



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

Date: Thursday, 10 October 2024
Time: 8.45am
Venue: Stewart Island Pavilion
7 Ayr St, Oban

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue

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

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

Health and safety

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>

a) promote the social, economic, environmental and cultural well-being of local communities

b) monitor the overall well-being of local communities.

Community leadership

a) to provide leadership to local communities on the strategic issues and opportunities that they face

b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities

c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes

d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities

e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

Engagement and relationships

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

Advocacy

a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest

b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for **District Activities**⁽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).

Local activities

For local activities⁽ⁱⁱ⁾

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

	<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>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

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

2 Leave of absence

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

3 Conflict of interest

Community board members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 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, 08 August 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 Rakiura Museum Te Puka O Te Waka, Oban on Thursday, 8 August 2024 at 9.45am (9.46am – 11.23am)

PRESENT

Chairperson	Aaron Conner
Members	Mike Douglass
	Daniel Meads
	Andrea Young
	Councillor Jon Spraggon

APOLOGIES

Aaron Joy
Rakiura Herzhoff

IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue
Group manager, regulatory services	Adrian Humphries

1 Apologies

An apology for non-attendance was received from Rakiura Herzhoff and Aaron Joy.

Moved Cr Jon Spraggon, seconded Daniel Meads **and resolved**

That the Stewart Island/Rakiura Community Board accepts the apologies from Rakiura Herzhoff and Aaron Joy.

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 Confirmation of minutes

Resolution

Moved Cr Jon Spraggon, seconded Daniel Meads **and resolved**

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 13 June 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/24/7/45512

Britt Mathias (Supervisor, Community, Department of Conservation) updated the board on the following subjects:

- Britt is filling in while manager Jennifer Ross is on family leave
- annual season recruitment will take place at the end of August
- there will be two more marine samplings at Ulva Island (to assess poison levels following predator control)
- the rare dotterel is entering the breeding season – the time when they are at the greatest risk of predation
- in June heli-spraying of the old sand Neck took place

- some repair work has been carried out on the Little Glory wharf
- Ulva Island required a track repair following a recent tree windfall
- new sealion information and warning signs are being erected

Ali Meade (representing Predator Free Rakiura Engagement and Advisory Group) spoke on the following points:

- the group are looking to eradicate 6 pest species here on Stewart Island Rakiura. This is the largest eradication exercise to be undertaken in the world
- the target species are three types of rats, feral cats, possums and hedgehogs
- the group was established 15 years ago. Current general manager is Darius Fagan (based in Invercargill)
- the community board is being invited to have a representative on the group. Currently the group meets quarterly but this is likely to increase once the project gains momentum
- the group is currently working in conjunction with the Department of Conservation (DOC) and ZIP (Zero Invasive Predators)
- the next 12 – 24 months are crucial to the success or otherwise of this project.

Resolution

Moved Daniel Meads, seconded Andrea Young **and resolved**

That the Stewart Island/Rakiura Community Board:

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

7.2 Community board reporting

Record No: R/24/7/47121

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

Items discussed included:

- Mayor's taskforce for jobs
- Matariki wayfinding project. Some concern was expressed regarding the life-span of the Lee Bay installation and funding for any ongoing maintenance that may be required
- Smartygrants – new system for online grant applications
- applications for the board's community partnership fund close 31 October 24
- parking bylaw – an indication of the date for the boat park portion would be appreciated
- animal welfare during emergency events
- Visitor Levy application
- board member communication payments should be through
- Horseshoe Bay walking track stage 3 – a discussion on this needs to take place with the project delivery team.

Resolution

Moved Mike Douglass, seconded Andrea Young **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled “Community board reporting” dated 29 July 2024.

7.3 Councillor update

Record No: R/24/8/49208

Councillor Jon Spraggon presented this report.

Items of particular interest included:

- Long Term Plan is due to be adopted by Council at their meeting on 26 August 2024
- Te Anau Downs (confidential)
- the Stewart Island/Rakiura Visitor Levy fund is due to be audited. The board would be interested in the date for this.

Resolution

Moved Cr Spraggon, seconded Daniel Meads **and resolved**

That the Stewart Island/Rakiura Community Board:

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

7.4 Licence to Occupy for SIRCET over part of Traill Park

Record No: R/24/6/42322

Property advisor Sara-Jane Milne was in attendance for this report (via Teams).

The board noted that the fee was based on the size of the building and land occupied, in comparison to the Toy Library and other market rates. The proposed lease covers both the room and the outside area, and runs for a term of two years. A variation can be entered into if required (possibly as part of the proposed Traill Park development in relation to the Golden Bay master plan). The lease is due to commence 1 September 2024. Vehicle access can be limited (under special conditions). Public liability insurance will be required before the lease can be confirmed.

Resolution

Moved Cr Jon Spraggon, seconded Mike Douglass **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled “Licence to Occupy for SIRCET over part of Traill Park”.

- b) recommends to staff that \$521.74 plus GST per annum is a suitable rental or suggests an alternative annual rental for SIRCET for the licence to occupy over a portion of Traill Park.

7.5 Enforcement Policy

Record No: R/24/7/46855

Group manager regulatory services Adrian Humphries was present for this report.

Adrian informed the board that his responsibilities cover building compliance, resource consents, public health and other legal compliances. The board noted that Bruce Miller is the animal control officer and noise control is a police matter. There has not yet been a decision on who will manage parking restrictions when they are reviewed for the island. Other areas of work are road side dumping and hoarding.

The approach taken is to work collegiately, with the belief that enforcement is required to ensure compliance.

Resolution

Moved Andrea Young, seconded Mike Douglass **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "Enforcement Policy".

7.6 Representation Review - representation proposal

Record No: R/24/7/48351

Karen Purdue (Community partnership leader) was present for this item.

The board noted that this proposal brings no changes to Stewart Island/Rakiura.

Resolution

Moved Mike Douglass, seconded Daniel Meads **recommendations a to c, with changes to d (as indicated with a ~~strike through~~) and new (as indicated), and resolved**

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "Representation Review - representation proposal".
- 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 that the ~~Community Partnership Leader~~ Stewart Island/Rakiura Community Board makes a submission from the Community Board outlining that it supports/~~does not support~~ the representation proposal.

7.7 SIESA PowerNet Monthly Report

Record No: R/24/7/47004

Karen Purdue (Community partnership leader) was present for this item.
The board noted that two of the generators are not being serviced but this is because they are very rarely used.

Resolution

Moved Mike Douglass, seconded Daniel Meads **and resolved**

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "SIESA PowerNet Monthly Report".

7.8 Chairperson's report

Record No: R/24/7/45518

Chairperson Aaron Conner discussed the following topics with board members.

- **Ulva Island wharf** – The mayor and chief executive hope to have details shortly. An update has come through, to be included in the next Stewart Island News (SIN). There is some confusion about what the next steps should be but this will be clarified for all parties
- **Parking** – It is hopeful that the parking restrictions can be introduced before Christmas. This has been made possible by separating parking from the main roading bylaw and boat park
- **Bragg Bay** – the board is still awaiting progress on green waste and tree stump disposal
- **Spatial plan** – This needs to go to Council for sign-off
- **Electricity** – The preferred operator has withdrawn their expression of interest. Government has been supporting asset development rather than business cases and feasibility studies. This project requires reframing which involves seeking a changed funding agreement from MBIE (for a changed scope), and finding an appropriate technical advisor who can support the steering group in design and build areas.

- **Emergency management plan** – Janelle Ladbroke has been appointed to this organisation recently and will likely be the local contact person. Aaron Joy has volunteered to draft up a plan on behalf of the board. This will be useful as a base for public consultation and involvement
- **Boat ramp** – The council-owned boat ramp opposite the Post Office would benefit from some work to widen and improve it. This will be a community funded project
- **Street light** – There has been a request from a resident to replace a street light with a bollard style light. The light in question shines into the resident's bedroom and they are suggested a replacement, which they would finance. Roading will have the final say on this as it needs to meet technical requirements
- **Te Anau airport submission** – Community board member Dianne Holmes thanked the board for their submission.

Resolution

Moved Andrea Young, seconded Mike Douglass **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "Chairperson's report".

7.9 Next meeting

Record No: R/24/7/45519

Committee advisor Kirsten Hicks spoke on this item. Members were reminded that the meeting venue would revert back to the Stewart Island Pavilion.

Resolution

Moved Daniel Meads, seconded Mike Douglass **and resolved**

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 Stewart Island Pavilion at 8.45am on Thursday 10th October 2024

The meeting concluded at 11.23am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON THURSDAY 8
AUGUST 2024

DATE:.....

CHAIRPERSON:.....

Community update

Record no: R/24/9/60371

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/24/9/56254

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 30 September 2024.

Attachments

- A Stewart Island Rakiura community leadership report - 10 October 2024
- B Stewart Island Rakiura operational report - October 2024
- C Active Southland Community Board report - October 2024



What's happening in your area

Review of Roding Bylaw 2008

The roding bylaw is scheduled to complete a full review by mid 2025.

The community board has requested staff to bring forward issues on Stewart Island/Rakiura during 2024, ahead of the wider review of the current bylaw being completed.

Through engagement with members of the Stewart Island/Rakiura Community Board, staff have asked Council to prioritise the remedy of two issues in relation to parking needs on the island and safety of road users on the network of roads on the hillside approaching Observation Rock.

To address these issues council are proposing amendments to the Roding Bylaw 2008 which introduce changes to parking restrictions on the island and a new one way system which will be consulted on with community commencing 10 October 2024 and concluding on 8 November 2024.

In support of consultation, staff are planning to host drop-in sessions at the Pavilion, between 1-4pm and 6.30-8.30pm on Monday 21 October, and between 10am and 12pm on Tuesday 22 October where members of the community can review the proposed changes, ask questions, and make a submission.

There will also be an opportunity to submit online through the Make it Stick platform as well as feedback forms that will be available at the library.

Community Funding

SmartyGrants online grant system

Southland District Council is moving to an online funding platform called SmartyGrants in the near future. All funding applications will be made online using the SmartyGrants system – the same as currently used by Community Trust South and several councils.

We are aiming to have all funds moved to the online portal for the March 2025 funding round, some funds could possibly be online before this.

We will be providing community boards and our community with updates over the coming weeks and months, we will be holding workshops in our communities to assist with introducing our new way of working, staff at our libraries will receive training in the system, and we will be producing resources to introduce SmartyGrants to our community.

Community Partnership Fund

The funding round for Stewart Island Rakiura Community Partnership Fund closes on 31 October 2024.

Other funding opportunities

The following SDC funds closed on 30 September 2024:

- District Initiatives Fund
- Ohai Railway Fund
- Sport NZ Rural Travel Fund
- Creative Communities Scheme

Information on grants allocated will be detailed in the next Community Leadership report in December.

The following SDC funds will close on 20 December 2024:

- Centennial Bursary Scholarships for recognised tertiary study
- Valmai Robertson Creative NZ Arts Scholarships
- Eric Hawkes Memorial Outward Bound Scholarship

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

Policy

The invitation to provide early engagement feedback on the operation of Freedom Camping and Dog Control Bylaws in your area remains open from the Policy team.

Governance

Work streams that may be of interest to the board include:

The representation review – Staff presented the submissions received on the representation proposal to Council on 18 September 2024. It is anticipated Council will decide on the final representation proposal for public notification on 23 October 2024. The final proposal will have a period for appeals and objections from 25 October to 30 November 2024. The Local Government Commission will consider any appeals, objections and make the final determination on the representation arrangement for the District by 10 April 2025 in time for the 2025 local authority elections.

Remuneration for elected members – The Remuneration Authority (Authority) has recently determined elected member remuneration, and allowance and expenses rates, for the 2024/25 financial year. These came into effect on 1 July 2024 and will apply to 30 June 2025. Payments to elected members made on 12 September 2024 included backpay from 1 July.

Oreti community board membership – A by-election to fill a vacancy on the Oreti Community Board is complete and Jamie Winslow has been declared elected from the Makarewa subdivision to the board. Deputy Mayor Christine Menzies has also replaced Councilor Frazer on this board. Both new members were sworn in as board members at the board meeting on 16 September 2024.

Quorum rules – from 1 October, legislation that has allowed elected members attending remotely to be counted as part of the quorum, will be repealed. So, in accordance with community board standing orders, only those physically present will be counted in relation to quorum.

Reports – Reports to Council in October will propose there is a deputy chair appointed for the Finance and Assurance Committee, and that Council receives statement of intents from Great South and Space Ops.

Akona learning platform – learning sessions are available for elected members on this platform. Please get in touch with your committee advisor if you need help accessing these

Stakeholder updates

Active Southland October update

Active Southland has provided a report (attached) which regional activator Jenna Shepherd will speak to.

Emergency Management Southland

Emergency Management Southland (EMS) have released their annual Emergency Management preparedness survey for 2024.

They hope the data collected will show how prepared whānau are, how EMS can efficiently communicate with whānau before and during a civil defence emergency and help EMS monitor the performance of organisations involved in civil defence, ensuring that any changes that are needed are identified within the upcoming year.

EMS would appreciate people taking five minutes to fill out the survey and forward it into family, friends and other groups you may belong to. There is also a choice to enter a draw for one of five \$100 supermarkets vouchers.

The survey link is <https://feedback.askyourteam.com/3WIZmWV>



The poster features a dark grey background with a yellow and blue striped border at the bottom. In the top left, a yellow speech bubble contains the text "GET READY". To its right is the Emergency Management Southland logo, which includes a blue triangle with "CD" and "CIVIL DEFENCE" text, and a blue oval with "EMERGENCY MANAGEMENT SOUTHLAND" and "Te Kaitiaki Takekōwhiriwhiri" below it. Below the logo, the text "How prepared are you and your family for a civil defence emergency?" is written in white. To the left of this text is a stylized graphic of three people in white, yellow, and blue. At the bottom left, a yellow box contains the text "Tell us how prepared you are! Complete our 5-minute survey & go into the draw to win 1 of 5 \$100 grocery vouchers." To the right of this box is a QR code.



Stewart Island/Rakiura Community Board

Tracker – ongoing

Horseshoe Bay Road-Butterfield Beach Stage 3 Better off Funding project completed as far as possible until alignment around the slip has been confirmed.

Ulva Island jetty - Staff are continuing to discuss the possible terms of transfer of the Ulva wharf in response to the proposal from the Hunter family. The discussion includes future development and access to the wharf and development of a funding approach. Once this is concluded, further discussions will be held with the community board, wharf users and council.

Golden Bay masterplan - final draft received and waiting on feedback from Te Ao Marama before finalising.

Review of waste activity in regard to SIESA

Upcoming priorities

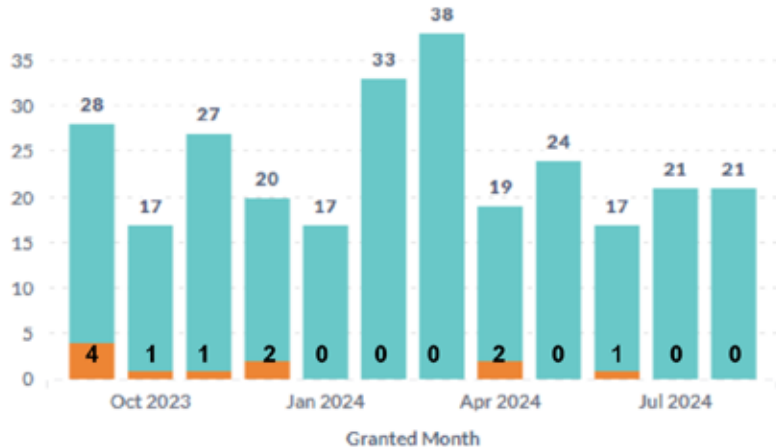
Alternative energy project.

Parking by-law – consultation is taking place in October on the island with staff working towards having completed by December 2024.

Resource consents granted

RM applications granted for community board

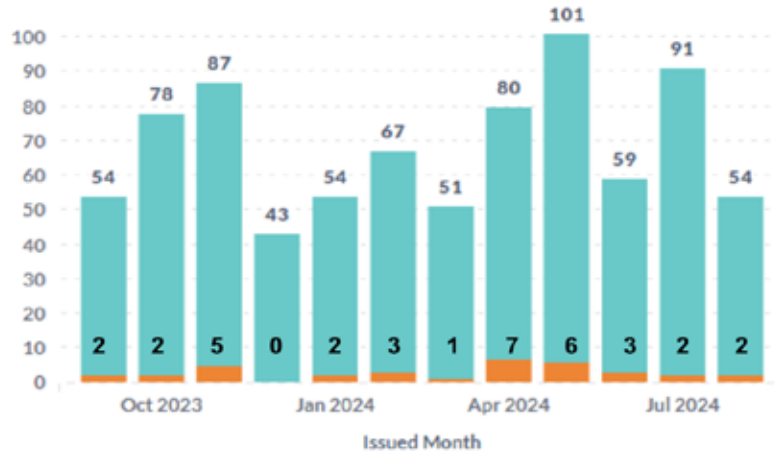
RestOfSDC BoardCount



Building consents issued

Building Consents issued for community board

RestOfSDC BoardCount



Local Budget Information

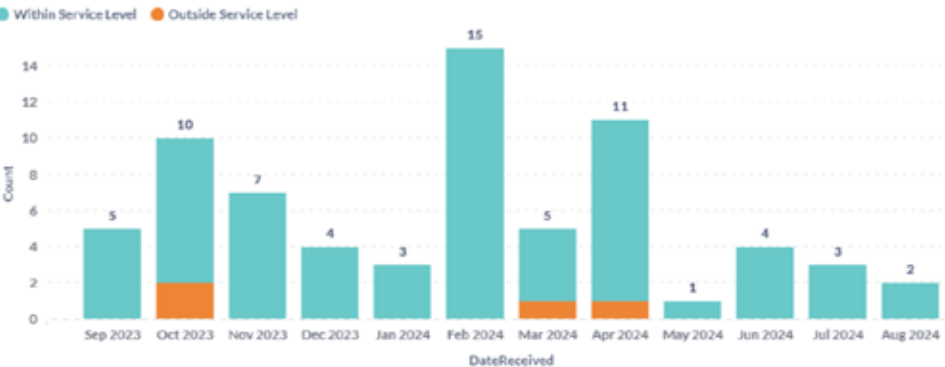
Financial information for the end of August is not available due to the late adoption of the LTP and the end of the 2023/24 year not being finalised.

Projects update

Activity	Name	Current Phase	Current Progress	Budget actual ytd
COMMUNITY FACILITIES	Rebuild Ulva Island Jetty (Wharf)	Business case phase	Monitor	\$891,685 \$0 P-10203
	This project is now a negotiation between Council and the Hunter Family Trust. The trust has proposed to transfer the ownership of the Ulva Island wharf to the Hunter Family Trust. Council are considering this proposal through their lawyers and once an agreement is reached on the proposal council will be asked to approve the transfer.			
WASTEWATER	Multi scheme-oxidation pond desludge	Delivery phase	Monitor	\$900,000 P-10452
	This project is currently at tender stage, a site tour was undertaken and four separate contractors attended the Council run site tour. The tender evaluation process is due to close end of September, with contract award due mid October 2024.			
WASTEWATER	Stewart Island wastewater consent renewal	Delivery phase	Monitor	\$159,000 \$3,359 P-10474
	Council is expecting consent to be granted in the next four to six weeks following the completed independent assessment report requested by Environment Southland.			
WATER STRUCTURES	Golden Bay Wharf - Renewal Investigation	Delivery phase	Monitor	\$250,000 \$0 P-10670
	The masterplan project is almost complete. The community engagement has occurred and the report is in final draft. Presentation to the SIRC of the final document was due in August but this has been held up whilst we wait for Mana whenua input to finalise the report.			

Service requests

Across the district there were 848 requests for service lodged during the period July and August 2024, of which 100 were related to three waters. Five of the total requests belonged to this board area. A full breakdown of those requests is detailed below.



Request Type	Count
Litter matters urban (townships)	1
Sewer blockage	1
Stop/give way signs - repairs (urgent 24 hour fix)	1
Street lights out	1
Water and waste general	1
TOTAL	5

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. Water and wastewater services across the area have continued to operate with a lower number of service requests than usual being received by Council and Downer.

The new rising main has been installed, this is in the process of being signed off for use and once this has been signed off, Downer can continue with the installation of valve work and filters at the wastewater pond site.

Mowing

Due to weather the mowing started later this season.

Gardens

Keri and her team are due on the Island at the end of the month. Keri will undertake some township spraying.

Foveaux Alliance

2024/2025 pre - reseal repairs are being prioritised and delivered weather dependent.

Metalling year to date is at 17% delivered and grading 16% completed.

Annual signs night inspection is completed.

Guard rail repairs on Kamahi Road at the end of the network, police were notified.


Leask Bay Road relocation and replacement of a section of guard rail.

Rodney Clark has retired after 17 years of service to the Foveaux Alliance.

Stewart Island Rakiura Community Board RFSs – (July and August 2024) were five.

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





OUR VISION
Everyone Active Every Day

OUR MISSION
Influencing change at all levels so that living an active life becomes more accessible and achievable for all Southland communities

OUR PURPOSE
We exist to enhance individual and community wellbeing by connecting, enabling and supporting Southlanders to live more active lives

AS²

ACTIVE SOUTHLAND

Established in 1990

One of 14 Regional Sports Trusts around Aotearoa New Zealand

Rebranded from Sport Southland to Active Southland in 2021 to better reflect our work, our community needs and aspirations

Focus on enhancing individual and collective wellbeing

Regional Sports Trusts



AS IN SOUTHERN DISTRICT

SDC Open Spaces Activator *Jenna Shepherd*



Lead, influence and work alongside key stakeholders and partners to strengthen the play, active recreation and sport systems across the region, with a focus on the Southland District community

Tōku Oranga Health Coach *Monique van Rensburg*



Tōku Oranga is about helping people navigate their health journeys with the confidence, knowledge, and options they need to achieve optimum health outcomes - it's about setting up clear pathways to better health, and about connecting with agencies and organisations that can play a role in that journey

Tōku Oranga Lead *Tilley Carroll*



Healthy Active Learning School Facilitator *Richie Crean*



Healthy Active Learning School Facilitator *Mark Tree*



Healthy Active Learning School Facilitator *Heron Futter*



Healthy Active Learning School Facilitator *Stu Brown*



Healthy Active Learning School Facilitator *Jodie Whitson*



Healthy Active Learning School Facilitator *Rose Dickson*



Healthy Active Learning is a joint Government initiative between Sport New Zealand, the Ministry of Education and Te Whatu Ora (Health New Zealand) that seeks to improve the wellbeing of children and young people, through healthy eating and drinking and quality physical activity.

AS IN SOUTHERN DISTRICT

**Healthy Families System
Innovator**
Laura Dowling



**Health Families System
Innovator**
Megan Dawson



Healthy Families

Empower whānau in our communities to live in environments that enable healthy food & physical activity choices

**Active Families/Green
Prescription**
Chayse Leith



**Active Families/Green
Prescription**
Susan McNeill



Active Families

Give guidance and support to whānau to make sustainable lifestyle changes for a healthier more active whānau

**Disability and Inclusion
Advisor**
Chris Knight



Rangatahi Advisor
Greg Houkamau



Rangatahi

Dedicated to providing more opportunities for rangatahi to become involved in both sport and active recreation

AS IN SOUTHERN DISTRICT

Southland District initiatives are also supported by a range of other Active Southland staff throughout the year, depending on the needs of the Southland District community.

Spaces and Places

Community Engagement

Recreation

Sport

Leadership

Disabilities

Health

Education



SDC VISION

A treasured network of open spaces that celebrates and enhances our natural environment and is appreciated and enjoyed by current and future generations.

Open spaces—what are they?



Open Spaces Strategy Principles

- Involve the community in managing and maintaining open spaces
- Take the long view – consider future generations
- Make best use of the network of open spaces and assets that we already have
- Evoke a sense of pride in Southland and our community
- Ensure we use our resources wisely and work within financial constraints
- Transparent and accountable decision making and management
- Work with partners and stakeholders to achieve outcomes

NATURAL ENVIRONMENT

Tamariki of Tokanui Primary School recently planted 350 tussocks. There is further planting to be done later in the year. We will celebrate with a Wheels Day at school, Laura Dowling from Active Transport will coordinate with Cycling Southland, BMX Southland, and the Invercargill Blue Light team to come out and support the tamariki and community for this event.





Our open spaces encourage and enable a wide range of people to play and enjoy a range of sports

QUALITY OPPORTUNITIES

- Active Southland is able to leverage its wider workforce to support a diverse range of play, active recreation and sporting opportunities for SDC communities. This includes working alongside our Play Systems Innovator, Active Transport Systems Innovator, Disability Lead and Rangatahi Advisors.
- We take a regional approach to removing barriers to play, increasing awareness of the benefits that come from play, and encouraging all ages to be more playful. This includes the likes of Holiday Hunts, Play Maps and play equipment being made available in local libraries.
- Works with communities and schools for play opportunities.
- Supporting the stencils initiative which has been delivered to SDC Community Play Leads.
- Whānau Play Packs for SDC libraries support.
- Facilitation of sports sessions for students with disabilities and their families. An inclusive roadshow is also facilitated with a range of play, sport and active rec options for all ages and abilities.





ACTIVATING THROUGH TUNATUNA

- A collaboration between Active Southland, SDC and Cycling Southland with the aim of having a community resource that can travel to different areas around the rohe, including high deprivation areas that often miss out on other opportunities due to distance and cost.
- Events were hosted in Nightcaps and Wyndham, creating opportunities for whānau and tamariki to try new activities. Local organisations were engaged including Te Oruanui Marae.
- Active Transport has also played a major role in collaboration with Cycling Southland, local councils, and communities during the pilot stage of Tunatuna to understand where developments and improvements can be made. School Travel Planning and initiatives are currently in development alongside Winton, Te Anau and Riverton primary schools.
- Other initiatives have sprung from these, including at Menzies College, where students are investigating innovative local activities for young people, such as a local dirt jump track.





Our open spaces are safe,
inspiring, well designed and
welcoming to all

MANAPOURI INSIGHTS

In 2022 Active Southland completed a community consultation event in Manapouri to understand what the community would like in their village green.

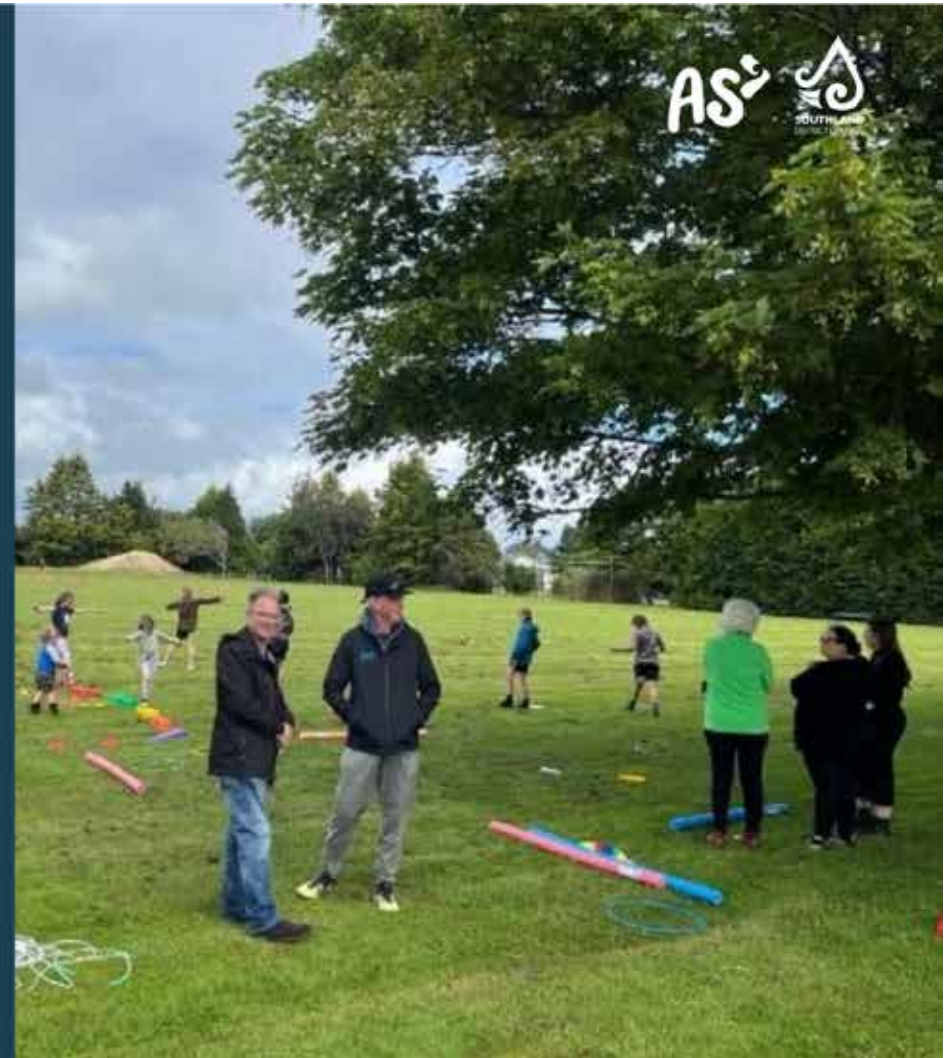
The community was fabulous to engage with. They highlighted their desire for a rugby/soccer post combination, bike modules and nature play. These insights and evidence were reported back to the SDC. Giving communities the space to have their say about play, active recreation and sport in order to understand their needs and aspirations is an integral part of our approach.

Active Southland recently attended the Village Green opening and committed to supply play equipment for the community to use in their new play space.



WALLACETOWN INSIGHTS

- Working in partnership with its school team, our SDC Open Spaces Activator supported the Wallacetown community regarding an upgrade to the reserve. It was a great event with activities, BBQ and giveaways which enabled space and time for lots of information to be shared by the community on what they would like to see in their reserve.
- Events and activations are an effective way to gather information. Our independent advocacy allows us to explore community aspirations and needs and feed these back to Council to enhance the Southland District's work, and support outcomes to come to life.





MEETING COMMUNITY NEEDS

Feedback from rangatahi in Ohai showed a strong desire for a local basketball hoop. In partnership with SDC and Ohai's Te Oruanui Marae, the SDC Open Spaces Activator, alongside the Marae's committee, have been a strong driver for this project.

The marae was supported to apply and successfully received \$10,000 through the Tū Manawa Active Aotearoa fund for the hoop, line painting, equipment, and an activation event.

Equipment has been ordered, and the project is well underway. Te Oruanui Marae has completed the court clean up, including fixing the drainage, and are now seeking further funding opportunities to seal the surface of the court. A Play Pod has also been gifted to Te Oruanui Marae for the recreation space for tamariki to play with when they are at the marae.

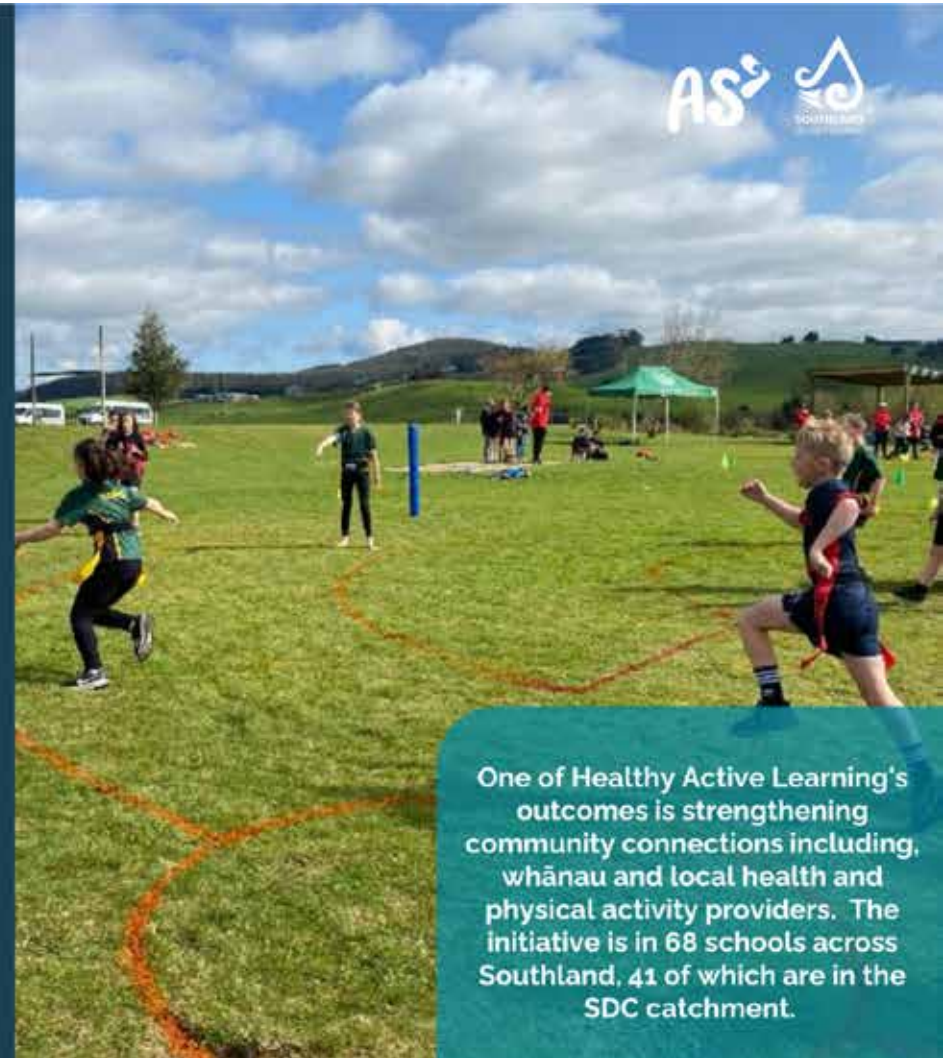
This initiative is a strong example of partnership and working together to meet the needs of our current and future generations.



HEALTHY ACTIVE LEARNING

Projects that have successfully supported the SDC region:

- Upper Mātaura Fishing Connect with Garston/Athol Community
- Northern Cup (Football, Kī-o-Rahi, Table Tennis, Cricket) for all the northern band
- Steps Forward – Supporting rural tamariki and whānau to participate in the Surf to City 2023 and 2024 events
- Nightcaps Community Connect with kai
- Te Anau Whānau Kemu day
- Waianiwa School & community play project (Tū Manawa)
- Lochiel bike and pump track project (Tū Manawa)
- Hillside/Browns playground and old pool building project
- Winton School transport plan
- Central Southland Sport and Recreation Hub
- Southern Kī-o-Rahi tournament including five SDC schools
- Western Kī-o-Rahi tournament (all SDC schools) to be held at Holt Park in Otautau
- Waiau College Connect with Play
- Riversdale community celebration for Matariki - Taonga Tākaro (Māori Games) and kai



One of Healthy Active Learning's outcomes is strengthening community connections including whānau and local health and physical activity providers. The initiative is in 68 schools across Southland, 41 of which are in the SDC catchment.



SWIM SAFE SOUTHLAND

A partnership with Active Southland, Southern REAP, Southland District Council, Water Safety New Zealand, Community Trust South, SDC schools and the wider Advisory Group

Aimed at providing all young people in Southland District primary schools with the opportunity to access quality water safety education via the Water Skills for Life programme

Over 2,300 students from Years 0-8 across 29 schools participate in this programme

We have also supported schools to access further deep water opportunities on a school-by-school basis, and supported school staff with building capability and confidence to support tutors and students from poolside



GREEN PRESCRIPTION

- Regular face-to-face clinics in Otautau every six-to-eight weeks (depending on referral numbers).
- Engagement in Tuatapere to begin regular clinics.
- Run interactive cooking demos in Otautau with the Kiribati community.
- Support the Fit 4 Function programme run from NRG in Winton





SPACES AND PLACES

SOUTHLAND SPACES AND PLACES STRATEGY

A collaborative advisory group made up of all Southland councils, regional funders, Sport NZ and Active Southland to support effective regional planning of sport, play and active recreation infrastructure.

Guided by regional and local strategies and resources which seek to optimise these spaces and places (facilities and active environments) across the region, supporting the wellbeing (hauora) of all Southlanders into the future.

SPACES AND PLACES OUTCOMES:

- A regional network approach to spaces and places (facilities and active environments) planning
- More partnerships and collaboration
- Flexible, multi-use, inclusive and accessible spaces and places
- Optimised and sustainable spaces and places

[Southland Spaces & Places Strategy 2023](#)





SPACES AND PLACES

- Creation of a pool collective to support the committees of community pools in ongoing maintenance and asset management. The collective meets twice a year to discuss assets, health and safety, products, maintenance plans etc. The collective has been uptaken by half the 26 pools in the Southland District, which is extremely positive.
- Formation of the Central Southland Hub aiming to increase coordination and collaboration of current sport, recreation, and other organisations in the Central Southland community to improve their future sustainability and create a thriving environment, serving the community now and into the future.



Gemma O'Neill
SPACES & PLACES LEAD



RANGATAHI

Our Rangatahi Advisor has been working with Central Southland College in implementing Taonga Tākaro. Additionally, he supported the College with their first pōwhiri at Te Oruanui Marae in Ohai. Rangatahi completed their korero assessments then played Kī-o-Rahi, had hangi for lunch; practised waiata, and learnt the foundation movements for mau rākau.

The Inclusive Sport Roadshow in Te Anau had 30 families throughout the day participating in a variety of inclusive sports adapted for anyone with a disability. The activities including indoor climbing, golf/mini golf, archery tag, rowing machines and disc golf. It was aimed at individuals and whānau with lived experience of disability. This event was facilitated by our Disability and Inclusion Advisor with a collaborative approach working in all three council areas. Southland District Council had two interns representing Council at the event.





FUNDING SUPPORT

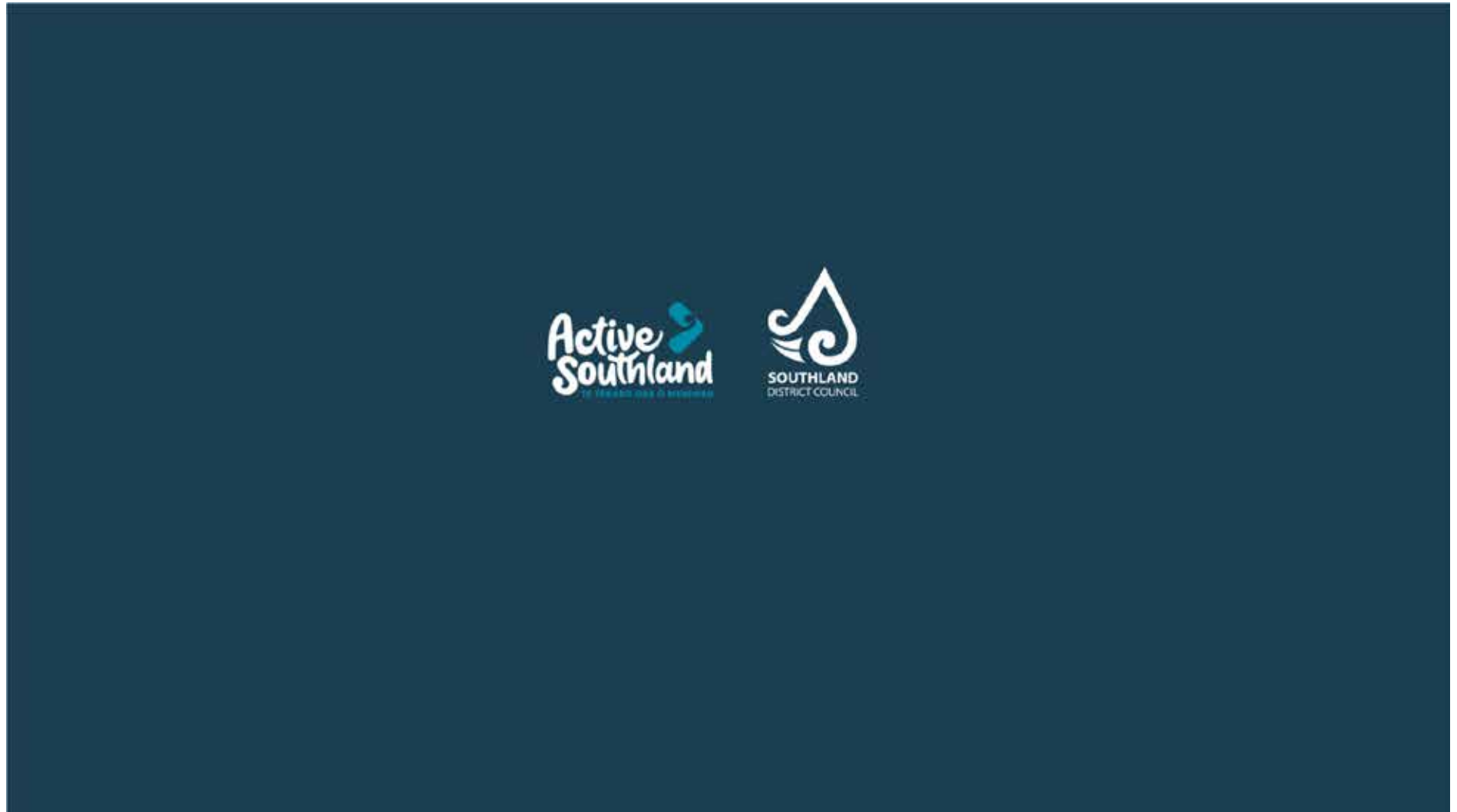
Tū Manawa Active Aotearoa (Administered by Active Southland)

Over \$104k of project funding granted across 13 projects and distributed into the Southland District Council catchment between 2022-2024 (e.g. Menzies College ABL Programame & Te Oruanui Marae Ohai, Southland Football)

Support to organisations in the Southland District Council catchment to access external funding to enable opportunities for the community to be active and showcase the district (e.g. Waiau Area School Atua Matua programme)

Co-funding initiatives with Southland District Council and other entities for collective impact through partnership (e.g. Tunatuna)





Councillor update

Record no: R/24/9/61617

Author: Rachael Poole, Committee advisor

Approved by: Vibhuti Chopra, Acting chief executive/Group manager strategy and partnerships

☐ 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 August to September 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 highlight particular matters or update the board on any other issues that have arisen around the Council table.

7 August 2024 – Finance and Assurance Committee meeting

Report	Overview
Finance and Assurance Committee work plan for the year ended 30 June 2025	The committee were taken through the work plan and were advised that two new reports (Independent Review and Contract Advisory) had been added for this meeting and an additional report (Self-assessment check) was being added to the September meeting schedule.
Draft unaudited Long Term Plan 2024-2034 for Endorsement	The purpose of the report was to present the draft unaudited Long Term Plan 2024-2034 to the Finance and Assurance Committee to provide feedback and to endorse the release of the draft unaudited Long Term Plan to the Council auditors Deloitte. The committee endorsed the draft Long Term Plan 2024-2034.

7 August 2024 – Council meeting

Report	Overview
Consultation under Clauses 3 and 4A: Implementation Code of Practice (PC2)	Council approved and authorised staff to undertake consultation under Clauses 3 and 4A of Schedule 1 to the Resource Management Act 1991 for the plan change to implement Council's Subdivision, Land Use, and Development Code of Practice 2023 (PC2). The draft incorporates feedback from internal and external stakeholders, mana whenua, and planning experts.

Financial Report for the period ended 30 June 2024	Council received the report that provided them with an overview of the draft financial results for the twelve months to 30 June 2024 by Council's seven activity groups, as well as the financial position and the statement of cashflows as at 30 June 2024.
Management report	<p>Staff updated Council on numerous activities which included:</p> <ul style="list-style-type: none"> • Southland hosting visits from Government ministers • By-election for the Oreti Community Board Makarewa subdivision • Long Term Plan and Annual Report • Regional Land Transport Plan • Engagement/feedback for the representation review and working with various communities on projects. <p>Staff also updated Council on the following activities:</p> <ul style="list-style-type: none"> • Resource consents • Building solutions • Environmental health and licensing • Transport • Forestry • Three waters • Project delivery team.

26 August 2024 – Finance and Assurance meeting

Report	Overview
Long Term Plan 2024-2034 (LTP) - recommend Council adopt	The Finance and Assurance Committee endorsed the draft Revenue and Financing Policy and recommended to Council it adopt the draft Long Term Plan 2024-2034.
Deloitte Management Report and draft Audit Report for the Long Term Plan 2024-2034	The Finance and Assurance Committee received the management report from Deloitte in relation to the audit of the Long Term Plan 2024-2034 and received the draft Deloitte audit opinion.

26 August 2024 – Council meeting

Report	Overview
Adoption of Councils Long Term Plan 2024-2034	Council agreed to adopt the Long Term Plan 2024-2034 and received the final audit opinion provided by Deloitte.

	<p>Deloitte advised that from their audit, the audit opinion was qualified – this related to New Zealand Transport Agency funding. Deloitte’s view was that Council did not use the best information available about the level of funding from the Agency for roading at the time of preparing/finalising the plan.</p> <p>The audit opinion also included an emphasis of matters in relation to uncertainty over the delivery of the infrastructure capital programme due to the plan proposing a significant increase in infrastructure investment. A range of initiatives had been put in place to support delivery. Deloitte identified that there continues to be a high degree of uncertainty about whether the increased programme would be able to be completed noting the level historically achieved by Council as well as constraints of contractor availability and weather events.</p>
Rates Resolution - Setting of Rates for the Financial Year 1 July 2024 to 30 June 2025	<p>Council set rates for 2024-2025 in accordance with section 23 of the Local Government (Rating) Act 2002 (the Act), the due dates for payment in accordance with section 24 of the Local Government (Rating) Act 2002, and authorised the addition of penalties in accordance with sections 57 and 58 of the Local Government (Rating) Act 2002.</p>
Code of conduct matter	<p>Council received and considered a report from the Executive Committee on a code of conduct breach, decided there was a breach, and agreed to take no further action against the members who breached the code.</p> <p>Council requested some work be undertaken reviewing decision making processes, ensuring elected members are aware of information sharing requirements, and offering training.</p> <p>Council also made resolutions encouraging community boards to use drop in sessions to provide further opportunities for interactions with the community, and encouraging boards to have workshops open to the public where possible.</p> <p>It was also decided to have an agenda item at the board chairs night to seek feedback on any support requirements for boards and elected members.</p>
Appointment of elected member to the Oreti Community Board	<p>Council agreed to appoint Councillor Menzies to the Oreti Community Board and thanked Councillor Frazer for his time and commitment to the Oreti Community Board.</p>
Housing Action Plan	<p>Council adopted the Housing Action Plan as presented by staff.</p> <p>The Housing Action Plan has two phases:</p>

	<ul style="list-style-type: none"> Phase 1 will focus on spatial planning, engagement, and workstreams relating to the existing housing stock Phase 2 will have more targeted solutions once there is understanding around where our communities can grow (spatial planning) and the housing aspirations of iwi, communities and stakeholders (engagement).
Local Water Done Well	<p>Staff updated Council on the Local Water Done Well legislation and the funding changes announced by government.</p> <p>Staff also updated Council on the Southland/Otago collaborative approach and phase one progress and provided details of the collaboration and the financial contribution required to participate in phase two.</p> <p>Council approved an allocation of up to \$15,000 funding towards phase two of the Southland Otago Collaboration to be funded from Local Water Done Well Support Package and approved ongoing participation in the Regional Delivery Model.</p>
Mayor's report	<p>Mayor Scott updated Council on the events and meetings that he has attended during June and July. Mayor Scott also acknowledged Gore District Councillor, Neville Phillips on receiving the inaugural SuperHuman award at the recent LGNZ conference.</p> <p>Councillor Ruddenklau advised that she had attended the inaugural Arts Murihiku awards night. At the event Councillor Duffy was acknowledged for his work in the arts and Steve Solomon received in the inaugural supreme award.</p> <p>Councillor O'Brien advised that he, along with Mayor Scott, had attended the Garston Volunteer Fire Brigade honours night. At this event one member received his double gold star for 50 years involvement.</p> <p>Councillor Duffy reported that the Regional Heritage Heads of Agreement is due for resigning in in 2025. The Southland Heritage Preservation Trust miner's cottage in Nightcaps has recently sold. As a result of the sale, the trust is being wound up.</p>
Policy on Development and Financial Contributions - Adoption	<p>Council adopted the Policy of Development and Financial Contributions and resolved that this policy would come into effect and supersede the current policy on the date of adoption of the Long Term Plan 2024 -2034.</p>
Southland Local Government Structural Opportunities	<p>Chief Executive Cameron McIntosh presented the preliminary investigation that has been completed for local government structural options in Southland.</p>

	Council approved further information being prepared to enable a formal proposal to be lodged with the Local Government Commission and approved unbudgeted expenditure of \$30,000 to complete this preparation work.
Transfer of Five Rivers Water Supply Scheme	Council approved proceeding with the divestment process for the transfer of the water permit and related water assets from the Five Rivers Water Supply Scheme to Tank Creek Water Limited after a request from Five Rivers Water Supply Subcommittee.
Tuatapere Recreation Reserve - replacement of ring fence and barrier gate - Unbudgeted expenditure	Council approved unbudgeted expenditure of up to \$28,500 towards replacement of the ring fence and barrier gate at the Tuatapere Recreation Reserve to be paid from funds held in the Tuatapere general reserve.
4 September 2024 – Finance and Assurance Committee meeting	
Report	Overview
Finance and Assurance Committee work plan for the year ended 30 June 2025	The committee received the workplan and noted that two reports from September had been moved to the October meeting and that an additional report will be added to the workplan in regards to Council's holdings in Milford Sound Tourism once the frequency of reporting on this was established.
Year-End Performance Report - 1 July 2023 to 30 June 2024	The committee received the report and noted Council's performance against its KPI targets and the context provided for these outcomes.
Risk management - September 2024 quarterly update	The committee considered and received the risk management report and noted that the finance risk remains unassessed while ELT continue to evaluate this new risk and the treatment options currently, and potentially available, to manage this new risk.
Health and safety update	The committee was updated on health and safety related events and activities over the last quarter. Staff will look to make available to elected members some of the training that staff receive, especially around de-escalation training.
Quarterly update to the Finance and Assurance Committee on progress for the Environmental Services Business Improvement Plan - 17a review	An additional three actions from the business improvement plan have been completed, another three actions have been closed off leaving three to be completed by the end of December this year.
Finance transactional update as at 30 June 2024	Finance and Assurance committee received the Finance transactional update as at 30 June 2024. This report provided a snapshot of Council's transactional activities.
Balanced Funds Investment Review	The Finance and Assurance Committee requested \$5 million was invested evenly between Council's balanced investments

	funds at Milford Asset Management and Westpac, as planned.
18 September 2024- Council meeting	
Report	Overview
Community update	Colac Bay Progress League – Deen McKay shared with the Council a brief history of the Progress League and local Colac Bay community. Mrs McKay then outlined the priorities of the Progress League – safe removal/erosion prevention of the dump site along the foreshore, beach access steps, surfer statue – options to restore the statue. Gemma McGraw spoke further on the dump site, Lana Winders spoke further on the surfer statue and Kevin Mulqueen spoke about the rock wall along the foreshore.
Mayors report	Anne Horrell from Tuatapere Te Waewae Community Board updated Council on what has been happening within her board area, notably the upgrade to the railway station, improvements to ditches at the Tuatapere domain, removal of willows from the riverbank to assist in preventing the domain from flooding, connections with Hauroko Valley Primary and Waiau Area School.
Representation review – submissions and hearings on representation proposal	Council received 22 written submissions on the representation proposal and listened to Federated Farmers and Peter McDonald speak to their submissions.
Budget carry forwards requests from 2023/2024 financial year into the 2024/2025 financial year.	Council approved the income and expenditure to be carried forward into the 2024/2025 financial year as presented by staff.

Recommendation

That the Stewart Island/Rakiura Community Board:

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

Attachments

There are no attachments for this report.

Selecting board member for Predator Free Rakiura Engagement and Advisory Group

Record no: R/24/10/62347

Author: Robyn Rout, Governance legal manager

Approved by: Vibhuti Chopra, Acting chief executive/Group manager strategy and partnerships

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Stewart Island/Rakiura Community Board (the board) to:
 - decide whether or not it would like to have a member on the Predator Free Rakiura Engagement and Advisory Group (the EAG)
 - decide who it would like to put forward as a member for the EAG, and who the proxy will be if the usual appointee can't attend
 - delegate authority to the board chair to provide a letter to the EAG Executive Committee accepting the invitation and outlining that the chosen appointee and proxy have the authority to represent the board on the EAG.

Executive summary

- 2 Predator Free Rakiura is a project to grow Rakiura as a taonga by working collaboratively towards a predator free Rakiura that allows ecosystems and community to thrive and benefit from each other.
- 3 The EAG is a group within the wider Predator Free Rakiura project that provides advice and acts as a conduit for maintaining and building community support. The EAG also appoints trustees to the Te Puka Rakiura Trust, drives the vision for the project and monitors for community risk.
- 4 The EAG has approached the board and invited it to have a member on the EAG. The EAG believes the community board provides an important voice on the island that would be beneficial to the project, and that the board's involvement aligns to the board's environmental values.
- 5 Staff are seeking a decision from the board on whether or not it would like to have a member on the EAG, and if it would, who the member should be. If the board put forward a member for the group, its recommended that a proxy is also identified, and that the board chair is given a delegation to send a letter of acceptance and authority to the EAG Executive Committee.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "Selecting board member for Predator Free Rakiura Engagement and Advisory Group".
- 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) decides it would like to have a member on the Predator Free Rakiura Engagement and Advisory Group.
- e) decides to put forward board member _____ for the Predator Free Rakiura Engagement and Advisory Group for the remainder of the triennium.
- f) decides that board member _____ will be the proxy to attend meetings of the Predator Free Rakiura Engagement and Advisory Group (when the board member specified in resolution 'd' cannot attend) for the remainder of the triennium.
- g) gives a delegation to board chair Aaron Conner to provide a letter from the Stewart Island/Rakiura Community Board accepting the invitation and outlining that board member _____ and their proxy _____ have authority to represent the board on the Predator Free Rakiura Engagement and Advisory Group.

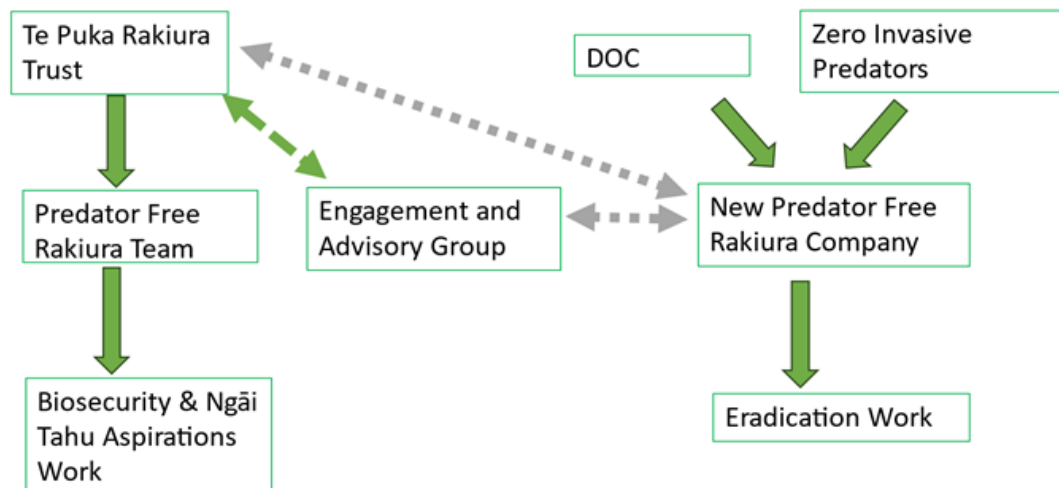
Background

- 6 In 2014, representatives from a number of organisations established a Predator Free Rakiura Leadership Group (the leadership group). This group had a vision to 'to grow Rakiura as a taonga by working collaboratively together towards a predator free Rakiura that allows ecosystems and community to thrive and benefit from each other'.
- 7 In 2019, the organisations signed a Memorandum of Understanding (MOU) to formalise their commitment and to record their vision, scope and relationship principles.
- 8 In 2021, the leadership group established Te Puka Rakiura Trust (the trust), a charitable trust set up to further their vision and undertake the Predator Free Rakiura Project. With the establishment of the trust, the leadership group transitioned into the EAG.
- 9 The EAG has a charter (included as attachment A) that outlines how the group will operate, including:

- its responsibilities;
 - appointing trustees to the trust
 - driving the Kaupapa of the Predator Free Rakiura vision
 - providing two-way engagement between the community and the trust
 - monitoring the project for community risk
 - consulting and seeking input from Rakiura residents and the wider community in relation to the Predator Free Rakiura project
 - provide independent advice to the trust, reflecting the voice of community and stakeholders
 - its commitment to the Treaty of Waitangi
 - meeting and decision-making rules;
 - there are at least four meetings a year
 - a quorum is two thirds of the members
 - resolutions are passed by the majority of members present at the meeting
 - information about the chairperson, vice chairperson, secretary and treasury positions, and that these roles make up an Executive Committee of the EAG
 - conflicts of interest
 - appointing trustees to the trust
 - the structure and membership of the EAG
 - review and amendment of the charter.
- 10 As per the original memorandum of understanding for the leadership group, it appears there is an expectation that members on the EAG will report back to the organisation they represent with recommendations from the EAG, and seek the organisation's direction. Feedback would then be provided from the organisation to the EAG, through the representative.
- 11 Zero Invasive Predators (ZIP) has been engaged to lead the Predator Free Rakiura project. ZIP is a non-profit organisation founded by DOC and the NEXT Foundation. ZIP has skills in research and development and the implementation of predator elimination at landscape scale. With a team of 70 people, ZIP currently deliver predator elimination in the Predator Free South Westland and Te Manahuna Aoraki projects. It has established structures and capabilities to manage the large predator free Rakiura project.
- 12 It is likely a new non-profit company will be established to provide governance and oversight to the delivery of Predator Free Rakiura. This is an important project, with a substantial budget. This new company will enable visibility of ZIP's operations for Predator Free Rakiura, separated from their work on other projects. The composition of the board of this new non-profit company is yet to be confirmed. However, it will likely include representation from iwi and the local community, providing community guidance to help manage the project.
- 13 The final project structure is still to be confirmed, but it's likely to be as follows.



Future of Predator Free Rakiura project



Issues

Invitation

- 14 The EAG has approached both the board and Council staff, inviting the board to have a member on the EAG. A recent invitation from the EAG outlined that it felt the board provides an important voice on the island that would be beneficial to the project.
- 15 The EAG also felt having a member on the group aligned to the environmental values outlined in the 2021-2024 Stewart Island/Rakiura Community Board Plan. The plan states the value 'our pest free island - as a community keeping our island free of as many predators as possible is integral to the survival of plant, bird and animal species, some of which exist only in this part of the world'.
- 16 This report seeks a decision from the board on whether or not it would like to put forward a member for the EAG, and if it would like to, to identify the board member. If member is chosen to represent the board, staff recommend this representation is for the remainder of the triennium, and that a new appointment is made by the board after the 2025 local government elections. The report also presents an opportunity for the board nominate a proxy, who would attend meetings if the usual board member cannot attend.

Letter of authority

- 17 EAG members that represent an organisation must provide a letter of authority from the organisation to the EAG Executive Committee advising that they have the authority to represent the organisation. On this basis, staff are recommending that if the board put forward a board member for the EAG, the board makes a delegation to board chair Aaron Conner to provide a letter from the board outlining that the board has accepted the invitation and that the board member and their proxy have authority to represent the board.

Level of commitment to the Predator Free Rakiura Project

- 18 Staff have been advised that by accepting the invitation and having a member on the EAG, the board become a member party under the EAG charter. However, by having a member on the EAG the board isn't committing to be a party to the Predator Free Rakiura Project MOU. The board would have to formally consent to being bound under the MOU.

Factors to consider

Legal and statutory requirements

- 19 When making decisions, the board are bound by the decision-making provisions under the Local Government Act 2002 (LGA).
- 20 The board does not have a specific delegation from Council to identify representatives for community groups. However, the decision being made is consistent with the role of boards outlined in section 52 of the LGA and the role of boards identified by Council in its Delegation Manual (DM). For example, putting forward a member for the EAG group is consistent with the board:
- representing, and acting as an advocate for, the interests of its community (s 52(a) LGA)
 - communicating with community organisations and special interest groups within the community (s 52(e) LGA)
 - providing leadership to local communities on the strategic issues and opportunities that they face (DM)
 - identifying 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 (DM)
 - developing relationships and communicating with key community organisations, special interest groups, residents and businesses within the community (DM).
- 21 A member of the board being on the EAG generates a low level of legal risk for the board.
- 22 As the board is a separate entity from Council, it is also appropriate the board can put forward its own representative (in low risk situations such as this).

Community views

- 23 No specific community views have been sought on this matter. Council's Significance and Engagement Policy indicates that for this matter, it is appropriate to inform the public of the outcome when the board has made its decision.
- 24 Key roles of the EAG group are to be a communication link between the community and the trust and to consult and seek input from Rakiura residents about the project. By accepting the invitation to have a member on the EAG, the board will assist in conveying community views.

Costs and funding

- 25 There are no cost considerations in relation to this report.

- 26 If a board member is appointed to the EAG they will not receive additional remuneration for the appointment.

Policy implications

- 27 Staff have considered the Significance and Engagement Policy when producing this report. Council's 'Policy on appointments to council organisations' does not apply when appointments are being made by the board.

Analysis

Options considered

- 28 Staff have identified the board could:

- accept the invitation and put forward a board member for the EAG
- thank the EAG for their invitation to be a member, but politely decline.

Analysis of Options

Option 1 – accept the invitation and put forward a board member for the EAG

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> · the board will assist communication between the EAG, the trust and the community about the Predator Free Rakiura project · there will be a direct communication link between the board and the EAG - feedback and information will flow in both directions · board knowledge of the Predator Free Rakiura project may increase. 	<ul style="list-style-type: none"> · it is a time and resource commitment from the board · it may create confusion about roles and responsibilities.

Option 2 – thank the EAG for their invitation to be a member, but politely decline

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> · less demand on board member time/resources · will keep the roles and responsibilities for the board and the EAG clear. 	<ul style="list-style-type: none"> · the board will not assist communication between the EAG, the trust and the community about the Predator Free Rakiura project – this may mean a reduced community voice · there will not be a direct communication link between the board and the EAG - feedback and information may not flow as well as for option 1 · board knowledge of the Predator Free Rakiura project may not be as comprehensive, compared to option 1.

Assessment of significance

- 29 This decision has been assessed as of 'some importance/administrative' in relation to Council's Significance and Engagement Policy.

Recommended option

- 30 It's recommended that the board accept the invitation and put forward a member for the EAG.

Next steps

- 31 If the board accepts the invitation and puts forward a member for the EAG, staff will prepare a letter communicating the board's acceptance and providing the required authority from the board. Staff will request board chair Aaron Conner to sign this letter, and provide it to the EAG Executive Committee.

Attachments

- A Predator Free Rakiura Engagement and Advisory Group Charter



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PFR EAG Charter

As at May 2022



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PREDATOR FREE RAKIURA ENGAGEMENT & ADVISORY GROUP

Charter

PURPOSE STATEMENT:

"To be the trusted advisor and conduit for maintaining and building community support."

BACKGROUND:

In 2014, representatives from the Awarua, Oraka-Aparima, Waihōpai and Hokonui Rūnaka of Ngāi Tahu, Te Rūnaka of Ngāi Tahu, Department of Conservation ("DOC"), Southland Regional Council, Southland District Council, Rakiura Māori Lands Trust, Rakiura Tītī Islands Administrating Body, Rakiura Tītī Islands Committee, business interests, New Zealand Deerstalkers Association, fishing and aquaculture interests, and the resident Stewart Island community established the Predator Free Rakiura Leadership Group (PFRLG) who are committed to working together towards the vision:

"To grow Rakiura as a taonga by working collaboratively together towards a predator free Rakiura that allows ecosystems and community to thrive and benefit from each other"

In 2019, the above parties signed a Memorandum of Understanding to formalise their commitment and to record their vision, scope and relationship principles to underpin their relationship with each other. This MOU forms an integral part and underpins this charter.

In 2021, the PFRLG established Te Puka Rakiura Trust, a charitable trust set up to further their vision and undertake the Predator Free Rakiura Project. With the establishment of the Trust, the PFRLG transitioned from into the Predator Free Rakiura Engagement and Advisory Group.

GROUP ROLES AND RESPONSIBILITIES:

- Appoint Trustees to Te Puka Rakiura Trust.
- Drive the Kaupapa of the Predator Free Rakiura vision
- Be an effective conduit and provide 2-way engagement between community and Te Puka Rakiura Trust
- Monitor project for community risk
- Consult and seek input from Rakiura Residents and wider community in relation to the Predator Free Rakiura Project
- Provide independent advice to Te Puka Rakiura Trust, reflecting the voice of community and stakeholders



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TREATY OF WAITANGI

- (a) The PFR EAG must honour the principles and values of the Treaty of Waitangi.
- (b) The PFR EAG will consult with Ngai Tahu/Rakiura Māori/Ahi Kaa (Tangata Whenua) to the best of their ability and ensure that the values and cultures of Mana Whenua are included in all decision making.
- (c) The PFR EAG must protect and respect Tangata Whenua rights and access at all times and promote Rangatiratanga.
- (d) The PFR EAG will consider the Ngāi Tahu Deed of Settlement 1997.

INTERPRETATION:

"Executive Committee" means the committee comprised of the Chairperson, Vice Chairperson, Secretary and Treasurer.

"Group" or "PFREAG" means the Predator Free Rakiura Engagement and Advisory Group.

"Members" means the current members of the Predator Free Rakiura Engagement and Advisory Group.

"Member Party" means the current representative parties who are a party to the MOU, and other parties who become a current party to the MOU and PFR EAG from time to time.

"Memorandum of Understanding" or "MOU" means the Memorandum of Understanding signed 13th July 2019 or any updated version as reviewed by the PFREAG.

"PFR" or "Project" means the Predator Free Rakiura Project governed by Te Puka Rakiura Trust.

"Trust" means Te Puka Rakiura Trust created by Deed dated 5th October 2021.

OPERATION OF THE GROUP:

- Ensure the Group's actions are consistent with the principles and values outlined in the Memorandum of Understanding (attached as appendix 'A').
- act honestly and in good faith in your dealings with other PFR EAG members.
- work collaboratively and constructively with other PFR EAG members.
- Respect the opinions, views, ideas and contributions of other PFR EAG members.
- work to uphold Te Tiriti o Waitangi.
- communicate openly, effectively and transparently.



- raise issues, risks and opportunities relating to governance and implementation of the Project.

1. MEETINGS AND DECISION MAKING

- 1.1. *The PFR EAG shall meet together from time to time, and:*
 - 1.1.1. must meet at least quarterly throughout each year. Meetings may be held in person or by other electronic means (for example: telephone, Microsoft teams or skype).
 - 1.1.2. may regulate and conduct their meetings as they think fit.
 - 1.1.3. must conduct the business and activities of the Group in an open and transparent manner.
 - 1.1.4. may make any rules and policies which they consider desirable for the purpose of regulating their meetings, including meetings held by electronic means.
 - 1.1.5. may meet by way of Special General Meeting, if a matter is determined to be urgent and must be dealt with prior to a regular scheduled meeting.
 - 1.1.6. Must hold an Annual General Meeting (AGM).
- 1.2. The quorum of meetings of the PFR EAG will be comprised of two-thirds (2/3) of the current Members of the Group.
- 1.3. The Secretary will ensure that all members of the Group are notified of a meeting, in writing at least five (5) Working Days prior to a meeting, unless the meeting is called for a matter determined by the Group to be urgent, and a meeting must be held within five (5) Working Days.
- 1.2. *The Secretary will ensure that a minute book is maintained which is available to any Member and which, for each meeting of the Group, records:*
 - (a) the names of those present;
 - (b) all decisions made by the Group; and
 - (c) any other matters discussed at the meeting.
- 1.4. To enable appropriate review of Group materials, Members will be sent materials at least one week in advance of the meetings in either paper form or electronically. The content, presentation and delivery of papers to Members for each meeting will be in accordance with guidelines agreed by the Group.



- 1.5. Unless otherwise provided for, all resolutions passed at a meeting of the Members must be passed by a majority of Members present at that meeting and any such resolution will be binding on the Group.
- 1.6. A Member Party is able to send a proxy representative to a meeting if their official representative is unable to attend, and they notify the Executive Committee in writing prior to the meeting of the details of the proxy representative.
- 1.7. The Group may from time to time rescind or vary any resolution of the Group by the same majority as was necessary to pass the resolution being rescinded or varied.
- 1.8. All documents required to be executed by the Group will be deemed to be validly executed and binding if those documents have been signed by the Chairperson and are accompanied by the resolution duly passed by the Group under clause 1.5 above.
- 1.9. The Group can appoint sub-committees to undertake specific matters as they from time to time think necessary, by passing a resolution at a meeting defining the Lead, purpose and delegations for the sub-committee.

2. ACCOUNTS

- 2.1. The Group may keep an account at a bank, which they may determine from time to time.
- 2.2. Any payments including electronic payments using on-line banking, must be created and authorised by the persons whom the Members have from time to time authorised in writing.
- 2.3. Any expenditure will be approved by the Group, with final accounts presented and approved by 2 people to authorise payment, one of which must be the Chair or the Treasurer.
- 2.4. The Members shall keep proper records and accounts relating to the Group including a record of all sums of money received and expended by or on behalf of the Group.

3. SELECTION OF CHAIR, TREASURER AND SECRETARY

- 1.3. *The PFR EAG must appoint:*
 - 3.1.1. one of their number to be Chairperson to hold office at the Group's discretion.



- 3.1.2. one of their number to be Vice-Chairperson to hold office at the Group's discretion
- 3.1.3. one of their number or some other person to be Secretary to hold office at the Group's discretion.
- 3.1.4. one of their number or some other suitably qualified and experienced person to be the Treasurer, to hold office at the Group's discretion.
- 3.2. The roles of Secretary and Treasurer may be held by the same person.
- 3.3. The term of appointment for the positions under 3.1 above will be for a period of three (3) years, with the option to be re-appointed for further terms at the Group's discretion.
- 3.4. If at any time during the tenure of those appointed under 3.1 a member wishes to step-down from their position, they will inform the Executive Committee in writing of their resignation with 2 weeks' notice and an SGM will be called as soon as possible to appoint a new member to the vacant position.
- 3.5. *The Chairperson, vice-Chairperson, Treasurer and Secretary will comprise the Executive Committee; and:*
 - 3.5.1. shall meet as required to deal with any insubstantial issues, complaints or decisions for the Group that are not required to be made by the whole Group.
 - 3.5.2. have the power to act on behalf of the full Group in emergency situations.
 - 3.5.3. Are the first point of call for any concerns or complaints made by Members, Member Parties or others.
 - 3.5.4. the quorum for the Executive Committee shall be 75% of the members.

4. CONFLICTS OF INTEREST

- 4.1. A conflict of interest is any situation in which a Member's obligations, loyalties or personal interest could affect their ability to decide in the best interest of the PFR EAC. It means that their independence, objectivity or impartiality can be called into question.
- 4.1. *A conflict of interest can be:*
 - (a) actual: where the conflict already exists
 - (b) potential: where the conflict is about to happen, or could happen



- (c) perceived: where other people might reasonably think that a person has been compromised.
- 4.2. *when a conflict of interest exists for a Member, that Member:*
- 4.1.1. must declare the nature of the conflict or the potential conflict;
 - 4.1.2. must not take part in discussions or proceedings including decision-making in relation to the conflict of interest;
 - 4.1.3. must not be counted in the quorum required for decision-making on the matter for which he or she has a conflict of interest.
- 4.2. The PFR EAG may discuss the Conflict of Interest raised by a Member and, if the PFR EAG decide that the risk is not relevant or is very minimal or can be appropriately managed, may approve the waiver of clause 4.2.2 and 4.2.3 in relation to that specific Conflict of Interest. However, it will remain at that Member's discretion as to whether they then continue to be involved in discussions and decision-making in relation to that specific Conflict of Interest.
- 4.3. *Interests Register*
- The Group will keep and maintain an Interests Register for the Group.

5. **NOMINATION AND APPOINTMENT OF TE PUKA RAKIURA TRUST TRUSTEES**

Under the Te Puka Rakiura Trust Deed (the "Trust Deed"), the PFR EAG has the Power of Appointment and Removal for 7 of the 9 Trustees of the Trust.

- 5.1. *The Trust Deed provides that the Trustees appointed by PFREAG:*
- Must include a representative of the PFREAG;
 - May include a representative from each of Southland District Council and Southland Regional Council;
 - May include Independent Trustees and other trustees.
- 5.2. *Engagement & Advisory Group Trustee Appointment Process*
- The process for appointing a PFR EAG member is set out in Appendix 'B'.
- The 'Job Description' and expectations for the PFR EAG representative on the trust is set out at Appendix 'C'.
- 5.3. *Southland District Council and Southland Regional Council Appointment Process*
- The process for appointing a Southland District Council and a Southland Regional Council is set out in Appendix 'D'.



5.4. *Independent Trustee and other Trustee Appointment Process*

The process for appointing Independent Trustees is set out in Appendix 'E'.

The 'Job Description' and expectations for the Independent Trustees is set out in Appendix 'F'.

There are two further Trustee positions that are not specified in the governance structure. The PFR EAG will determine the requirements to fill these two other trustee positions on an 'as needs' basis and will follow the same process as set out for Independent Trustees.

5.5. *Trustee Performance*

- (a) The PFR EAG has a responsibility as Appointor and Remover of Trustees to ensure and understand that the individual trustees they appoint are undertaking their duties and that their performance as a trustee is satisfactory. This review may be done on an 'as needs' basis during the individual trustees' tenure.
- (b) An outgoing review of each individual trustee appointment will be started 6 months prior to the end of each Trustees' tenure to review their appointment, challenges and experience as a Trustee.
- (c) The PFR EAG should also be monitoring and assessing its own performance in alignment with the PFREAG's strategic plan or work plan.

5.6. *Term of Trustees*

- (a) The Trustees shall be appointed for a term as specified in their respective Deed of Appointment.
- (b) The ideal term for a Trustee shall be 3 years.
- (c) A Trustee's term may be reduced or extended as per the provisions of the Trust Deed.

6. **GROUP STRUCTURE AND MEMBERSHIP**

6.1. *Membership*

- 6.1.1. The original membership of the PFR EAG consists of representatives from: the Awarua, Oraka-Aparima, Waihōpai and Hokonui Rūnaka of Ngāi Tahu, Te Rūnaka of Ngāi Tahu, Department of Conservation, Southland Regional Council, Southland District Council, Rakiura Māori Lands Trust, Rakiura Titi Islands Adminstrating Body, Rakiura Titi Islands Committee, business interests, New Zealand Deerstalkers Association,



fishing and aquaculture interests, and the resident Stewart Island community.

- 6.1.2. Each Member representing an organisation or group of people must provide a letter of authority (or equivalent) to the Executive Committee advising that they have the authority to represent that organisation or group of people on the PFR EAG.
- 6.1.3. Additional members may be added at the discretion of the PFREAG, in accordance with clause 6.3 below.
- 6.2. *Size of the group*
 - (a) While there is no set minimum or maximum number of Members, ideally there will not be less than 6 Members and no more than 15 Members.
 - (b) A Member may represent more than one party/organisation.
- 6.3. *Selection of members*
 - 6.3.1. The PFR EAG maintains the right to appoint Members to the Group, and may do so as they see fit, including as follows:
 - (a) stakeholder mapping;
 - (b) invitation;
 - (c) advertisement;
 - (d) expressions of interest
 - 6.3.2. Prospective new Member Parties should present a paper or presentation to illustrate what they can add to the group and their commitment to the Project.
 - 6.3.3. The PFR EAG reserves the discretion to appoint Members who may or may not represent an organisation or group of people
- 6.4. *Withdrawal*

If a Member Party wishes to withdraw from the PFR EAG(and MOU), it may do so by giving 6 weeks written notice to the Executive Committee.

GROUP INTERACTION WITH MEDIA

The Chair will appoint a spokesperson for the Group.



7. REVIEW AND AMENDMENT OF THE CHARTER

- 7.1. This Charter shall be reviewed every 3 years however this does not prevent any review (of either part or all of the Charter) being undertaken at any other time the Group feels is required.
- 7.2. Any Amendments made to this Charter must be:
- (a) Made only at an AGM or other Special General Meeting called for this purpose;
 - (b) Notified in writing (via proposal paper) to all Members at least 14 days prior to said meeting;
 - (c) Passed by a resolution of 75% majority vote of those Members present at the meeting.

8. HEALTH AND SAFETY

- 8.1. The PFR EAG must take all practicable steps to ensure the safety of everyone on the premises during their meetings.
- 8.2. The PFR EAG are to notify the health & safety officer of the building they are meeting in immediately of any hazard so that action can be taken to eliminate or reduce the hazard.
- 8.3. The PFR EAG must ensure they understand the emergency evacuation plans for each of their meeting locations, and that the emergency and evacuation procedures followed.

9. APPENDICES

- Appendix A: MOU
- Appendix B: Process for appointing a PFREAG member to the Trust
- Appendix C: 'Job Description' and expectations for the PFREAG representative on the Trust
- Appendix D: Process for appointing a Southland District Council and a Southland Regional Council
- Appendix E: Process for appointing Independent Trustees to the Trust
- Appendix F: 'Job Description' and expectations for the Independent Trustees



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**MEMORANDUM OF UNDERSTANDING
PREDATOR FREE RAKIURA
PROJECT**

Vision: To grow Rakiura as a taonga by working collaboratively towards a predator free Rakiura that allows ecosystems and community to thrive and benefit from each other

THIS MEMORANDUM OF UNDERSTANDING IS MADE ON THE 13TH DAY OF JULY 2019

PARTIES

The Parties are:

1. Awarua Rūnanga
2. Oraka-Aparima Rūnanga
3. Waihōpai Rūnanga
4. Hokonui Rūnanga
5. Te Rūnanga o Ngāi Tahu
6. Rakiura Maori Lands Trust
7. Rakiura Titi Islands Administering Body
8. Rakiura Titi Committee
9. Director-General of Conservation, Department of Conservation - Te Papa Atawhai
10. Southland District Council
11. Southland Regional Council
12. Real Journeys
13. New Zealand Deerstalkers Association

And subsequently such other parties that as may be invited and agree to be bound by the provisions of this Memorandum of Understanding (MOU).

- A. This Memorandum of Understanding (MOU) recognises that the Parties consider that there are considerable environmental, social, cultural and economic benefits from the removal of a suite of predators on the mainland of Stewart Island and the islands, islets and rock stacks off Stewart Island/Rakiura (see Appendix I: Map of Project Area) and are united in wanting a thriving nature on Stewart Island/Rakiura for future generations.
- B. The Parties wish to develop a formal relationship and Leadership Group Terms of Reference to work together on the Predator Free Rakiura Project - the predator removal project and biosecurity on the mainland and islands of Stewart Island/Rakiura and on the related benefits to its communities.
- C. This Memorandum of Understanding formalises and records the Vision, Scope and Relationship Principles that the Parties expect to underpin their ongoing relationship with each other and records the membership and Terms of Reference for the Leadership Group.



GIVING EFFECT TO THE PRINCIPLES OF THE TREATY OF WAITANGI

The Parties agree to give effect to the Principles of the Treaty of Waitangi as follows:

1. We will work together in good faith, mutual respect and a spirit of trust to deliver the vision.
2. The programme of work should be developed jointly in partnership
3. Adequate resourcing will be provided for a joint development process
4. The joint development process will reflect all the parties' capacity to deliver agreed outcomes
5. Rangatiratanga is provided for throughout the programme of work to ensure Ngāi Tahu and the appropriate Papatipu Rūnaka are central to governance, planning, & decision-making.

OPERATIVE PARTS

1. The Parties agree that the arrangements set out in **Schedule One** of this document are the basis on which they wish to work together.

<p>Signed by Dean Whaanga Chairperson for Awarua Rūnanga</p> 	<p>Signed by Stewart Bull Chairperson for Oraka-Aparima Rūnanga</p> 
<p>Signed by Cyril Gilroy Deputy Chairperson for Waihopai Rūnanga</p> 	<p>Signed by Terry Nicholas Managing Trustee for Hokonui Rūnanga</p> 
<p>Signed by Simon Gomez Chairperson for Rakiura Maori Lands Trust</p> 	<p>Signed by Stewart Bull Chair for Rakiura Titi Committee</p> 
<p>Signed by Tane Davis Chair for Rakiura Titi Islands Administering Body</p>  <p>MNZM</p>	<p>Signed by Lou Sanson Director General for Department of Conservation - Te Papa Atawhai</p> 
<p>Signed by Nicol Horrell Chairman of Environment Southland for Southland Regional Council</p> 	<p>Signed by Steve Ruru Chief Executive for Southland District Council</p> 
<p>Signed by Paul Norris General Manager for Real Journeys</p> 	<p>Signed by Trevor Chappell National President for New Zealand Deerstalkers Association</p> 

SCHEDULE ONE

Background

1. Predator Free 2050 is an ambitious programme to rid New Zealand of possums, rats and stoats by 2050. Its aim is to connect and amplify successful efforts already underway across communities, iwi, private businesses, philanthropists, scientists and government. The intention is also to focus on developing breakthrough predator-control tools and techniques and refinement of existing tools. As the focus and momentum in landscape-scale predator control amplifies, agencies, communities and individuals are increasingly seeking ways to improve their place by way of predator management. Internationally and within New Zealand, there is a focus on and investment in developing refined existing and new technologies to deliver social, cultural and economic outcomes alongside conservation outcomes at landscape scale.
2. Ngāi Tahu are mana whenua of Rakiura and surrounding islands, with a strong, significant historical and ongoing connection. The Southland region is home to special wilderness landscapes hosting rich biodiversity including Stewart Island/Rakiura and the Titi Islands. These areas are important from an ecological, cultural, social and economic point of view. Stewart Island/Rakiura and the surrounding islands are relatively unmodified and free from many threats and pressures that are present elsewhere. Stewart Island/Rakiura is highly valued and protected by many people using a variety of mechanisms. Ngāi Tahu is mana whenua and agencies, organisations, communities, businesses and individuals have an important relationship with Stewart Island/Rakiura and together have a shared view of ensuring a thriving nature on Stewart Island/Rakiura for now and into the future.
3. Predator Free Rakiura is a concept towards making Stewart Island / Rakiura a sustainable safe haven for native wildlife and people into the future. The proposal is to remove rats (Norway, Ship and kiore), possums, feral cats and hedgehogs from the mainland and islands of Stewart Island/Rakiura, as these predators eat or compete with wildlife. Stoats, weasels, ferrets, pigs and goats are not present on Stewart Island/Rakiura.
4. The concept of removing rats, possums, feral cats and hedgehogs has been explored by the Stewart Island/Rakiura community and those with an interest in Stewart Island/Rakiura in a few different ways over the years. The Leadership Group to progress the concept of a Predator Free Rakiura was established in 2014, comprising representatives from Te Rūnanga o Ngāi Tahu, Department of Conservation, Environment Southland, Southland District Council, Rakiura Maori Lands Trust, Rakiura Titi Islands Administering Body, Rakiura Titi Committee, fishing and aquaculture interests, hunting interests, business interests and the resident Stewart Island community. This MOU intends to formalise this membership and record the Terms of Reference. The Leadership Group are not a formal entity or Trust, rather a collective of parties with an interest in and a commitment to a Predator Free Rakiura.
5. The majority of land in scope for the Project is administered by the Crown, Rakiura Maori Lands Trust and the Titi Islands community with a small portion being private freehold. Various types and scales of predator control and biosecurity are undertaken on and around Bluff and Stewart Island/Rakiura. There is currently overall support for the end vision of a predator free Rakiura. Questions about methods, lifestyle impacts and costs remain. The potential of a Predator Free Rakiura as an opportunity for improving the social and economic sustainability of Stewart Island/Rakiura is recognised and honouring its cultural and historic foundations.
6. As existing technologies are refined and new technologies emerge, there is a new opportunity to explore the feasibility of a Predator Free Rakiura. The breadth of feasibility includes technical, sustainable, socially acceptable, political, environmentally acceptable, realistically able to be resourced and financially acceptable considerations.

Purpose

The purpose of this MOU is to formalise the commitment of the Parties to Predator Free Rakiura, to record the Vision, Scope and Relationship Principles that the Parties expect to underpin their ongoing relationship with each other and to record the membership and Terms of Reference for the Predator Free Rakiura Leadership Group.

Vision

7. The Parties are united in the Vision:

To grow Rakiura as a taonga by working collaboratively towards a predator free Rakiura that allows ecosystems and community to thrive and benefit from each other

The following principles underpin the Vision:

- collaboration of all the stakeholders affected by a Predator Free Rakiura and/or willing to contribute
- application of the latest science and technology
- building the project in a way that interlinks environmental, social and economic benefits
- honouring our cultural history, *Mo tatou, a, mo ka uri a muri ake nei* – for us and for generations to come.

The Parties commit to the vision because each Party recognises the benefits of a restored, healthier Rakiura, now and into the future. By restoring and protecting Rakiura the Parties will be enriched, Rakiura and its taonga will be safer and its future will be brighter.

Scope

8. The Predator Free Rakiura Leadership Group aims to develop a technically robust project to remove target predators from the main island and surrounding islands of Stewart Island/Rakiura in one coordinated project, and to maintain a Predator Free Rakiura into the future.
9. Predators in scope are Norway and ship rats, kiore, possums, feral cats and hedgehogs. Biosecurity measures must prevent re-invasion of these species and others that may threaten Stewart Island / Rakiura.
10. The Parties acknowledge that the scale and complexity of the vision means that design may be controversial and challenging.
11. The Parties agree that a healthy interface with the Stewart Island/Rakiura community needs to be established and maintained to facilitate participation and incorporate social and economic benefits alongside the ecological outcomes.
12. The Parties agree that for the vision to be achieved, the proposed design needs to occur with an openness to all possible opportunities so all implementation options can be considered.
13. The Parties agree to develop and commit to a strategy towards the Vision.

Relationship Principles

14. The Parties wish to conduct their meaningful and enduring relationship on the basis of good faith and respect for each other's views, with the intention to work together to achieve mutually beneficial objectives and outcomes that enable the successful delivery of the Predator Free Rakiura Vision. The Parties to this MOU agree to abide by the following Relationship Principles when the Parties engage with each other and others:
- **Integrity**
Each Party will treat each other with the utmost respect, honesty and fairness.
 - **Authority**
Each Party respects the authority and autonomy of the Parties and their individual roles and responsibilities.
 - **Consultation**
Each Party agrees to consult on matters relating to the Predator Free Rakiura Project and agrees to contribute to strategic and annual planning processes in an integrated manner. Each Party commits to a 'no surprises' approach.
 - **Availability**
Each Party agrees to make every effort to attend each meeting.
 - **Engagement**
Each Party agrees to make every effort to communicate the thinking from their organisation to the Leadership Group, and to communicate and advocate the work of the Leadership Group back to their organisation.
15. Nothing in this MOU or actions arising from it, shall detract from the rights or interests of the Parties under their individual Deeds of Settlement with the Crown.
16. The Parties do not intend this Memorandum to be legally binding.
17. The **Terms of Reference Appendix 2** below further outlines how the Leadership Group will function.

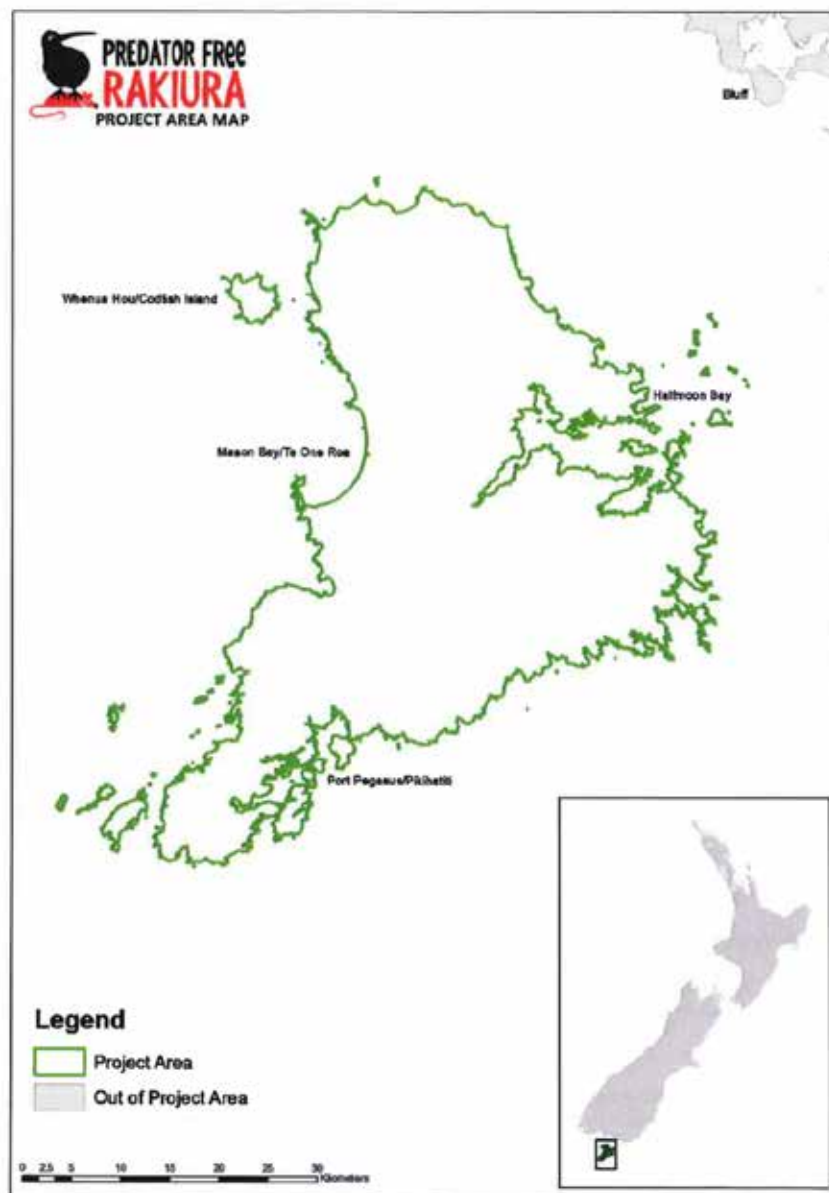
Review of MOU

18. The Parties shall review the Operative Parts in Schedule One of this MOU three years from the date that it is first signed.

Term of MOU

19. This MOU continues until such point as it is no longer required, by written agreement between the Parties.

Appendix I: Map of Project Area



Appendix 2: Terms of Reference

Role of Parties of the Leadership Group

1. The Leadership Group Parties will work collaboratively towards a predator free Rakiura that allows ecosystems and community to thrive and benefit from each other.
2. The Parties shall bring their strengths to the Leadership Group to help achieve the agreed Vision and identified Purpose.
3. The representative of each Party on the Leadership Group will report back to the organisation that he/she represents with recommendations from the Leadership Group and actively seek that organisation's direction.
4. A Party's formal support of specific actions will be communicated back to the Leadership Group by the Party's representative. A Party may choose to support specific actions in various ways, e.g. by allocating funding and/or including action items within planning documents and work programmes.

Role of the Chair of the Leadership Group

5. One member should be appointed as Chair of the Leadership Group.
6. The Chair will:
 - prepare the agenda for Leadership Group meetings with input from the Parties;
 - facilitate the meetings and assist the Leadership Group to reach consensus on issues and options;
 - act as the spokesperson for the Leadership Group; and
 - as necessary, support or present Leadership Group recommendations to the signatories.
7. The term for appointment as Chair shall be for a period of one year with an option for reconfirmation.
8. One member should be appointed as Vice Chair of the Leadership Group to provide support and coverage if the Chair is unavailable. This will be appointed and reviewed on an annual basis.
9. Real Journeys will provide the Chair role for the Leadership Group, if required, for three years from the date that the MOU is first signed.

Withdrawal

10. If a Party wishes to withdraw from the Leadership Group and MOU, it may do so by giving six weeks written notice to the other Parties.

Communication

11. Subject to reasonable notice, the Parties agree and will commit to meet four times per year to discuss issues of interest that work towards the vision of this Project, including business and work planning, new research and knowledge.
12. If matters arise that may be of interest to any Party, a contact person designated by each Party is to be informed. That person should develop an effective working relationship with the other Party.

13. If the designated contact person changes in any organisation, there should be a handover process so that the new person can quickly settle into the role.
14. In the interests of clear communication, any public statements that could be construed as being for or on behalf of the Leadership Group, must be made only after agreement with the other Parties. The Parties will agree to a communications protocol.

Confidentiality and Intellectual Property

15. All intellectual property brought to the relationship by each Party remains vested in that Party.
16. Any intellectual property created during the course of the relationship will be dealt with in separate commercial agreements, however the Parties agree in principle that it will be used for the benefit of Rakiura.
17. Confidential information includes intellectual property and proprietary science, technical and business information disclosed during the relationship.
18. Confidential information belonging to each Party will not be disclosed outside the Parties without agreement.
19. No Party shall disclose directly or indirectly the confidential information received from other Parties to any third party without written consent unless it meets the criteria under the Official Information Act 1982, Local Government Official Information and Meetings Act 1987 or other statutory or Cabinet requirement.

Dispute Resolution

20. Any dispute concerning the subject matter of this document will be settled by full and frank discussion and negotiation between the Parties. Should the dispute not be resolved satisfactorily by these means, the Parties agree to mediate any dispute in terms of the Resolution Institute Standard Mediation Agreement.

Quorum for meetings

21. While the Leadership Group does not have a decision-making mandate, there shall be no less than two-thirds of the members of the Leadership Group present for meetings to be held.

Reporting

22. Notes of Leadership Group meetings will be taken by a member of the Leadership Group or a support person (to be selected by Leadership Group consensus) and circulated before the next meeting of the Leadership Group. Southland District Council will undertake the notes of the Leadership Group meetings and circulate these before the next meeting for three years from the date that the MOU is first signed.
23. Each Party will be responsible for reporting back to the organisation that he/she represents.

Frequency of meeting

24. The Parties shall meet as a Leadership Group four times per year, with additional meetings or workshops, if required. Meetings may be attended in person, through video conferencing or through audio conferencing.

Servicing of meetings

25. Southland District Council offers to provide documentation and logistical support for the Leadership Group meetings and provide staff support for three years from the date that the MOU is first signed.

26. The Department of Conservation offers to provide a meeting attendance allowance for members of the Leadership Group to attend the scheduled PFR LG meetings.

Review

27. The Parties will review these terms of reference three years from the date that it is first signed.

Appendix III: Contact information for the Parties to this MOU and members of the Predator Free Rakiura Leadership Group

Party to MOU	Role	Name	Contact Details
Papatipu Rūnanga o Ngāi Tahu	Representative	Gail Thompson	
Rakiura Maori Lands Trust	Representative	Leon Fife	
Rakiura Titi Islands Administering Body	Chairperson	Tane Davis	
Rakiura Titi Committee	Chairperson	Stewart Bull	
Department of Conservation	Representative	Barry Hanson – Partnerships Director, Dunedin Ren Leppens – Operations Manager, Rakiura Dave Wilkins - Partnerships Manager, Christchurch	
Southland District Council	Representative	Bruce Halligan – Group Manager Environmental Services Scott Dickson – Resource Management Planner	
Southland Regional Council	Representative	Ali Meade - Biosecurity and Biodiversity Operations Manager Dave Burgess – Senior Biosecurity Officer	
Real Journeys	Representative of business interests	Paul Norris - General Manager	
New Zealand Deerstalkers Association	Representative of hunting interests	Ray Phillips	
	Representative of Aquaculture	Garry Neave	

	and Fishing interests		
	Representative of Stewart Island Community	Sandy King	
	Representative of Stewart Island Community	John Cushen	
	Project Manager for Predator Free Rakiura	Bridget Carter	

ENDS





Governance Procedures – PFR EAG Board Nomination Process

Background

Under the Trust Deed for Te Puka Rakiura Trust, the Predator Free Rakiura Engagement and Advisory Group (“PFREAG”) has the power to appoint trustees to Te Puka Rakiura Trust Board, a trust established to provide governance for the Predator Free Rakiura Project and other Iwi and community conservation outcomes.

One of those Trustee appointments will be a member of PFREAG, who will represent the interests of the PFREAG on the Trust Board.

The process as set out below was confirmed at a meeting of the PFREAG on 9 September 2021.

Nomination Process:

1) Nomination Oversight

The PFREAG will appoint a person or persons to oversee the nomination process (the “Nomination Committee”)

The appointed person(s) will assist in managing and facilitating the administrative aspects of the nomination process, i.e. the drafting and dispatch of all communication material to members, sending & receiving nominations forms, ensuring validity of nominations, facilitating voting process if required, reporting back to PFREAG on outcome, etc.

2) Call for nominations

The Nomination Committee will notify PFREAG members via email when nominations are open.

The email will include;

- Nomination Process due dates;
- the prescribed nomination form;
- a role description and person specification (highlighting expectations and term of appointment);
- contact details for the Nomination Committee.

The nomination period will be open for 1 week or 5 working days from the date the email is sent.

3) Receive nominations

All nominations must be submitted using the prescribed nomination form and all requirements contained in the form must be fulfilled.

Please Note:

- Each Nomination must have a Nominator, a Seconder and a Nominee, who all must consent to the Nomination for the Nomination to be valid.

- A Nominee (on accepting a Nomination) must provide a short bio outlining their skills and experience for the role. This will be provided to the members of the PFREAG during the voting process for their consideration.

Due to COVID-19 and the potential technology issues (lack of printers, scanners, face-to-face contact, etc) the following email nomination process will be undertaken:

- (a) The Nomination Committee will send out the nomination email & instructions to all members of PFREAG.
- (b) The Nominator will fill the out the form in the email and then forward the email to the Seconder;
- (c) The Seconder replies to the Nominator stating that "I second the nomination of [Nominee]" and will complete their part of the form in email;
- (d) The Nominator then forwards this email chain to the Nominee;
- (e) The Nominee will reply to the Nominator with either "I accept this Nomination" or "I decline this nomination";
- (f) If the Nominee accepts the Nomination, they need to attach their short Bio outlining their experience and skills for the role;
- (g) If the Nominee has accepted the Nomination, the Nominator then forwards the entire email chain & attachments to the Nomination Committee.
- (h) The Nomination Committee will acknowledge each valid Nomination (to the Nominator) and will collate the candidate list.

The Nomination Committee will determine if a Nomination is valid (all parties have agreed to the Nomination & Bio is attached) and will advise a Nominator of any invalid nomination of the reasons why the Nomination is invalid (the Nominator will have until the end of the Nomination period to correct and return a valid Nomination).

4) Voting

If more than one valid Nomination is received by the close of the nomination period (more than one person nominated), the PFREAG will need to vote for their preferred candidate.

The voting process:

- (a) On the 'First day' of the Voting Process, the Nomination Committee will send out an email to all PFREAG members with instructions for voting, including due dates and times.
- (b) PFREAG members will have 3 working days to consider the candidates;
- (c) Voting will be open for one day (the 4th day, "Voting Day") and will be via an online confidential voting tool (e.g.: Doodle).
- (d) On Voting Day, The Nomination Committee will send the link to the voting tool to each member of the PFREAG prior to voting opening.
- (e) A Special General Meeting will be held on the 5th day to confirm the successful candidate.

If there is only one nomination/candidate received by the end of the nomination process, no voting will be required and a Special General Meeting will be held within 5 days of the close of the nomination process to confirm this person as the successful candidate.

5) **Appoint**

The confirmation of the appointment of the successful candidate will take place at a Special General Meeting on the 5th day of the Voting Process.

If there are any issues or concerns with the voting process, these can be tabled and discussed at the SGM.

If there are no issues or concerns raised, or they are resolved, then the successful candidate will be confirmed and a resolution passed to this effect.

The required paperwork to appoint the successful candidate to the Trust Board will then be drawn up and signed by all required parties and registered with Charities Services.

6) **Post-appointment review**

After the appointment process PFREAG will review the process, with feedback (if any) from the members of PFREAG.

ENDS

PRF ENTITY BOARD MEMBER JOB DESCRIPTION AND PERSON SPECIFICATION

ORGANISATION & PROJECT DESCRIPTION

Te Puka Rakiura Trust ("Trust") has been established to undertake the Predator Free Rakiura Project ("Project") in collaboration with Mana Whenua, the Rakiura Community, the Department of Conservation (DOC), Southland District Council, Southland Regional Council and other stakeholders and will be responsible for overseeing the design of an implementation plan for the eradication of specific predators on Rakiura and surrounding islands.

At the completion of the design and planning phase, it is expected that the Project will have completed an implementation plan to deliver a Predator Free Rakiura. The implementation plan will include an ongoing biosecurity plan, and a strategy for securing funding to enable the implementation phase to proceed.

The Predator Free Rakiura project will take an 'applied planning' approach which identifies uncertainties and determines agreed solutions. Using an applied planning process follows eradication best practice. It will also provide certainty for the community by producing a detailed plan with a high degree of confidence.

Key principles have been developed by DOC working concurrently with mana whenua (including TRONT) and the Predator Free Rakiura Leadership Group (PFRLG) (who are transitioning into the Predator Free Rakiura Engagement and Advisory Group (PFREAG)).

These agreed principles ensure clear understanding of the DOC and Ngāi Tahu relationship and expectations, with DOC authentically giving effect to Section 4 and Treaty obligations; handover from the PFRLG to a formalised project structure retaining the results and social gains secured by the PFRLG.

ROLE DESCRIPTION

POSITION

Member of the Te Puka Rakiura Trust Board.

PURPOSE

The main purpose of Te Puka Rakiura Trust is to provide overall governance for the Predator Free Rakiura Project.

The purpose of this role is to represent the Predator Free Rakiura Engagement and Advisory Group on the Trust Board and to be the liaison between the Trust and PFREAG.

TERM

3 years

ROLES AND RESPONSIBILITIES

The role and responsibilities of a Board member is:

- Provide overall Governance for the Trust.
- Knowing the Trust's mission, programs, policies, and needs.
- Preparing for meetings by reviewing the agenda and supporting documentation.
- Regularly attending board meetings and participating actively and conscientiously.
- Contributing to the development of policies, annual plans and strategic plans.
- Protect and promote the Trust and its purposes
- Act as a spokesperson to support and communicate the plan's goals and objectives
- Approving audit reports, budgets, and business decisions.
- Ensure the Trust meets its reporting obligations
- Ensure the Trust is operating legally, ethically and according to its trust deed
- Direct and manage staff and/or contractors as required

- Ensure compliance with all statutory and regulatory requirements
- Ensure the trust is financially viable and able to meet its objectives
- Make changes to improve the effective functioning of the Trust
- Making decisions based on information that is verifiable and sufficient for purpose
- Keeping up with issues and trends that affect the Trust.
- Maintaining confidentiality on all internal affairs.

In fulfilling these responsibilities, the board member is required to exercise their best judgement in relation to the short and long-term interests of stakeholders and the Trust, and shall not represent or promote the views or interests of a particular group.

PERSON SPECIFICATION

Note: The skills listed are in no particular order, and should not apply to all applicants, but the whole Board should represent the following skills generally.

Personal attributes, skills and experience:

Personal attributes:

- Integrity
- Effective listener and communicator
- Team player
- Influencer and negotiator
- Critical and innovative thinker
- Commitment
- Being reliable and amenable
- Leadership
- Professionalism
- Multitasking
- Motivation
- Adaptable

Professional Director Skills:

- Board/Governance experience
- Iwi/Māori networks and communication
- Strategic planning and focus
- Business experience
- Financial and Funding experience
- Information technology
- Policy development
- Human resources
- Network/relationship management skills
- Iwi/Māori connectedness
- Focus on strategic issues rather than operational
- Project and time management
- Conflict management
- Strategic management
- Technical and business procedures

Sector experience and knowledge:

- Familiarity and comfort in/with mātauranga Māori
- Working with iwi, Māori and iwi/Māori organisations
- Familiarity in matters relevant to predator control and eradication
- Policy development
- Conservation/Restoration
- Experience in areas relevant to the purposes of the Trust



Governance Procedures – PFR EAG

Southland District Council and Southland Regional Council Trustee Appointment Process

Background

Under the Trust Deed for Te Puka Rakiura Trust, the Predator Free Rakiura Engagement and Advisory Group ("PFREAG") has the power to appoint 7 trustees to Te Puka Rakiura Trust Board (the "Trust"), a trust established to provide governance for the Predator Free Rakiura Project and other Iwi and community conservation outcomes.

The PFREAG has agreed that two of their 7 Trustee appointments will represent the Southland District Council ("SDC") and the Southland Regional Council ("ES") (together, the "Councils" or "Council") on the Trust Board.

The process as set out below was developed in collaboration with both Councils and confirmed by the PFREAG at a meeting on 9th November 2021.

Nomination and Appointment Process:

1) Nomination

- (a) SDC and ES will run their own process to determine their respective trustee representative on the Trust.
- (b) Once each Council representative has been determined, each Council will provide a recommendation paper to the PFREAG which outlines:
 - i. A brief overview of the process undertaken;
 - ii. The skills and experience their representative brings to the Trust;
 - iii. The term approved for their representative to sit on the Trust.

2) Appointment

- (a) Each recommendation paper from SDC and ES will be tabled at the next scheduled meeting of the PFREAG, or at a Special General Meeting (which may be held online) if the Councils request, and the PFREAG decide the appointment should be made sooner.
- (b) The PFREAG will consider and confirm the appointment of each Council's representative, unless 2(c) applies.
- (c) If there are any strong concerns raised by the PFREAG regarding the representative endorsed by a Council, the PFREAG will advise and discuss these concerns with the respective Council as soon as possible to resolve any concerns. The PFREAG is committed to acting in good faith in all its activities, including its role of appointing of trustees. The PFREAG will not decline a Council endorsed trustee representative without reasonable basis and discussions with the Council prior to reaching a decision.
- (d) Once an appointment has been approved by the PFREAG, the required paperwork to appoint the Council representative to the Trust will then be drawn up and signed by all required parties and registered with Charities Services as soon as possible.

3) Removal/Retirement

- (a) At the end of the term of appointment for each representative as indicated at 1(iii) above, a representative will be retired as a Trustee of the Trust unless the respective Council advise the PFREAG in writing that they request their representative to continue for another term. The PFREAG will approve the re-appointment in alignment with paragraph 2 above.
- (b) If, for any reason and at any time, a Council representative becomes unsuitable to represent their respective Council from that Council's perspective, that Council will notify the PFREAG in writing of their wish to remove (and replace if required) their nominated representative. The process of replacement will follow the above Nomination & Appointment process.
- (c) If, for any reason and at any time, the PFREAG deems it necessary to remove a Council representative from the Trust (including for any of the removal reasons as stated in the Trust Deed), the PFREAG will notify that Council of their reasons in writing and will adhere to the principles of good faith as outlined at paragraph 2(c) above.

ENDS



Governance Procedures – PFR EAG
Independent and 'Other' Trustee Appointment Process

Background

Under the Trust Deed for Te Puka Rakiura Trust, the Predator Free Rakiura Engagement and Advisory Group ("PFREAG") has the power to appoint 7 trustees to Te Puka Rakiura Trust Board (the "Trust"), a trust established to provide governance for the Predator Free Rakiura Project and other Iwi and community conservation outcomes.

The PFREAG has agreed that two of their 7 Trustee appointments will be Independent Trustees, defined in the Trust's Deed as:

- "Independent Trustee" means a person or entity (whether personally or by representation) who:
- (a) does not benefit from the assets of the Trust;
 - (b) has not settled property or other assets on the Trust;
 - (c) is not a relative of any person who has settled property or other assets on the Trust.

The PFREAG has 2 'other' trustee positions which they have not designated to represent any particular party or be an Independent Trustee. The PFREAG can decide to fill these 2 positions on a 'as needs/required' basis.

The process as set out below was confirmed by the PFREAG at a meeting on 9th November 2021.

Trustee Appointment Process:

- 1) The PFREAG in collaboration with Trust will develop a 'skills matrix' and 'job description/s' to determine the skills and experience that they feel are required to ensure that the Trust has the requisite skills and experience to ensure success of the Trust's purposes and the PFREAG vision. These documents will form the basis of the recruitment for Independent and other trustees.
- 2) The PFREAG may engage a third party to assist with the development of the documents noted at 1 above.
- 3) The PFREAG will form a "Recruitment Committee" of their members for the recruitment of Independent Trustees to the Trust.
- 4) The PFREAG may take advice from the Trust as to the skills and experience that would assist them in achieving the Trust's purposes and the PFREAG vision. This advice may be provided to the PFREAG directly or to the Recruitment Committee (as part of their recruitment process at 5 below).
- 5) The Recruitment Committee will be responsible for establishing a recruitment process (which will include: determining the skills required (if any specific), advertising, short-listing, interview panel and interviewing candidates). This process will then be confirmed by the PFREAG.
- 6) The interview panel must include one or more members of the Recruitment Committee.

- 7) The Recruitment Committee, with approval from the PFREAG, can engage third party/s to assist with the recruitment process.
- 8) **Nomination**
- (a) Once a Trustee candidate has been determined, the Recruitment Committee will provide a recommendation paper to the PFREAG which outlines:
- i. A brief overview of the process undertaken;
 - ii. The skills and experience the candidate brings to the Trust;
 - iii. The recommended term for the Trustee.
- 9) **Appointment**
- (a) Each recommendation paper from the Recruitment Committee will be tabled at the next scheduled meeting of the PFREAG, or at a Special General Meeting (which may be held online) if the PFREAG decides the appointment should be made sooner.
- (b) The PFREAG will consider and confirm the appointment of the Recruitment Committee's recommendation, unless 2(c) applies.
- (c) If there are any concerns raised by the PFREAG regarding a person nominated, the PFREAG will discuss these concerns as soon as possible to resolve any concerns.
- (d) Once an appointment has been approved by the PFREAG, the successful candidate will be advised and offered a position as a Trustee (as an Independent or other position) on the Trust.
- (e) Once accepted by all parties, the required paperwork to appoint the successful candidate to the Trust will then be drawn up and signed by all required parties and registered with Charities Services as soon as possible.
- 10) **Removal/Retirement**
- (a) At the end of the term of appointment for each Trustee as indicated at 8(iii) above, the Trustee will be retired as a Trustee of the Trust unless the PFREAG approves the re-appointment in alignment with paragraphs 8 & 9 above.
- (b) If, for any reason and at any time, the PFREAG deems it necessary to remove a Trustee (including for any of the removal reasons as stated in the Trust Deed):
- i. the PFREAG will discuss and then notify that Trustee of their intention to remove them and the reasons for removal in writing.
 - ii. If concerns are raised by the Trustee, the PFREAG may discuss these concerns with the Trustee in good faith.
 - iii. If the PFREAG still decides to remove the Trustee, then all parties will sign the required documentation to remove the Trustee from the Trust.
- 11) **Review**
- The PFREAG can review the appointment of any of their appointed trustees at any time, irrespective of the term of that trustee's appointment.

ENDS

PFR ENTITY

Trustee

JOB DESCRIPTION AND PERSON SPECIFICATION

ORGANISATION & PROJECT DESCRIPTION

Te Puka Rakiura Trust ("Trust") has been established to undertake the Predator Free Rakiura Project ("Project") in collaboration with Mana Whenua, the Rakiura Community, the Department of Conservation (DOC), Southland District Council, Southland Regional Council and other stakeholders and will be responsible for overseeing the design of an implementation plan for the eradication of specific predators on Rakiura and surrounding islands.

At the completion of the design and planning phase, it is expected that the Project will have completed an implementation plan to deliver a Predator Free Rakiura. The implementation plan will include an ongoing biosecurity plan, and a strategy for securing funding to enable the implementation phase to proceed.

The Predator Free Rakiura project will take an 'applied planning' approach which identifies uncertainties and determines agreed solutions. Using an applied planning process follows eradication best practice. It will also provide certainty for the community by producing a detailed plan with a high degree of confidence.

Key principles have been developed by DOC working concurrently with mana whenua (including TRONT) and the Predator Free Rakiura Leadership Group (PFRLG) (who are transitioning into the Predator Free Rakiura Engagement and Advisory Group (PFREAG)).

These agreed principles ensure clear understanding of the DOC and Ngāi Tahu relationship and expectations, with DOC authentically giving effect to Section 4 and Treaty obligations; handover from the PFRLG to a formalised project structure retaining the results and social gains secured by the PFRLG.

ROLE DESCRIPTION

POSITION

Member of the Te Puka Rakiura Trust Board.

PURPOSE

The main purpose of Te Puka Rakiura Trust is to provide overall governance for the Predator Free Rakiura Project.

The purpose of this role is to represent [Organisation Name] on the Trust Board and to be the liaison between the Trust and PFREAG.

TERM

3 years

ROLES AND RESPONSIBILITIES

The responsibilities of a Trust member require the trustee to exercise their best judgement in relation to the short and long-term interests of the Trust. A trustee will remain impartial and shall not represent or promote the views or interests of a particular group.

The role and responsibilities of a trustee is to:

- Provide overall Governance for the Trust.

- Know the Trust's mission, programs, policies and needs, protecting and promoting the Trust and its purposes. Keep up with issues and trends that affect the Trust, as well as maintaining confidentiality on all internal affairs.
- Prepare for meetings by reviewing the agenda and supporting documentation, regularly attend board meetings and participate actively and conscientiously.
- Contribute to the development of policies, annual and strategic plans.
- Ensure the Trust meets its reporting obligations – approve audit reports, budgets and business decisions whilst confirming the Trust is financially viable and able to meet its objectives.
- Ensure that the Trust is operating legally, ethically, and according to its trust deed. This is inclusive of compliance with all statutory and regulatory requirements.
- Make recommendations to improve the effective functioning of the Trust.
- Make decisions based on information that is verifiable and sufficient for purpose.

PERSON SPECIFICATION

Note: The skills listed are in no particular order and should not apply to all applicants, but the whole Board should represent the following skills generally.

ATTRIBUTES OF A TRUSTEE

Personal attributes:

- Integrity.
- Effective listener and communicator.
- Team player.
- Commitment.
- Leadership.
- Professionalism.
- Motivation.
- Adaptable.

Governance experience:

- Board/Governance experience.
- Iwi/Māori networks and communication.
- Strategic planning and focus.
- Business experience.
- Financial and Funding experience.
- Stakeholder and partnership relationship management.
- Project and time management.
- Health and safety.
- Understanding of treaty obligations.

Sector experience:

- Familiarity and comfort in/with mātauranga Māori.
- Familiarity in matters relevant to predator control and eradication.
- Policy development.
- Conservation/Restoration knowledge.
- Experience in areas relevant to the purposes of the Trust.
- Biosecurity.

SIESA PowerNet Monthly Report

Record no: R/24/10/61897

Author: Kirsten Hicks, Committee advisor/customer support partner

Approved by: Hartley Hare, Strategic manager transport/Acting GM infrastructure and capital delivery

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, PowerNet's monthly report for SIESA for July and August 2024.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "SIESA PowerNet Monthly Report".

Attachments

- A SIESA June-July
- B SIESA July-August



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DATE	6 Aug 2024		
SECURITY CLASS	PowerNet Employees Only and SDC		
REVIEW CATEGORY	0 Years - Record Only		

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July-24
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Security Classification
PowerNet Employees Only and SDC

Approvals

APPROVED BY:	Eric Sng	6 Aug 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

27th June 2024 – Extremely high load registered of over 400kW for 2 continuous nights.

28th June 2024 – At 11.30pm Unit 1 had a over-temperature alarm. Root cause was discovered that the cooling tower tripped. The circuit breaker was reset and Unit 1 running as expected thereafter.

29th June 2024, evening – No power was reported on 83 Main Road. Customer has now applied for a network upgrade.

1st July 2024 – Unit 2 was routinely services on the day.

5th July 2024 – Afternoon. Noted that there was voltage fluctuation from Unit 2. This issue is still under investigation, however preliminary finding was that there was a fault on one of the starting batteries.

15th July 2024 – Unit 4 services at 7,688 hours. Normal routine maintenance done. This includes changing of fuel filters, air filters and general testing of the generator.

General business – The power house had a spring clean in preparation for painting in the summer.

2. Reliability & Quality

2.1 Unplanned Outages – Feeder Level Only

Item	Action Taken

2.2 Planned Outages

Item	Action Taken

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Security Classification
PowerNet Employees Only and SDC

2.3 Unplanned Maintenance

Description	Total Cost
Unit 2 batteries	\$1,200
TOTAL	\$1,200

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
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5. Generator Activity

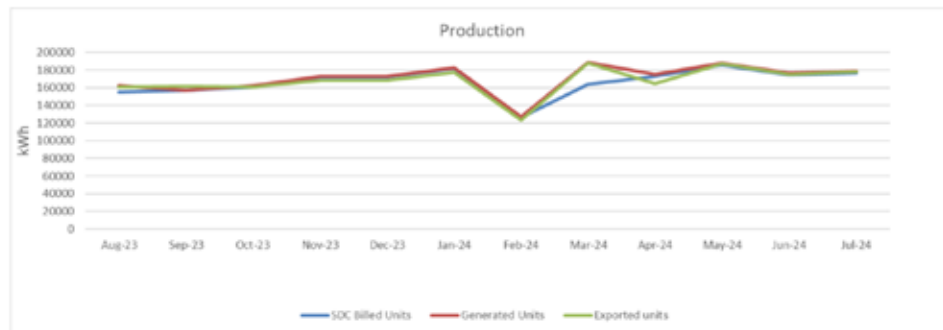


Figure 1 – Generator Load Demand kW hrs

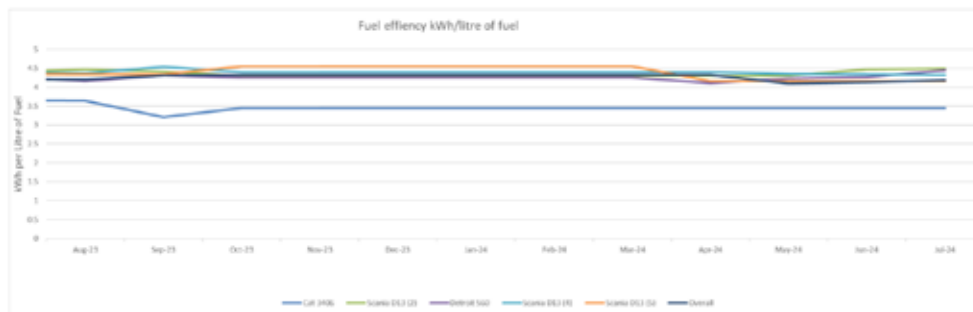


Figure 2 – Generator Efficiency

5.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	19,204	11	394	-	25-Dec-22
Unit 2	Scania D13	11,882	361	18,277	82,080	10-Aug-23
Unit 3	Detroit 60	24,029	10	363	1,618	13-Jul-22
Unit 4	Scania D13	7,721	294	21,628	93,717	16-Nov-23
Unit 5	Scania D13	15,242	7	370	1,700	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 – Unit 3 Generator Replacement	Generator ordered through South Pacific Diesel Systems Limited. Gough Brothers engaged to determine specifications and requirements of cooling tower, where necessary
AWP – Kidney Strain Replacement	
AWP – Distribution Transformer Refurbishment	
AWP – TX3 Repairs, Testing and Earthing	
AWP – TX33 Earth Upgrade – Install Only	
AWP – SIESA Smart Meter Purchases	
AWP – Underground Red Tagged Pole @ 29 Miro Crescent	

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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 June-24 to 22-
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PowerNet Employees Only and SDC

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

10. Contract Payments

Payment Date	Reference	Payment
TOTAL \$650,613.84 p/a		\$0

11. Training Records

Date	Name	Competency Training

12. Programme Update

No updates on programme

Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island: Monthly Status Report – 23 June-24 to 22-July-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>	1	<p>The Committee met on 20 June 2024</p> <ul style="list-style-type: none"> Trend in low-speed vehicle incidents – reminder to be vigilant when manoeuvring around site, public car parks, driveways etc. Blue Thermo Merino items will be re-added to the PPE list. <p>First lot of St John AED's have arrived. These will eventually replace the old de-fibs at each depot.</p>
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	Pre-climb check identified unsafe pole
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>	1	HS-SAL-24-014 - AM-WAR-0006 - ABB 11kV RMU's VOID - Safety Alert

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Power Supply to Stewart Island: Monthly Status Report – 23
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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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Security Classification
PowerNet Employees Only and SDC

Appendix D – Investigation Communications to PowerNet Personnel

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

Safety Alert

Incident

Issued: 11/06/2024



HS-SAL-24-014

Contact for further info:
Anton Booyzen - GM Asset
Management
Email: abooyzen@powernet.co.nz
Mobile: 021 708 041

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

AM-WAR-0006 – ABB 11kV RMU's VOID

This safety alert is to communicate that AM-WAR-0006 – ABB 11kV RMU's is now Void.





What we all need to do:

- Supervisors to communicate 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: Brett Corbridge – HSE Manager

Review Category: 0 Years - Record Only

Safety Alert Doc No: HS-SAL-24-014 – V 1.0

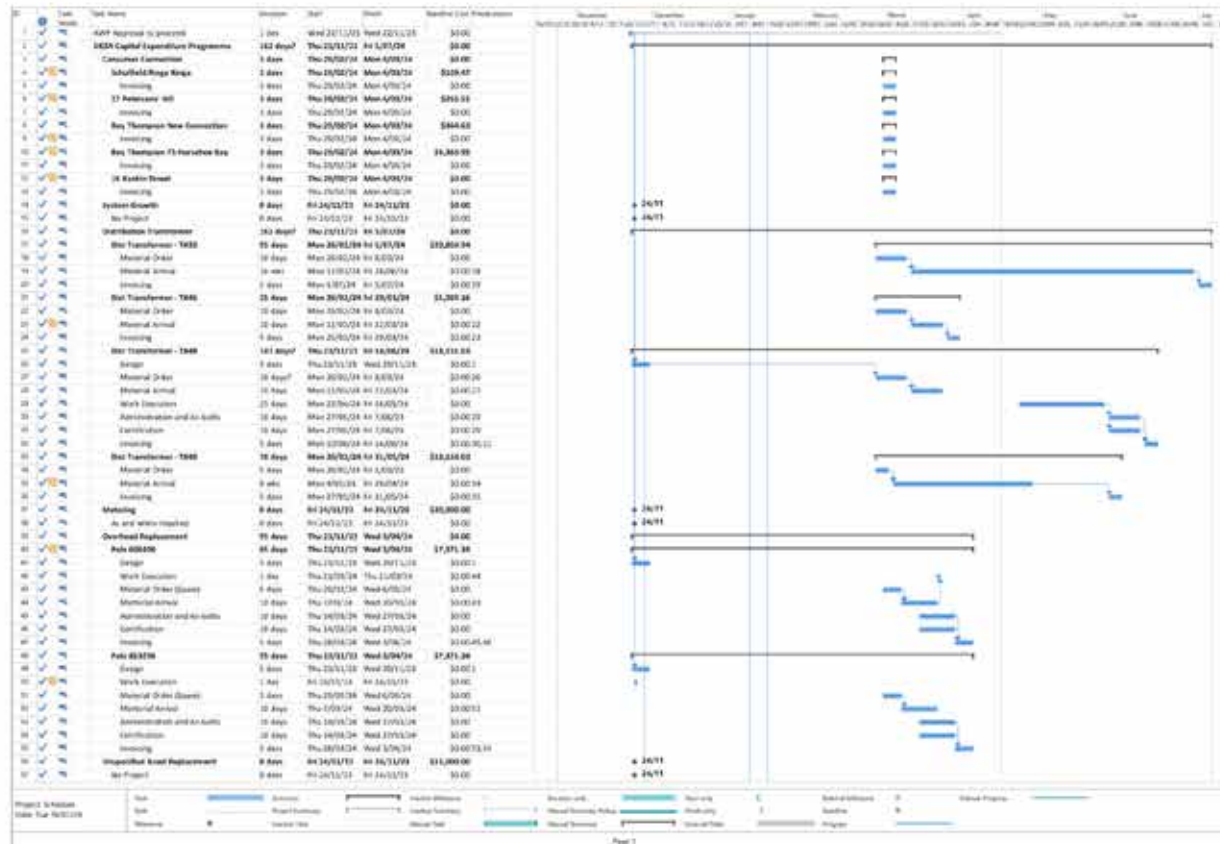
SAL Version Date 11 June 2024

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Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island: Monthly Status Report – 23 June-24 to 22-July-24
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Appendix E – Annual Works Programme FY23/24 Schedule

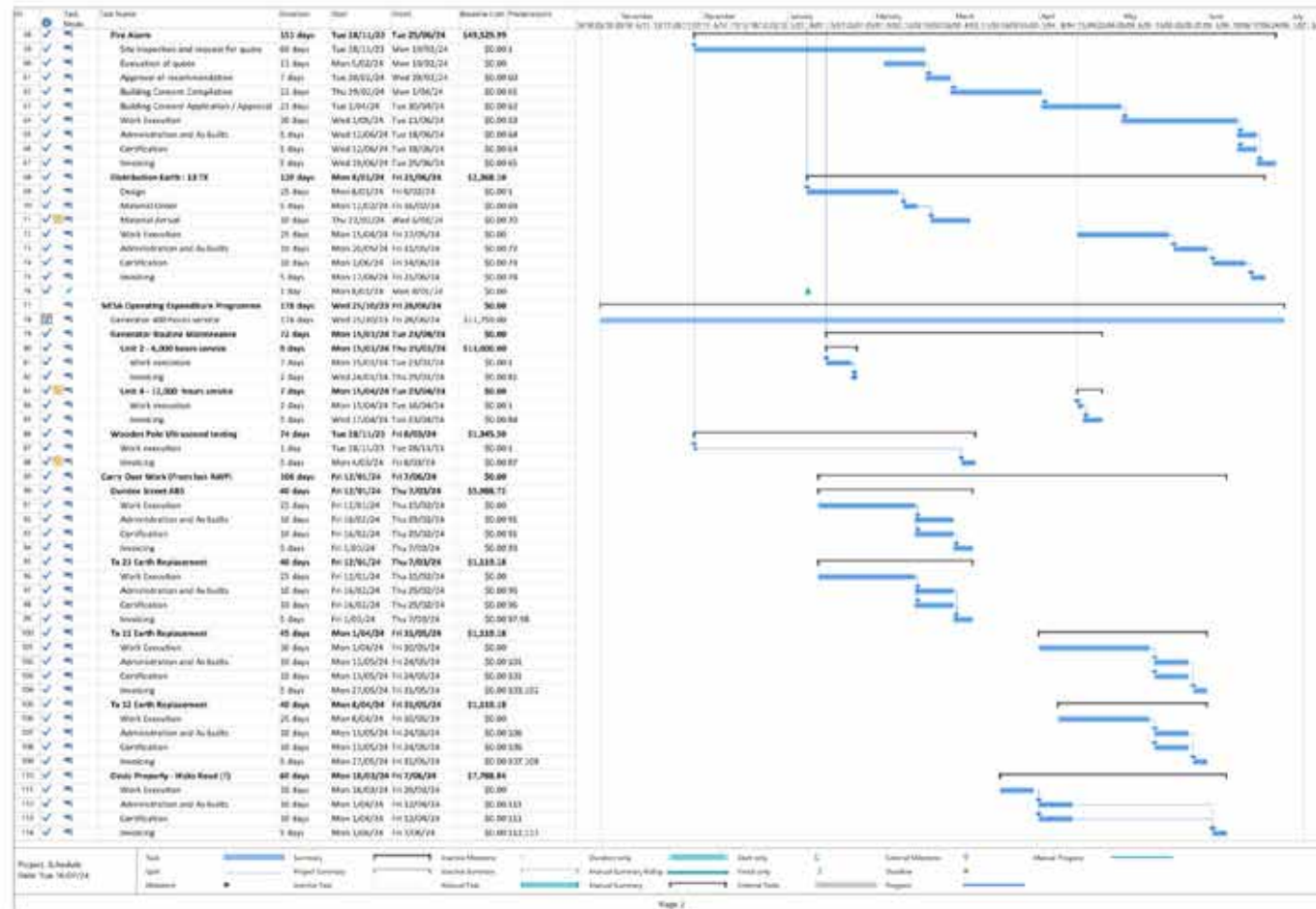


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REVIEW CATEGORY	0 Years - Record Only		

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 July 24 to 22-
Aug-24
Document No. BG-CMR-SDC01-2408, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

Approvals

APPROVED BY:	Eric Sng	6 Aug 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	

Southland District Council – Contract 20/46 Provision of Power
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PowerNet Employees Only and SDC

1. Summary

1st Aug 2024 – One fault detected on Miro Crescent affecting 2 customers. The root cause was a pillar fault. The 2 customers had no power overnight for 10 hours. The power was reinstated the next morning.

Routine maintenance was done during the period also. Unit 2 – 12,000 hours completed.

Routine maintenance on engine and on general maintenance and cleaning done on the power station.

A new generator is also ordered and will take 6 months to arrive to Stewart Island. This is in replacement of Unit 3, which is near end-of-life.

Load was lower during this period, and the expected load profile for the island is typical to that of any normal months.

2. Reliability & Quality

2.1 Unplanned Outages – Feeder Level Only

Item	Action Taken

2.2 Planned Outages

Item	Action Taken

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PowerNet Employees Only and SDC

2.3 Unplanned Maintenance

Description	Total Cost
TOTAL	\$0

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 July 24 to 22-Aug-24

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5. Generator Activity

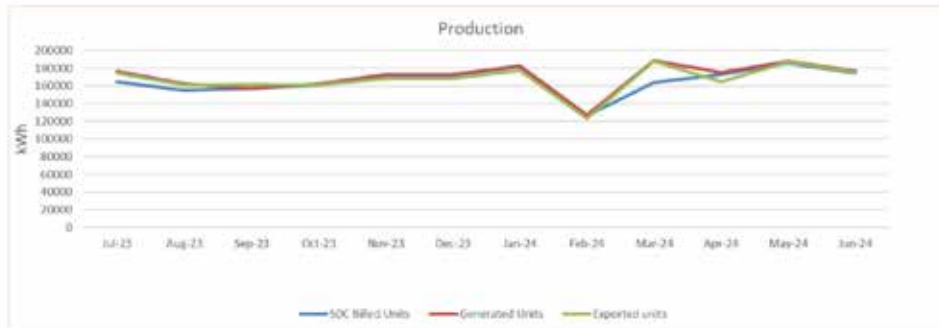


Figure 1 – Generator Load Demand kW hrs



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	19,204	0	0	-	25-Dec-22
Unit 2	Scania D13	11,883	1	0	40	10-Aug-23
Unit 3	Detroit 60	24,040	11	359	1,620	13-Jul-22
Unit 4	Scania D13	8,606	885	37,880	163,905	16-Nov-23
Unit 5	Scania D13	15,255	13	720	2,560	26-Feb-24

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Security Classification
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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 – Unit 3 Generator Replacement	Generator ordered through South Pacific Diesel Systems Limited. Gough Brothers engaged to determine specifications and requirements of cooling tower, where necessary
AWP – Kidney Strain Replacement	
AWP – Distribution Transformer Refurbishment	
AWP – TX3 Repairs, Testing and Earthing	
AWP – TX33 Earth Upgrade – Install Only	
AWP – SIESA Smart Meter Purchases	
AWP – Underground Red Tagged Pole @ 29 Miro Crescent	

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Security Classification
PowerNet Employees Only and SDC

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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Security Classification
PowerNet Employees Only and SDC

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

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

10. Contract Payments

Payment Date	Reference	Payment
TOTAL \$650,613.84 p/a		\$0

11. Training Records

Date	Name	Competency Training

12. Programme Update

Programme for 24/25 is experiencing slight delays. PowerNet to review and update programme accordingly.

Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island: Monthly Status Report – 23 July 24 to 22-Aug-24
Document No. BG-CMR-SDC01-2408, 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>	1	Tony Paul – Line Mechanic Module 2
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	<p>1. Accelerated Training Plan – The Training Team have identified some gaps in training and are working through an accelerated training plan for Chainsaw, Traffic Management and 4WD Training. Darren will be in contact with Depot Supervisors that have employees who require training.</p> <p>2. Drone Technology</p> <ul style="list-style-type: none"> o Possibility of drone technology being used for Asset Inspection work o Brenton Easson is working on a Drone Policy o Darren Weston has completed research around training, noting drone work requires specific licencing requirements. <p>3. Winter Driving – Weather warnings in place for areas a lot of lower South Island. A reminder to check road conditions before travelling and do not travel if not necessary.</p>
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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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>	3	HS-SAL-24-021 - Winter Conditions - Safety Alert HS-SAL-24-022 - Low Speed Manoeuvring Incidents – Safety HS-SAL-24-023 - Battery Drill Use - 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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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)



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

Winter Conditions

The South Island is currently experiencing a severe cold blast, resulting in plummeting temperatures, heavy snowfall, and rain across various areas. These conditions significantly increase hazards for both driving and outdoor work. It's crucial to take proactive measures to ensure safety.



Risks During Wintry Conditions:

1. **Icy Roads and Flooding:** Increased risk due to freezing temperatures and heavy precipitation.
2. **Reduced Visibility:** Hooded jackets and umbrellas decrease pedestrian visibility, posing risks around traffic.
3. **Hypothermia:** Cold exposure can lead to hypothermia.

Precautions to Take:

1. **Avoid Unnecessary Travel:** Check road conditions before traveling and stick to main roads where possible.
2. **Off-Road Driving:** If unavoidable, conduct a thorough track assessment and inform the landowner.
3. **Follow Road Closures:** Seek approval from your Field Manager before proceeding if roads are closed.
4. **Drive Cautiously:** Reduce speed and allow extra travel time on wet or icy roads.
5. **Use Snow Chains:** Contact your Depot Supervisor for snow chain requirements.
6. **Beware of Black Ice:** Exercise extreme caution, particularly in shaded or less-travelled areas.
7. **Dress Appropriately:** Layer clothing for warmth and protection against wind chill.
8. **Plan Regular Breaks:** Warm up periodically during extended exposure to cold conditions.
9. **Monitor for Hypothermia:** Watch for symptoms among colleagues and seek medical assistance if necessary.

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

Version Date: 30 July 2024

Safety Alert Doc No: HS-SAL-24-021 - V 1.0

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Security Classification
PowerNet Employees Only and SDC

Safety Alert

Incident

Issued: 31/07/2024



HS-SAL-24-022

Contact for further info:
Brett Coradine – HSE Manager
Email: bcoradine@powernet.co.nz
Mobile: 027 300 9890

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

Low Speed Manoeuvring Vehicle Incidents

PowerNet has identified a rise in low-speed manoeuvring vehicle incidents within our organization. These incidents often occur during vehicle manoeuvres in depots or on job sites, leading to vehicle damage and significant costs for our organization.

This safety alert is designed to raise awareness and support drivers with proactive strategies to mitigate low-speed manoeuvring risks effectively.



What we all need to do:

- Awareness of Surroundings:** Drivers should perform a walk-around inspection of their vehicle before initiating any manoeuvring. This helps to identify any obstacles, pedestrians, or other potential hazards in the immediate area.
- Use of Spotter Personnel:** Encourage the use of spotters to guide drivers during complex manoeuvres. Spotters should maintain clear communication with the driver throughout the manoeuvring process.
- Vehicle Inspection Protocols:** Prioritize regular vehicle inspections to ensure that all safety features, such as backup cameras and sensors, are functioning correctly. Address any issues promptly to avoid equipment failures during manoeuvres.
- Clear Signage and Markings:** Improve signage and markings within depots and job sites to clearly indicate pedestrian and vehicle pathways. This helps drivers navigate safely and reduces the risk of collisions.
- Near miss, incident, and hazard reporting:** We encourage reporting of all near-misses, incidents or hazardous conditions so we can continuously improve safety. If you are aware of a safety issues/hazard that could result in a low-speed manoeuvring incident, please report so we can improve driving safety.

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: 8 Years – Record Only

SAL Version Date: 31 July 2024

Safety Alert Doc No: HS-SAL-24-022 – v 1.0

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Security Classification
PowerNet Employees Only and SDC

Safety Alert

Incident

Issued: 5/08/2024



HS-SAL-24-023

Contact for further info:
Phil Johnson – HSE Compliance &
Assurance Advisor
Email: phil.johnson@powernet.co.nz
Mobile: 027 215 2670

Security Class: PowerNet Employees & External (with NDAs)

Battery Drill Use

A recent medical injury to a PowerNet Line Mechanic involving the use of a battery drill has highlighted the importance of reminding personnel of the following:



What we all need to do:

Identify Risks and Hazards

Hazards that may arise when operating a battery drill include:

- Moving and rotating parts (drill bits and chuck – secure loose clothing and keep long hair tied back)
- Rotation of the battery drill if the drill bit jams (injury to hand/wrist or being struck by the handle)
- Movement of the workpiece being drilled
- Inhalation of fumes and dust particles
- Ejection of waste materials from cutting blades
- Burns from hot materials or friction

Operating Safety Precautions

- Always wear the appropriate PPE whenever using a battery drill
- Before use – inspect the battery drill for signs of damage and do not use blunt or damaged drill bits
- Ensure the drill is on the correct setting
- Always inspect the workpiece being drilled to ensure that there aren't any items which might damage the drill bit or cause injury to the operator
- When the drill bit has reached operating speed, apply load gradually
- Avoid blocking or covering the motor ventilation slots while using the battery drill
- Never drill pieces of material by holding them in the hands
- Hold the drill firmly and exert care when the drill bit begins to break through

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: Brent Coradine – HSE Manager

Review Category: 6 Years - Record Only

Version Date 5 August 2024

Safety Alert Doc No: HS-SAL-24-023 – V 1.0

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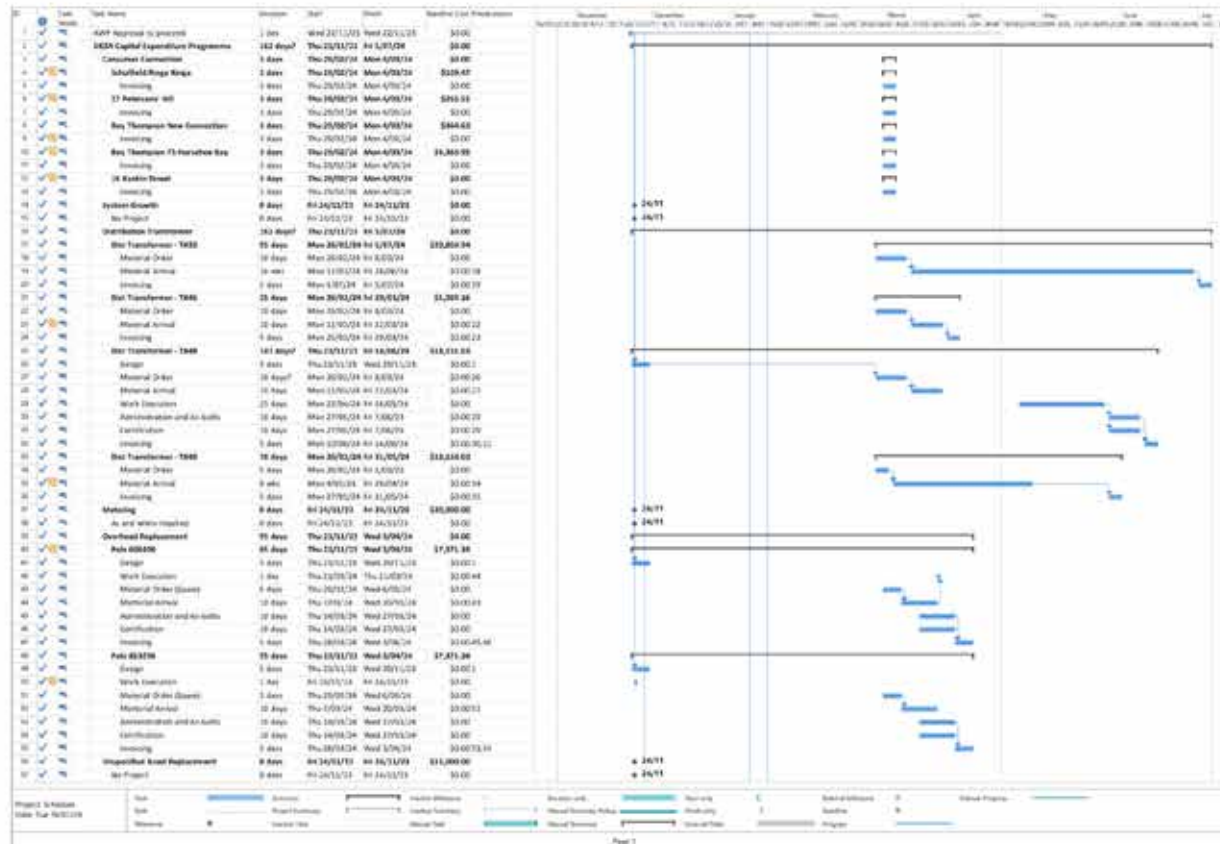
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Appendix E – Annual Works Programme FY23/24 Schedule

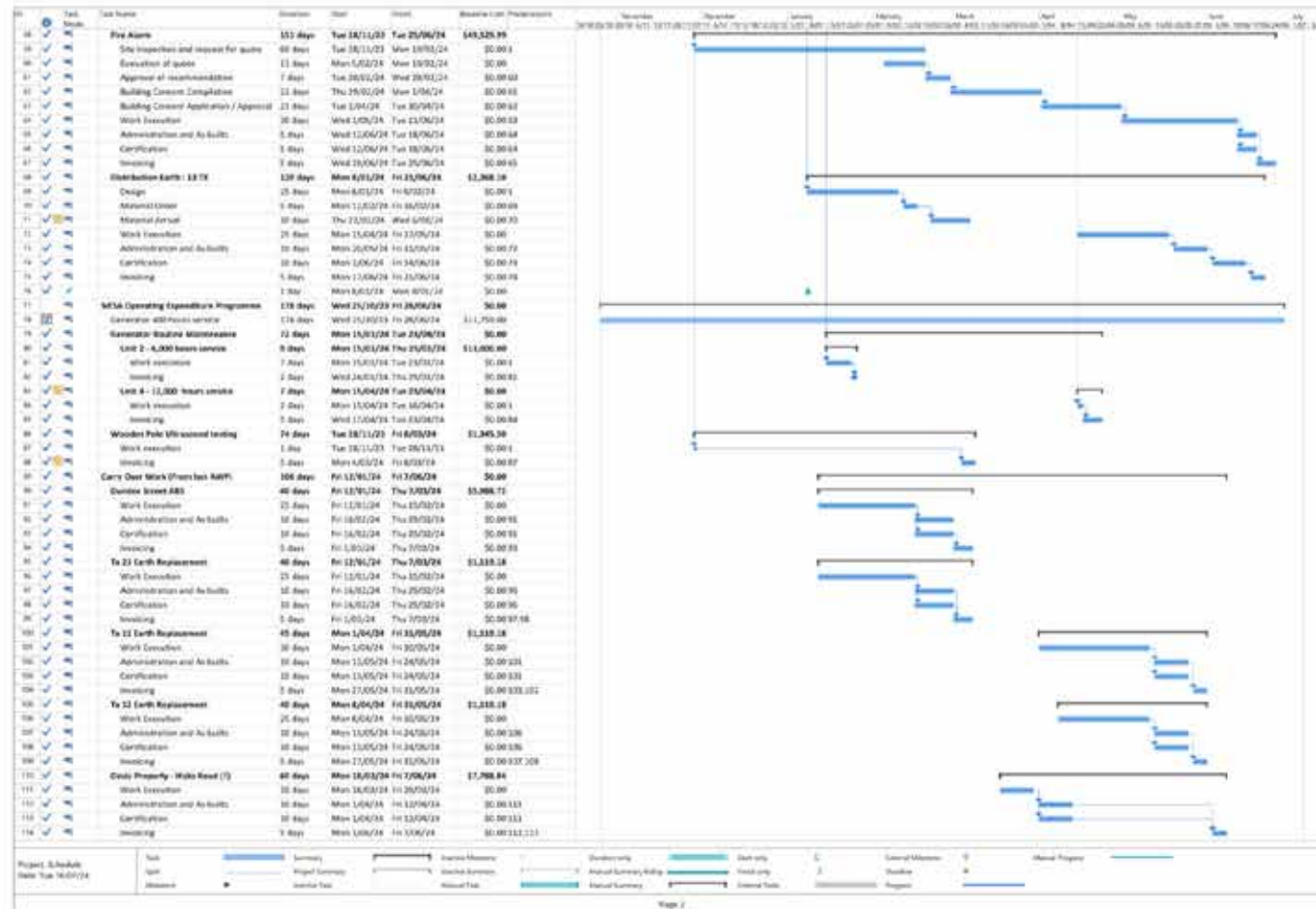


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Chairperson's report

Record no: R/24/9/60365

Author: Kirsten Hicks, Committee advisor/customer support partner

Approved by: Vibhuti Chopra, Acting chief executive/Group manager strategy and partnerships

☐ 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.

- Visitor Levy – policy, terms of reference, admin charge
- Parking and proposed one-way system public consultation
- Ulva wharf
- Predator Free Rakiura
- Energy working group
- Recycling review
- Spatial plan
- Emergency Management plan
- Golden Bay Road walkway
- Horseshoe Bay walking track
- Soakage pits – storm water overflow
- Lonnekers Beach tree plan

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled “Chairperson's report”.

Attachments

There are no attachments for this report.

Next meeting

Record no: R/24/9/60379

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 8.45am on Thursday 12 December 2024 at the Stewart Island Pavilion, 7 Ayr Street, Stewart Island..

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 be held at 8.45am on Thursday 12 December 2024, at the Stewart Island Pavilion, 7 Ayr Street, Stewart Island

Attachments

There are no attachments for this report.