



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

Date: Thursday, 13 June 2024
Time: 9.45am
Meeting room: Stewart Island Pavilion
7 Ayr St, Stewart Island

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

Chairperson	Aaron Conner
Deputy chairperson	Aaron Joy
Members	Mike Douglass Rakiura Herzhoff Daniel Meads Andrea Young Cr Jon Spraggon

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

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.

Community board terms of reference

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

	<ul style="list-style-type: none"> a) promote the social, economic, environmental and cultural well-being of local communities b) monitor the overall well-being of local communities. <p>Community leadership</p> <ul style="list-style-type: none"> a) to provide leadership to local communities on the strategic issues and opportunities that they face b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations. <p>Engagement and relationships</p> <ul style="list-style-type: none"> a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community. <p>Advocacy</p> <ul style="list-style-type: none"> a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities⁽ⁱ⁾ if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally). <p>Local activities</p> <p>For local activities⁽ⁱⁱ⁾</p> <ul style="list-style-type: none"> a) recommend to Council levels of service⁽ⁱⁱⁱ⁾ and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process b) recommend to Council rates, user charges and fees to fund local activities
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	<ul style="list-style-type: none"> c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000 d) recommend to Council or a relevant committee unbudgeted capital expenditure e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service f) support the development of local management plans where required by statute or in support of the district plan, or other plans (reserves, harbours, or other community facilities). <p>These plans should then be recommended to Council. There are times when local management plans^(iv) should not be developed</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> a) provide comment on resource consent applications referred to the community board for comment b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback d) provide input into regulatory activities not otherwise specified above, where process allows e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.
DELEGATIONS	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity. <p>1) Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers^(v).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified) b) to develop local community outcomes that reflect the desired goals for their community or place.

	<p>Community board plans</p> <p>a) Regularly review and update the community board plan to keep the plan relevant.</p> <p>Decisions on locally funded assets and services</p> <p>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</p> <p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p>Unbudgeted expenditure</p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan</p> <p>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</p> <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation^(vi) of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p>

	<p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>

- (i) **District activities include:**
- a) community leadership at a district level (including district community grants)
 - b) wastewater
 - c) waste services
 - d) water supply
 - e) district open spaces (parks and reserves)
 - f) roading
 - g) district community services (library services, cemeteries, community housing and heritage/culture)
 - h) district community facilities (public toilets, library buildings, offices and amenity buildings)
 - i) environmental services (building services, resource management, environmental health, animal services, emergency management)
 - j) stormwater
 - k) corporate support services

- (ii) **Local activities include:**
- a) community leadership at a local board level (including local community grants)
 - b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
 - c) water facilities (boat ramps, wharves, jetties and harbour facilities)
 - d) local open spaces (parks and reserves, playgrounds and streetscapes)
 - e) parking limits, footpaths and streetlights
 - f) Te Anau/Manapouri Airport (Fiordland board)
 - g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
 - h) for the above two local activities only
 - i) recommend levels of service and annual budget to Council or a relevant committee
 - j) monitor the performance and delivery of the service
 - k) naming reserves, structures and commemorative places
 - l) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
 - m) naming roads
 - n) authority to decide on the naming for public roads, private roads and rights of way
 - o) assisting 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.
- (iii) Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.
- (iv) Local management plans should not be developed where powers:
- a) have been delegated to Council staff
 - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
 - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
- (v) Local Government Act 2002, s.53
- (vi) A preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.
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1 Apologies

Apologies were received from Rakiura Herzhoff and Andrea Young.

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 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."**

5 Confirmation of minutes

5.1 Meeting minutes of Stewart Island/Rakiura Community Board, 11 April 2024

5.2 Meeting minutes of Extraordinary Stewart Island/Rakiura Community Board, 09 May 2024

6 Public participation

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.



Stewart Island/Rakiura Community Board

OPEN MINUTES

Unconfirmed

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Stewart Island Pavilion, Ayr St, Oban on Thursday, 11 April 2024 at 8.45am (8.45am – 10.05am)

PRESENT

Chairperson	Aaron Conner	
Deputy chairperson	Aaron Joy	
Members	Mike Douglass	
	Rakiura Herzhoff	(via Teams)
	Councillor Jon Spraggon	

APOLOGIES

Daniel Meads
Andrea Young

IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue

1 Apologies

Apologies for non-attendance were received from Daniel Meads, and Andrea Young.

Moved Councillor Jon Spraggon, seconded Mike Douglass and resolved:
That the Stewart Island/Rakiura Community Board accepts the apologies for non-attendance from Daniel Meads and Andrea Young.

2 Leave of absence

Rakiura Herzhoff requested leave of absence from 1 June to 15 September 2024.

Moved Mike Douglass, seconded Deputy Chairperson Aaron Joy and resolved:
That the Stewart Island/Rakiura Community Board accepts the leave of absence request from Rakiura Herzhoff.

3 Conflict of interest

There were no conflicts of interest declared.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Resolution

Moved Mike Douglass, seconded Cr Jon Spraggon and resolved:

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 15 February 2024 as a true and correct record of that meeting.

That the Stewart Island/Rakiura Community Board confirms the minutes of the Extraordinary meeting held on 22 February 2024 as a true and correct record of that meeting.

6 Public participation

There was no public participation

REPORTS

7.1 COMMUNITY UPDATE

RECORD NO: R/24/3/22953

THERE WAS NO COMMUNITY UPDATE.

RESOLUTION

MOVED CR JON SPRAGGON, SECONDED RAKIURA HERZHOFF AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) ACKNOWLEDGES THE NON-ATTENDANCE OF REPRESENTATIVES FROM COMMUNITY AGENCIES AT THE MEETING.

7.2 COMMUNITY BOARD REPORTING

RECORD NO: R/24/3/23692

COMMUNITY PARTNERSHIP LEADER KAREN PURDUE WAS IN ATTENDANCE FOR THIS REPORT.

MATTERS DISCUSSED INCLUDED:

- HORSESHOE BAY TRACK PROGRESS – THE STAGE FROM MILL CREEK TO ABOVE BUTTERFIELD BEACH IS NOW COMPLETED, AND ALREADY IT IS BEING WELL USED. THERE ARE STILL SOME FUNDS REMAINING. DISCUSSION IS ONGOING ABOUT THE NEXT STAGE AND THE BOARD IS ADAMANT THAT THEY WISH TO AVOID THE TWO ROAD CROSSINGS SUGGESTED. A CONSULTANT WILL INVESTIGATE OPTIONS
- VISITOR LEVY – NUMBERS OF VISITORS HAVE INCREASED, AND THE LEVY INCREASED TO \$10 IN OCTOBER 2023. GREAT SOUTH HAS NO FUNDING FOR THE VISITOR SURVEY THEY HAVE PREVIOUSLY UNDERTAKEN
- SPATIAL PLANNING – THIS PROJECT IS PROGRESSING, AND THE BOARD IS HOPEFUL THAT STEWART ISLAND WILL BE INVOLVED
- LONG TERM PLAN (LTP): THIS HAS BEEN EXTENDED BY THREE MONTHS. IT IS EXPECTED THAT CONSULTATION WILL TAKE PLACE MAY – JUNE, SUBMISSIONS WILL BE HEARD IN JULY AND IT IS HOPED THAT THE PLAN WILL BE ADOPTED AT THE COUNCIL MEETING ON 24 AUGUST 2024
- HOLIDAY PROGRAMME – THIS WAS WELL SUPPORTED LOCALLY. MEMBERS WONDERED IF DATA WAS AVAILABLE SHOWING WHAT PERCENTAGE OF ATTENDEES WERE LOCAL CHILDREN AS OPPOSED TO VISITORS
- REQUESTS FOR SERVICE (RFS): THE BOARD MEMBERS QUESTIONED THE ACCURACY OF THE NUMBERS GIVEN, ESPECIALLY IN RELATION TO WATER AND WASTE ISSUES. THIS IS POSSIBLY DUE TO THE WAY THE REQUESTS ARE CATEGORISED
- ADDITIONS TO THE TRACKER PORTION OF THE REPORT – MEMBERS ASKED THAT IT INCLUDE UPDATES ON THE GOLDEN BAY PROJECT, AND AN UPDATED TOTAL OF THE VISITOR NUMBERS.

RESOLUTION

MOVED MIKE DOUGLASS, SECONDED CR JON SPRAGGON AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “COMMUNITY BOARD REPORTING” DATED 28 MARCH 2024.**

7.3 COUNCILLOR UPDATE

RECORD NO: R/24/3/23067

COUNCILLOR JON SPRAGGON WAS IN ATTENDANCE FOR THIS REPORT.

MATTERS DRAWN TO THE ATTENTION OF THE BOARD INCLUDED:

- RATES RELIEF REQUEST BY A RATA STREET PROPERTY OWNER – COUNCIL SUPPORTED THE ACTION UNDERTAKEN BY STAFF
- DRAFT SPEED MANAGEMENT PLAN HAS NOW BEEN ADOPTED, WHICH WILL RESULT IN A 30KM LIMIT IN THE VILLAGE CENTRE
- ULVA ISLAND WHARF DISCUSSIONS ARE UNDERWAY WITH THE LAWYERS. ONCE THINGS HAVE BEEN SETTLED, THE FAMILY PLAN TO MEET WITH OPERATORS
- ENERGY UPDATE – SLOW PROGRESS AS THE FUNDING IS NOT YET THROUGH FROM MBI. THERE ARE THREE INTERESTED PARTIES AWAITING INSTRUCTION.

RESOLUTION

MOVED CR JON SPRAGGON, SECONDED MIKE DOUGLASS AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “COUNCILLOR UPDATE”.**

7.4 FINANCIAL REPORT FOR THE PERIOD ENDED 29 FEBRUARY 2024

RECORD NO: R/24/3/24449

COMMUNITY PARTNERSHIP LEADER KAREN PURDUE WAS IN ATTENDANCE FOR THIS REPORT.

MEMBERS NOTED THAT THIS REPORT COVERS SIX MONTHS AND ALTHOUGH IT APPEARS THERE HAS BEEN AN UNDERSPEND IN OPERATING EXPENSES, THE BUSY TIME OF YEAR IS NOW APPROACHING.

RESOLUTION

MOVED DEPUTY CHAIRPERSON AARON JOY, SECONDED MIKE DOUGLASS AND
RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “FINANCIAL REPORT FOR THE PERIOD ENDED
29 FEBRUARY 2024” DATED 27 MARCH 2024.**

7.5 PROPOSED REGIONAL CLIMATE CHANGE STRATEGY CONSULTATION

RECORD NO: R/24/3/22959

ROCHELLE FRANCIS, CLIMATE CHANGE LEAD, ENVIRONMENTAL PLANNING WAS PRESENT
FOR THIS REPORT.

THE BOARD NOTED THE PURPOSE OF THIS REPORT WAS TO PROVIDE INFORMATION ABOUT
CONSULTATION ON THE PROPOSED REGIONAL CLIMATE CHANGE STRATEGY FOR
MURIHIKU SOUTHLAND (PROPOSED STRATEGY).

MEMBERS OF THE PUBLIC ARE ASKED TO PROVIDE FEEDBACK ON THE PROPOSED
STRATEGY’S ASPIRATIONS INCLUDING A REGIONAL NET ZERO GOAL, AND TO INDICATE
WHICH CLIMATE CHANGE IMPACT THEY ARE MOST CONCERNED ABOUT. THEY ARE ALSO
INVITED TO PROVIDE ANY OTHER COMMENTS REGARDING THE PROPOSED STRATEGY
AND/OR SOUTHLAND COUNCILS’ **RESPONSES TO A CHANGING CLIMATE**. THIS IS STAGE
ONE, STAGE TWO WILL PRODUCE AN ACTION FRAMEWORK. THERE WILL BE A REGIONAL
PLAN, BUT EACH COUNCIL WILL DEVELOP THEIR OWN CLIMATE ACTION PLANS

RESOLUTION

MOVED MIKE DOUGLASS, SECONDED DEPUTY CHAIRPERSON AARON JOY AND
RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “PROPOSED REGIONAL CLIMATE CHANGE
STRATEGY CONSULTATION”.**

7.6 CHAIRPERSON'S REPORT

RECORD NO: R/24/3/23074

CHAIRPERSON AARON CONNER PRESENTED THIS REPORT.

MATTERS DISCUSSED INCLUDED:

- RECYCLING REVIEW – WASTENET IS CURRENTLY REVIEWING RECYCLING PROTOCOLS.
ALTHOUGH STEWART ISLAND IS NOT IN THEIR CATCHMENT, IT IS INTERESTING TO SEE

WHAT WILL RESULT ON A DISTRICT LEVEL. THERE WAS A RESPONSE TO THE BOARD'S REQUEST FOR AN UPDATE ON WHAT CAN BE RECYCLED LOCALLY, WHICH WAS PUBLISHED IN THE STEWART ISLAND NEWS (SIN)

- LONNEKERS TREES – ALTHOUGH THERE ARE FINANCIAL CONSTRAINTS, THE BOARD CONSIDERS WORK ON THESE TREES TO BE A HEALTH AND SAFETY ISSUE, AND AN ACTION PLAN NEEDS TO BE DEVELOPED. FUNDING STREAMS NEED TO BE EXPLORED
- TRAILL PARK – STAFF ARE CURRENTLY INVESTIGATING THE STATUS OF THE BACK ROOM IN THE PAVILION. THERE IS NO ACTIVE LEASE FOR THIS AREA
- **CHAIRS' MEETING** – THE MOST RECENT MEETING DISCUSSED SPATIAL PLANNING, WHICH WOULD BE VERY USEFUL INFORMATION FOR FUTURE PLANNING EXERCISES
- ISLAND CHAIRS MEETING (VIA TEAMS)- THIS INVOLVED THE CHAIRS FROM WAIHEKE ISLAND, GREAT BARRIER AND THE CHATHAMS. EACH COMMUNITY SEEMS TO BE FACING SIMILAR ISSUES, ALTHOUGH IT DOES APPEAR THAT THE STEWART ISLAND/RAKIURA COMMUNITY IS MORE SUPPORTED. THE COSTS OF FINANCING BOARDING SCHOOL FEES WAS A DISCUSSION POINT
- SPRAYING IS REQUIRED IN MANY PLACES BUT POSSIBLY IT IS TOO LATE IN THE SEASON. SOME AREAS HAVE NOT BEEN SPRAYED FOR 18 MONTHS. MEETING WITH STAFF TO DISCUSS LEVELS OF SERVICE
- COMMUNITY MEETING – THIS IS PLANNED FOR TUESDAY 23 AND SEVERAL GROUP MANAGERS AND THE MAYOR WILL BE ATTENDING.

RESOLUTION

MOVED CR JON SPRAGGON, SECONDED MIKE DOUGLASS AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT TITLED **"CHAIRPERSON'S REPORT"**.

7.7 NEXT MEETING

RECORD NO: R/24/3/23071

KIRSTEN HICKS (COMMITTEE ADVISOR) WAS PRESENT FOR THIS REPORT.

MEMBERS WERE REMINDED THAT THE NEXT SCHEDULED MEETING OF THE BOARD WILL BE ON THURSDAY 13TH JUNE. HOWEVER, THE WORKSHOP SCHEDULED FOR 9 MAY HAS NOW BEEN CHANGED TO A MEETING SO THE APPLICATIONS FROM THE BOARD TO THE VISITOR LEVY FUND CAN BE RESOLVED. MORE INFORMATION WILL BE SENT TO THE BOARD WHEN THESE ARRANGEMENTS HAVE BEEN FINALISED .

RESOLUTION

MOVED MIKE DOUGLASS, SECONDED DEPUTY CHAIRPERSON AARON JOY AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT TITLED **"NEXT MEETING"**.

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- B) CONFIRMS THAT THE NEXT MEETING OF THE STEWART ISLAND/RAKIURA COMMUNITY BOARD WILL BE HELD AT 9.45AM ON THURSDAY 13 JUNE 2024, AT THE PAVILION, 7 AYR STREET, STEWART ISLAND

The meeting concluded at 10.05am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE STEWART ISLAND/RAKIURA COMMUNITY BOARD HELD ON THURSDAY 11TH APRIL 2024

DATE:.....

CHAIRPERSON:.....



Extraordinary Stewart Island/Rakiura Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Extraordinary Stewart Island/Rakiura Community Board held in the Library, 10 Ayr St, Stewart Island, Oban on Thursday, 9 May 2024 at 7:00pm (7.00pm – 7.05pm).

PRESENT

Chairperson	Aaron Conner
Deputy chairperson	Aaron Joy
Members	Mike Douglass
	Rakiura Herzhoff
	Daniel Meads
	Andrea Young
	Councillor Jon Spraggon

APOLOGIES

IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Public participation

There was no public participation

Reports

6.1 Stewart Island/Rakiura Community Board - Application to the Stewart Island/Rakiura Visitor Levy Fund 2024

Record No: R/24/4/29318

Community partnership leader Karen Purdue was in attendance for this report.

The purpose of this report is to seek approval from the Stewart Island Rakiura Community Board to submit a funding application to the Stewart Island Rakiura Visitor Levy Fund to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park, from the 2024 funding round.

Executive summary

The Stewart Island/Rakiura Visitor Levy Fund is available for projects that meet the following criteria:

- ☒ activities and facilities used by, or for the benefit of, visitors to Stewart Island;
- ☒ activities and facilities that mitigate the adverse effects of visitors on the environment of Stewart Island.

The project is to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park. This project is part of the Golden Bay masterplan.

Applications close on Friday 10th May 2024. The concept designs and final estimate of costs, in support of the application are not yet completed.

Staff are therefore seeking approval for the board to delegate authority to the board chair to approve the concept designs and final estimate of costs for attachment to the application.

The application is requesting funding up to \$200,000.

Resolution

Moved Deputy Chairperson Aaron Joy, seconded Daniel Meads and resolved:

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board - Application to the Stewart Island/Rakiura Visitor Levy Fund 2024” dated 1 May 2024.**
- 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 the submission of an application for up to \$ 200,000 to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park.
- e) Delegates authority to the board chair to approve the concept designs and final estimate of costs for attachment to the application.

The meeting concluded at 7.05pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON THURSDAY 9 MAY
2024

DATE:.....

CHAIRPERSON:.....

Community update

Record no: R/24/5/34530

Author: Kirsten Hicks, Committee advisor/customer support partner

Approved by: Rachael Poole, Committee advisor

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Acknowledges the attendance of representatives from community agencies at the meeting.

Attachments

There are no attachments for this report.

Community board reporting

Record no: R/24/5/33169

Author: Karen Purdue, Community partnership leader

Approved by: Sam Marshall, Group manager customer and community wellbeing

☐ Decision

☐ Recommendation

☒ Information

Purpose

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

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Community board reporting” dated 6 June 2024.**

Attachments

- A Stewart Island Rakiura community leadership report - 13 June 2024 [↓](#)
- B Stewart Island Rakiura operational report - June 2024 [↓](#)



What's happening in your area

Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Stage 2 Horseshoe Bay Road- Butterfield Beach Track	\$278,000	Construction has been completed for stage one and two. Investigations into stage three are underway.

What's happening across the district

Te Hikoi – Art Challenge 2024

In 2023 Te Hikoi Museum in Riverton held its inaugural Art Challenge thanks to funding from Creative Communities NZ, which is administered by Southland District Council. This year the challenge is back again thanks to funding from Creative Communities NZ. Artists anywhere are invited to view the museum's collection online and use it as inspiration to create any work of art (paintings, photography, pottery, carvings, sculpture, creative writing, music, textiles etc). The process includes artists submitting an expression of interest form so Te Hikoi can engage with experts and provide advice on cultural sensitivity around their concept. Entries are due by 23 August 2024, with the exhibition showing the art work alongside the object of inspiration to be held September – October 2024. Last year 21 art works, provided by professionals alongside first-time exhibitors, from as far away as Australia, provided around 400 visitors a delightful experience of seeing history inspire art. The museum is asking people to spread the word and encourage people to embrace the challenge over winter, with all the relevant information to be found on www.tehikoi.co.nz.

Get a Life | Get Southland campaign

Great South have launched a new initiative aimed at attracting professionals and their families to consider Southland as an exceptional destination for both work and lifestyle.

The campaign includes a toolbox for businesses and links to job vacancies in the South.

More information can be found here <https://getalife.nz/>

Community funding

Community Partnership Fund

The next funding round closes on 31 October 2024.

Other funding opportunities

The following funding was granted for the March 2024 funding rounds:

Sport NZ Rural Travel Fund

Fiordland College	\$1,500
Central Southland College	\$1,500
Takitimu United Netball Club	\$400
Winton Football Club	\$1,000
Menzies College Netball Club	\$1,500
Northern Southland College	\$1,500
Mossburn School	\$1,000
Netball Fiordland	\$1,000

District Initiatives Fund

Citizens Advice Bureau Invercargill	\$5,000
The South Island Branch of Muscular Dystrophy Assn	\$2,000
Royal NZ Plunket Trust	\$4,000
Amateur Radio Emergency Communications Southland	\$12,000
Southland Land Search & Rescue	\$11,000
Otago Museum Trust Board	\$8,946

Creative Communities Scheme

The Glow Show Company: Bad Jelly the Witch production in Te Anau	\$3,000
Cathy Irons – Douce Ambiance: Jazz, classical and folk quartet concerts in Riverton and Te Anau	\$1,500
Folkinfusion: Children's ukelele workshop followed by an evening concert on Rakiura Stewart Island	\$1,000
The Lodge 223: Bringing Arts on Tour "Red Heavens" show to Waikaia	\$500
Manapouri Art Group Incorporated: Weekend art workshop with Gore artist Julie Duncan	\$1,234

Te Hikoi (Riverton Heritage Museum and Tourist Centre Trust): Artist Challenge 2024 – a creative challenge and exhibition	\$2,660
Toi Rakiura Arts Trust: Series of eight workshops held by a variety of artists on Rakiura between April and September 2024	\$3,000
Rakiura Dance – Karin Lewis: Two weekend workshops on Rakiura for children aged 3.5-13 years with Jess Henwood from Fiordland Dance	\$1,472
Te Anau Waitangi Charitable Trust: Performance of Nga Herenga Waka group at Te Anau Waitangi Day Festival 2025	\$3,000
Wahine Waveriders: Making of a micro surf documentary celebrating wahine surfers of Southland with a focus on Pou family of Riverton to enter into multiple film competitions	\$2,000

The Ohai Railway Fund committee met to allocate the March 2024 round of funding on Friday 7 June.

All application forms are on the SDC website: <https://www.southlanddc.govt.nz/council/funding-and-grants/> or email funding@southlanddc.govt.nz

Council department updates

Governance

Staff are busy on a number of work streams including:

The representation review - As you will be aware, representation review work has been delayed slightly to work around the altered long term plan timetable. Staff will now present a report to Council in June outlining general feedback received about representation in the District and feedback received about four representation options. The report will also outline what will be presented to Council as the initial proposal. It is anticipated Council will adopt an initial proposal on 17 July, it will be consulted on through August, and a final proposal will be endorsed in October. A final decision on representation will be made by the Local Government Commission by 10 April 2025.

Pecuniary and other conflicts of interests – staff are compiling the register of elected members' interests and this will be circulated to elected members prior to it becoming publicly available on Council's website.

A governance guide – staff are preparing a guidance document relating to Great South.

Reviewing the report template for meetings – staff are still reviewing the template used to produce reports for formal meetings. There is still a chance to provide feedback on the current template - please email michal.gray@southlanddc.govt.nz or let your community partnership leader know if you have any suggestions or comments.

Akona learning platform – we encourage you to use this learning tool – there are currently sessions/modules available on:

- governance – focusing on the big picture
- navigating local government meetings
- managing conflicts of interest

- engaging with your local community
- remuneration and tax for elected members
- and there are also videos and articles available.

Strategy and Policy

Bylaw review

The Dog Control Bylaw and the Freedom Camping Bylaw are both coming up for review and the Strategy and Policy Team would like to hear from the board about whether or not they would like their team to run workshops with the board on either or both of these bylaws.

The purpose of the workshops will be to receive initial comments, understand local issues and discuss potential solutions.

The Dog Control Bylaw came into force on 29 August 2015 and the Freedom Camping Bylaw came into force on 12 December 2015. Councils are required to review existing bylaws every 10 years.

Copies of the current bylaws can be found here:

<https://www.southlanddc.govt.nz/assets/Bylaws-policies-and-strategies/bylaws/Dog-Control-Bylaw-2015.pdf>

<https://www.southlanddc.govt.nz/assets/Bylaws-policies-and-strategies/bylaws/Freedom-Camping-Bylaw-2015.pdf>

This is just the start of the bylaw review process and next steps will include wider engagement with stakeholders and the public. This will be followed with the bylaw being drafted, work shopped and endorsed for public consultation by Council. Then a formal public consultation process will occur with hearings and submissions being received by Council and then deliberation and adoption of the bylaws by Council.

Proposed Regional Climate Change Strategy consultation

On 16 May a special hearing panel made up of iwi and elected representatives of Southland councils heard oral submissions on the proposed Regional Climate Change Strategy. In total, 60 written submissions were received, and there were 14 presentations to the hearing panel.

Deliberations to consider submissions were held on 20 May, and the panel will meet again on 20 June to complete deliberations. As a result of this process, the Regional Climate Change Working Group will make amendments to the Strategy prior to it being recommended to each partners agency to consider for endorsement.



Stewart Island/Rakiura Community Board

Tracker – ongoing

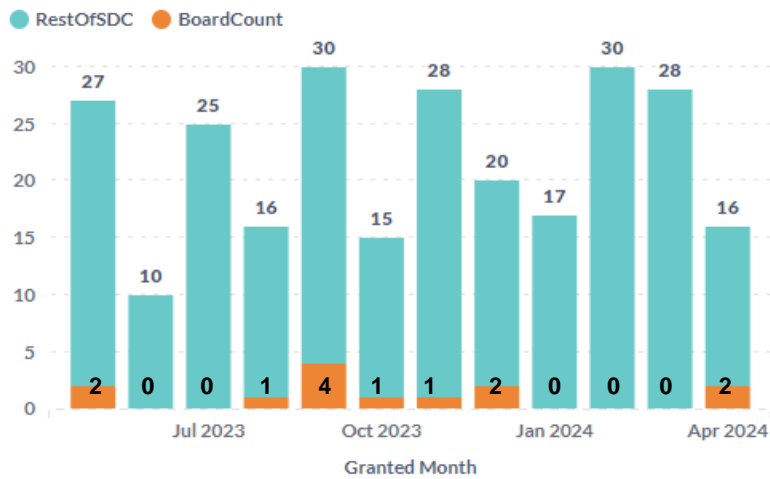
- Horseshoe Bay Road-Butterfield Beach Stage 3 Better off funding project
- Ulva Island jetty
- Golden Bay masterplan
- Review of waste activity in regard to SIESA
- Stewart Island Rakiura Zone (District Plan)
- Alternative energy plan business case
- Price of diesel (SIESA)

Upcoming priorities

- Community board plan review
- Application to Stewart Island Visitor Levy – application for 2024 is complete

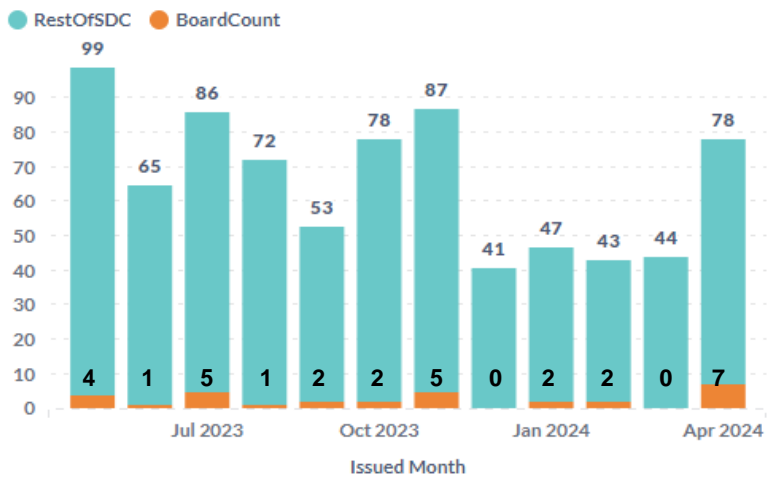
Resource consents granted

RM applications granted for community board

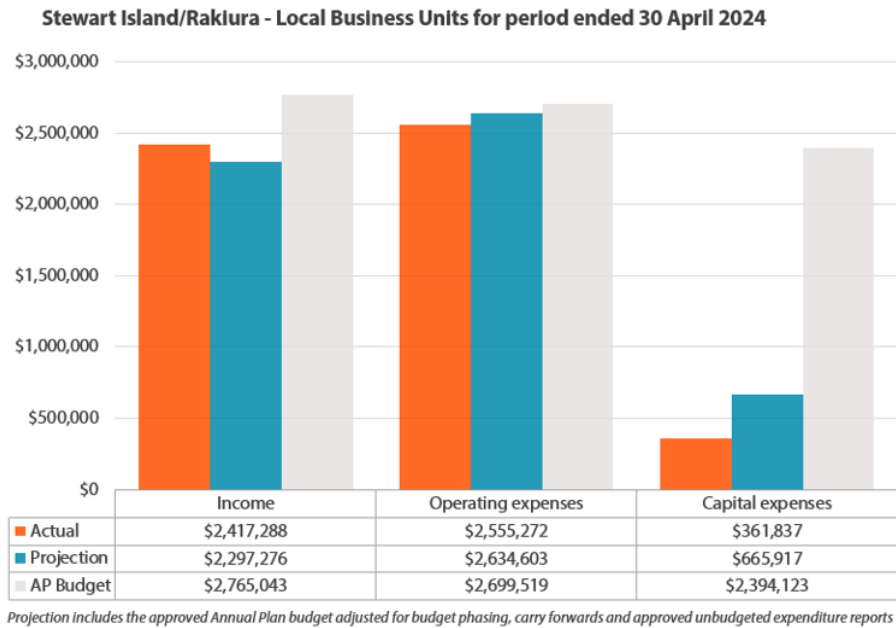


Building consents issued

Building Consents issued for community board



Local Budget Information



Budget notes

Income is \$120k above projection, the majority \$99k of this relates to grant received from MBIE for the DOC Observation Rock Viewing Platform project.

SIESA operations received \$23k higher income from electricity charges due to price increase. SIESA operations also received \$55k interest higher than projected due to a higher interest rate than projected. SIESA Internal Kerbside waste \$15k under projection due to timing. Better off Funding of \$47k is under projection as this relates to the Butterfield Beach walking track.

Operating expenses are overall \$79k under projection, however, they are \$99k over projection due to the government grant that was received and paid to DOC for the Observation Rock Viewing Platform project.

SIESA Waste Recovery was overall \$43k above projection largely due to additional road freight (\$47k). SIESA Operations was overall \$97k under projection largely due to under spend on fuel which is expected to continue to year end (\$126k) and over spend on consultants funded from the capital expenditure budget (\$78k). Stewart Island Jetties was overall \$94k under projection due to maintenance deferred (\$106k). Overall insurance costs were higher than expected by \$5k.

Capital expenses are overall \$304K under projection. \$285k is an under projection for SIESA capital projects expected to be spent by year end. \$21k over projection in Stewart Island Jetties due to preliminary work being completed on the master plan for Golden Bay. \$34k under projection due to footpaths and \$7k is under projection due to Butterfield Beach walking track, physically completed in April but invoices not yet received.

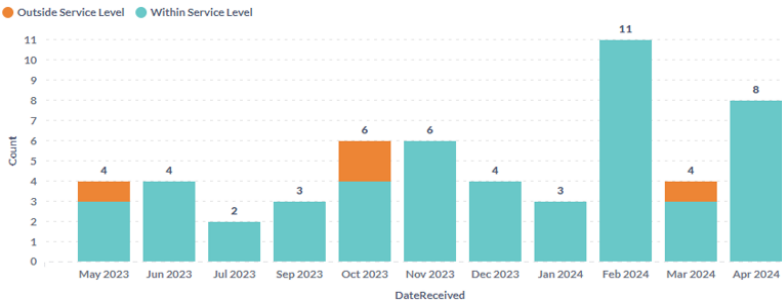
Request Type	Count
Sewer odour complaint	1
Streetscape -vegetation	2
Transport general enquiries	1
Vegetation rural (overgrown or visibility issues)	2
Water and waste general	6
TOTAL	12

Projects update

Activity	Name	Current Phase	Current Progress	Budget actual ytd
COMMUNITY FACILITIES	Walking track along Horseshoe Road to Butterfield Beach	Delivery phase	On track	\$243,683 \$196,438 P-10316
Job complete, practical completion will be issued and awaiting final payment claim.				
WASTEWATER	Multi scheme-oxidation pond desludge	Delivery phase	On track	\$60,000 \$152,030 P-10452
This project is being completed in conjunction with P-10474. Council has partnered with WSP to undertake a methodology to have the ponds desludged in an environmental but cost effective manner that will appeal to all stakeholders. This project will go to tender to do the works in 2024/2025.				
WASTEWATER	Stewart Island wastewater consent renewal	Delivery phase	On track	\$147,219 \$164,876 P-10474
The consent was lodged in January. We can now proceed with the rising main contract (P-11380) which has been awarded to Wilson Contracting who started in April. The pond desludging (P-10452) will be tendered for in the 2024/2025 programme. We have funds available in 2024/2025 for pond improvements.				
WATER STRUCTURES	Stewart Island Wharves – Refurbishment Millers Beach	Pre-delivery phase	On track	\$127,516 \$- P-10674
Council has appointed BECA to undertake the lead design and options assessment which is being worked through in 2023 to 2024/2025 period. The consent has been approved for a five year extension until 2028. Construction as listed in the Long Term Plan (subject to final approval) is programmed to be 2025 to 2027.				

Service requests

Across the district there were 897 requests for service lodged during the period March and April 2024, of which 133 were related to three waters. 12 of the total requests belonged to this board area. A full breakdown of those requests is detailed below.



Service contracts updates

Water and wastewater services operation and maintenance
The 23/01 operations and maintenance contract is running well across the Stewart Island Community Board region. Wastewater services across the area have continued to operate with no significant increase to RFSs or SRs outside of ordinary functions being submitted to Council or Downer.

With the winter approaching we are expecting an uptake on stormwater related callouts, these will aim to be triaged appropriately and actioned in a timely manner, at this time all aspects of three waters delivery are functioning well.

This is outside the scope of the 23/01 contract but capital works to renew the wastewater main between the wastewater treatment ponds and disposal fields has begun. The work is being completed by Wilsons Contracting.

Mowing
The mowing areas have been relooked at and there will be some changes to the scopes.

Gardens
The Moturau gardens have had the old fencing replaced, task force will look for ways to make the town gardens more easy care.

Foveaux Alliance
Of note, noxious spraying and pre reseal repairs have commenced.

All other activities programmed and delivered are routine maintenance tasks.

JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
	Board meeting	Board workshop	Board meeting	Board workshop	Board meeting	Board workshop	Board meeting	Board workshop	Board meeting	Board workshop	Board meeting
				Stewart Island Visitor levy applications close 10 May 2024	Stewart Island Visitor Levy subcommittee meeting			Community service award nominations close 30 September 2024	Stewart Island Rakiura Community Partnership applications close 31 October 2024		
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March						District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 30 September 2024			Scholarships and bursary applications close 20 December 2024

Councillor update

Record no: R/24/6/37963
Author: Rachael Poole, Committee advisor
Approved by: Michael Aitken, GM strategy & partnerships (interim)

☐ Decision ☐ Recommendation ☒ Information

Purpose of report

- 1 This report is to provide the board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings from 27 March to 1 May 2024.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC youtube](#).
- 3 An overview of reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor Spraggon to update the board on any other issues that have arisen around the Council table.

27 March 2024 – Finance and Assurance Committee meeting	
Report	Overview
Finance and Assurance Committee workplan	The workplan for the Finance and Assurance Committee was received.
Deloitte audit engagement and proposal letters	This report included a proposal from Deloitte to conduct an audit of Council on behalf of the Auditor General for the year ended 30 June 2024. Council agreed to the audit engagement terms, responsibilities and fee.
Debenture Trust engagement letter	This report sought Council to agree to terms and responsibilities outlined in an engagement letter with Deloitte for the limited independent assurance report of Council's debenture trust deed. Council agreed and delegated authority to the mayor to sign the engagement letter on Council's behalf.
Quarterly update on progress for the environmental services business improvement plan.	This report provided an update on the Environmental Services Business Improvement Plan. The report outline that the position of customer and business continuous improvement lead has now been filled, 55% of the actions in the plan have been completed and that processing application within timeframes is improving. Staff demonstrated changes made to the website to make it easier to navigate, the site is regularly audited and analytics on user data are being used to ensure the website remains relevant for users. Council agreed to updates to the plan to reflect staff assessed priorities with changes made to the delivery dates to be able to achieve the most critical first.
Interim performance report – period two	Staff presented to the committee the interim performance report for period 2 for review and feedback. The report provides a

	record of the status of Council's key performance indicators every four months.
Health and Safety update	Organisational health and safety leader updated the committee on health and safety related events and activities over the last quarter. Councillors requested at the next update to have a demonstration of one of the wellbeing tools available to staff for their understanding.
Risk management – March 2024 quarterly update	Staff provided the quarterly risk management report for consideration and advised the committee of the risk management work programme for 2024-2027.
Financial report for period ended 31 January 2024	Staff provided the committee with an overview of the financial results for the seven months to 31 January 2024 as well as the financial position and the statement of cashflows as at 31 January 2024. Chair Robertson has requested the Price Waterhouse Cooper report on debt is appended to this report moving forward.
Updated timeline for the Long Term Plan 2024-2034	The committee was updated on the progress of the Long Term Plan 2034 and provided with an updated timetable that takes advantage of the legislative extension. The committee endorsed and recommended to Council a revised LTP timeline, and endorsed and made recommendations about timings in relation to setting 24/25 fees and charges and setting year end rates penalties. It also endorsed and recommended to Council setting the four rates installment dates and the setting of rates penalties on the second, third and fourth instalments.
Draft financial and infrastructure strategies for the LTP 2024-2034	Staff recommended the committee endorse the draft infrastructure strategy and the draft financial strategy as part of the supporting information for the LTP 2034. The committee gave its endorsement.
10 April 2024 – Council meeting	
Around the Mountains Cycle Trail – September flooding repairs – unbudgeted repairs	Staff sought approval for unbudgeted repairs to the Around the Mountains Cycle Trail following washouts and scouring from the rain event in September 2023. Council approved the unbudgeted expenditure, which is 100% funded from a grant received from the Ministry of Business Innovation and Employment.
Roading programme – September flooding repairs unbudgeted expenditure	Staff sought and obtained Council approval for unbudgeted expenditure for roading repairs following the emergency weather event that happened in September 2023. Waka Kotahi funded 52% (\$511,688) of the cost with the remainder (\$472,327) being funded by Council from within existing budgets.
Matuku water supply subcommittee – update delegations manual and discharge subcommittee	Council resolved to discharge the Matuku Water Supply Subcommittee due to the transfer of the Matuku rural water supply rural scheme to Matuku Water Supply Ltd. Council also resolved to remove references, terms of reference and delegations relating to Matuku Water Supply Subcommittee from the Delegations Manual.
Draft Government Policy Statement on land transport 2024-34 – Councils submission	Council ratified a submission on the Government Policy Statement Land Transport that was lodged with the Ministry of Transport on 28 March 2024.

Speed management plan deliberations and adoption	Staff presented Council with the final draft Speed Management Plan 2024-2027 for adoption. Council adopted the plan which included reductions in speed limits around schools and speed limit changes on boundary roads. Some changes were made to the plan following public consultation. Once certified by the Director of Land Transport a copy of the Speed Management Plan will be published on Council's website and will be reviewed within three years of being made.
Electronic District Plan (ePlan) implementation	Staff sought Council approval for the implementation and notification of the electronic District Plan. Council gave this approval in accordance with section 16 of the National Planning Standards 2019.
Draft revenue and financing policy for long term plan 2024-2034	Staff requested that Council consider and approve the draft Revenue and Financing Policy for consultation after it was endorsed by the Finance and Assurance Committee. This approval was given.
17 April 2024- Council meeting – held in Waikaia	
Report	Overview
Mayors report	<p>Mayor Scott reported on the meetings and events that he had attended during March 2024.</p> <p>Councillor Greaney advised that Connected Murihiku was underway with a new website.</p> <p>Councillor Duffy advised the Southland Regional Heritage Strategy Project Ark had been renamed and obtained funding from external sources.</p> <p>Councillor Wilson gave an overview of the latest information from the Regional Climate Change working group.</p> <p>Ardlussa Community Board chair, Richard Clarkson, Northern Community Board chair, Greg Tither, Oraka Aparima Community Board chair, Michael Weusten and Oreti Community Board chair, Colin Smith all updated Council on activities that have been happening in their respective areas.</p>
Financial report for the period ended 29 February 2024	Staff present Council with an overview of the financial results for the eight months to 29 February 2024, as well as the financial position and the statement of cashflows as at 29 February 2024.
	At the conclusion of the meeting, Councillors and local board members visited Switzer's museum, heard about and visited the Waikaia bike trails, visited the gold mine as well as visiting Riversdale and Balfour.
24 April 2024 – Finance and Assurance Committee meeting	
Finance and Assurance Committee work plan to 30 June 2024	The Group Manager Finance and Assurance presented the workplan to 30 June to the committee.

Remaining Activity Management Plans supporting documents for the Long Term Plan 2034-2034 (LTP34)	The key changes since the beginning of the year have been within the Water Services, Environmental Services and Waste Services activity management plans. The committee requested some amendments and then endorsed and recommended to Council the activity management plans for all Council activity groups.																
Forecasted financial position for the year ending 30 June 2024	The purpose of this report was to inform the Committee of the expected year-end financial result compared to the Annual Plan 2023/2024 and to seek its approval to recommend to Council the resulting forecasted position. Recommendations were made on unbudgeted expenditure and deferrals, and the committee agreed to bringing items forward into the 24/25 financial year from future years.																
1 May 2024- Council meeting																	
Public participation	Peter Chartres and Frauke Münster accompanied by barrister James Winchester and litigation partner Rex Chapman were present to put on the public record their response to the independent review undertaken by Council following the Te Anau Downs enforcement proceedings.																
Around the Mountains Cycle Trail Trust Update	Councillor Menzies and the trail manager updated Council on the trust's activities over the last 12 months. Mayor Scott asked that thanks be passed onto the other trustees for their work over the past year.																
Sport NZ Rural Travel Fund allocations	<p>Council approved the allocation of funds for the Sport NZ Rural Travel Fund as follows:</p> <table> <tr> <td>Fiordland College</td><td>\$1,500</td></tr> <tr> <td>Central Southland College</td><td>\$1,500</td></tr> <tr> <td>Takitimu United Netball Club</td><td>\$400</td></tr> <tr> <td>Winton Football Club</td><td>\$1,000</td></tr> <tr> <td>Menzies College Netball Club</td><td>\$1,500</td></tr> <tr> <td>Northern Southland College</td><td>\$1,500</td></tr> <tr> <td>Mossburn School</td><td>\$1,000</td></tr> <tr> <td>Netball Fiordland</td><td>\$1,000</td></tr> </table>	Fiordland College	\$1,500	Central Southland College	\$1,500	Takitimu United Netball Club	\$400	Winton Football Club	\$1,000	Menzies College Netball Club	\$1,500	Northern Southland College	\$1,500	Mossburn School	\$1,000	Netball Fiordland	\$1,000
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Netball Fiordland	\$1,000																
District Initiatives Fund – allocations for March 2024 funding round	<p>Council approved the allocation of funds for the District Initiatives Fund as follows:</p> <table> <tr> <td>Citizen Advice Bureau</td><td>\$ 5,000</td></tr> <tr> <td>SI branch of Muscular Dystrophy Assn of NZ</td><td>\$ 2,000</td></tr> <tr> <td>Royal NZ Plunket Trust</td><td>\$ 4,000</td></tr> <tr> <td>Amateur Radio Emergency Communications SlnD</td><td>\$ 12,000</td></tr> <tr> <td>Southland Land Search & Rescue</td><td>\$ 11,000</td></tr> <tr> <td>Otago Museum Trust Board</td><td>\$ 8,946</td></tr> </table> <p>An application from Southland Fish and Game was declined.</p>	Citizen Advice Bureau	\$ 5,000	SI branch of Muscular Dystrophy Assn of NZ	\$ 2,000	Royal NZ Plunket Trust	\$ 4,000	Amateur Radio Emergency Communications SlnD	\$ 12,000	Southland Land Search & Rescue	\$ 11,000	Otago Museum Trust Board	\$ 8,946				
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Otago Museum Trust Board	\$ 8,946																
Forecasted financial position for the year ending 30 June 2024	Staff updated Council on the expected year-end financial result compared to the 2023/2024 Annual Plan and sought Council's approval on the resulting forecasted position, which was given.																

	Decisions were made on unbudgeted expenditure and an associated funding source, deferring items, and bringing forward a project budget.
Fiordland Trails Trust grant – unbudgeted expenditure report	Council approved unbudgeted expenditure of \$23,395 excl GST (if applicable) as a grant to the Fiordland Trails Trust to contribute to the cost of their resource consent to be funded from the Mararoa Waimea ward reserve.
Schedule of meetings from January 2025 to the end of the triennium.	Council adopted the proposed schedule of Council and Financial and Assurance Committee meetings from January 2025 up to 8 October 2025 and agreed that in 2025 Council meetings will be held in towns in the Southland District at least twice a year.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Councillor update”.**

Attachments

There are no attachments for this report.

2024-2034 Long Term Plan Consultation

Record no: R/24/6/36974

Author: Kelly Tagg, Community partnership leader

Approved by: Sam Marshall, Group manager customer and community wellbeing

☒ Decision

☐ Recommendation

☐ Information

Community board submission

- 1 Consultation for the 2024-2034 long term plan opened at 9am on Wednesday 5 June 2024 and closes at midday on Wednesday 5 July 2024.
- 2 Council wishes to consult with the community on four key issues as follows;
 - Water services management
 - Levels of service for roading
 - Glass recycling
 - Te Anau Airport Manapouri – district funding
- 3 It is also consulting on several other issues such as changes to targeted rates, the draft development and financial contributions policy and supporting retention and use of Maori land.
- 4 Residents and ratepayers will receive a postcard in their letterboxes advising the timeframes for consultation, where to find the information and how to make a submission.
- 5 A copy of the long term plan consultation document will be provided to all board members and the submission form is attached to this report.
- 6 Information about local community board projects and budgets can be found on pages 42-44 of the consultation document.
- 7 One of the purposes of a community board is to engage with the community and advocate for it in council discussions and decisions which includes making submissions during the long term plan process.
- 8 The board is encouraged to complete the attached form and submit it by midday on Wednesday 5 July 2024.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “2024-2034 Long Term Plan Consultation”.**
- b) agrees to enter a submission to the 2024 long term plan

Attachments

- A Submission form for LTP 2024-2034 [↓](#)



Southland District Council Long Term Plan 2024-2034

These are challenging times, Southland Murihiku

We are consulting on our long term plan and we want to hear from you. Our consultation document, called These are challenging times, Southland Murihiku, outlines the big issues and options facing Southland district and what Council is suggesting we do about them. We want to know what you think about our options. You can also find a lot more detail in the supporting information available on makeitstick.nz.

The easiest way to let us know what you think is to use our online form at **www.makeitstick.nz**

Or, if you'd prefer to write to us, just fill out this feedback form and get this to us by **noon on 5 July** by either:

Posting it to : 2024 LTP, PO Box 903, Invercargill 9840

Emailing it to: submissions@southlanddc.govt.nz

Delivering it to: one of our offices in Invercargill, Oban, Otautau, Riverton Aparima, Te Anau, Lumsden, Winton or Wyndham

Please note that all the information you provide in your feedback form (including personal details) will become public documents.

Name: _____

Address: _____

Phone number: _____

Email: _____

Do you want to speak to your submission at our hearings on 16 to 18 July?

☐

Yes - we will be in touch to arrange a date/time

☐

No I do not wish to speak in support of my submission and ask that the following submission be fully considered.

LTP submission form



Our key issues and options

KEY ISSUE No 1 – Water services management

Water services are back now being funded from our small ratepayer base and we need to make sure we get the balance of doing what needs to be done – what is right environmentally, culturally and socially, with the affordability of rates increases for ratepayers. The costs for new statutory requirements and renewals of the assets have increased markedly in the past few years because of regulation to protect the environment and consumers, inflation and the reform changes. So, we have two options on how to manage this.

① Which option do you prefer?

- ☐ Option 1 - Do the work but slow it down (preferred option)
- ☐ Option 2 - Carry out the work as it falls due

Why do you prefer that option?

KEY ISSUE No 2 - Levels of service for roading

Council is continuing to face an ongoing and growing challenge about meeting present levels of services on our roads. These budgets continue to grow because of the increases in construction and material costs, and the economic environment we are working in.

We have 1990km of an aging sealed road network, 841 bridges (road bridges) with six closed, 61 posted bridges that are getting older, 13,000 aging culverts and so we need to look at levels of service. So, we have three options.

② Which option do you prefer?

- ☐ Option 1 - Reduce levels of service on roading, but maintain bridges budget (preferred option)
- ☐ Option 2 - Retain the present levels of service on our roads - what our network needs
- ☐ Option 3 - Further reduction in levels of service

Why do you prefer that option?

KEY ISSUE No 3 – Glass recycling

Government legislation requires councils to do a kerbside collection of glass by 2027, which we are already doing through glass going in the recycling bin. Wastenet, our shared waste management service with Invercargill City Council and Gore District Council, is recommending we separate the glass from the recycling now to not only meet legislative requirements but also to improve the way we manage our waste.

3 Which option do you prefer?

- ☐ Option 1 - Reduce levels of service on roading, but maintain bridges budget (preferred option)
- ☐ Option 2 - Retain the present levels of service on our roads - what our network needs
- ☐ Option 3 - Further reduction in levels of service

Why do you prefer that option?

KEY ISSUE No 4 – The Te Anau Airport Manapouri - District funding

Last year a working group was formed to deliver a review of the Te Anau Airport Manapouri. The review considered the challenges currently facing the airport and made recommendations to Council for its future direction. Great South is now leading work on an interim solution to allow the airport to establish a more commercial operation. The review also noted that while the airport delivers most benefit to the Fiordland community, there is a benefit to the whole of the Southland community as an alternative transport option with flow-on economic and emergency management benefits and Council was asked to look at district funding the airport.

4 Which option do you prefer?

- ☐ Option 1 - No change to funding for Te Anau Airport Manapouri
- ☐ Option 2 - 30 percent general rate funding for Te Anau Airport Manapouri
- ☐ Option 3 - 50 percent general rate funding for Te Anau Airport Manapouri
- ☐ Option 4 - 100 percent general rate funding for Te Anau Airport Manapouri
- ☐ Option 5 - Another suggestion for funding for Te Anau Airport Manapouri

Why do you prefer that option?

Other issues

Changes to targeted rates

Council is proposing some changes to the roading rate differentials and how some other local rates are set (more information on these changes are on make it stick)

5 Do you support the proposed changes to the targeted roading rate differential?

This involves adjusting the portion paid by heavy vehicle sectors so they continue to pay more of the roading rate, given the impact that heavy vehicles have on roads, as well as increasing the fixed charge portion that everyone pays

Can you tell us why you think this?

6 Do you support the proposed changes to other local targeted rates?

These changes include extending the Tokanui/Waimakaha and Wrights Bush/Waianiwa hall boundaries, removing the Stewart Island/Rakiura SIESA rate half charge (so everyone pays a full charge) and changing how we rate Te Anau Rural Water Supply consumers

Can you tell us why you think this?

Draft Development and Financial Contributions Policy

7 Do you support continuation of financial contributions for:

roading infrastructure, where the requirement for development, maintenance and upgrading of roading infrastructure serves a subdivision; reserves infrastructure, where additional, or minor improvements to, reserves are required in connection with subdivisions and towards reserves based on additional residential units and non-residential buildings

☐ Yes ☐ No Comments:

8 If you oppose Council charging financial contributions, how would you prefer Council fund the additional costs for roading and reserves which these developments introduce?

Comments:

Development contributions

- 9** Do you support development contributions remaining in remission to continue to encourage growth?
(for water, sewerage, stormwater and other community infrastructure)

☐ Yes ☐ No Comments: _____

- 10** If Council must invest in infrastructure to satisfy growth in demand for services, should developers contribute towards these costs?

☐ Yes ☐ No

Supporting retention and use of Māori land

- 11** Is Council's proposal to consider remission of both development contributions and financial contributions in relation to Māori land an appropriate way for Council to meet this obligation?
If no, what other approaches could Council consider?

☐ Yes ☐ No Comments: _____

- 12** Are there any further changes we could consider to the draft policy?

- 13** Have you got any general feedback?

This image shows a single page of white paper with horizontal blue lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper or a document template. There are no margins, text, or other markings on the page.

Send us your feedback so that we can work together with our people, for our future. It's our Southland!

Representation Review update

Record no: R/24/5/35358
Author: Michal Gray, Democracy advisor
Approved by: Michael Aitken, GM strategy & partnerships (interim)

☐ Decision ☐ Recommendation ☒ Information

- 1 The purpose of this report is to update the Stewart Island/Rakiura Community Board (the board) on the representation review and to make the board aware of the revised timeline.
- 2 Staff had previously informed the board that the representation proposal would be decided on by Council in May 2024. Staff had planned to inform the board of the representation proposal at this meeting and explain the submission process. The board would have been able to approve any submission it decided to make at the August board meeting.
- 3 The representation review timeline has been altered because of the long term plan.
- 4 Staff will be presenting an information report to Council at its meeting on 19 June 2024 outlining options for representation that may provide for the effective and fair representation for individuals and communities.
- 5 Staff anticipate that Council will make the decision on the representation proposal at its meeting on 17 July 2024. After the Council decision the representation proposal will be publicly notified and public consultation will take place from 26 July – 2 September 2024.
- 6 The new timeline is within the statutory time frames prescribed by the Local Electoral Act 2001.
- 7 Staff plan to email board members the representation proposal shortly after the Council decision on 17 July. This will include information on the public consultation Staff will formally report to the community board with the representation proposal at the August meeting of the board.
- 8 If the community board want to make a submission on the representation proposal, staff encourage the board to hold a workshop towards the end of July to discuss what it would like to submit, and to then approve the submission via a formal report at the August meeting of the board.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Representation Review update”.**

Attachments

There are no attachments for this report.

SIESA PowerNet Monthly Reports

Record no: R/24/5/35989

Author: Stuart O'Neill, Commercial infrastructure manager

Approved by: Fran Mikulicic, Group manager infrastructure and capital delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, PowerNets monthly reports for SIESA for January 2024, February 2024 and March 2024 and April 2024

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “SIESA PowerNet Monthly Reports”.**

Attachments

- A SIESA Monthly Report 23.24 (7) January [↓](#)
- B SIESA Monthly Report 23.24 (8) February [↓](#)
- C SIESA Monthly Report 23.24 (9) March [↓](#)
- D SIESA Monthly Report 23.24 (10) April [↓](#)



Southland District Council – Contract 20/46
Provision of Power Supply to Stewart Island
Monthly Status Report – 23 Dec-23 to 22-Jan-24

DOCUMENT NO.	BG-CMR-SDC01-2401	VERSION NO.	1.0
DATE	30 Jan 2024		
SECURITY CLASS	PowerNet Employees Only and SDC		
REVIEW CATEGORY	0 Years - Record Only		

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Dec-23 to 22-
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Document No. BG-CMR-SDC01-2401, Version No. 1.0

Security Classification
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Approvals

APPROVED BY:	Eric Sng	30 Jan 2024
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Principal Engineer – Nick Hamlin nick@maxisprojects.co.nz	Field Manager – Ray King rking@powernet.co.nz
Engineers Representative – Stuart O’Neill Stuart.ONeill@southlanddc.govt.nz	

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1. Summary

On 22nd December 2023, unit 4 experienced a fault and attended to.

Over Christmas period, load on the island was high with peaks up to 460kW.

Load ramps down and was quiet until 6th January 2024 with no individual faults attended to.

On evening of 6th January 2024, Unit 2 went out on under-voltage, causing an island outage for approximately 10 minutes. Unit 5 then become lead engine to power the island. After diagnosis done, it was found that Unit 2 failed due to an exciter coil fault (similar to Unit 4) and South Pacific Diesel was notified.

A replacement was sourced.

On evening of 14th January 2024, red phase on Tx 24 was loss. 9 customers effected and power loss for approximately 1 hour. It was found that the transformer fusing was a 40A fuse, instead of a 100A fuse.

2. Reliability & Quality

2.1 Unplanned Outages – Feeder Level Only

Item	Action Taken
Unit 4 fault	Unit 2 lead engine
Unit 2 fault	Unit 5 lead engine

2.2 Planned Outages

Item	Action Taken
N/A	N/A

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2.3 Unplanned Maintenance

Description	Total Cost
N/A	N/A
TOTAL	\$

3. Connections

3.1 New Connections

Name	Address	Comments

3.2 Alterations / Changes to Supply Network

Name	Address	Comments

4. Meter Readings

The number and percentage of Network User Meters read during the month.

Number of Meter Readings	Percentage Read
543	100%

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Dec-23 to 22-
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5. Generator Activity

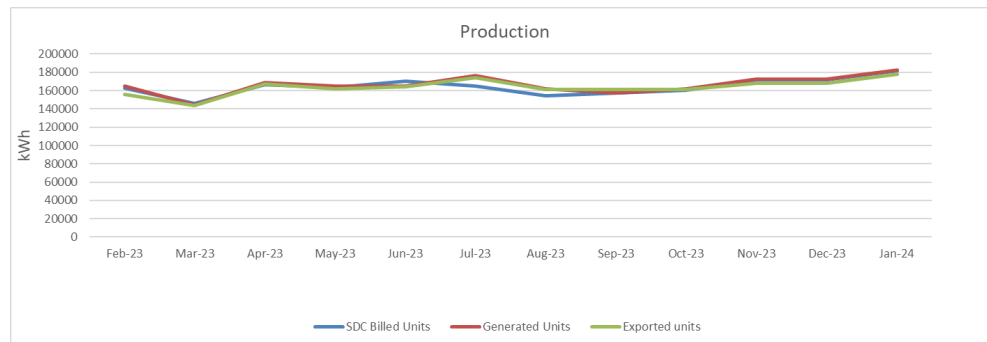


Figure 1 – Generator Load Demand kW hrs

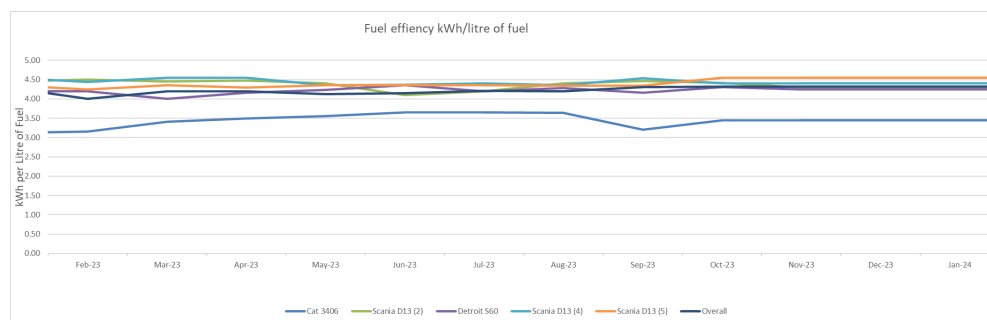


Figure 2 – Generator Efficiency

5.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	18748	28	92	340	25-Dec-22
Unit 2	Scania D13	10663	363	20,222	87,360	10-Aug-23
Unit 3	Detroit 60	23706	31	1018	3,768	13-Jul-22
Unit 4	Scania D13	6080	5	394	1,704	16-Nov-23
Unit 5	Scania D13	13883	396	20,643	89,180	15-Nov-22

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6. Preventive Maintenance

Item	Description	Scheduled	Actual

7. Capital Works Progress Summary

Item	Progress & Challenges
AWP - T2 Temporary Replacement	Work orders created to get charged through every month now for transformer hire of TPCL.
AWP – Distribution Transformer	A report and quote from an electrician have been forwarded to SDC. This is to allow the original LV three phase connection to be restored which is being reviewed as an alternative option, this would allow for the removal of the pole mount TX that is located within an outbuilding at the property. Property is supplied from pole mounted transformer installed on the ground with a wooden enclosure with a 3 -phase 50kVA ground mounted transformer.
AWP – Metering	SDC/SIESA has advised that Smart Meter business case is approved in principle but pending approval of funds to proceed. PowerNet will wait for SDC/SIESA to advise on when programme is to be rolled out. Please note that meter lead-times are increasing from six months to twelve. Please note that the 'SIESA Smart Meter Business Case' is 'Commercial in Confidence' and is not to be distributed or shared with anyone other than Southland District Council's personnel directly involved with this contract.
AWP – Pole Replacements	Pole 606400 - Under review. Pole 813296 Service now to be undergrounded.
Unspecified Asset Replacement	
AWP – Fire Alarm	Wormald quote received. Fire Protection Service scheduled to do site assessment 24 th Jan 2024.
ARQSRSE – Distribution Earth Upgrades	Finalising alternative solution for trenching work

8. Expenditure – Coming Month

Item	Description	Est. Cost
1	400 hr servicing on Gen 2	\$350.00
2	T2 Temporary Replacement Hire	\$140.60
TOTAL		\$490.60

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Dec-23 to 22-
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9. Inspections, Results & Actions

Generation

Inspection		Result / Issue	Action
Daily	Unit 4 – Coolant leak	Minor	Require gasket. Available in stock

Distribution

Inspection	Result / Issue	Action
AWP – Wooden Pole Ultrasound Testing	<p>Inspection done on 28th Nov 2023. 7 softwood poles identified as having low THOR results during March 2023 network inspections were scheduled for follow up ultrasound testing. 6 poles were ultrasound tested; 1 pole had been removed as service was undergrounded.</p> <p>5 poles returned normal results and are deemed to be C4 “Solid Old”; 1 pole was identified as having high moisture at groundline (a precondition for rot to develop) and marked as C3 “Scheduled Maintenance” in order to identify it for future deterioration checks. It should be ok to leave in place until the next routine inspection round in 2026.</p>	No further action required until next routine inspection round in 2026.

Other

Inspection	Result / Issue	Action
Nil	N/A	N/A

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Supply to Stewart Island: Monthly Status Report – 23 Dec-23 to 22-
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10. Contract Payments

A summary of contract payments to date for the year against a one-fifth portion of the sum stated in the Contract Agreements.

Payment Date	Reference	Payment
18-Aug-23	Management Fee – June 2023	\$52,500.00
20-Aug-23	Management Fee – July 2023	\$52,500.00
20-Sep-23	Management Fee – August 2023	\$52,500.00
20-Oct-23	Management Fee – September 2023	\$52,500.00
20-Dec-23	Management Fee – October 2023	\$52,500.00
19-Jan-24	Management Fee – November 2023	\$52,500.00
TOTAL \$630,000 p/a		\$315,000.00

11. Training Records

Date	Name	Competency Training

12. Programme Update

Start dates on programme has been updated to start on 22nd November 2023 as approval dates for the Annual Works Programme FY23/24. Activities in programme is anticipated to go ahead as planned. No issues to raise in this month's status report. Details of schedule can be found in Appendix E.

Southland District Council – Contract 20/46 Provision of Power Supply to Stewart
Island: Monthly Status Report – 23 Dec-23 to 22-Jan-24
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Appendix A – Health and Safety Report

Ref.	Item	Count	Comment
a)	Hazards/Risks Identified and Reviewed <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	Audits, inspections, safety observations <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	0	Nil
c)	Corrective / preventive actions <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	Plant/tool/safety equipment inspections <i>Evidence of plant, equipment, mobile plant, tools, safety equipment etc. inspected and/or maintained by a competent person. (Records attached in Appendix C)</i>	0	Nil
e)	Health and safety training <i>Information and evidence of any health and safety training conducted, including inductions, external training, scenario testing, drills etc. (Records attached in Appendix B)</i>	0	Nil
f)	Occupational Health Monitoring or PPE Fit Testing <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	0	Nil
g)	H&S Meetings <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g., H&S Reps' meetings) etc.</i>	0	The Committee has not met during this period.
h)	Safety Events <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	1	UPS batteries gassing
i)	Non-Notifiable Event - Details <i>Details on any non-Notifiable Event such as minor work-related injury, illnesses, incident or near miss)</i>	1	On the afternoon of the 20th of January an operator attended the station and could smell sulphuric acid , on inspection it was noted the UPS batteries were gassing , the operator then rang the on call fault man to attend and help, We opened all doors for ventilation , and removed UPS from building as quick as we could , it was placed as far away as possible , due the risk of fire.
j) & k)	Investigation Communications <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	1	HS-SAL-24-001 - Off-Road Driving - Safety Alert

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Appendix B – Training Records

As listed in [Section 11](#) of this report

As listed in [Health & Safety Report](#) (e)

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Power Supply to Stewart Island: Monthly Status Report – 23
Dec-23 to 22-Jan-24
Document No. BG-CMR-SDC01-2401, Version No. 1.0

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Appendix C – Inspection and Maintenance Reports

As listed in in [Health & Safety Report](#) (d)

Appendix D – Investigation Communications to PowerNet Personnel

As listed in [Health & Safety Report](#) (j & k)



Security Class: PowerNet Employees Only

Off-road Driving

During the condition assessment inspections on the Owaka 33kV circuit, an employee was involved in a vehicle rollover. The inspection involved off-road driving on steep and undulating farmland.

While attempting to reach pole 802875, the vehicle lost traction on the steep descent and slid down the hill, rolling several times. The employee/driver managed to exit the vehicle before it rolled.

Immediately following the incident, the employee promptly contacted their Supervisor, who transported them to the local medical centre for a thorough medical assessment. Fortunately, our employee sustained no injuries beyond a few bumps and bruises.

The vehicle involved in this incident was not fitted with rollover detection, which we are working to resolve. However, as an immediate response to mitigate this risk, all drivers intending to drive off-road (which includes formed roads and tracks with no road name) are required to ensure the following notification actions are undertaken:

After hours - Notify System Control before off-road driving, 30-minute check-ins and notify System Control when you have exited.

During regular hours - Notify your Supervisor for all single-occupied vehicles before off-road driving, check in every 30 minutes, and notify your Supervisor when you have exited.

This incident reminds us to exercise caution and adhere to safety protocols, especially when operating in challenging terrains during field activities.

What we all need to do:

1. Before driving off-road, ensure that you follow the notification process detailed above.
2. Only drive off-road if you have completed off-road driver training.
3. Ensure you make contact with the landowner to discuss your intended route.
4. Ensure you follow the requirements detailed in PowerNet [HS-WKI-0001 - Off-Road Pre-drive Route Inspection Work Instruction](#).
5. Supervisors are to communicate this Safety Alert with their teams.

HSE Team have provided all identified external and internal interested parties with this Safety Alert.

NOTE: HSE Team are the only authority to release and circulate this Safety Alert.

Approved by: Rangil Solomon – GM HSE

Review Category: 0 Years - Record Only

SAL Version Date 19 January 2024

Safety Alert Doc No: HS-SAL-24-001 – V 1.0

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Appendix E – Annual Works Programme FY23/24 Schedule

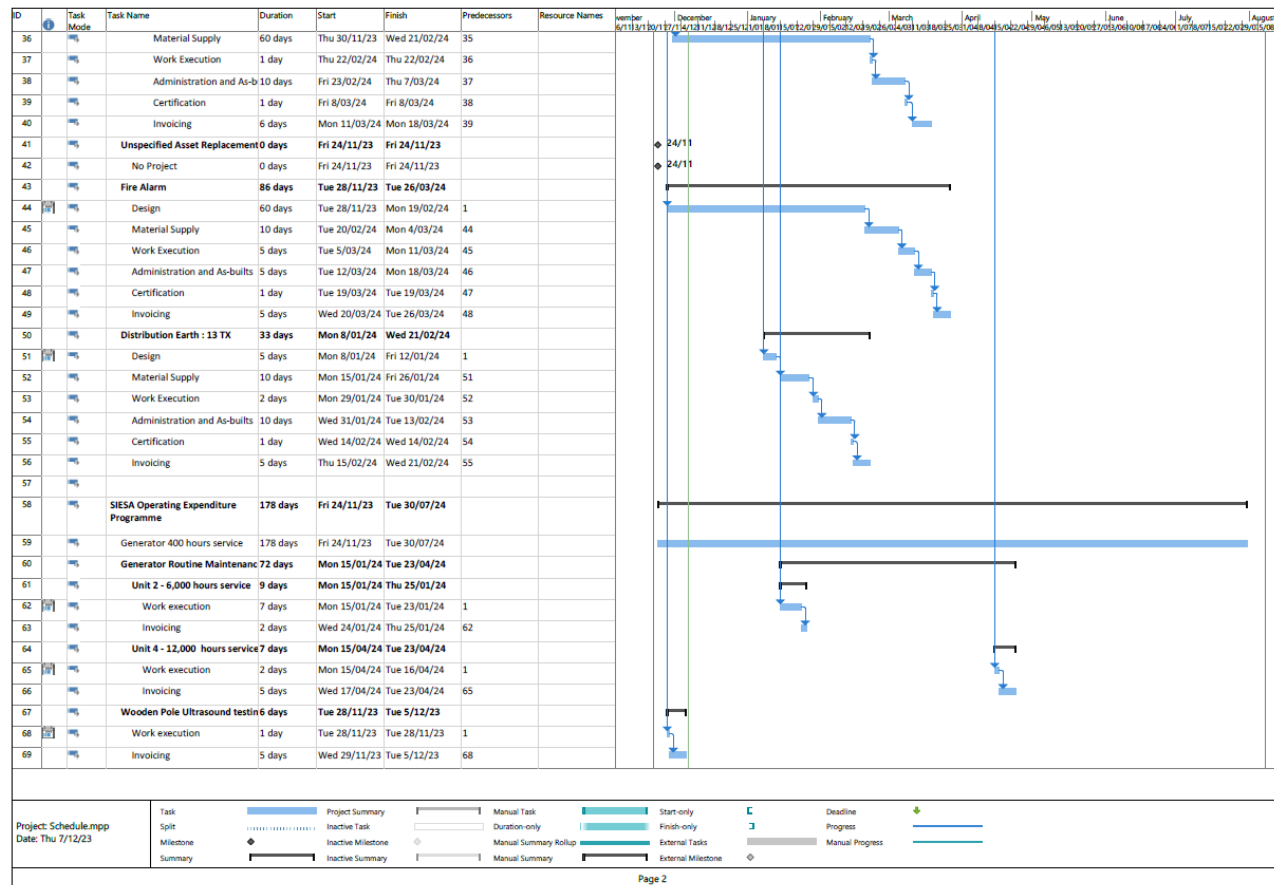


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Southland District Council – Contract 20/46
Provision of Power Supply to Stewart Island
Monthly Status Report – 23 Jan-23 to 22-Feb-24

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DATE	13 Mar 2024		
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REVIEW CATEGORY	0 Years - Record Only		

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Jan-23 to 22-
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Approvals

APPROVED BY:	Eric Sng	13 Mar 2024
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Principal’s Representative – Fran Mikulicic Fran.Mikulicic@southlanddc.govt.nz	Contractor’s Representative: Eric Sng esng@powernet.co.nz
Principal Engineer – Nick Hamlin nick@maxisprojects.co.nz	Field Manager – Ray King rking@powernet.co.nz
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1. Summary

9th February 2024 – Internal fault detected on customer on Dundee Street. Found to be a water pump issue on site.

11th February 2024 – Internal fault detected on customer on Kaka Ridge Road. Part power. Was found to be faulty equipment.

None of these internal faults were network related.

Frequency of attending station was high due to reliance of Unit 5.

Replacement stator for Unit 4 arrived from UK and will be installed by an independent contractor due to warranty.

2. Reliability & Quality

2.1 Unplanned Outages – Feeder Level Only

Item	Action Taken

2.2 Planned Outages

Item	Action Taken

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Supply to Stewart Island: Monthly Status Report – 23 Jan-23 to 22-
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2.3 Unplanned Maintenance

Description	Total Cost
TOTAL	\$

3. Connections

3.1 New Connections

Name	Address	Comments

3.2 Alterations / Changes to Supply Network

Name	Address	Comments

4. Meter Readings

The number and percentage of Network User Meters read during the month.

Number of Meter Readings	Percentage Read
543	100%

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Jan-23 to 22-
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5. Generator Activity

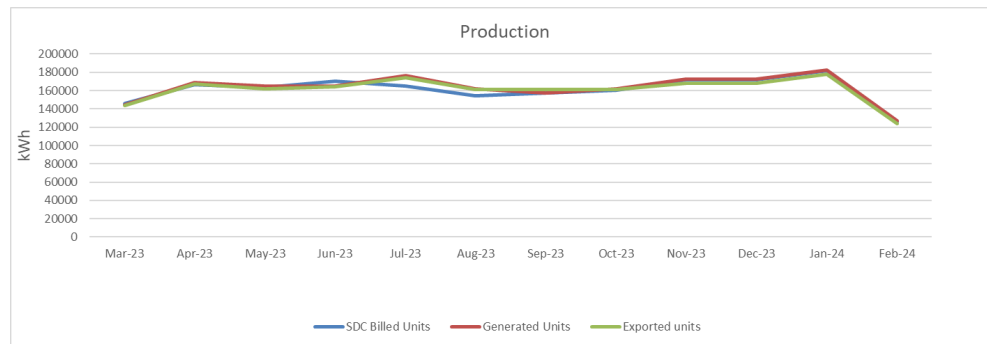


Figure 1 – Generator Load Demand kW hrs

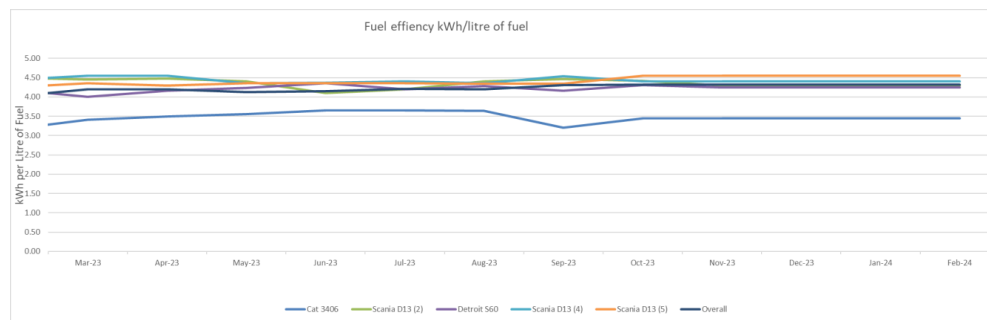


Figure 2 – Generator Efficiency

5.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	18720	12	38	142	25-Dec-22
Unit 2	Scania D13	0	0	0	0	10-Aug-23
Unit 3	Detroit 60	23675	14	570	2108	13-Jul-22
Unit 4	Scania D13	0	0	0	0	16-Nov-23
Unit 5	Scania D13	13487	717	28,831	124,550	15-Nov-22

6. Preventive Maintenance

Item	Description	Scheduled	Actual

7. Capital Works Progress Summary

Item	Progress & Challenges
AWP - T2 Temporary Replacement	Work orders created to get charged through every month now for transformer hire of TPCL.
AWP – Distribution Transformer	Materials for Tx33 is taking longer than expected due to manufacturing constraints. Earth upgrade planned for Tx33 now updated to Tx48 as material is available. No material impact to programme.
AWP – Metering	SDC/SIESA has advised that Smart Meter business case is approved in principle but pending approval of funds to proceed. PowerNet will wait for SDC/SIESA to advise on when programme is to be rolled out. Please note that meter lead-times are increasing from six months to twelve. Please note that the 'SIESA Smart Meter Business Case' is 'Commercial in Confidence' and is not to be distributed or shared with anyone other than Southland District Council's personnel directly involved with this contract.
AWP – Pole Replacements	Pole 606400 - Under review. Pole 813296 Service now to be undergrounded.
Unspecified Asset Replacement	
AWP – Fire Alarm	Two quotes from various vendors presented to SDC for consideration and approval.
ARQSRSE – Distribution Earth Upgrades	Finalising alternative solution for trenching work

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Security Classification
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8. Expenditure – Coming Month

Item	Description	Est. Cost
1	400 hr servicing on Gen 2	\$350.00
2	T2 Temporary Replacement Hire	\$140.60
TOTAL		\$490.60

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Jan-23 to 22-Feb-24

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Document No. BG-CMR-SDC01-2402, Version No. 1.0

9. Inspections, Results & Actions

Generation

Inspection		Result / Issue	Action
Daily	Unit 5 - Radiator	Minor	Requires cleaning

Distribution

Inspection	Result / Issue	Action
AWP – Wooden Pole Ultrasound Testing	<p>Inspection done on 28th Nov 2023. 7 softwood poles identified as having low THOR results during March 2023 network inspections were scheduled for follow up ultrasound testing. 6 poles were ultrasound tested; 1 pole had been removed as service was undergrounded.</p> <p>5 poles returned normal results and are deemed to be C4 "Solid Old"; 1 pole was identified as having high moisture at groundline (a precondition for rot to develop) and marked as C3 "Scheduled Maintenance" in order to identify it for future deterioration checks. It should be ok to leave in place until the next routine inspection round in 2026.</p>	No further action required until next routine inspection round in 2026.

Other

Inspection	Result / Issue	Action
Nil	N/A	N/A

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Jan-23 to 22-
Feb-24

Security Classification
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Document No. BG-CMR-SDC01-2402, Version No. 1.0

10. Contract Payments

A summary of contract payments to date for the year against a one-fifth portion of the sum stated in the Contract Agreements.

Payment Date	Reference	Payment
18-Aug-23	Management Fee – June 2023	\$52,500.00
20-Aug-23	Management Fee – July 2023	\$52,500.00
20-Sep-23	Management Fee – August 2023	\$52,500.00
20-Oct-23	Management Fee – September 2023	\$52,500.00
20-Dec-23	Management Fee – October 2023	\$52,500.00
19-Jan-24	Management Fee – November 2023	\$52,500.00
31-Jan-24	Management Fee – December 2023	\$52,500.00
20- Feb-24	Management Fee – December 2023	\$52,500.00
TOTAL \$630,000 p/a		\$420,000.00

11. Training Records

Date	Name	Competency Training

12. Programme Update

All expected finish dates are updated as of 22nd Feb 2024. PowerNet has put in considerable effort in getting programme as up to date as possible, and will be continuing to monitor progress of the Annual Works Programme as per schedule in Appendix E.

Southland District Council – Contract 20/46 Provision of Power Supply to Stewart
Island: Monthly Status Report – 23 Jan-23 to 22-Feb-24
Document No. BG-CMR-SDC01-2402, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

Appendix A – Health and Safety Report

Ref.	Item	Count	Comment
a)	Hazards/Risks Identified and Reviewed <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	Audits, inspections, safety observations <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	0	Nil
c)	Corrective / preventive actions <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	Plant/tool/safety equipment inspections <i>Evidence of plant, equipment, mobile plant, tools, safety equipment etc. inspected and/or maintained by a competent person. (Records attached in Appendix C)</i>	0	Nil
e)	Health and safety training <i>Information and evidence of any health and safety training conducted, including inductions, external training, scenario testing, drills etc. (Records attached in Appendix B)</i>	0	Nil
f)	Occupational Health Monitoring or PPE Fit Testing <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	0	Nil
g)	H&S Meetings <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g., H&S Reps' meetings) etc.</i>	1	The Committee met on 22 nd February 2024 – Key Messages: 1. Incident Reporting reminder 2. Off-Road Driving reminder 3. PPE Compliance reminder
h)	Safety Events <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	0	
i)	Non-Notifiable Event - Details <i>Details on any non-Notifiable Event such as minor work-related injury, illnesses, incident or near miss)</i>	0	
j) & k)	Investigation Communications <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	3	HS-SAL-24-002 - Pole Failure - Safety Alert HS-SAL-24-004 - Earthing of Mobile Plant - Safety Alert HS-SAL-24-003 - Hi-Viz Garments - Safety Alert

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Security Classification
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Appendix B – Training Records

As listed in [Section 11](#) of this report

As listed in [Health & Safety Report](#) (e)

Southland District Council – Contract 20/46 Provision
of Power Supply to Stewart Island: Monthly Status
Report – 23 Jan-23 to 22-Feb-24
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Appendix C – Inspection and Maintenance Reports

As listed in in [Health & Safety Report](#) (d)

Appendix D – Investigation Communications to PowerNet Personnel

As listed in [Health & Safety Report](#) (j & k)

Safety Alert

Incident

Issued: 29/01/2024



HS-SAL-24-002

Contact for further info:
Brett Coradine – HSE Manager
Email: bcoradine@powernet.co.nz
Mobile: 027 300 9893

Security Class: PowerNet Employees Only

Pole Failure

During the Allendale to Athol 66kV overhead line construction, our line mechanics were tensioning two spans of neon conductor when the pole they were working on experienced a structural failure.

The pole which failed was stayed in two directions, with the stays roughly aligned with the conductor. The stay wire under tension was temporarily secured with a chain hoist and come-a-long.

Initial investigations have uncovered various potential scenarios, but one definite finding is that the come-a-long secured to the stay wire under tension slipped approximately one meter.

Preliminary calculations potentially suggest that the load applied to the come-a-long exceeded its rated capacity.



What we all need to do:

1. Ensure all stay wires are securely fastened with the appropriately sized pre-formed dead-end before straining conductors.
2. When re-tensioning of stay wires is necessary, utilise the turnbuckle. In situations where this is not achievable, you must seek engineering advice regarding potential loading, therefore enabling you to select the correctly rated come-a-long and chain hoist.

HSE Team have provided all identified external and internal interested parties with this Safety Alert.

NOTE: HSE Team are the only authority to release and circulate this Safety Alert.

Approved by: Brett Coradine

Safety Alert Doc No: HS-SAL-24-002 – V 1.0

Review Category: 0 Years – Record Only

SAL Version Date 29 January 2024

Page 1 of 1

Southland District Council – Contract 20/46 Provision
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Security Classification
PowerNet Employees Only and SDC

Safety Alert

Plant & Equipment

Issued: 2/02/2024



HS-SAL-24-004
Contact for further info:
Brett Coradine – HSE Manager
Email: BCoradine@powernet.co.nz
Mobile: 027 300 98 93

Security Class: PowerNet Employees & External (with NDA's)

Earthing of Mobile Plant

Safety of our staff is paramount when working near live electrical equipment. Earthing of mobile plant is designed to reduce the risk of harm by minimising the duration of any inadvertent livening by causing the rapid operation of any protection controlled by a switch or fused link.

An external provider, Lines and Cables and a PowerNet internal audit have both recently recorded a non-conformance where earthing of a mobile plant has not been applied.

The Safety Manual – Electricity Industry (SM-EI) has specific rules regarding earthing of mobile plant operating within 4 metres of live equipment. This Safety Alert aims to remind employees of their obligations relating to the following SM-EI rules. [SM-EI Manual 2021-10](#).

SM-EI Rule EE 5.2101 (2.905) states

Mobile plant shall be earthed where:

- The planned work is at, or less than, 4 metres from live equipment, or
- There is any risk of inadvertent flashover or contact with live equipment, including buried cables.

SM-EI Rule EE 6.2041 (2.905) states

When mobile plant is being used in the vicinity of conductors, work party members shall manage the risks of step and touch potential by:

- keeping clear of the mobile plant, its loads and attachments;
- using bonding attached to the mobile plant, or
- being insulated from the mobile plant.



What we all need to do:

1. We must ensure that when we are operating mobile plant within 4 metres of live equipment, the requirements of SM-EI Rule EE 5.2101 (2.905) and SM-EI Rule EE 6.2041 (2.905) are in place.

HSE Team have provided all identified external and internal interested parties with this Safety Alert.

NOTE: HSE Team are the only authority to release and circulate this Safety Alert.

Approved by: Brett Coradine – Health, Safety &
Environmental Manager
Safety Alert Doc No: HS-SAL-24-004 – V 1.0

Review Category: 0 Years – Record Only

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Safety Alert

PPE

Issued: 1/02/2024



HS-SAL-24-003

Contact for further info:
Brett Coradine – HSE Manager
Email: bcoradine@powernet.co.nz
Mobile: 027 300 9893

Security Class: PowerNet Employees Only

High-visibility Garments

High-visibility garments are crucial in enhancing visibility, particularly in hazardous conditions. These garments possess specific attributes, such as fluorescent fabric and incorporate special tape that reflects light when illuminated.

In New Zealand, safety certification strictly confines high-visibility colours to orange and yellow. This limitation is imposed to accommodate individuals with colour blindness and to ensure optimal light reflection. Colours such as blue, which absorb light rather than reflect it, are excluded from certification. Mere resemblance to highlighter colours is insufficient; the fabric must contain a fluorescent dye that absorbs and emits specific wavelengths of light, making it glow in daylight, especially under the sun's ultraviolet light.

It is crucial to note that reflective tape is ineffective during daylight hours. Its effectiveness relies on a direct light source shining directly upon it. Visibility diminishes at varying angles and in daylight conditions. However, visibility can significantly improve during dark hours when illuminated by vehicle headlights.

When appropriately utilised and maintained, the combination of fluorescent fabric and reflective tape ensures visibility to other road users. High-visibility garments must remain clean and in good condition (no rips or worn patches) to maintain optimal safety.

To assess the suitability of your garments, perform two essential tests:

Test One: Fluorescent Quality

Conduct a straightforward test to confirm your garments' fluorescent (day-glow) quality. Compare the colour of your high-visibility orange garment to that of a new purchased garment. If the colour of your garment is similar, your garment is still effective. If the garment appears faded in comparison, it is time for a replacement (for guidance refer *Image One: Test One: Fluorescent Quality*).

Test Two: Reflective Tape Effectiveness in Low-Light Conditions

Evaluate the reflective tape's effectiveness in low-light conditions by photographing your high-visibility garment in the dark with the flash on and compare the results to a newly purchased garment. If the results are similar, you are good to go. If the reflectiveness is reduced compared to newly purchased garment it is time for replacement (for additional guidance refer to *Image Two: Test Two: Reflective Tape Effectiveness in Low-Light Conditions*).

Regularly performing these tests and replacing garments as needed will help ensure the continued safety and visibility provided by high-visibility garments.

In addition, this check will also ensure the fabric is intact and, if Cal rated, will operate as intended in the event of an arc flash.

HSE Team have provided all identified external and internal interested parties with this Safety Alert.

NOTE: HSE Team are the only authority to release and circulate this Safety Alert.

Approved by: Brett Coradine – HSE Manager

Review Category: 0 Years - Record Only

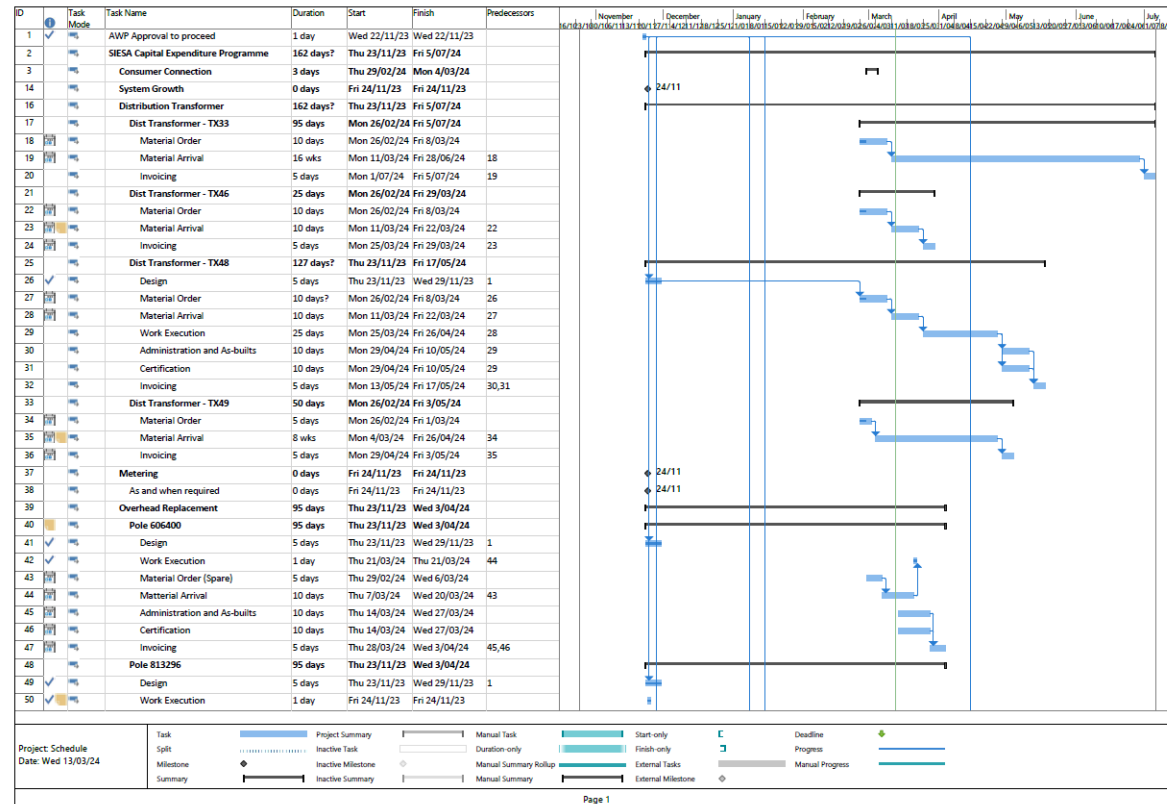
Safety Alert Doc No: HS-SAL-24-003 – V 1.0

SAL Version Date 1 February 2024
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Appendix E – Annual Works Programme FY23/24 Schedule

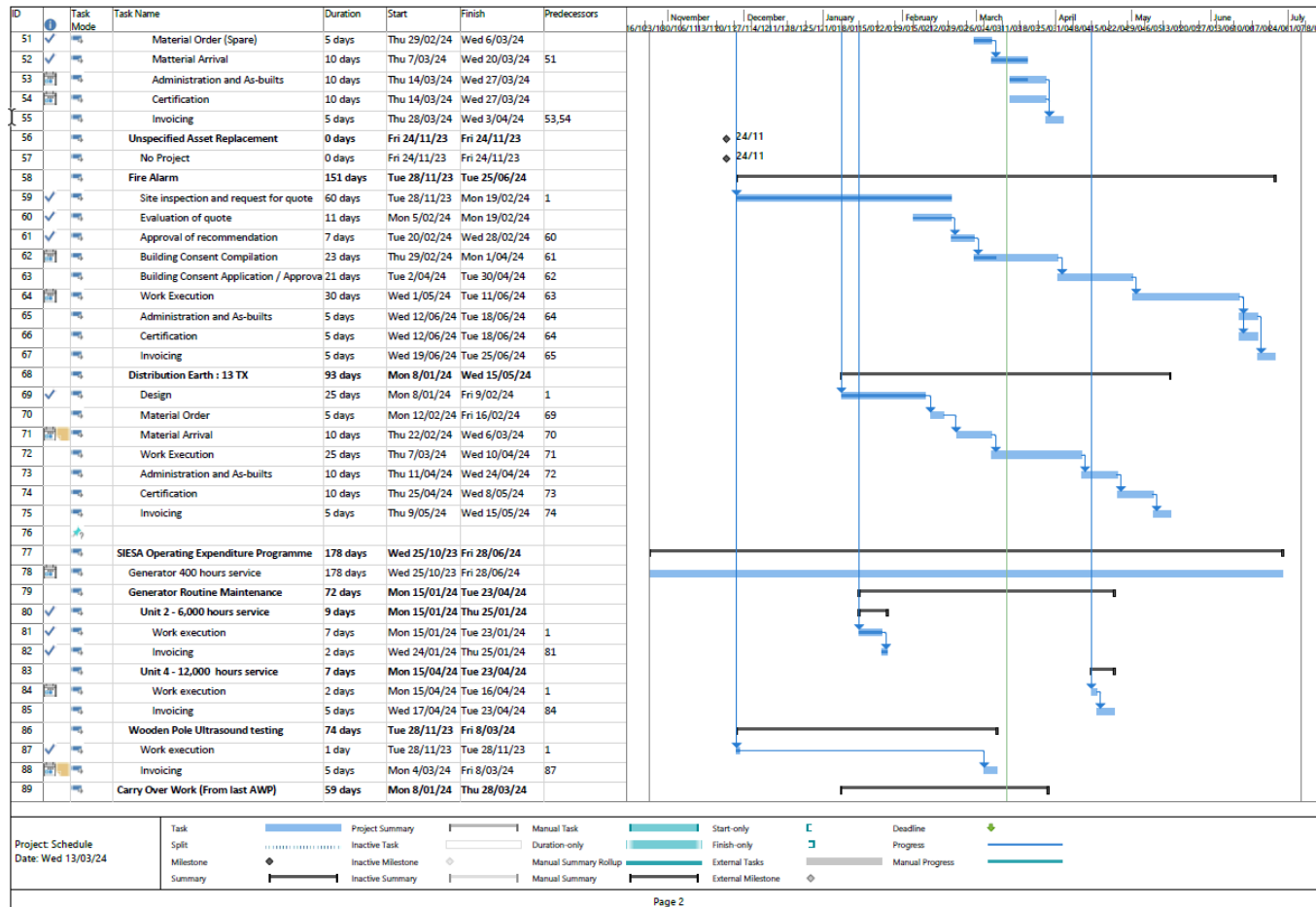


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Stewart Island: Monthly Status Report – 23 Jan-23 to 22-Feb-24
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Southland District Council – Contract 20/46
Provision of Power Supply to Stewart Island
Monthly Status Report – 23 Feb-24 to 22-Mar-24

DOCUMENT NO.	BG-CMR-SDC01-2403	VERSION NO.	1.0
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Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Feb-24 to 22-
Mar-24
Document No. BG-CMR-SDC01-2403, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

Approvals

APPROVED BY:	Eric Sng	15 Apr 2024
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Distribution

SOUTHLAND DISTRICT COUNCIL	POWERNET
Principal’s Representative – Fran Mikulicic Fran.Mikulicic@southlanddc.govt.nz	Contractor’s Representative: Eric Sng esng@powernet.co.nz
Principal Engineer – Nick Hamlin nick@maxisprojects.co.nz	Field Manager – Ray King rking@powernet.co.nz
Engineers Representative – Stuart O’Neill Stuart.ONeill@southlanddc.govt.nz	

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Feb-24 to 22-
Mar-24
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1. Summary

23rd February 2024 – Station was frequently attended after hours due to unavailability of stator coils for Unit 2 and Unit 4. Unit 5 was not able to handle the load demand on the island, thus requiring station operators to come in after hours to switch another generator on.

Due to unavailability of the stator coil again, on 7th March 2024, Unit 5 alarmed with an over-temperature alarm due to high power demand at 441kW. Unit 5 is rated at 440kW. Thus another engine needed to be started.

8th March 2024, Wallace Murray Electrical were present on the island to install the new coils and stators alongside PowerNet together Unit 2 and Unit 4 up and running. It was found that once installed, Unit 2's AVR is faulty and another replacement has been ordered.

Stewart Island backpackers has been experiencing fluctuating power for a few weeks. On 11th March 2024, PowerNet found a pillar box, after doing some tree trimming on site, that was not captured in the GIS system. PowerNet proceeded to do paperwork to get the information captured and stored in GIS. On inspection with the pillar box, it was found that the neutral was burning up due to poor installation procedures, dating back to the early 1990s. PowerNet rectified the issue and repaired the damaged neutral.

On 12th March 2024, the Stewart Island garage was experiencing the same issue and was rectified accordingly.

On 14th March 2024, PowerNet, on routine inspection found that Transformer Tx 25 on Dundee Street has a minor oil leak. With the severity of the catastrophic failure, it was decided to be replaced immediately. PowerNet sent a transformer from Invercargill under urgency to Stewart Island on 15th March 2024, and repair on Tx 25 commence at 10.30am and power restored at 3.30pm. It affected 8 customers on the outage.

2. Reliability & Quality

2.1 Unplanned Outages – Feeder Level Only

Item	Action Taken

2.2 Planned Outages

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Item	Action Taken

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2.3 Unplanned Maintenance

Description	Total Cost
TOTAL	\$

3. Connections

3.1 New Connections

Name	Address	Comments

3.2 Alterations / Changes to Supply Network

Name	Address	Comments

4. Meter Readings

The number and percentage of Network User Meters read during the month.

Number of Meter Readings	Percentage Read
543	100%

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Mar-24

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5. Generator Activity

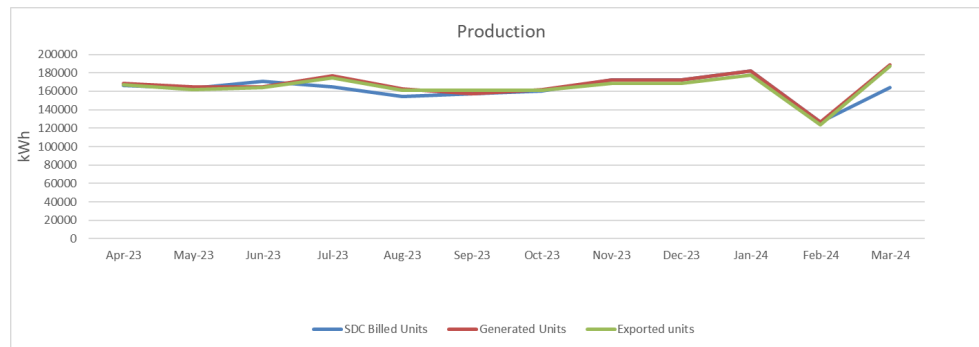


Figure 1 – Generator Load Demand kW hrs

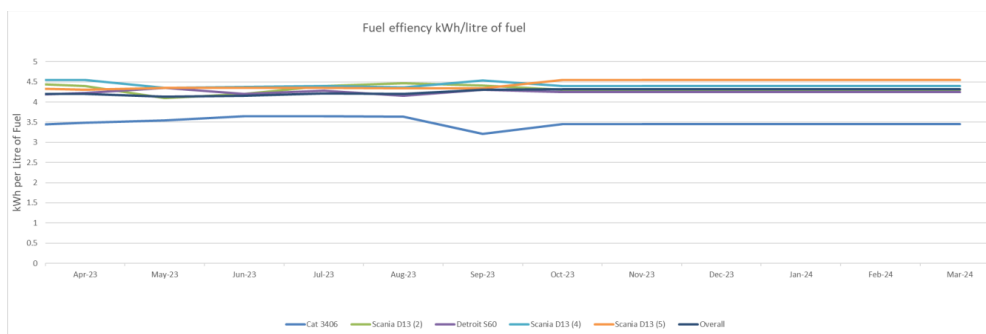


Figure 2 – Generator Efficiency

5.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	18,783	63	667	2,300	25-Dec-22
Unit 2	Scania D13	10,688	3	95	410	10-Aug-23
Unit 3	Detroit 60	23,705	30	1,097	4,661	13-Jul-22
Unit 4	Scania D13	6,410	306	16,682	73,401	16-Nov-23
Unit 5	Scania D13	14,363	480	25,305	115,139	26-Feb-24

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Mar-24
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6. Preventive Maintenance

Item	Description	Scheduled	Actual

7. Capital Works Progress Summary

Item	Progress & Challenges
AWP - T2 Temporary Replacement	Work orders created to get charged through every month now for transformer hire of TPCL.
AWP – Distribution Transformer	Materials for Tx33 is taking longer than expected due to manufacturing constraints. Earth upgrade planned for Tx33 now updated to Tx48 as material is available. No material impact to programme.
AWP – Metering	SDC/SIESA has advised that Smart Meter business case is approved in principle but pending approval of funds to proceed. PowerNet will wait for SDC/SIESA to advise on when programme is to be rolled out. Please note that meter lead-times are increasing from six months to twelve. Please note that the 'SIESA Smart Meter Business Case' is 'Commercial in Confidence' and is not to be distributed or shared with anyone other than Southland District Council's personnel directly involved with this contract.
AWP – Pole Replacements	Pole 606400 - Under review. Pole 813296 Service now to be undergrounded.
Unspecified Asset Replacement	
AWP – Fire Alarm	Building consent for Fire Alarm lodged to Southland District Council
ARQSRSE – Distribution Earth Upgrades	Finalising alternative solution for trenching work

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Supply to Stewart Island: Monthly Status Report – 23 Feb-24 to 22-
Mar-24

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8. Expenditure – Coming Month

Item	Description	Est. Cost
1	400 hr servicing on Gen 2	\$350.00
2	T2 Temporary Replacement Hire	\$140.60
TOTAL		\$490.60

Southland District Council – Contract 20/46 Provision of Power
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9. Inspections, Results & Actions

Generation

Inspection		Result / Issue	Action
Daily	Unit 5 - Radiator	Minor	Requires cleaning

Distribution

Inspection	Result / Issue	Action
AWP – Wooden Pole Ultrasound Testing	<p>Inspection done on 28th Nov 2023. 7 softwood poles identified as having low THOR results during March 2023 network inspections were scheduled for follow up ultrasound testing. 6 poles were ultrasound tested; 1 pole had been removed as service was undergrounded.</p> <p>5 poles returned normal results and are deemed to be C4 "Solid Old"; 1 pole was identified as having high moisture at groundline (a precondition for rot to develop) and marked as C3 "Scheduled Maintenance" in order to identify it for future deterioration checks. It should be ok to leave in place until the next routine inspection round in 2026.</p>	No further action required until next routine inspection round in 2026.

Other

Inspection	Result / Issue	Action
Nil	N/A	N/A

10. Contract Payments

Payment Date	Reference	Payment
18-Aug-23	Management Fee – June 2023	\$52,500.00
20-Aug-23	Management Fee – July 2023	\$52,500.00
20-Sep-23	Management Fee – August 2023	\$52,500.00
20-Oct-23	Management Fee – September 2023	\$52,500.00
20-Dec-23	Management Fee – October 2023	\$52,500.00
19-Jan-24	Management Fee – November 2023	\$52,500.00
31-Jan-24	Management Fee – December 2023	\$52,500.00
20-Feb-24	Management Fee – December 2023	\$52,500.00
20-Mar-24	Management Fee – February 2024	\$52,500.00
TOTAL \$630,000 p/a		\$472,500.00

11. Training Records

Date	Name	Competency Training

12. Programme Update

Outstanding work for AWP23/24 are:

- Earth upgrades : Tx 11, Tx 12, Tx 13, Tx 48
- Fire Alarm

Slight delay on all earthing upgrades listed above due to other issues related to generators and general maintenance of network. Target finish of 30th June 2024 still feasible.

Updated programme as per Appendix E.

Southland District Council – Contract 20/46 Provision of Power Supply to Stewart
Island: Monthly Status Report – 23 Feb-24 to 22-Mar-24
Document No. BG-CMR-SDC01-2403, Version No. 1.0

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Appendix A – Health and Safety Report

Ref.	Item	Count	Comment
a)	Hazards/Risks Identified and Reviewed <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	Audits, inspections, safety observations <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	0	Nil
c)	Corrective / preventive actions <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	Plant/tool/safety equipment inspections <i>Evidence of plant, equipment, mobile plant, tools, safety equipment etc. inspected and/or maintained by a competent person. (Records attached in Appendix C)</i>	1	Motor Bike 78RQ WOF Expired, CGU883 Crane Inspection, GLW257 WOF Due 6\4\24, Service Due. HRZ898 Service Due.
e)	Health and safety training <i>Information and evidence of any health and safety training conducted, including inductions, external training, scenario testing, drills etc. (Records attached in Appendix B)</i>	0	Nil
f)	Occupational Health Monitoring or PPE Fit Testing <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	1	Pre-employment occupational health assessment and PPE check
g)	H&S Meetings <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g., H&S Reps' meetings) etc.</i>	1	The Committee met on 12 th March 2024 – Key Messages: <ol style="list-style-type: none"> 1. Reminder Employee's have until March 31st to use their 2023 financial year Wellbeing \$100 Subsidy. Claiming Individual Health Benefit Reimbursement 2. Flu Vaccination clinics over the next month. Contact your leader or Executive Administration to book in an appointment. 3. St John attended our meeting to demonstrate their new De-Fibrillator PowerBeat x3. PowerNet are investigating this model going forward as replacement items for Phillips De-Fibs are to become discontinued.
h)	Safety Events <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	0	Nil

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Security Classification
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Ref.	Item	Count	Comment
i)	Non-Notifiable Event - Details <i>Details on any non-Notifiable Event such as minor work-related injury, illnesses, incident or near miss)</i>	0	Nil
j) & k)	Investigation Communications <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	0	Nil

Southland District Council – Contract 20/46 Provision of
Power Supply to Stewart Island: Monthly Status Report – 23
Feb-24 to 22-Mar-24
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Appendix B – Training Records

As listed in [Section 11](#) of this report

As listed in [Health & Safety Report](#) (e)

Southland District Council – Contract 20/46 Provision
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Report – 23 Feb-24 to 22-Mar-24
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Appendix C – Inspection and Maintenance Reports

As listed in in [Health & Safety Report](#) (d)

Southland District Council – Contract 20/46 Provision
of Power Supply to Stewart Island: Monthly Status
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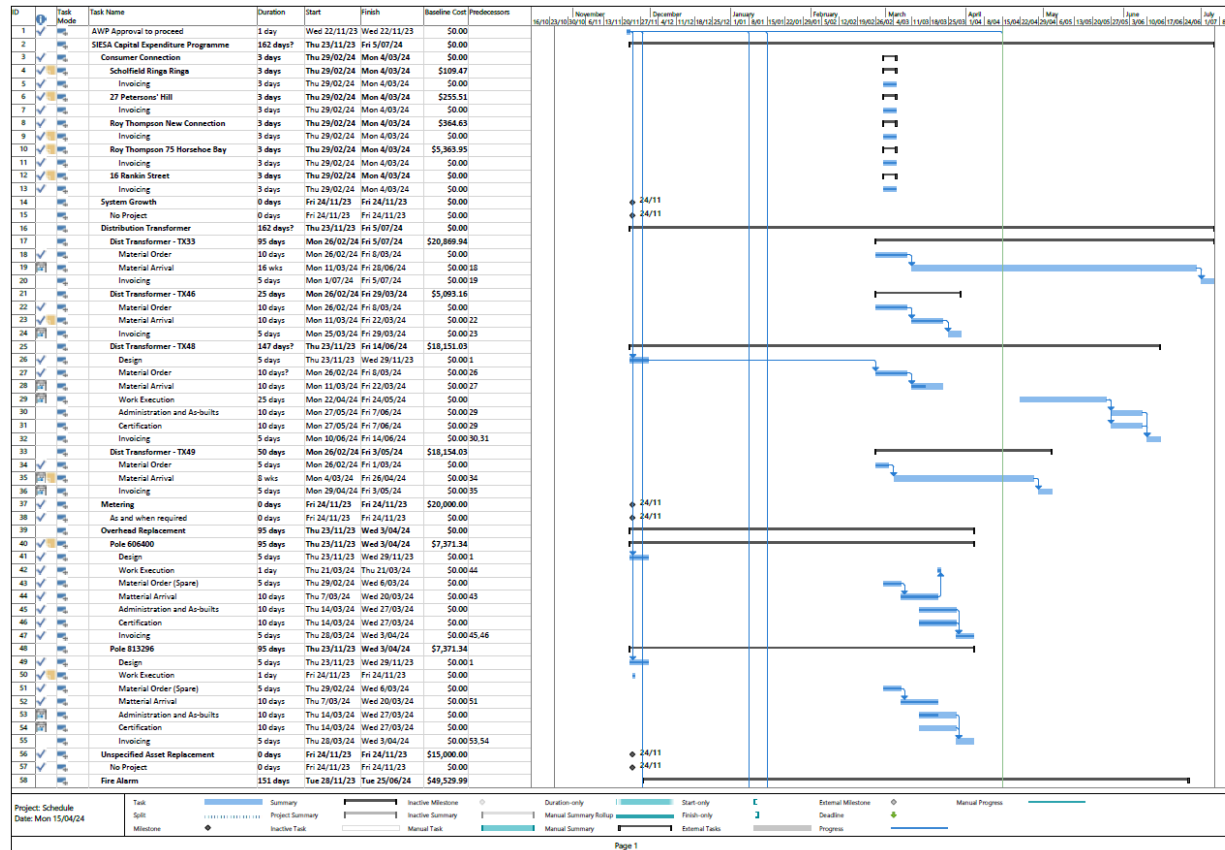
Appendix D – Investigation Communications to PowerNet Personnel

As listed in [Health & Safety Report](#) (j & k)

Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island: Monthly Status Report – 23 Feb-24 to 22-Mar-24
Document No. BG-CMR-SDC01-2403, Version No. 1.0

Security Classification
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Appendix E – Annual Works Programme FY23/24 Schedule

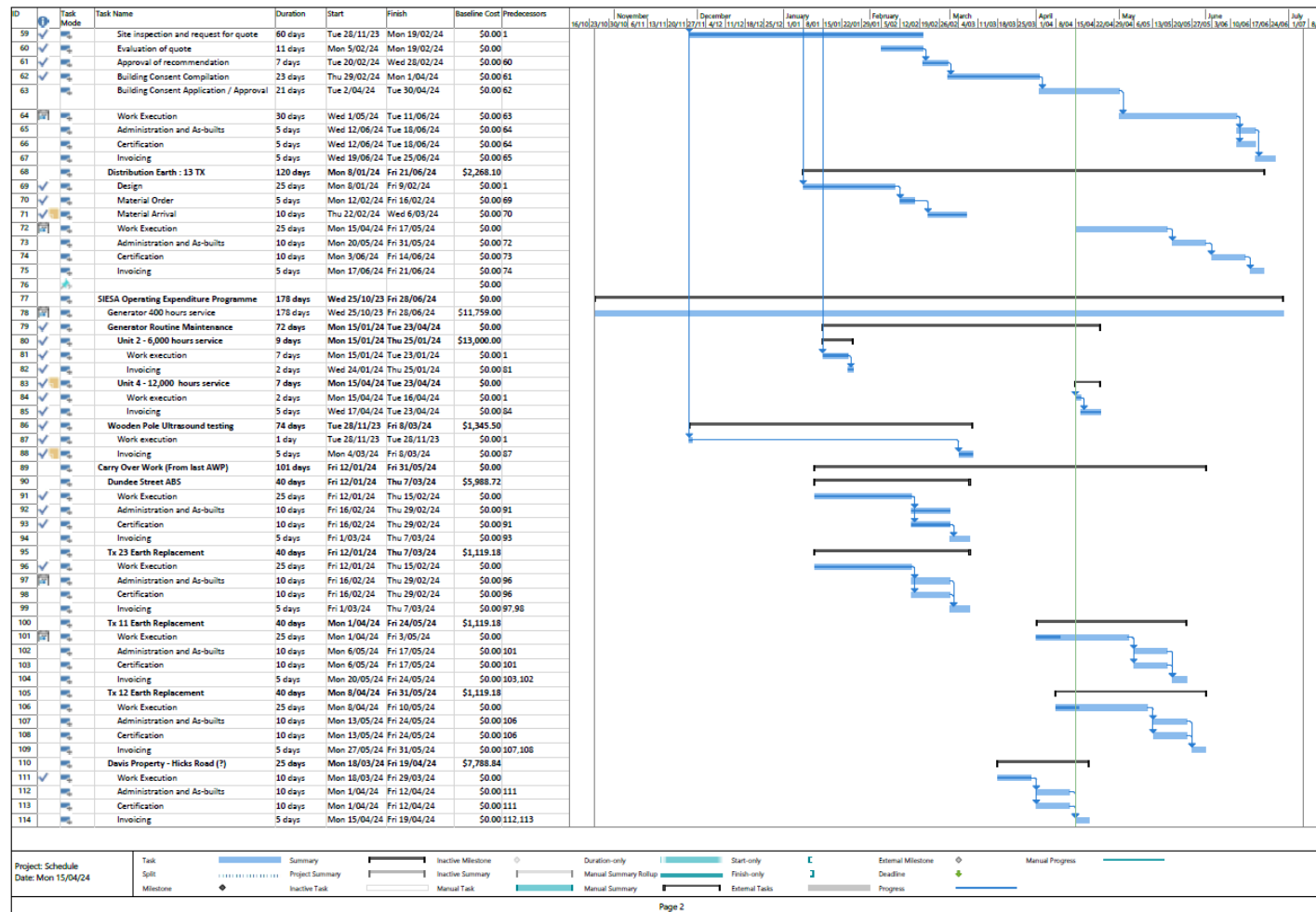


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Provision of Power Supply to Stewart Island
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REVIEW CATEGORY	0 Years - Record Only		

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Apr-24
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Security Classification
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Approvals

APPROVED BY:	Eric Sng	14 May 2024
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Distribution

SOUTHLAND DISTRICT COUNCIL	POWERNET
Principal’s Representative – Fran Mikulicic Fran.Mikulicic@southlanddc.govt.nz	Contractor’s Representative: Eric Sng esng@powernet.co.nz
Principal Engineer – Nick Hamlin nick@maxisprojects.co.nz	Field Manager – Ray King rking@powernet.co.nz
Engineers Representative – Stuart O’Neill Stuart.ONeill@southlanddc.govt.nz	

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1. Summary

23rd March 2024 – White phase on overhead supply on Tx23 on Dundee Street was loss. LV tied was used to power up Argle Street while rest of network was inspected. Outage to approx. 10 customers, started at approximately 6pm. PowerNet crew mobilised to fault response until 10.30pm, but was unsuccessful in finding the fault. PowerNet crew resumed fault finding the following day at 7.30am. At 1.30pm, all fault power was restored. Cause of outage was overload fusing. Fuse is now upgraded from a 100A to 160A.

24th March 2024 – Whilst attending the station, the Station Operator discovered Unit 4 coolant on the hallway. On further inspection, it was discovered the coolant had oil leaked into the coolant. This led to O-ring failure as the oil broke down the O-ring material. The O-ring is now replaced. Further monitoring done to ensure no further leak is present.

From 25th March 2024 leading to the Easter periods, we saw a major increase in load, with some overnight peaks reaching up to 477kW. A typical peaks demand for Stewart Island is normally around 350 – 360kW.

On 31st March 2024, the station was attended at 11.30pm to do an engine maintenance on Unit 1 and Unit 3. This was because we needed to wait for demand on the island to decrease overnight so that it is self-sufficient to run on Unit 5 alone.

The rest of the period was fairly quiet, with only routine checks and maintenance of the generators.

2. Reliability & Quality

2.1 Unplanned Outages – Feeder Level Only

Item	Action Taken

2.2 Planned Outages

Item	Action Taken

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2.3 Unplanned Maintenance

Description	Total Cost
Unit 2 AVR replacement	\$2,000
Unit 4 coolant leak	\$2,000
TOTAL	\$4,000

3. Connections

3.1 New Connections

Name	Address	Comments

3.2 Alterations / Changes to Supply Network

Name	Address	Comments

4. Meter Readings

The number and percentage of Network User Meters read during the month.

Number of Meter Readings	Percentage Read
543	100%

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5. Generator Activity

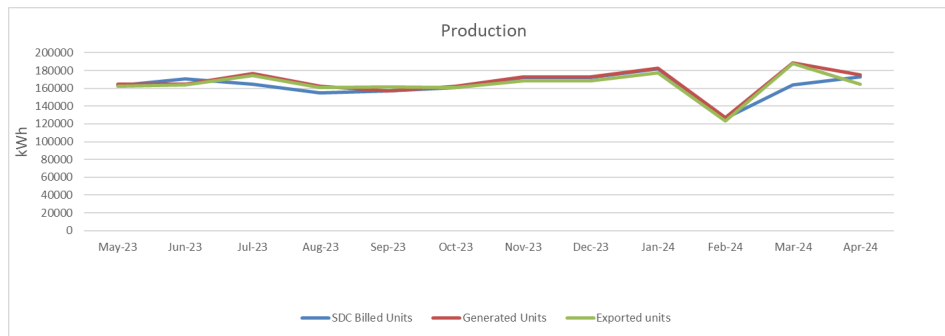


Figure 1 – Generator Load Demand kW hrs

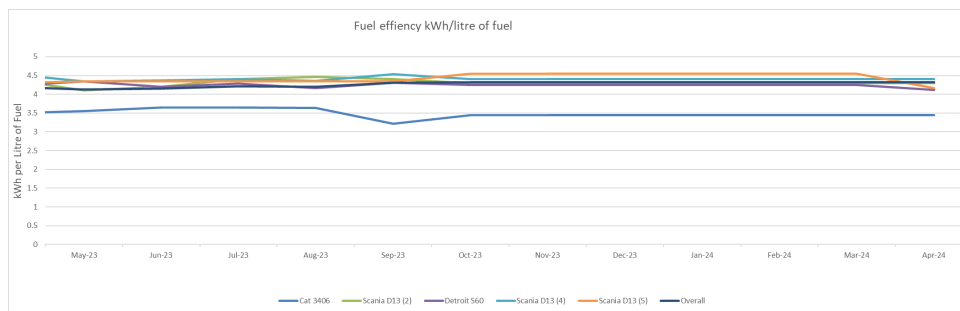


Figure 2 – Generator Efficiency

5.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	19,120	337	1,372	4,734	25-Dec-22
Unit 2	Scania D13	10,896	208	4,460	19,176	10-Aug-23
Unit 3	Detroit 60	23,950	245	4,663	19,176	13-Jul-22
Unit 4	Scania D13	6,410	0	0	0	16-Nov-23
Unit 5	Scania D13	15,234	871	11,570	48,131	26-Feb-24

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6. Preventive Maintenance

Item	Description	Scheduled	Actual

7. Capital Works Progress Summary

Item	Progress & Challenges
AWP - T2 Temporary Replacement	Work orders created to get charged through every month now for transformer hire of TPCL.
AWP – Distribution Transformer	Materials for Tx33 is taking longer than expected due to manufacturing constraints. Earth upgrade planned for Tx33 now updated to Tx48 as material is available. No material impact to programme.
AWP – Metering	SDC/SIESA has advised that Smart Meter business case is approved in principle but pending approval of funds to proceed. PowerNet will wait for SDC/SIESA to advise on when programme is to be rolled out. Please note that meter lead-times are increasing from six months to twelve. Please note that the 'SIESA Smart Meter Business Case' is 'Commercial in Confidence' and is not to be distributed or shared with anyone other than Southland District Council's personnel directly involved with this contract.
AWP – Pole Replacements	Pole 606400 - Under review. Pole 813296 Service now to be undergrounded.
Unspecified Asset Replacement	
AWP – Fire Alarm	Work done scheduled for 6 th May 2024
ARQSRSE – Distribution Earth Upgrades	Finalising alternative solution for trenching work

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8. Expenditure – Coming Month

Item	Description	Est. Cost
1	400 hr servicing on Gen 2	\$350.00
2	T2 Temporary Replacement Hire	\$140.60
TOTAL		\$490.60

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9. Inspections, Results & Actions

Generation

Inspection		Result / Issue	Action
Daily	Unit 4 – Coolant	Minor	Continue monitoring

Distribution

Inspection	Result / Issue	Action

Other

Inspection	Result / Issue	Action
Nil	N/A	N/A

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10. Contract Payments

Payment Date	Reference	Payment
18-Aug-23	Management Fee – June 2023	\$52,500.00
20-Aug-23	Management Fee – July 2023	\$52,500.00
20-Sep-23	Management Fee – August 2023	\$52,500.00
20-Oct-23	Management Fee – September 2023	\$52,500.00
20-Dec-23	Management Fee – October 2023	\$52,500.00
19-Jan-24	Management Fee – November 2023	\$52,500.00
31-Jan-24	Management Fee – December 2023	\$52,500.00
20-Feb-24	Management Fee – December 2023	\$52,500.00
20-Mar-24	Management Fee – February 2024	\$52,500.00
19-Apr-24	Management Fee – March 2024	\$52,500.00
TOTAL \$630,000 p/a		\$525,000.00

11. Training Records

Date	Name	Competency Training

12. Programme Update

Outstanding work for AWP23/24 are:

- Earth upgrades : Tx 11, Tx 12, Tx 13, Tx 48 - Scheduled
- Fire Alarm – Scheduled for 6th May 2024

Slight delay on all earthing upgrades listed above due to other issues related to generators and general maintenance of network. Target finish of 30th June 2024 still feasible.

Updated programme as per Appendix E.

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Appendix A – Health and Safety Report

Ref.	Item	Count	Comment
a)	Hazards/Risks Identified and Reviewed <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	Audits, inspections, safety observations <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	0	3 rd Party Audit Completed for NZS7901 – Public Safety Management System (OJV & TPC) – Recertification achieved. Certification Expires 26-May-27 3 rd Party Audit Completed for ISO55001 – Asset Management System (OJV & TPC) – Certification retained. Certification Expires 18-May-26 Refer Auditor Exec. Summary below table:
c)	Corrective / preventive actions <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	Plant/tool/safety equipment inspections <i>Evidence of plant, equipment, mobile plant, tools, safety equipment etc. inspected and/or maintained by a competent person. (Records attached in Appendix C)</i>	0	Nil
e)	Health and safety training <i>Information and evidence of any health and safety training conducted, including inductions, external training, scenario testing, drills etc. (Records attached in Appendix B)</i>	2	Network Competency Certificate and Plant Certificate training for Tony Paul. (Included Health and Safety Induction).
f)	Occupational Health Monitoring or PPE Fit Testing <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	0	Nil
g)	H&S Meetings <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g., H&S Reps' meetings) etc.</i>	0	The Committee did not meet during this time period.
h)	Safety Events <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	0	Nil
i)	Non-Notifiable Event - Details <i>Details on any non-Notifiable Event such as minor work-related injury, illnesses, incident or near miss)</i>	0	Nil

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Ref.	Item	Count	Comment
j) & k)	Investigation Communications <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	3	HS-SAL-24-005 - Winter Conditions - Safety Alert HS-SAL-24-006 - Mickey Thompson Tyres - Safety Alert HS-SAL-24-007 – Public Safety Electric Shock from Streetlight Column - Safety Alert

3rd Party Audit Key Findings for NZS7901 – Public Safety Management System (Auditor Executive Summary)

The Public Safety Management System was found to be effectively implemented in accordance with NZS 7901 for the Asset Management Plan covered within the scope of the audit. While the current assessment was initially planned against the requirements of the NZS 7901: 2008, an upgrade to 2014 version of the NZS 7901 standards was included.

Strong commitment by the Senior Management Team was evident in ensuring that the management system continues to be effectively operated and maintained to reduce serious harm to members of the public or cause significant property damage to publicly owned property.

A strong and active involvement by Members of the Board and Senior Leadership Team was also evident in keeping informed of the Asset Management System journey and commitment to continual improvement as seen for several initiatives in minimising public safety risks.

Other key highlights from the assessment include:

- Ongoing management of the critical risk and underlying risk management framework
- Noted improvement now incorporates public safety and environmental safety observation into the critical control framework.
- Potential improvement offered in incorporating pole defects identified in “pole” inspections to Maximo.
- Comprehensive training and competency assessment program
- No notifiable incidents that involved members of the public.
- Robust program of workplace consultation and communication.
- Well established programme for community consultation and communication.

While general results were pleasing, 5x NCs raised in the following areas:

- Possum guarding
- Potential climbing access
- Public safety due to razor wire below 2m
- Metal gates attached to substation fence line
- UV - Discolouration of pillar boxes

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3rd Party Audit Key Findings for ISO55001 - Asset Management System (Auditor Executive Summary)

Asset information and data is very much at the forefront of decision making and deriving value and life expectancy from the assets and consideration of the impacts of climate change has been undertaken.

PowerNet's senior leadership team are fully engaged and committed to the AMS development and continuing improvement. The PowerNet Board have been kept informed on the AMS journey and committed to ensuring its continual improvement.

Other key highlights from the assessment include:

- The AMS is documented.
- The process to review the AMPs annually and update fleet plans and the annual works programme ensures the current state of the asset fleet is considered when planning.
- The strength and weakness continue to be identified using the PAS 55 maturity management tool.
- Overall, most of the components of the network sighted and visited were in good condition and appeared to be well maintained.

While general results were pleasing, 2x NCs raised in the following areas:

- Documents overdue for review
- Data Steering Committee Governance Charter to be approved and published. This will close off the last part of an NC from 2023.

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Appendix B – Training Records

As listed in [Section 11](#) of this report

As listed in [Health & Safety Report](#) (e)

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Appendix C – Inspection and Maintenance Reports

As listed in in [Health & Safety Report](#) (d)

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Appendix D – Investigation Communications to PowerNet Personnel

As listed in [Health & Safety Report](#) (j & k)

Safety Alert

Environmental Conditions

Issued: 28/03/2024



HS-SAL-24-005
Contact for further info:
 Brett Coradine – HSE Manager
 Email: Bcoradine@powernet.co.nz
 Mobile: 027 300 6884

Security Class: PowerNet Employees Only

Winter Conditions

As winter approaches, various regions will encounter plummeting temperatures, severe winds, and snowfall. These conditions pose risks to driving and working outdoors. To ensure safety during winter activities, it's crucial to be adequately prepared and appropriately dressed and plan travel meticulously, whether on or off-road.



Potential hazards of winter driving and working include:

1. Increased likelihood of encountering icy roads, flooding, and standing water.
2. Reduced visibility due to overcast skies, shorter daylight hours, and increased rain and fog.
3. Heightened risk of sun strike due to the sun's angle during commuting hours.
4. Diminished visibility regarding pedestrians, wearing hooded jackets carrying umbrellas, and potentially rushing to escape inclement weather.
5. Elevated chances of encountering wind-blown debris, such as branches, due to storms.
6. Elevated chance of cold exposure potentially resulting in hypothermia.

General precautions for winter conditions:

1. Minimise unnecessary travel whenever feasible. Prioritise main roads and check road conditions before departure.
2. Avoid off-road driving whenever possible. If unavoidable, conduct a thorough track assessment to ensure landowner notification and discuss the safest route.
3. Obtain approval from supervisors before proceeding through road closures.
4. Adapt driving behaviour to suit conditions, slowing down and allowing extra time, especially on wet or icy roads.
5. Contact supervisors for snow chain requirements.
6. Stay vigilant for black ice, especially in shaded areas.
7. Dress warmly, layering clothing to shield against cold and wind.
8. Plan for regular breaks to warm up when exposed to prolonged cold conditions.
9. Adhere to [PNL fatigue policy](#).
10. Continually monitor yourself and your workmates for signs of hypothermia.

HSE Team have provided all identified external and internal interested parties with this Safety Alert.

NOTE: HSE Team are the only authority to release and circulate this Safety Alert.

Approved by: Brett Coradine

Safety Alert Doc No: HS-SAL-24-005 – V 1.0

Review Category: 0 Years - Record Only

SAL Version Date 28 March 2024

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Safety Alert

Equipment

Issued: 10/04/2024



HS-SAL-24-006

Contact for further info:
Gary Davis
Email: gdavis@powernet.co.nz
Mobile: 027 434 2160

Security Class: PowerNet Employees Only

Mickey Thompson All Terrain Tyres

Our Technical Teams, conducting routine Vehicle Pre-Start checks, made a concerning discovery regarding Mickey Thompson All Terrain tyres installed on some of our fleet vehicles.

During the inspection, two tyres on one of our vehicles were found to have cracks in the tyre bead. Subsequent examinations of four additional vehicles revealed similar cracking on at least one tyre per vehicle, all around the rim's bead.



What we all need to do:

1. Complete the weekly and daily pre-start checks as required in [BI-POL-0007 - Vehicle and Driving Policy](#) with a particular focus on the vehicle's tyres. This is a key part of our safety protocols and should not be overlooked.
2. If a vehicle inspection identifies any issues regarding tyres, such as the issue identified in this alert, immediately get a tyre inspection at your local tyre shop.
3. If cracks in the tyre bead are identified, instruct the tyre shop to inspect both the inside and outside of the tyre (this will require the tyre to be removed).

HSE Team have provided all identified external and internal interested parties with this Safety Alert.

NOTE: HSE Team are the only authority to release and circulate this Safety Alert.

Approved by: Brett Coradine – HSE Manager

Review Category: 0 Years - Record Only

SAL Version Date 10 April 2024

Safety Alert Doc No: HS-SAL-24-006 – V 1.0

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Safety Alert

Incident

Issued: 16/04/2024

Security Class: PowerNet Employees Only



HS-SAL-24-007

Contact for further info:
Brett Coradine – HSE Manager
Email: bcoradine@powernet.co.nz
Mobile: 027 300 9693

Public Safety - Electric Shock from Streetlight Column

This Safety Alert concerns an incident reported by a contractor involving an electric shock experienced by a member of the public after contact with a streetlight column. A preliminary investigation revealed that the shock occurred due to an inadequately protected connection covered with the non-standard electrical tape (see image 1—Street light pole 806681—Fault). As a result, the tape wore through, making direct contact with the metal casing of the streetlight, subsequently energising the column.

Image 1 - Street light pole 806681 - Fault



Our Immediate Response:

1. The contractor responded with a temporary fix.
2. We are dispatching an electrical worker to assess the remaining subdivision streetlight columns to ensure all connection meet Network standards.
3. We are ensuring the well-being of the affected individual.
4. We will notify Energy Safety once we gather more detailed information and determine if the incident meets the notification threshold.

What we all need to do:

1. **Condition Assessment:** When working with streetlights, complete a thorough condition assessment of connections to ensure no similar risk to the public. If streetlight connections are protected by similar tape, you must apply rubber-insulated tape to remove the risk.
2. **Protection of Live Connections:** Ensure all connections with the potential to create risk are adequately protected, using rubber tape or suitable insulation.

HSE Team have provided all identified external and internal interested parties with this Safety Alert.

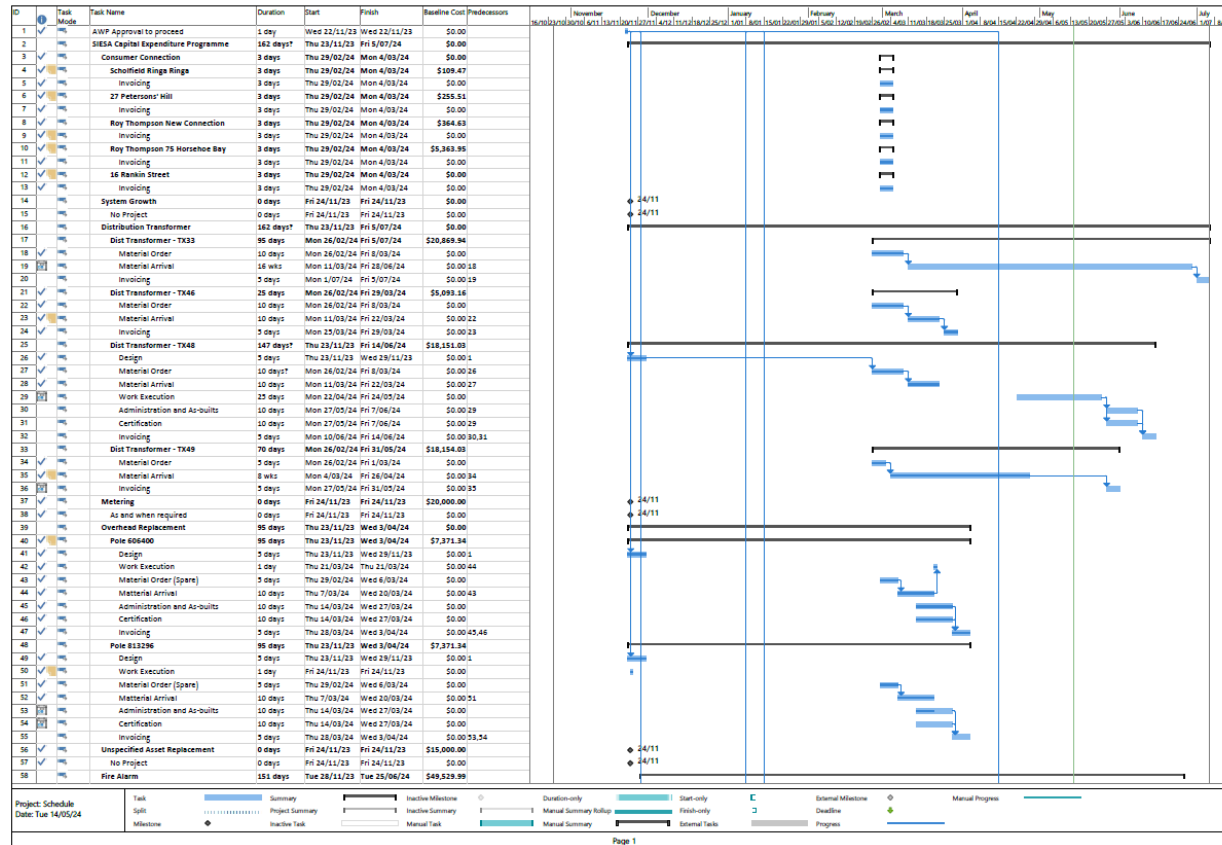
NOTE: HSE Team are the only authority to release and circulate this Safety Alert.

Approved by: Rangil Solomon – GM HSE

Review Category: 0 Years - Record Only
SAL Version Date 16 April 2024
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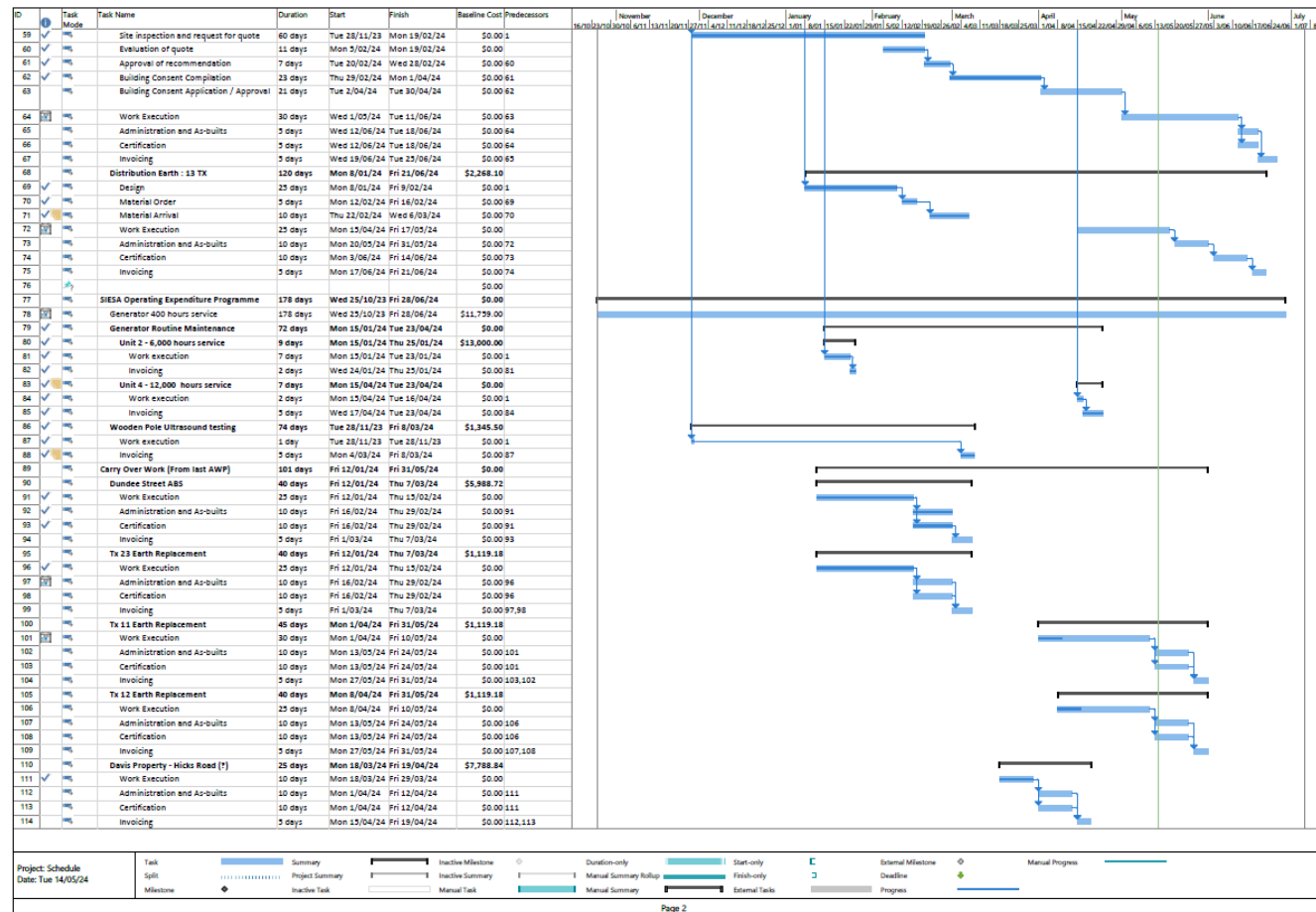
Safety Alert Doc No: HS-SAL-24-007 – V 1.0

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Chairpersons' report

Record no: R/24/5/34498

Author: Kirsten Hicks, Committee advisor/customer support partner

Approved by: Michael Aitken, GM strategy & partnerships (interim)

☐ Decision

☐ Recommendation

☒ Information

- 1 The purpose of this report is to update the board on activities that the chairperson has been involved with since the previous meeting. It is also an opportunity to discuss progress on current projects

- Dog control bylaw and freedom camping bylaw reviews
- Traill Park SIRCET lease
- spraying/mowing update
- spatial planning
- Chairs' meeting
- Ulva Island wharf
- energy
- Roding bylaw
- Bragg Bay stumps

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled "Chairpersons' report".**

Attachments

There are no attachments for this report.

Next meeting

Record no: R/24/5/34539

Author: Kirsten Hicks, Committee advisor/customer support partner

Approved by: Rachael Poole, Committee advisor

☐ Decision

☐ Recommendation

☒ Information

- 1 This report is to confirm that the next meeting of the Stewart Island/Rakiura Community Board will be held at 9.45am on Thursday 8th August 2024 at the Rakiura Museum/ Te Puka O Te Waka, . Please note the change of meeting venue.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled “Next meeting”.**
- b) confirms that the next meeting of the Stewart Island/Rakiura Community Board will take place at the Rakiura Museum/Te Puka O Te Waka at 9.45am on Thursday 8th August 2024.

Attachments

There are no attachments for this report.