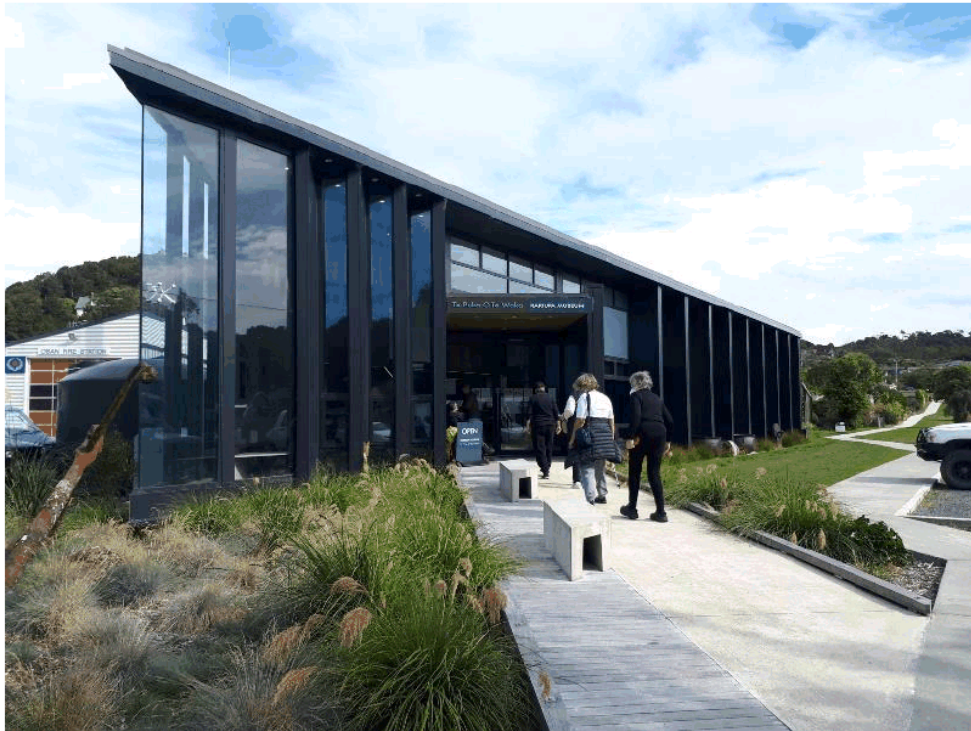
An area of particular interest to the RMO is the textile collections at the Waikawa & Districts Museum Inc. and it is intended that over time the cataloguing, storage and display of this significant collection can be improved. The RMO is looking at a regional approach to the treatment of some of the at-risk textile collections and items of significance.

Rakiura Museum

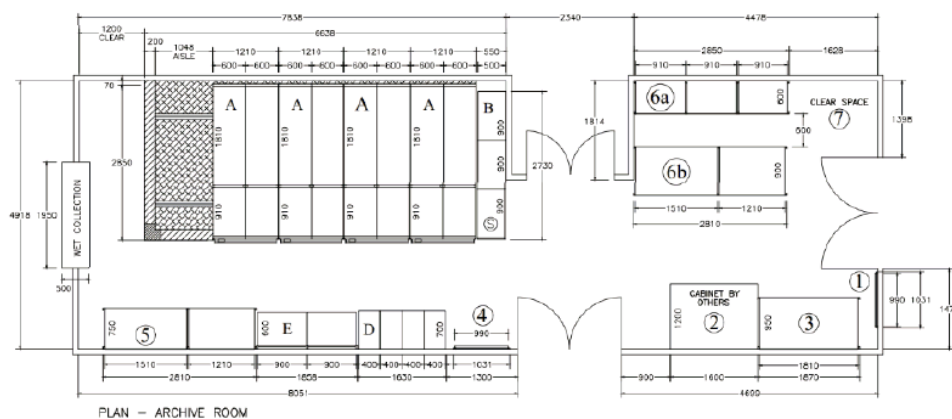
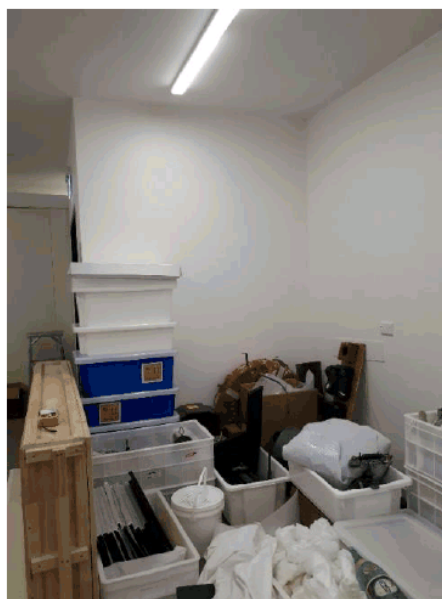
The collections of Te Puka o Te Waka / Rakiura Museum not on display (inside and/or outside) are now housed in the new museum storeroom with lockable compactable shelving units, vertical slot housing and textile and map bolster units, in the hazard cabinet purchased specifically for storage of their wet collections (along with any flammable or otherwise volatile chemicals) or in the adjoining collection preparation room.

The RMO has assisted the museum committee in planning additional shelving and storage units for the collections not already housed with the intention of visiting at a later date to train the volunteers so that they might continue packing their collections and to also assist with the move of any remaining collections into additional storage units purchased via grants from Community Trust South and the Southland Regional Heritage Committee along alongside their own funds.

This work was originally planned for the end of 2021 but with Covid and a need for the shelving installers to concentrate on Project ARK's Te Hikoi project this work was re-scheduled for early-mid 2022. The RMO visited Rakiura museum mid-late April to ensure that the way was clear for installation and the new shelving finally arrived at the end of April 2022. It will be installed in the next few weeks after which time the RMO will travel back to the island and finalise the storage for Te Puka o Te Waka / Rakiura museum.



The museum has benefitted from a great product, good governance and business planning, great weather with an increased domestic visitation resulting in excellent shop sales and door entry/donations. It is only one of two of the smaller museums in the Southland District to employ a staff member.



Visit www.hydestor.co.nz
for more information
(C) 2020 HYDESTOR

Hydestor plan for additional storage furniture at Te Puka o Te Waka / Rakiura Museum

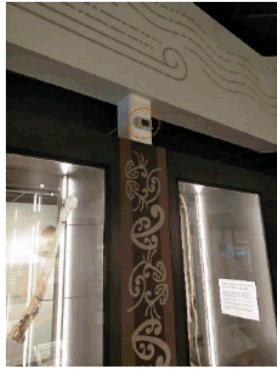
Some of the larger objects such as whale bones need to be lifted from the floor and will be housed on heavier duty units (6b in the above plan). Longer items such as whaling implements and agricultural tools can also be housed with some of them supported and suspended on racking with every space available being used. 'Cabinet of Others' (2) in the above illustration refers to a purpose-built Maori cloak storage unit that will be able to be moved from storage to display as required.



The collections have been housed in the new museum storeroom with lockable compactable shelving units on the left and vertical slot housing and textile and map bolster units.



The way has been cleared and powder coated metal shelving finally arrived at the end of April. They are now awaiting installment during May 2022 after which the RMO will assist in finalizing this storage project.



In-case (at left) and room environmental monitors installed at Te Puka o Te Waka, Rakiura Museum Stewart Island.

The museum redevelopment was a catalyst for the arrival of several significant collections and taoka/taonga via gift, long-term loan and deposit and I worked with Rakiura Museum on documentation for these negotiations. The RMO loaned the museum several environmental monitors so that they could meet the terms of their inward loan agreements but have now purchased their own room and in-case monitors.

Te Hikoi Museum

The RMO is currently working with people including Laurence Le Ber on integrated pest management for several of Southland's museums and on the regional borer issue – including how we deal with the material left at Wyndham and any other collection based 'object' treatments (e.g. picture frames already identified at Te Hikoi).

I have been working on an arms storage solution with Chair Stephen Bradshaw, Laurence Le Ber and Pip Harrison of Hydestor shelving solutions and on research around the George MacLauchlan WESA (Wallace Early Settler's) 'founding' collection.

As RMO I am also involved in the development of significance criteria for Project ARK along with iwi liaison discussions around collection management and the creation of any registration documentation with Project ARK and the RHS/Te Hikoi, e.g. as this is largely beyond the official remit of Project ARK to pack and digitise the collections.



De-installed archive 'supermarket' shelving outside Te Hikoi museum ready for pick up.

Archive shelving removed from the main storeroom at Te Hikoi was picked up by the RMO and Mairi Dickson with some transported to Otautau Museum and remainder taken to a secondary storage space at Switzers (Waikaia) Museum Inc. until required/space allows.

It is intended that this shelving be erected in the container at Otautau and also in their storeroom and/or other spaces under the guidance of Laurence LeBer as they work on the packing and storage of their collections and a smaller amount to the Waikaia Museum for their secondary storage space if possible. The RMO and Otautau and Switzers Museums are extremely grateful for Te Hikoi gifting this shelving to them and a big thank you to Mairi Dickson Chair of the Switzers (Waikaia) Museum Inc. for transporting it.

Switzers (Waikaia) Museum Inc.



The old gully or 'Chinese cemetery' as it is often called dates from the late 1860s – early 1880s. We know that over 40 non-Chinese are buried there along with several Chinese gold seekers. It is unknown however how many remain and ongoing work on Switzers story by the Waikaia community has been undertaken.

At the end of April 2021 there was an event by the New Zealand Archaeological Association (NZAA) held at Switzers Museum, Waikaia for New Zealand Archaeology Week.

This free public lecture entitled 'Life and Death in Colonial New Zealand: The Southern Settlers Cemetery' by Dr Peter Petchey and Professor Hallie Buckley was about archaeological investigations that they had undertaken at historical cemeteries to locate unrecorded burials and to learn more about the first generations of immigrant settlers.

The idea to host the event was a follow on from the successful NZAA Conference on Rakiura / Stewart Island in 2019 and a desire to know more about the old gully cemetery just out of Waikaia that we believe dates from around 1860 to 1880.

Their lecture/talk held in the research room of the Switzers Museum, Waikaia was attended by around 25 people and followed by a site visit to the old Switzers Cemetery where Peter and Hallie described how they decide where to excavate, the process of excavation and exhumation of burials, and the challenges they can encounter.

Switzers (Waikaia) Museum Inc. always innovative and responsive to their community while seeking opportunities outside of their area catered the event and provided transport to the site.



On site at the old gully cemetery Waikaia during the NZAA Week event on 27 April 2021. Three headstones remain with one belonging to a Chinese gold seeker, one to a child not yet a year old and one to a European gold seeker/settler. Several of the names associated with the cemetery are still associated with the town and the people want to ensure that this area is cared for.

The RMO was based at Waikaia assisting the museum committee in a collection transfer and beginning work on their bottle collection. Switzers (Waikaia) Museum Inc. intends to re-create the bottle story in the area attached to the bottle-house and work has begun by the committee on securing the bottle structure while the RMO has started inventorying the collection. After this initial work themes and stories will be developed and new displays planned and designed.

What began as a novelty for the community has become a comparatively significant icon and probably the last of its type (i.e. a bottle house that visitors can go into) in Australasia.



Part of the collection of approximately 1500 bottles in the Switzers Museum that will be processed leading toward exhibition planning in the bottle house (at left) and the range of visitors to the museum towards the end of their usual 'Winter' closing down period (at right).



A few of the 1500 bottles the RMO has started inventorying while based there during Covid level restriction periods for exhibition planning and collection management/rationalization purposes.

The museum's collection continues to grow with significant items coming in, for example medals that support the story of Alexander Robertson currently on display and several that relate to the Chinese mission story. Switzers tells a story of Chinese gold seekers in Waikaia but also has an interest in the missionaries that went to China at the turn of the 20th century.



Recent acquisitions area at the Switzers (Waikaia) Museum Inc. at left and Chinese incense burner reputed to be from the Waikaia Chinese gold seeking community at right. The Switzers (Waikaia) museum continues to receive significant material that aligns with their collection management policy and is evidenced by the museum's display themes.



Chinese composition boy doll in embroidered silk costume at left and image of Chinese missionary Agnes Jane Pownall at right.



Writing box given by missionary Agnes Jane Pownall to her god-daughter Pat Turnbull. There is a fan currently in the collections of the Switzers museum with the same design which illustrates late 19th – early 20th century Chinese/European souvenir trade origins.



Wattie Stirling's flying uniform at left and Mairi Dickson at right displaying the cap for ANZAC Day 2022.

One of the old Gully cemetery families cut ties with the area in August 2021 gifting a significant Victorian period 'hair work' and the uniform (including the flying suit) of Lancaster bomber pilot Flight Lieutenant Walter "Wattie" Stirling (DFC). Above left is Wattie's son Tup Stirling as he said his final goodbye to these items. Switzer's (Waikaia) Museum Inc. is honoured to look after these items and display Wattie's flying cap for ANZAC Day 2022. They are currently applying for SRH funding for a mannequin on which to display his flying jacket and other items may go in their pull-out drawer units.

Switzers (Waikaia) Museum Inc. - Memories room interactive

In the old Waikaia Museum pictures were displayed on the walls much as you see them in the homage to the old 'memories' room in the new museum below. However, the portraits had labels affixed to them telling you who they were and objects had labels below saying whom they were gifted or exhibited by. We decided that rather than this we would include a touch screen interactive that might perform a similar function but that could be added to with video, more images and additional information for those who might be interested.



We have used a Lenovo touch-screen with basic PowerPoint. A main front page with all of the portraits on the wall in the memories room can be navigated from by touching that image. Content can be updated by volunteers as required at no additional cost as all that is needed is an ability to use basic PowerPoint. Other PowerPoint interactives can be added at any time and the intention is to add one or two more of these units as 'labels' for the large display cases that hold multiple items that need stories added.



Alexander (Sandy) Robertson. Born in Morayshire, Scotland, 1859. Died Riverton, Southland, 1944. Collection of Switzers (Waikaia) Museum Inc.

We have put the interactive temporarily on the main desk as a user test and several people have made comment, suggested alterations or added content. For example, a family member contributed this to a portrait of Alexander (Sandy) Robertson:

"Rabbiter, bagpipe player, deer-hunter and general character. Sandy purchased two Royal Doulton whiskey jugs, one for each of his cousin's daughters on the occasion of their marriage. The younger girl married a Scotsman in 1924 and received her wedding gift at that time. The older daughter, much to Sandy's disgust, married an Englishman in 1920 and only received her wedding gift after his death in 1944! Sandy's parrot companion was a talker up until the day Sandy died after which he never said another word. True story."

Other

The Wyndham and Districts Historical Society are in the process of planning their museum redevelopment and have fundraised, carried out community engagement and interpretation planning. In August 2020 they had a forward planning workshop facilitated by Heritage consultant John Coster as a lead in to a feasibility study (now completed). I hope to reconnect with this group from mid-2022 as they seek to redevelop and resolve the issue of the storage and display of their significant collections.

In the last 6 months I have also attended a 'Collection Rationalisation' workshop (at Central Stories, Alexandra presented by Jane Leggett) and liaised with Judith Taylor on Collection management – rationalisation (deaccession and disposal), Nyssa Mildwaters (Tū Tonu – Otago/Southland regional 15-month initiative including Integrated Pest Management strategies and Hazard identification resources) and several proposed and new Roving Heritage role candidates as other areas seek to assist their area museums.

As with 2019 and 2020 my intention at the beginning of the year was to visit all of our smaller museums but this has been interrupted at various times by Covid levels. I briefly met with Thornbury museum whom are working on some great projects and hope to spend time with them in mid-late 2022 inventorying their 'Turnbull family' accession and looking for a display solution for their significant wool sample collection amassed by Derek Turnbull.



Part of the wool collection shown at right of the image as part of the Turnbull collection gifted to the Thornbury Museum.

I have recently been working with Pat Turnbull distributing items of relevance from her collection that were once part of her Tussock creek museum with items offered to Switzers (Waikaia), Te Hikoī, Rakiura and Thornbury (with its focus on Southland farming) museums as the Turnbull and Wild families had connections to all of these places.



Hand-sewn silk wedding overdress of Alice Turnbull (nee Wild) of Balmoral Station, Waikaka. As there is no museum in Waikaka it was decided that they remain in the Waikaka Museum. The Wild family were from Tihaka, Riverton. Collection of Switzers (Waikaka) Museum Inc.

Acknowledgements

I would like to acknowledge the Southland District Council for their continued support of this position and the Switzers (Waikaia) Museum Inc. in allowing me to temporarily store my bulk archival materials at their museum.

I would also like to recognize Community Trust South and the Southland Regional Heritage Committee in providing this opportunity for the smaller mainly volunteer museums around Southland through the establishment of the Roving Museums Officer position and their strategic approach that signals an ongoing commitment to the preservation of Southland's moveable cultural heritage (museums).

The ongoing assistance of Jim Geddes (professional supervisor) and Fran Mikulicic (SDC support) has also been greatly appreciated.

Finally, I would like to sincerely thank and acknowledge all of the volunteers/workers in Southland's smaller museums who continue to care for their community's heritage and share our 'Southland' stories.

Kia ora koutou,

Jo Massey - Roving Museum Officer (Southland Regional Heritage Committee)
April 2022

Mō tātou, a mō ngā uri kei te heke mai

For us, and, for the generations to come

Operational report for Stewart Island/Rakiura Community Board

Record No: R/22/4/15027

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:

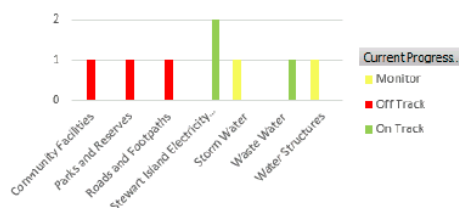
- a) **Receives the report titled "Operational report for Stewart Island/Rakiura Community Board " dated 25 May 2022.**

Attachments

- A Report to Stewart Island Community Board - operational report - 9 June 2022 [↓](#)



1. Projects within current financial year as at 18 May 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	BUDGET
COMMUNITY FACILITIES	P-10203	Rebuild Ulva Island jetty (wharf)	Business case phase	Off track	\$1,184,903
The community board will be presented a report at their meeting on 9 June 2022 requesting a recommendation to move this project forward.					
PARKS AND RESERVES	P-10965	Upgrade Bathing Beach track, Stewart Island	Delivery phase	Off track	\$7,941
The information board is being printed and will be installed as soon as it is ready.					
ROADS AND FOOTPATHS	P-10336	Install new streetlights on the waterfront in Oban, Stewart Island	Delivery phase	Off track	\$1,686
PowerNet advises that all the bollard lights are now operational. There may still be one defective cable but this is not part of the bollard project, and is considered a SIESA asset issue to resolve if this impacts the bollard lighting operations. Project will now be closed.					

Report to Stewart Island Community Board
9/06/2022

Southland District Council
Te Rohe Pōtae o Murihiku

P.O. Box 903
15 Forth Street
Invercargill 9840

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



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	BUDGET
STEWART ISLAND ELECTRICITY SUPPLY AUTHORITY	P-10632	SIESA transmission programme	Initiation phase	On track	\$120,000
This is progressing through the annual work programme.					
STEWART ISLAND ELECTRICITY SUPPLY AUTHORITY	P-10636	SIESA generation programme	Initiation phase	On track	\$86,000
This is progressing through the annual work programme.					
STORMWATER	P-10442	Stewart Island stormwater improvement – multiyear project	Business case phase	Monitor	\$157,601
The design has now been accepted. The project construction will be a carry forward to 2022/2023 and tie in with the extra 2022/2023 works to complete the project. All 2021/2022 materials will be purchased in this 2021/2022 financial year and should be on the island late May/ June. Construction will start once the materials are on site.					
WASTEWATER	P-10024	Effluent disposal compliance and capacity improvements Stewart Island	Pre-delivery phase	On track	\$266,601
The project is now underway and we are on track for an end of June completion.					
WATER STRUCTURES	P-10670	Golden Bay wharf - renewal investigation	Delivery phase	Monitor	\$200,000
Staff are waiting on an underwater structural assessment from Offshore and Coastal Engineering Ltd that will complete the due diligence, this will be presented in a report to the board in due course.					

3. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and wastewater services operation and maintenance	10/01 contract is continuing to run well on Stewart Island. No significant RFSs or SRs have been received that are outside of normal operation and maintenance scope. 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	Keri from the task force team has been to the island to tidy up the weather station garden, she will return to do the other overgrown gardens. Contract manager is to meet with SIRCET as this contract is due to end in June.



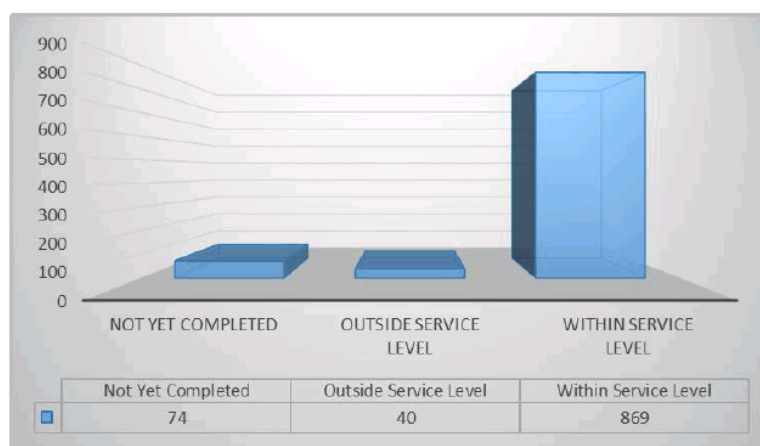
CONTRACT NAME	CONTRACT MANAGER COMMENTARY
17/01 – Foveaux Alliance	<p>RFSs for the month are at 25, which included the public holidays for Easter.</p> <p>340kms of grading has been completed for the month.</p> <p>860m3 of maintenance metal was spread for the month, slightly above last year's average \$/m3 overall.</p> <p>Noxious spraying continues to be a focus and auditing to ensure the product and activity is being effective.</p> <p>Plant, labour and materials prices are all on the rise, as well as fuel prices being unpredictable.</p>
Mowing	<p>The mowing continues to be monitored and areas mowed when requested.</p>

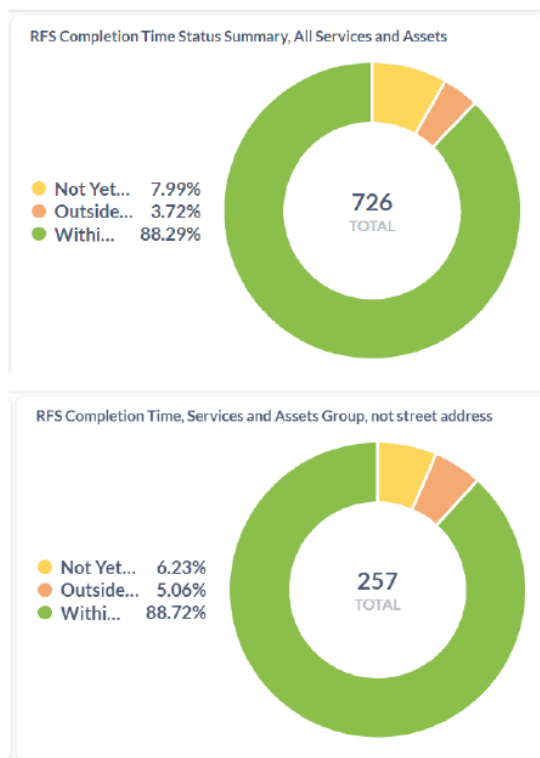
4. Request for service data 17 March 2022 – 15 May 2022



REQUEST TYPE	COUNT
Cemeteries/memorials - repairs and maintenance	1
Transport general enquiries	4
Water and waste general	2
TOTAL	7

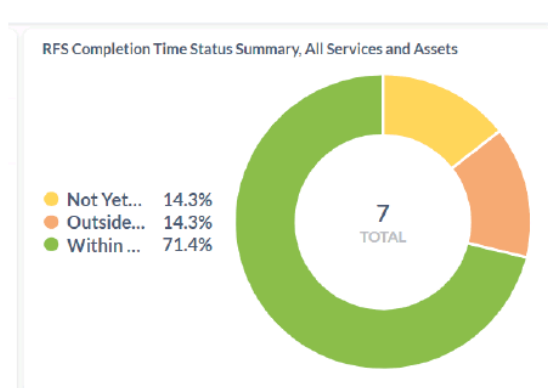
RFS count by completion time status – district





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





5. Local finance reporting

Stewart Island/Rakiura - Business Units as at 30 April 2022									
	Income			Expenses			Capital		
Business Unit	Actual YTD	Projection YTD	Projection Full Year	Actual YTD	Projection YTD	Projection Full Year	Actual YTD	Projection YTD	Projection Full Year
Community Leadership - SI			\$4,387	\$21,272	\$21,272	\$21,272			
Street Works - Stewart Island	\$947	\$947	\$2,822	\$2,416	\$2,381	\$2,841	\$1,045		\$17,686
Rubbish Collection- Stewart Is	\$83,915	\$83,741	\$101,193	\$70,000	\$83,907	\$100,688			
Refuse Collection - Stewart Is	\$16,420	\$16,394	\$19,673	\$14,379	\$16,394	\$19,673			
Cemetery - Stewart Island	\$8,729	\$8,715	\$10,458	\$17,067	\$20,623	\$22,367			
Beautification - Stewart Is	\$45,834	\$45,833	\$65,717	\$51,468	\$66,242	\$79,091			\$7,942
Moturau Gardens	\$13,076	\$14,326	\$17,191	\$6,654	\$14,441	\$17,191			
Traill Park	\$8,047	\$7,968	\$9,562	\$5,859	\$9,549	\$10,997			
Playground - Waterfront	\$6,250	\$6,250	\$7,500	\$10,159	\$16,160	\$19,392			
Stewart Island Jetties	\$32,782	\$31,557	\$705,508	\$132,692	\$138,431	\$165,673	\$165,769	\$258,830	\$1,284,903
Total	\$216,001	\$215,731	\$944,011	\$331,966	\$389,400	\$459,185	\$166,814	\$258,830	\$1,310,531

Income is \$216,001, \$270 above budget.

Expenditure is \$331,966, \$57,434 lower than budget. Rubbish collection is under budget \$13,907 due to the timing of invoicing for refuse costs (\$9,918) and no refuse bag purchases to date (\$5,492). Cemetery, beautification, Moturau Gardens and Traill Park are all under budget, due to some of the mowing contractors are invoicing a month in arrears. From May these will be accrued, which will remove a significant portion of the variance and better reflect actual costs incurred. The playground is \$6,001 under projection due to less maintenance being required to date. Stewart Island jetties are \$5,740 under budget due to lower than budgeted maintenance costs to date (\$18,116), this is offset by increased annual insurance premiums (\$15,234) and additional monitoring costs being required (\$3,647). Council approved the additional insurance costs in September 2021, and these are to be funded from either operational underspends or reserves.

Capital expenditure is \$166,814, which is \$92,016 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). Stewart Island jetties are \$93,301 lower than budget due to the timing of costs associated with the wharf renewal project to date. A report on this project will be presented to the board at their June 2022 meeting.

**Reserve balances**

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Stewart Island general	\$147,625	\$140,401	\$103,130
Stewart Island waste management	\$40,254	\$40,958	\$40,958
Stewart Island Jetties - general	\$27,948	(\$51,680)	-
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	\$265,572

Chairperson's report

Record no: R/22/5/19923

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 the activities that the chairperson has been involved with since the previous meeting.

1. **Visitor Levy** – presented the Board's submission to council in regard to changes to the visitor levy. The levy will increase to \$10 in 2023, and to \$15 in 2025. As board members we will need to keep alert to the use the levy monies are utilised for.
2. **Sanford Salmon fund allocations** – I travelled to Invercargill to meet as a member of the Sanford 10c a salmon allocations committee. A large number of Island groups, together with a large number of Bluff groups applied this year, making the allocations process quite difficult. This fund financed by Sanfords has been very positive for both communities, and it is hoped that this will continue in future years.
3. **Bathing Beach sign** – Finally a decision has been made on the Bathing Beach sign, after many years of delays. It will be great to get it into place.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled "Chairperson's report" dated 24 May 2022.**

Attachments

There are no attachments for this report.