



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

Date: Thursday, 15 February 2024  
Time: 8.45am  
Meeting room: Stewart Island Pavilion  
Venue: 7 Ayr St, Stewart Island

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## Stewart Island/Rakiura Community Board Agenda OPEN

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### MEMBERSHIP

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

### IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue

Contact telephone: 0800 732 732  
Postal address: PO Box 903, Invercargill 9840  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
Website: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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



## Health and safety – emergency procedures

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

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

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

Phones – Please turn your mobile devices to silent mode.

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

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## 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><b>Governance</b></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><b>Roles outlined in the Local Government Act 2002</b></p> <ul style="list-style-type: none"> <li>• appoint a chairperson and deputy chairperson</li> <li>• represent, and act as an advocate for, the interests of its community</li> <li>• consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board</li> <li>• maintain an overview of services provided by the territorial authority within the community</li> <li>• prepare an annual submission to the territorial authority for expenditure within the community</li> <li>• communicate with community organisations and special interest groups within the community</li> <li>• undertake any other responsibilities that are delegated to it by the territorial authority.</li> </ul> <p><b>Additional roles of boards</b></p> <p><b>Community wellbeing</b></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**<sup>(ii)</sup> 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<sup>(iii)</sup>

- a) recommend to Council levels of service<sup>(iii)</sup> 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"> <li>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</li> <li>d) recommend to Council or a relevant committee unbudgeted capital expenditure</li> <li>e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service</li> <li>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).</li> </ul> <p>These plans should then be recommended to Council. There are times when local management plans<sup>(iv)</sup> should not be developed</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> <li>a) provide comment on resource consent applications referred to the community board for comment</li> <li>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</li> <li>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</li> <li>d) provide input into regulatory activities not otherwise specified above, where process allows</li> <li>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</li> <li>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</li> </ul>
DELEGATIONS	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> <li>a) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>b) the needs of the local communities</li> <li>c) the approved budgets for the activity.</li> </ul> <p>1) Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers<sup>(v)</sup>.</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> <li>a) develop local strategies to improve areas of wellbeing (where a need has been identified)</li> <li>b) to develop local community outcomes that reflect the desired goals for their community or place.</li> </ul>

	<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<sup>(vi)</sup> 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"> <li>a) make a rate or bylaw</li> <li>b) acquire, hold or dispose of property</li> <li>c) direct, appoint, suspend or remove staff</li> <li>d) engage or enter into contracts and agreements and financial commitments</li> <li>e) institute an action for recovery of any amount</li> <li>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>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.</li> </ul>
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, 14 December 2023

6 Public participation

- Ulva Goodwillie



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## Stewart Island/Rakiura Community Board

### OPEN MINUTES

UNCONFIRMED

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Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Stewart Island Pavilion, Ayr St, Oban on Thursday, 14 December 2023 at 8.45am (8.45 – 11.45am).

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#### PRESENT

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

#### APOLOGIES

Michael Douglass

#### IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue
Group manager, customer and community wellbeing	Sam Marshall

1 Apologies

An apology for non-attendance was received from Michael Douglass.

Moved Andrea Young, seconded Deputy Chairperson Joy and resolved:

That the Stewart Island/Rakiura Community Board accepts the apology for non-attendance from Michael Douglass.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

Deputy Chairperson Aaron Joy declared a conflict of interest for item 7.4 Community Partnership Fund allocations – 2023 funding round, and abstained from voting.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

Chairperson Aaron Conner advised the board there were two late items for the board to consider and the reasons for the two late items, being-

7.2 Community Board reporting was not available when the agenda was completed, and the information therein would no longer be relevant when the board meets again.

7.5 SIESA price adjustment was also not available at the time the agenda was being completed, and the report needs to be considered at this meeting to avoid the risk of a financial deficit which could result if a decision on unit price rates is delayed.

Moved Chairperson Aaron Conner, seconded Cr Jon Spraggon and resolved:

Agrees pursuant to Section 46A(7) of the Local Government Official Information and **Meetings Act 1987 to consider the late items 'Community board reporting' and 'Stewart Island Electrical Supply Authority price adjustment'.**

5 Confirmation of minutes

Resolution

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

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 12 October 2023 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/23/11/53909

CONSTABLE STUART NEWTON (NEW ZEALAND POLICE) UPDATED THE BOARD ON ISSUES INCLUDING:

- THE EMERGENCY HELIPAD HAS JUST MARKED ITS FIRST YEAR OF OPERATION. THIS ASSET HAS BEEN OF GREAT BENEFIT TO THE COMMUNITY. THE WINDSOCK IS NOW DUE FOR REPLACEMENT, DUE TO WEAR AND TEAR. CONSTABLE NEWTON IS KEEN TO SEE THE GRAVELLED PARKING AREA CONCRETED AS THIS AREA IS OFTEN USED TO MAKE THE STRETCHER SWITCH AND CAN BECOME VERY DUSTY IF THE HELICOPTER IS LEFT RUNNING
- THE REVIEW OF THE ROADING BYLAW IS EAGERLY ANTICIPATED, AND WILL POSSIBLY BE POLICED BY A VISITING TEAM. A PROPOSED ONE-WAY SYSTEM WOULD ALSO BE VERY BENEFICIAL
- WHARVES ARE CURRENTLY BECOMING BUSIER, AND PARKING RESTRICTIONS WILL BE ENFORCED. CONSTABLE NEWTON EXPRESSED SOME CONCERN ABOUT THE DIFFICULTIES THAT MIGHT ARISE SHOULD SOMEONE NEED TO BE STRETCHERED OFF ULVA ISLAND, GIVEN THE RESTRICTIONS ON THE POST OFFICE COVE WHARF.

RESOLUTION

MOVED DANIEL MEADS, SECONDED DEPUTY CHAIRPERSON AARON JOY 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/23/12/57951

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

MATTERS DISCUSSED INCLUDED:

- VISITOR INSIGHTS – FEWER PEOPLE ARE VISITING THE ISLAND TO FULFIL THEIR BUCKET LIST WISHES, RATHER MORE ARE VISITING TO ENJOY NATURAL BEAUTY AND ACTIVITIES. CONCERN WAS EXPRESSED BY BOARD MEMBERS REGARDING THE LATE DELIVERY OF THIS REPORT, WHICH HAS RENDERED SOME OF THE INFORMATION IN IT LESS USEFUL. GREAT SOUTH PLAN TO RUN THIS AGAIN, BUT THE BOARD WOULD SUGGEST IT SHOULD START AT THE LEAD UP TO THE SEASON (I.E. SEPTEMBER) AND RUN THROUGH TO THE END (MAY) FOR ANY FINDINGS TO BE RELEVANT

- CONNECTED MURIHIKU PROJECT
- EMERGENCY MANAGEMENT PREPAREDNESS – STEWART ISLAND RAKIURA WAS DUE TO HAVE THEIR EMERGENCY RESPONSE PLAN REVISED SOME TIME AGO BUT THIS TASK REMAINS OUTSTANDING
- SOUTHLAND CYCLE TOUR – IT IS FELT THAT THERE IS AN OPPORTUNITY FOR STEWART ISLAND/RAKIURA TO BENEFIT FROM VISITORS COMING FOR THIS EVENT
- FUNDING OPPORTUNITIES – TOI RAKIURA ARTS TRUST AND RAKIURA DANCE BOTH BENEFITTED FROM SUCCESSFUL APPLICATIONS TO THE CREATIVE COMMUNITIES FUND
- THE REPRESENTATION REVIEW IS PROGRESSING
- MEMBERS WERE REMINDED ABOUT THE AKONA LEARNING PLATFORM. A LACK OF TIME SEEMS TO BE THE REASON WHY THIS IS OFTEN NOT BEING UTILISED
- THE TRACK TO BUTTERFIELD BEACH HAS BEEN AGREED UPON AS FAR AS LIMPLEY STOKE, AND DISCUSSIONS ARE CONTINUING FOR THE NEXT STAGE
- THE STEWART ISLAND/RAKIURA VISITOR LEVY CLOSING DATE FOR APPLICATIONS AND THE MEETING OF THE ALLOCATIONS SUBCOMMITTEE HAS BEEN CHANGED TO REFLECT THE NEEDS OF THE COMMUNITY. SUCCESSFUL GRANTS WILL STILL BE PAID OUT BEFORE THE END OF JUNE
- THE DUNDEE STREET FOOTPATH HAS BEEN COMPLETED, AS HAS THE DECEMBER GARDEN MAINTENANCE.

#### RESOLUTION

MOVED ANDREA YOUNG, SECONDED RAKIURA HERZHOFF AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED “COMMUNITY BOARD REPORTING”**

#### 7.3 COUNCILLOR UPDATE

RECORD NO: R/23/12/57210

COUNCILLOR JON SPRAGGON PRESENTED THIS REPORT.

- THE ELECTRONIC DISTRICT PLAN WAS DISCUSSED, ESPECIALLY THE COSTS INVOLVED WITH SETTING THE SYSTEM UP. CR JON SPRAGGON EXPLAINED THAT THE NEW SYSTEM WILL BE MORE INTEGRATED AND WILL ALLOW PEOPLE TO LOOK UP INDIVIDUAL PROPERTIES AND ACCESS RELEVANT INFORMATION FOR THAT LOCATION
- TE ANAU AIRPORT – THIS IS FINANCED BY TE ANAU COMMUNITY BOARD, NOT COUNCIL. IT IS NOT DISTRICT FUNDED AT THIS TIME
- LAND SALES – THESE ARE BEING CONSIDERED IN VARIOUS AREAS, AND MIGHT INCLUDE THE AREA ON ELGIN TCE (RED SHEDS)
- ENERGY SOLUTIONS – CR JON SPRAGGON AND CHAIRPERSON AARON CONNER WORKED WITH COUNCIL TO SEND A LETTER TO THE NEW MPS AND MINISTER TO UPDATE THEM ON THE CURRENT SITUATION. THE \$300K PROMISED NEEDS TO BE RELEASED SO THIS PROJECT CAN MOVE FORWARD. EXPRESSIONS OF INTEREST HAVE BEEN SOUGHT – 3 HAVE BEEN SHORTLISTED FROM 20+ APPLICANTS.

RESOLUTION

MOVED RAKIURA HERZHOFF, SECONDED DEPUTY CHAIRPERSON AARON JOY AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED "COUNCILLOR UPDATE"**.

7.4 COMMUNITY PARTNERSHIP FUND ALLOCATIONS - 2023 FUNDING ROUND

RECORD NO: R/23/11/55152

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

THE STEWART ISLAND/RAKIURA COMMUNITY BOARD HAS \$4,514 AVAILABLE TO ALLOCATE THROUGH THE STEWART ISLAND/RAKIURA COMMUNITY PARTNERSHIP FUND IN THE 2023/2024 FINANCIAL YEAR.

THERE IS A TOTAL OF \$10,179 IN REQUESTS RECEIVED FOR THIS ROUND OF FUNDING.

DEPUTY CHAIRPERSON AARON JOY DECLARED AN INTEREST AND REFRAINED FROM VOTING.

DURING THE DISCUSSION, MEMBERS AGREED ON THE BENEFIT TO THE COMMUNITY OF THE KIWI CAN PROGRAMME. THEY ALSO FELT THAT THE APPLICATION FROM TOI RAKIURA WAS SOMEWHAT LACKING IN DETAIL, ESPECIALLY IN REGARDS TO COSTS.

RESOLUTION

MOVED DANIEL MEADS, SECONDED ANDREA YOUNG RECOMMENDATIONS A TO D WITH CHANGES TO E AND F (AS INDICATED WITH A ~~STRIKETHROUGH~~) AND NEW (UNDERLINED) AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED "COMMUNITY PARTNERSHIP FUND ALLOCATIONS - 2023 FUNDING ROUND"**.
- 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) RECEIVES APPLICATIONS FROM THE FOLLOWING:
1. GRAEME DINGLE FOUNDATION SOUTHERN
  2. TOI RAKIURA ARTS TRUST
- E) APPROVES/~~DECLINES~~ A GRANT OF ~~\$5,000~~ \$3514.00 TO THE GRAEME DINGLE FOUNDATION SOUTHERN FOR COSTS ASSOCIATED WITH THE KIWICAN PROGRAMME AT HALFMOON BAY SCHOOL, PROVIDING OTHER FUNDING IS SECURED AND THE PROJECT PROCEEDS
- F) APPROVES/~~DECLINES~~ A GRANT OF ~~\$5,179~~ \$1000.00 TO THE TOI RAKIURA ARTS TRUST FOR COMMUNITY ART WORKSHOPS, PROVIDING OTHER FUNDING IS SECURED AND THE PROJECT PROCEEDS.

#### 7.5 SIESA PRICE ADJUSTMENT

RECORD NO: R/23/12/58552

COMMUNITY PARTNERSHIP LEADER KAREN PURDUE WAS IN ATTENDANCE FOR THIS REPORT AND RELAYED THAT:

- PRICES FOR DIESEL DELIVERED TO SIESA HAVE EXPERIENCED THE SAME PREVIOUS VOLATILE PATTERNS WITH AN OVERALL AVERAGE INCREASING TREND THROUGH THE 2023/2024 FINANCIAL YEAR
- IF THE AVERAGE PRICE PER LITRE FOR THE YEAR REMAINS THE SAME, THEN THE KWH PRICE WOULD NEED TO BE \$0.85 GST INCL TO RECOVER THE COSTS (IF THE BUDGET IS OTHERWISE AS EXPECTED)
- COUNCIL HAVE BEEN CHARGING \$0.81 FOR THE FIRST HALF OF THE YEAR TO AVERAGE \$0.85 FOR THE YEAR THE COST PER KWH WOULD NEED TO BE \$0.87 TO MAKE UP FOR THE FIRST HALF OF THE YEAR.

DURING DISCUSSION, THE BOARD MEMBERS SIGNALLLED THEIR INTENTION TO REVISIT THE DIESEL PRICE/UNIT PRICE REGULARLY TO ENSURE THAT THE SIESA UNIT RATE IS WELL MANAGED.

IT WAS ALSO REQUESTED THAT A COMMS RELEASE GO OUT AT THE SAME TIME AS THE NOTICE TO CONSUMERS.

#### RESOLUTION

MOVED CR JON SPRAGGON, SECONDED RAKIURA HERZHOFF AND RESOLVED RECOMMENDATIONS A TO C, WITH CHANGES TO D (AS INDICATED WITH A ~~STRIKETHROUGH~~) AND NEW (UNDERLINED) AND RESOLVED:

THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED "SIESA PRICE ADJUSTMENT"**.

- 
- B) DETERMINES THAT THIS MATTER OR DECISION BE RECOGNISED 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) DETERMINES THAT THE COST PER KWH FOR SIESA SHALL BE ~~\$0.87~~ \$0.85.

## 7.6 CHAIRPERSON'S REPORT

RECORD NO: R/23/11/53921

CHAIRPERSON AARON CONNER LED DISCUSSION ON THE FOLLOWING TOPICS

- ULVA ISLAND – MEETINGS ARE CONTINUING WITH THE HUNTER FAMILY AND THE DEPARTMENT OF CONSERVATION. VERY LITTLE PROGRESS APART FROM THE HUNTERS CONFIRMING THAT THEY WILL NOT ALLOW ANY TRACKS THROUGH THEIR LAND (SDC ALSO DOES NOT WISH TO HAVE TRACK THROUGH PRIVATE LAND). THE WHARF IS STILL TO BE CLOSED AT THE END OF THE SEASON (THE EXACT DATE TO BE CONFIRMED). THE COST OF THE PROJECT IS CONTINUING TO GROW, AND THE LIKELIHOOD OF IT BECOMING DISTRICT FUNDED IS DECREASING. AGREEMENT HAS BEEN REACHED ON THE STANDARD OF THE PROPOSED TRACK BUT THERE IS NO AGREEMENT ON MAINTENANCE. THE QUESTION OF THE EXISTING WHARF BEING STABILISED TO PROLONG ITS WORKING LIFE WAS RAISED. ALSO IS IT A BETTER OPTION TO FINANCE MAINTENANCE AS A NEW WHARF IS LIKELY TO BE SOME WAY OFF? THE ANSWER GIVEN IS THAT ANY WORK DONE WOULD NEED TO BE MAJOR (EG A REBUILD). THE WHARF AND CAUSEWAY ARE BOTH DEEMED HISTORIC SO WHEN IT IS CLOSED THE TOP WOULD BE REMOVED BUT THE PILES WOULD REMAIN. A REPORT WILL BE GOING TO COUNCIL LATE JANUARY/EARLY FEBRUARY 2024
- PARKING – KAREN PURDUE, COMMUNITY PARTNERSHIP LEADER, ADVISED THAT THE ROADING BYLAW IS EXPECTED TO GO TO COUNCIL IN FEBRUARY 2024, THEN OUT FOR PUBLIC CONSULTATION MARCH/APRIL. THE GRASS OUTSIDE DOC ON MAIN ROAD IS BEING WORN DOWN BY OFF ROAD PARKING, AND THE NEWLY INSTALLED WOODEN BOLLARD FENCING MAY BE EXTENDED TO THIS AREA
- SIESA – MONTHLY REPORTS SHOULD BE CIRCULATED BETWEEN MEETINGS.
- RECYCLING REVIEW – THERE HAS BEEN NO PROGRESS ON THIS. GOOD AGENDA ITEM FOR THE NEXT COMMUNITY MEETING. CONCERNS ARE MOSTLY AROUND THE RESOURCE CONSENT FOR BRAGG BAY AND THE DAY TO DAY OPERATIONAL MATTERS AT BOTH SITES
- TRAILL PARK GOAL POSTS – THESE HAVE BEEN TAKEN DOWN, BUT NOT YET REMOVED FROM THE SITE. SOME THOUGHT NEEDS TO BE GIVEN TO WHETHER WE SHOULD REPLACE ONE, BOTH, OR TO ERECT SOMETHING DIFFERENT

- SEAWALL VEGETATION – ONE POHUTAKAWA HAS BEEN REMOVED BUT NOTHING ELSE APPEARS TO HAVE HAPPENED. THIS, ALONG WITH THE BLUE GUMS, IS A ROADING ISSUE
- GOLDEN BAY MASTERPLAN – THE LAST PLAN PRESENTED TO THE BOARD IS VERY LIKELY TO BE THE FINAL VERSION – JUST AWAITING APPROVAL FROM TE AO MARAMA. THE NEXT STEP WILL BE DECIDING PRIORITIES AND GETTING COSTINGS. POSSIBLY A VISITOR LEVY APPLICATION
- MINISTRY OF PRIMARY INDUSTRY – STILL TRYING TO GET INFORMATION ON THE PROCESSING OF AMATEUR CATCH
- OBSERVATION ROCK PLATFORM – THE SEATING AND INTERPRETATION PANELS ARE INSTALLED AND LOOKING GREAT.

RESOLUTION

MOVED CHAIRPERSON AARON CONNER, SECONDED CR JON SPRAGGON AND RESOLVED:  
THAT THE STEWART ISLAND/RAKIURA COMMUNITY BOARD:

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

7.5 NEXT MEETING

RECORD NO: R/23/11/53916

KIRSTEN HICKS, COMMITTEE ADVISOR, REMINDED THE BOARD MEMBERS OF THE DATE, TIME AND VENUE FOR THE NEXT MEETING.

RESOLUTION

MOVED DEPUTY CHAIRPERSON AARON JOY, SECONDED DANIEL MEADS 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 BE HELD AT 8.45AM ON THURSDAY 15 FEBRUARY 2024, AT THE PAVILION (7 AYR STREET, STEWART ISLAND).

The meeting concluded at 11.25am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE STEWART ISLAND/RAKIURA COMMUNITY BOARD HELD ON THURSDAY 14 DECEMBER 2023

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DATE:.....

CHAIRPERSON:.....

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## Community update

Record no: R/24/1/1737

Author: Kirsten Hicks, Committee advisor/customer support partner

Approved by: Robyn Rout, Governance legal manager

Decision

Recommendation

Information

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### 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.



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## Community board reporting

Record no: R/24/1/4237  
Author: Karen Purdue, Community partnership leader  
Approved by: Sam Marshall, Group manager customer and community wellbeing

Decision  Recommendation  Information

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### Purpose

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 2 February 2024.**

### Attachments

- A Stewart Island Rakiura community leadership report - 15 February 2024 [↓](#)
- B Trading in public places - schedule of approved sites [↓](#)
- C Stewart Island Rakiura operational report - February 2024 [↓](#)



## What's happening in your area

### Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Stage 2 Horseshoe Bay Road- Butterfield Beach Track	\$278,000	Delivery of this project has commenced.

## What's happening across the district

### New Zealand Defence Force - Anzac Day support

The New Zealand Defence Force (NZDF) has created a simple system for arranging routine Anzac Day community support for 2024.

Organisers of local Anzac Day services are encouraged to submit their request via an easy-to-use QR code and form, if they'd like members of the NZDF to attend next year's commemorations.

Anzac Day is an important occasion for all our personnel to participate in, many of whom are veterans and have significant family connections with those who have served.

We want to support and participate in as many RSA and community-led services as we're able to. So if you help organise your local Anzac Day service and would like to request NZDF attendance, please submit requests for support as early as possible and no later than Friday 29th March, 2024.

Requests received after this date will still be considered, but our ability to provide support will be resource-dependent.

Examples of support the NZDF is able to provide at a local level include guest speakers, wreath bearers and layers, flag orderlies and potentially buglers and parade commanders.

Requests for flypasts may be considered depending on operational priorities. Firing parties will not be provided to domestic Anzac Day commemorations.

Catafalque guards will only be provided at the national commemorative services at Pukeahu National War Memorial Park, Atatürk Memorial and the Auckland War Memorial Museum, and at designated services identified by the NZDF's Heritage Commemorations and Protocol unit. This is due to protocol, practicality and security reasons.

You can access the support request form here: <https://forms.office.com/r/ABwFZZQe2f>

Any queries can be directed to [ANZACsupport@nzdf.mil.nz](mailto:ANZACsupport@nzdf.mil.nz)



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## Trading in Public Places Bylaw – review of approved sites and potential sites

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The Environmental Health team are reviewing the Trading in public places schedule of approved sites.

Their aim is to meet the needs of the community and with this in mind they would value input from the board on any potential new sites for consideration.

Representatives from the Environment Health team or your CPL will speak to the board about these sites at a workshop to be held after the meeting.

A copy of the current location schedule is attached to this report.

## Community funding

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### Community Partnership Fund

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The next round of the community partnership fund closes on 31 October 2024.

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### Other community funds closing on 31 March 2024

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The following funds are administered by Council. All application forms are on the SDC website: <https://www.southlanddc.govt.nz/council/funding-and-grants/> or email [funding@southlanddc.govt.nz](mailto:funding@southlanddc.govt.nz)

- District Initiatives
- Sport New Zealand Rural Travel Fund
- Creative Communities Fund
- Ohai Railway Fund
- Northern Southland Development Fund

## Council department updates

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### Community facilities team update

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#### Resourcing

The team is experiencing capacity issues due to several staff vacancies at present. Where possible, please use the request for service (RFS) option to report problems in the first instance or contact your CPL.

#### Project scopes

The team will be sending out draft project scopes prior to workshopping these with the boards with the intention of having the scopes signed off by the end of this financial year. The projects being scoped are for years 1,2 and 3 of the long term plan.

#### Tree work

All of the dead tree removal work has been completed and our contractors will now be focusing on trees under powerlines. This work is being completed within the existing available budgets where possible. There may some instances where a budget may need to be increased through forecasting so that our contractor doesn't have to be called back to complete work in the next financial year.

The team is happy to provide any further clarification.

## Governance

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Staff are busy working on a number of work streams including:

**Representation review** – Staff are in the process of analysing and summarising community feedback about Council's representation arrangements. Over the next four months staff will develop and discuss possible representation options. Staff anticipate Council will adopt an initial representation proposal in May 2024, that will be consulted on in June/July 2024.

**Citizenship ceremony** – Staff are arranging a citizenship ceremony that will be held at 11am on 9 February 2024 at the Winton Memorial hall. This ceremony celebrates people becoming New Zealanders and everyone is welcome to attend.

**Great South and SpaceOps draft statement of intents** – staff will be preparing reports to Council introducing these two draft statement of intents. Council will be able to provide feedback on the statements.

**Code of conduct** – staff are considering the LGNZ model code of conduct and intend to have another discussion with Council about the model code in March.

**Declaring pecuniary and other interests** – Staff are looking to revise the declaration forms for these and will be contacting elected members in the next couple of months to receive information on any changes to elected members' interests.

**Akona learning platform** – There are still online learning sessions available on:

- Engaging with Maori
- Working with the media
- Health & safety and governance
- Chairing meetings
- Designing and delivering great speeches
- LGOIMA.

## Long term plan

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Staff are in the process of looking at the first 100-day plan from the new coalition government in terms of how aspects of the plan could have an impact on the Long-Term Plan.

Council's consultation document is currently being prepared and will be released in March.

## Strategy and policy update

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### Policy work programme

The Organisational policy team are currently working through developing the policy review work programme for the year. Once this programme is confirmed we plan to share it with community boards, which is anticipated after February. Community Boards will be invited to identify the specific topics within the work programme they would like us to discuss/workshop with them, which will then be incorporated into our planning and stakeholder engagement.

### Speed Management Plan

Submissions on Council's Draft Speed Management Plan were received by Council in December. Council will workshop issues and options arising from public consultation and consider impacts of changes to speed management planning implemented by the newly formed government in late January. Following this

it is anticipated that the Final Speed Management Plan will be presented to Council for deliberation and adoption in early March.

#### Trading in Public Places Bylaw

Council adopted the revised Trading in Public Places Bylaw on 13 December 2023. The new bylaw allows Council to regulate and manage trading activities including mobile trading, alfresco dining, signage and retail displays in public places owned and controlled by Council. The new bylaw came into effect on 1 January 2024 and is publicly available on Council's website.

A separate internal review of the bylaw's supporting documentation (such as the schedule of approved sites and associated application forms) is currently underway. This review will include input from community boards and stakeholders and will consider the operational requirements and specific conditions to be issued for applicants in relation to trading activities such as location and trading hours.

#### Stakeholder updates

#### Victim Support Southland



Join the **Victim Support** Whānau and make a difference in your community! We're looking for dedicated volunteers in Invercargill and surrounding areas.

Invest your time in our community with great online training starting at the end of February. Become a valued member of our committed team.

Curious to learn more? Visit <https://www.victimsupport.org.nz/> or give us a call for free at 0800 842 846.

**Be the support that victims need—join us today!**



# Trading in public places

## Schedule of approved sites

Southland District Council

Southland District Council  
Te Rohe Pōtae o Murihiku

PO Box 903  
15 Forth Street  
Invercargill 9840

☎ 0800 732 732  
@ [sdcsouthlanddc.govt.nz](mailto:sdcsouthlanddc.govt.nz)  
🏠 [southlanddc.govt.nz](http://southlanddc.govt.nz)

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## District wide areas

### A Council reserve land, ie parks and sporting grounds

1. Unless specifically granted Council reserve land, ie parks and sporting grounds, can only be used if the mobile shop/stall is part of an organized event and the licence owner has obtained permission from the event organiser.

## Te Anau

### B Events centre car park – bus park 1 and 2



1. The bus parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by buses.
2. Trading may not be possible during large events at the events centre. Contact must be made with the event centre co-ordinator to ensure that operation is possible. Approval from event organisers may be obtained prior to establishment to allow operation.
3. Customers will need to be able to access the service window of the vehicle from the footpath/ reserve. No trading on the carpark is allowed.

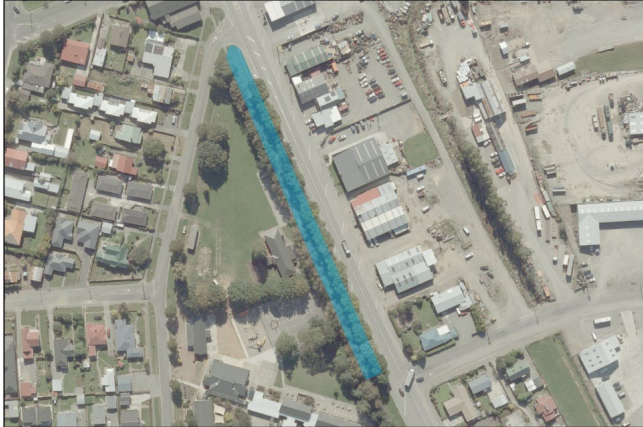
**C Steamers Beach**

1. Area cannot be booked for the purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created
3. All structures must be removed from the site at the end of trade each day.
4. The licensee or operator shall remove any litter from the surrounding area of the trading stall that has been generated by the activities of his/her operations.

**Winton****D Winton ANZAC Oval**

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.

**E Winton State Highway 6**



1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the footpath/reserve. No trading on the carriageway or footpath is allowed.
3. Vehicle may be parked on the grass area provided no damage to grass or trees is created.

**Otautau**

**F Otautau northern entrance in 100 km zone**



1. Customers will need to be able to access the service window of the vehicle from the footpath/reserve. No trading on the carriageway is allowed.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.



**G Otautau southern entrance before the vet shop**

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the footpath/ reserve. No trading on the carriageway is allowed.
3. No obstruction of the footpath may occur. This includes waiting/queued customers as well as any signage or equipment that may be used by the trader

**Lumsden****H Lumsden toilet car-park**

1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
3. Not permitted to trade when council has allowed events booked/ planned for this area, unless approval is obtained from Event organisers.

**I Lumsden old railway station**



1. The car parks cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
3. Not permitted to trade when council has allowed events booked/ planned for this area, unless approval is obtained from event organisers.

**J Lumsden Railway reserve**



1. Vehicle may be parked on the grass area provided no damage to grass or trees is created.
2. Not permitted to trade when Council has allowed events booked/ planned for this area, unless approval is obtained from event organisers.

## Tuatapere

### K Clifden Bridge



1. Area cannot be booked for purpose of trading. The availability will be subject to demand for parking by the public.
2. Customers will need to be able to access the service window of the vehicle from the road reserve. No trading on the carriageway/road is allowed.
3. All structures must be removed from the site at the end of trade each day.
4. The licensee or operator shall remove any litter from the surrounding area of the trading stall that has been generated by the activities of his/her operations.





# Stewart Island/Rakiura Community Board

## Tracker – ongoing

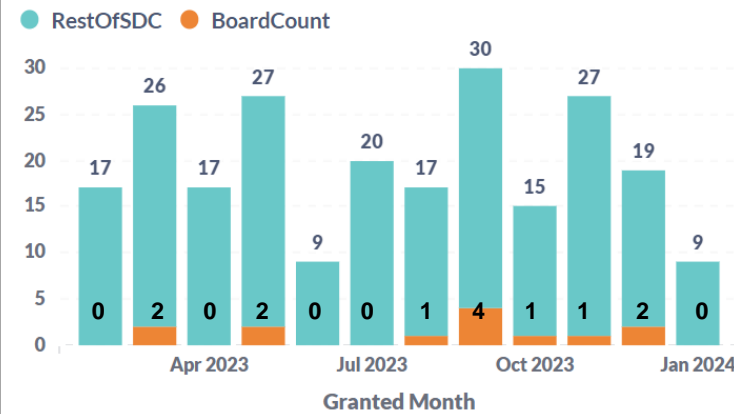
- Horseshoe Bay Road-Butterfield Beach Stage 2 Better off funding project
- Ulva Island jetty project
- Golden Bay masterplan
- Review of waste activity in regard to SIESA
- Stewart Island Rakiura Zone (District Plan)
- Plantings in stage 1 of Horseshoe Bay project (failure to thrive)
- Alternative energy plan
- Price of diesel (SIESA)

## Upcoming priorities

- Community board plan review
- Alternative energy plan workgroup
- Application to Stewart Island Visitor Levy

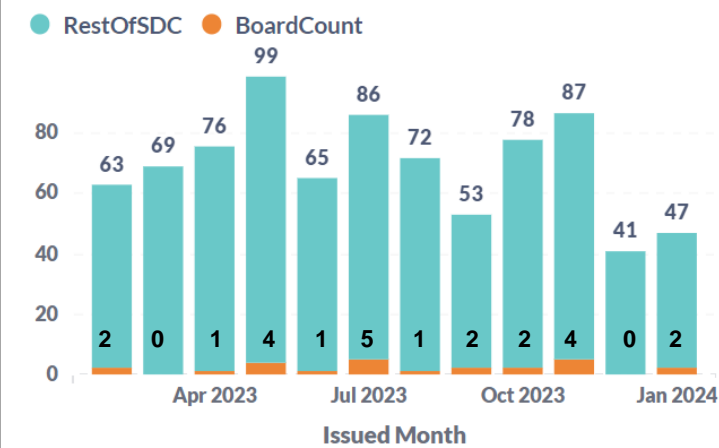
## Resource consents granted

### RMA Granted for Community Board



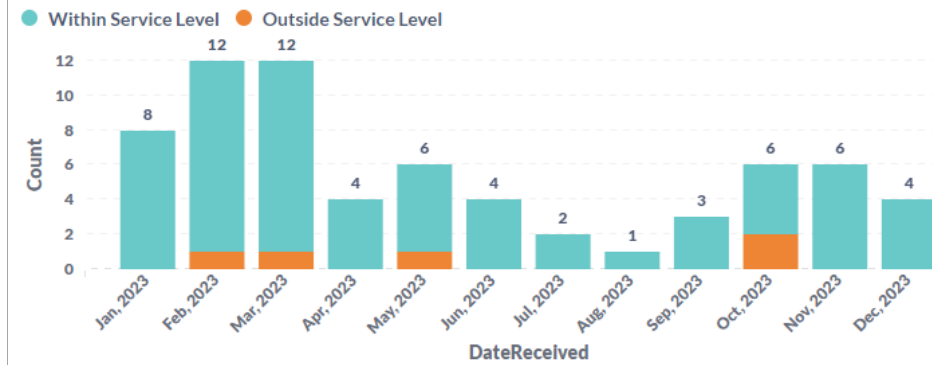
## Building consents issued

### Building Consents Issued for Community Board



## Service requests

Across the district there were 792 requests for service lodged during the period November and December, of which 155 were related to three waters. 10 of the total requests belonged to this board area. A full breakdown of those requests is detailed below.



REQUEST TYPE	COUNT
Abandoned vehicles	1
Council property enquiry	1
Parks and reserves - playground repairs/maintenance	1
Sealed road faults	2
Sewer odour	2
Water and waste general	3
<b>Total</b>	<b>10</b>

## Service contracts

Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract continues to run well across the Stewart Island Community Board region. Wastewater services across the area have continued to operate with no significant increase to RFSs or SRs outside of ordinary functions being submitted to Council or Downer. With the summer months being milder than previous years there has not been the same amount of pressure on Council's three waters infrastructure, as a result, all aspects of three waters delivery has functioned well.

Southland District Council has received tenders for the upgrade of the wastewater rising main from the wastewater ponds to the wastewater disposal fields, this is to renew a critical asset and improve reliability. Council staff are in the process of reviewing this prior to acceptance.

A new carbon filter is to be installed at the South Seas Hotel wastewater pump station.

Mowing

Mowing is progressing with the contract manager due to audit on the next visit to the Island.

Gardens

The gardens were tidied before Christmas, the next round will be scheduled for the end of February.

Foveaux Alliance

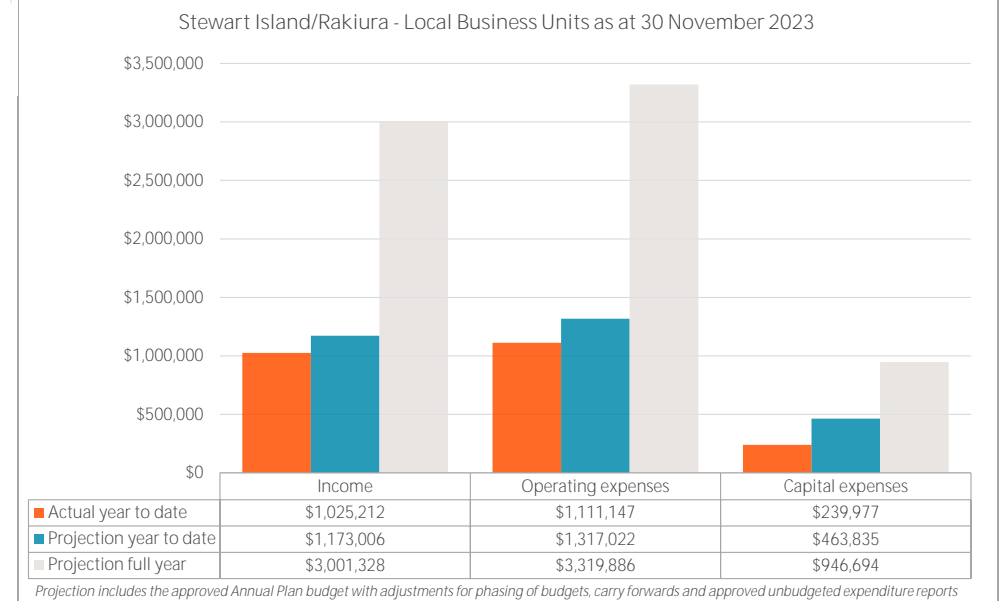
Routine maintenance tasks completed – mowing, grading, litter and cyclic activities.

Reports to Council of residents dumping green waste within the road reserve.

## Projects update

Activity	Name	Current Phase	Current Progress	Budget actual ytd
COMMUNITY FACILITIES	Butterfield Beach walking track	Delivery phase	On track	\$308,863 \$- P-10316
Work has began and expected to be completed by March 2024.				
WASTEWATER	Stewart Island wastewater consent renewal	Delivery phase	On track	\$147,219 \$140,904 P-10474
The consent has been lodged to Environment Southland. We are waiting on this consent approval before we can proceed with the rising main and pond desludging.				

## Local budget information



## Budget notes

Income is \$148k below projection primarily due to the phasing of grant funding to be received for the new walking track at Horseshoe Bay Road (part 3). SIESA kerbside and waste recovery income is lower due to lower internal waste/kerbside income received.

Operating expenses are \$206k below projection mainly due to the phasing of the Stewart island wharves refurbishment maintenance project and lower SIESA fuel and management costs.

Capital expenses are \$224K under projection due to the phasing of the Golden Bay walkway and Horseshoe Bay Road walking track projects as well as an underspend in the SIESA transmission renewal project.

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 2023	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 2023						District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 30 September 2023			Scholarships and bursary applications close 20 December 2023

## Councillor update

Record no: R/24/1/2571  
Author: Rachael Poole, Committee advisor  
Approved by: Robyn Rout, Governance legal manager

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 in December 2023.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC youtube](#)
- 3 An overview of reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor Spraggon to update the board on any other issues that have arisen around the Council table.

6 December 2023 – Finance and Assurance Committee meeting	
Report	Overview
Finance and Assurance Committee workplan	The workplan for the Finance and Assurance Committee was received.
Legal matter – next steps	The purpose of the report was to present a draft implementation plan and options for a monitoring regime. This was in response to a request made by Council 15 November 2023.
Environmental services business improvement (17A review) – quarterly update	The purpose of the report was to change the dates against ten of the actions that have been reviewed as part of the implementation plan.  At its meeting on 6 September 2023, Council received the updated implementation plan and reviewed the status of the actions. A more logical ordering of the actions was recommended and this has been completed.
Long term plan project plan timeline update	The purpose of this report was to update the Finance and Assurance Committee on the progress of the Long Term Plan to date.
Draft Deloitte engagement letter for the Long Term Plan 2024 - 2034	The purpose of the report was to seek approval for the signing of the draft audit arrangements letter for the 2024-2034 Long Term Plan, subject to fee discussions and review of audit timing. The Finance and Assurance Committee agreed to accept the terms, scope, approach areas of audit emphasis and arrangements as set out in the engagement letter, noting that further correspondence is coming from of Office of the Auditor General on the fees for this work.

Review of rates remission and postponement policy	Finance and Assurance Committee endorsed that the draft Rates Remission and Postponement Policy is put out for public consultation.
Draft policy on Development and Financial Contributions	The Finance and Assurance Committee endorsed and recommended to Council that the draft policy on Development and Financial Contributions is put out for public consultation.
Health and safety update	Staff updated the Finance and Assurance Committee on health and safety within the organisation. Chair Robertson requested staff include in the health and safety update information on staff wellbeing (information on access to Benestar services), acknowledging that this data will be anonymous. Staff agreed to include this as part of the quarterly reporting.
Cyber security update	Staff updated the Finance and Assurance Committee on cyber security. This included making gains in the latest phishing campaign and an ALGIM award for top five, most improved in cyber security. Currently they have identified the biggest cyber security risk is staff clicking on a link contained within a phishing email. One third of all emails coming into SDC are identified as invalid and are removed before being delivered to the intended recipient.
Risk management – December 2023 quarterly report	The purpose of the report was to submit the December 2023 Quarterly Risk Management Report for consideration by the Finance and Assurance Committee. Flooding is an area of increased risk and it was identified that there is a need to encourage mitigation through Emergency Management Southland.
Interim performance report – period one – 1 July 2023 – 31 October 2023	The purpose of the report was to provide the Finance and Assurance Committee with the Interim Performance Report for the period 1 July 2023 to 31 October 2023 for review and feedback. This was the first reporting period for the 2023-2024 year and it is a snapshot in time. Currently of the 58 KPIs identified, 40 have been achieved, which is consistent with previous years.
<b>13 December 2023 – Council meeting</b>	
Milford Opportunities Project - update	Milford Opportunities programme director Chris Goddard spoke to the meeting and it was noted that the Milford Opportunities project was initiated by Southland District Council and the Government in 2017 to explore ways to do tourism differently for the benefit of people and place and also looking beyond current constraints to a self-funded, sustainable tourism system that invests in conservation.
Swim safe (Active Southland) update	Kate McRae and Gemma O'Neill updated Council on delivery of water safety skills to primary school children within Southland. Tutor and teacher learning is aligned via online learning. The administration side of this project is streamlined. Individual students can be tracked and monitored when they move schools. A deep-water experience is an optional extra for schools and is run in conjunction with boat safety information.



<p>Environment Southland and Waituna Partnership update</p>	<p>Nick Perham spoke to Council on the Waituna partnership, gave a brief timeline from 2018 to 2023 and shared key learnings from the journey to date. Paul Duffy and Julie Keast were thanked for their efforts in relation to the wetland.</p> <p>EnviroSchools regional coordinator Josh Sullivan and Early childhood education facilitator Wendy McLachlan spoke to councillors on the success of this programme to date in schools and kindergartens. Tuakana/teina – older children sharing their knowledge with the younger children is happening in many schools and kindergartens, as well as the students taking their knowledge home and sharing with their parents and caregivers.</p>
<p>Mayors report</p>	<p>Mayor Scott updated Council on the meetings and events he attended during November. Mayor Scott then asked Waihopai Toetoe Community Board chair, Pam Yorke to speak.</p> <p>Chair Yorke particularly highlighted many events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none"> <li>• the recent tour of the Waihopai Toetoe ward by the Mayor and Councillors</li> <li>• community Board engagement at the recent Wyndham street market (24 November 2023) and the Wyndham A&amp;P show (2 December 2023)</li> <li>• board input into the 2024/2034 long term plan</li> <li>• scoping of the multi-use track between Edendale and Wyndham</li> <li>• Tokanui skate park nearly completed thanks to the Better Off Funding</li> <li>• roadworks on Salford Street are progressing prior to the handover of the street from New Zealand Transport Agency to Southland District Council</li> <li>• halls are an ongoing time consuming part of the Board/Ward area</li> </ul> <p>Chair Yorke thanked Councillors Duffy and Keast for their availability to assist when needed.</p> <p>Mayor Scott asked Tuatapere Te Waewae Community Board chair, Anne Horrell to speak.</p> <p>Chair Horrell particularly highlighted many events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none"> <li>• thank you to mayor and ward councillors for their support, also to the chief executive and staff</li> <li>• Tuatapere Promotions' group acquired a building and opened the Central and Western Archive hub on 13 October 2023</li> <li>• Hump Ridge track is well supported this season</li> </ul>

	<ul style="list-style-type: none"> <li>• Tuatapere RSA are active and had well planned services in April for ANZAC Day</li> <li>• Tuatapere Community Worker Support Trust is active in the area and thank you to the support from the Community Partnership Fund</li> <li>• grass is mowed regularly at the Tuatapere Domain by a volunteer</li> <li>• Tuatapere and Orepuki both have community gardens</li> <li>• installation of resting seats at the Orepuki Cemetery</li> <li>• two locals are coordinating the Pahia Predator Control Group for predator control. The group also received funding from the Community Partnership Fund</li> <li>• SPOT (Suicide Prevention Outreach Tuatapere) is active and held several events with fun days and speakers</li> <li>• Community Partnership Fund has been able to assist many groups in the Tuatapere Te Waewae Community Board area</li> <li>• there are also many projects to be undertaken in the Board area.</li> </ul> <p>Finally the Mayor asked Oraka Aparima Community Board chair, Michael Weusten to speak.</p> <p>Chair Weusten highlighted events that the Board have be involved with.</p> <p>Below are items of particular interest:</p> <ul style="list-style-type: none"> <li>• thank you to mayor and ward councillors for their support, also to the chief executive and staff</li> <li>• A survey for the relocation of the Riverton paua shell has been undertaken</li> <li>• use the Thornbury hall or lose it</li> <li>• improvements at Colac Bay</li> <li>• Pilot reserve (Whale) at Taramea Bay has had accessible picnic tables and bench seats laid on concrete pads</li> <li>• showers and toilets at Taramea Bay are expected to be completed in February 2024</li> <li>• Taramea Bay playground is programmed to be updated in 2024</li> <li>• exploring of what could be included in the new Bath Road proposed developments</li> <li>• beautification of Palmerston Street</li> <li>• completion of viewing platform at Moores Reserve</li> </ul>
<p>Southland Coast and Rakiura Stewart Island, Sea Level Rise &amp; Extreme Sea Level Exposure</p>	<p>Climate change lead - Rochelle Francis, interim group manager regulatory services and strategy and partnerships - Michael Aitken and Great South GM strategic projects - Steve Canny were in attendance for this item.</p>

	<p>The purpose of the report was to present to Council the technical report from Great South to Council on the sea level rise and extreme seal level exposure spatial forecasting.</p> <p>Council has asked for a report with the timeline of when the next steps are to be undertaken and what the implications are.</p>
<p>Representation review – principles and an update</p>	<p>The purpose of the report was to provide a progress update on the representation review project, seek a decision from Council on principles that will guide staff when identifying representation options and provide a broad overview of the feedback received during engagement with the public.</p> <p>Council endorsed the following principles to guide staff in identifying an appropriate representation structure (to ensure communities in the district are fairly and effectively represented):</p> <ul style="list-style-type: none"> <li>• the importance of local decision making</li> <li>• ensuring there are effective working relationships</li> <li>• having consistent representation for people in the district</li> <li>• having a structure that attracts the right people to governance roles</li> <li>• being cost effective, but keeping this in balance with the other principles.</li> </ul>
<p>Proposed minor amendments to the Stewart Island/Rakiura Visitor Levy Policy</p>	<p>Council adopted minor amendments to the Stewart Island/Rakiura Visitor Levy Policy. The changes alter when Council advertises the application period (advertisements will now be placed from the beginning of March), the end of the application period (applications will now close on the second Friday of May each year) and changing when accountability forms have to be returned (31 May).</p> <p>These changes were proposed so the timing of the application process better suits island residents, and so the application process aligns better with Council processes.</p>
<p>Draft elected members remuneration and reimbursement policy</p>	<p>The purpose of the report was to provide information and to present options to Council so that it could make decisions on the draft Elected Members’ Remuneration and Reimbursements Policy.</p> <p>Council adopted the draft policy and the new policy reflects the current Determination and outlines how Council applies this framework for its elected members.</p> <p>Some of the changes to the policy include:</p> <ul style="list-style-type: none"> <li>• mileage allowance – remove/replace wording “required or invited by council”</li> <li>• clarify ‘out of local authority area’ travel eligibility</li> <li>• removing the ability for elected members to be reimbursed for alcohol.</li> </ul> <p>The Elected Members’ Remuneration and Reimbursement Policy came into effect and superseded the current policy on 13 December 2023.</p>

<p>Draft Trading in Public Places Bylaw - deliberations and adoption</p>	<p>Councillors adopted a bylaw and made two minor amendments to the draft bylaw since it was put out for public consultation:</p> <ul style="list-style-type: none"> <li>the title of bylaw changed from ‘Trading in Public Places 2024’ to ‘Trading in Public Places 2023’</li> <li>in the definitions and Part 1 - the term ‘food control plan’ has been replaced with the term ‘food registration’</li> </ul> <p>The draft Trading in Public Places Bylaw came into effect on 1 January 2024, and the Trading in Public Places Bylaw 2013 and the Alfresco Dining Policy 2015 were revoked on 1 January 2024.</p>
<p>Draft significance and Engagement Policy</p>	<p>Council endorsed the draft Significance and Engagement Policy to be put out for public consultation.</p> <p>The present policy was reviewed and research on what other councils are doing in this space was conducted. Consideration was given for the need for staff to understand how to identify matters as significant and the reasons for that.</p> <p>The main changes from the previous policy to the new policy are:</p> <ul style="list-style-type: none"> <li>introducing a set of questions to assess how significant a matter is, including ones on the impact on Maori, and the effect of climate change</li> <li>creating categories of significance and explaining what they mean and how they relate to the level of engagement</li> <li>enlarging the section on engaging with iwi/hapu.</li> </ul>
<p>Code of Practice – District Plan Change</p>	<p>Council approved withdrawing the proposed plan change to implement the Subdivision, Land Use and Development Code of Practice 2023 in the District Plan and approved the initiation of a new plan change process for implementing the Subdivision, Land Use and Development Code of Practice 2023 in the District Plan.</p> <p>Council also approved unbudgeted expenditure of up to \$70,000 for the initiation the new plan change to be funded from the Districts Operations Reserve.</p>
<p>Special purpose road funding revocation</p>	<p>The purpose of the report was to update Council of the Waka Kotahi NZ Transport Agency Board decision to revoke funding on Special Purpose Roads for the 2024-27 National Land Transport Programme.</p> <p>Officers sought guidance from Council for a response to the decision, to agree to continue to lobby Waka Kotahi at all levels, and to reconsider the funding arrangement for the Lower Hollyford Road and Chaslands Highway Road.</p> <p>Council agreed to reject the decision of Waka Kotahi and the mayor and chief executive will write to and seek a meeting with Waka Kotahi for reconsideration of the funding arrangement for the Lower Hollyford Road and Chaslands Highway. Council also agreed to request the paper used by the Waka Kotahi Board when it made the decision on the lower Hollyford Road and Chaslands Road Highway Road.</p>
<p>Unbudgeted expenditure for a grant to South Sea Spray Trust</p>	<p>Council agreed to approve unbudgeted expenditure of \$20,000 for a grant to South Sea Spray Trust to assts with the costs of mural</p>

	<p>and street art festival in Winton, to be funded from the Winton-Wallacetown ward reserve.</p>
<p>Draft Speed Management Plan 2024-2027 - Submissions</p>	<p>Council received 58 submissions on the draft Speed Management Plan during the consultation process.</p> <p>Submissions received were highly supportive of changes proposed to speed limits around schools, generally supportive of most high-risk road proposals and boundary roads, and more mixed concerning changes to speed limits proposed under the mandatory review of 70km/h speed limit roads.</p> <p>Submitters provided a variety of comments in support of their views, some suggesting adjustments to Council’s proposals, some proposing new areas, additional measures for Council to consider in support of speed management, along with a desire for greater enforcement.</p> <p>A number of submitters also provided feedback in relation to State Highways, which have been passed on to Waka Kotahi for further consideration.</p>
<p>Privacy Policy amendments - Body worn cameras</p>	<p>The Privacy Act 2020 regulates how organisations capture and use personal information from individuals, which includes the use of body worn cameras.</p> <p>In order to enable implementation of body worn cameras, changes to the Privacy Policy were proposed to maintain compliance with the Privacy Act 2020.</p> <p>The policy changes to enable the use of body worn cameras by staff are also contingent on the completion of supplemental operational changes and processes.</p> <p>The Privacy Policy came into effect on 15 December 2023 and included the following amendments:</p> <ul style="list-style-type: none"> <li>• adding body worn cameras as a permitted method of capturing video footage separate from CCTV cameras</li> <li>• require body worn cameras to be clearly identifiable on staff who are wearing them to ensure adequate disclosure</li> <li>• clarifying some rules for body worn cameras are distinct from CCTV cameras, such as allowing for capture of video footage of or in private premises by staff using body worn cameras when conducting their duties</li> <li>• confirming body worn cameras are activated as required by staff in accordance with procedure</li> <li>• minor adjustments to the policy including clarifying direct access to camera footage is restricted to Council Privacy Officers, rather than naming specific roles who are currently appointed as privacy officers, to better accommodate internal organisational changes.</li> </ul>
<p>Unbudgeted expenditure Bluecliffs historic dump site Ministry for the Environment Contaminated Sites Remediation Fund contribution</p>	<p>Council agreed to the joint Environment Southland and Southland District Council’s grant application for \$1.4 million to the Ministry for the Environment’s Contaminated Site Remediation Fund for the removal and remediation of the Bluecliffs beach road dump site.</p>

	<p>Council also agreed to approve unbudgeted expenditure of \$50,000 as Southland District Council's contribution towards the application for the Contaminated Sites Remediation fund to be funded from waste management underspends and/or the District Operations Reserve.</p> <p>Finally, Council agreed to the unbudgeted expenditure of any grant amount approved by the Ministry for the Environment Contaminated Site Remediation Fund for the removal of the waste material and remedial works at Bluecliffs dump site.</p>
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5

## Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **receives the report titled "Councillor update".**

## Attachments

There are no attachments for this report.

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## SIESA PowerNet Monthly Reports

Record no: R/24/1/2319  
Author: Stuart O'Neill, Commercial infrastructure manager  
Approved by: Fran Mikulicic, Group manager infrastructure and capital delivery

Decision  Recommendation  Information

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### Purpose

The purpose of this report is to provide for your information, PowerNets monthly report for SIESA for October 2023, November 2023 and December 2023.

### Recommendation

That the Stewart Island/Rakiura Community Board:

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

### Attachments

- A SIESA PowerNet Monthly Report December 2023 [↓](#)
- B SIESA PowerNet Monthly Report November 2023 [↓](#)
- C SIESA PowerNet Monthly Report October 2023 [↓](#)



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Provision of Power Supply to Stewart Island  
Monthly Status Report – 23 Nov-23 to 22-Dec-23**

<b>DOCUMENT NO.</b>	BG-CMR-SDC01-2312	<b>VERSION NO.</b>	1.0
<b>DATE</b>	18 Jan 2024		
<b>SECURITY CLASS</b>	PowerNet Employees Only and SDC		
<b>REVIEW CATEGORY</b>	0 Years - Record Only		



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### Approvals

<b>APPROVED BY:</b>	Eric Sng	18 Jan 2024
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### Distribution

SOUTHLAND DISTRICT COUNCIL	POWERNET
SDC to advise replacement for Matt Russell	Contractor's Representative: Eric Sng <a href="mailto:esng@powernet.co.nz">esng@powernet.co.nz</a>
Principal Engineer – Nick Hamlin <a href="mailto:Nick.Hamlin@southlanddc.govt.nz">Nick.Hamlin@southlanddc.govt.nz</a>	Field Manager – Ray King <a href="mailto:rking@powernet.co.nz">rking@powernet.co.nz</a>
Engineers Representative – Stuart O'Neill <a href="mailto:Stuart.ONeill@southlanddc.govt.nz">Stuart.ONeill@southlanddc.govt.nz</a>	

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## 1. Summary

On the 30th of November 2024 - Pillar caught fire on Kamahi road affecting two customers, this was repaired in 3 hours and power was restored.

13<sup>th</sup> and 15<sup>th</sup> of December 2024 - Feeder 1 opened under earth fault conditions, line patrols were undertaken on both occasions with nothing obvious found and power was restored in 20 minutes. Fault locators were put out, unfortunately this fault hasn't happened again so we cannot track down fault as yet.

22<sup>nd</sup> of December 2024 - Unit 4 went out on undervoltage causing full island outage, power was restored in 10 minutes, on further investigation it was found to be another exciter coil fault.

## 2. Reliability & Quality

### 2.1 Unplanned Outages

Item	Action Taken
Kamahi road pillar fire	Pillar replaced with spare
Feeder 1 outages	Fault locators installed
Unit 4 fault	South pacific diesel notified

### 2.2 Planned Outages

Item	Action Taken

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### 2.3 Unplanned Maintenance

Description	Total Cost
Kamahi road pillar replaced with spare	N/a
<b>TOTAL</b>	<b>\$</b>

## 3. Connections

### 3.1 New Connections

Name	Address	Comments

### 3.2 Alterations / Changes to Supply Network

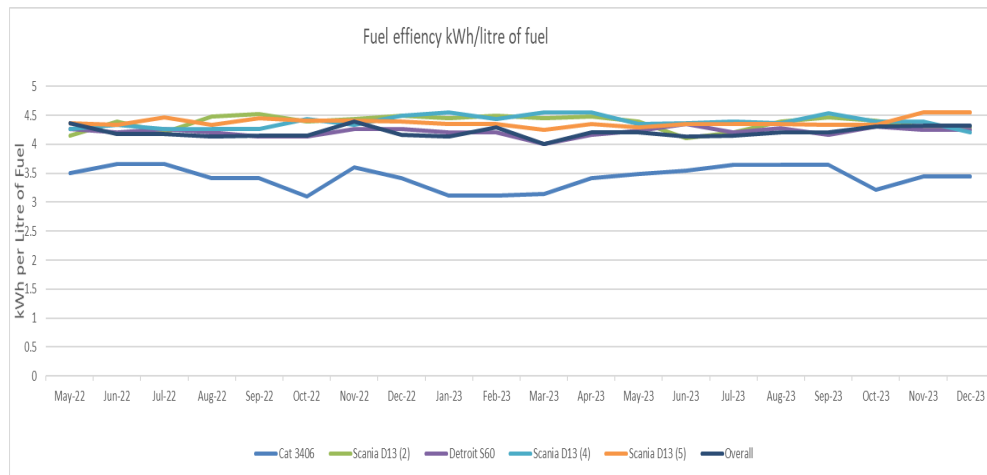
Name	Address	Comments
New Connection	Rata Street	LV cable and new pillars installed and livened

## 4. Meter Readings

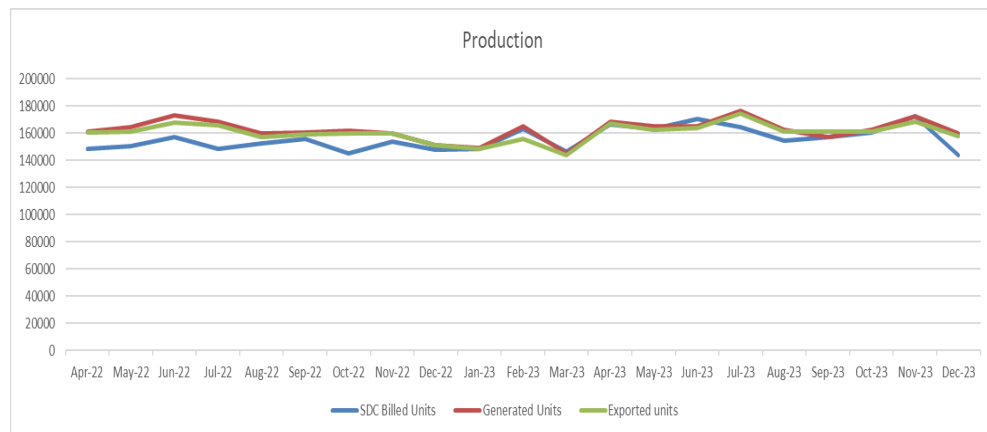
*The number and percentage of Network User Meters read during the month.*

Number of Meter Readings	Percentage Read
543	100%

## 5. Generator Activity



**Figure 1 – Generator Load Demand kW hrs**



**Figure 2 – Generator Efficiency**

### 5.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	18720	0	1	0	25-Dec-22
Unit 2	Scania D13	10300	27	126	0	10-Aug-23

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Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 3	Detroit 60	23675	1	15	1680	13-Jul-22
Unit 4	Scania D13	6075	615	35715	167052	16-Nov-23
Unit 5	Scania D13	13487	7	720	3096	15-Nov-22

## 6. Preventive Maintenance

Item	Description	Scheduled	Actual

## 7. Capital Works Progress Summary

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

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Item	Progress & Challenges
	Pole 813296 Service now to be undergrounded.
Unspecified Asset Replacement	
<b>AWP – Fire Alarm</b>	Wormald quote received.  Fire Protection Service scheduled to do site assessment 24 <sup>th</sup> Jan 2024.
ARQSRSE – Distribution Earth Upgrades	Finalising alternative solution for trenching work

## 8. Expenditure – Coming Month

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

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## 9. Inspections, Results & Actions

### Generation

Inspection		Result / Issue	Action
Daily	Unit 2 Oil leak	Minor	Requires gasket.

### Distribution

Inspection	Result / Issue	Action

### Other

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

## 10. Contract Payments

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

Payment Date	Reference	Payment
18-Aug-23	Management Fee – June 2023	\$52,500.00
20-Aug-23	Management Fee – July 2023	\$52,500.00
20-Sep-23	Management Fee – August 2023	\$52,500.00
20-Oct-23	Management Fee – September 2023	\$52,500.00
<b>TOTAL \$630,000 p/a</b>		<b>\$210,000.00</b>



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## 11.

## 12. Training Records

Date	Name	Competency Training

## 13. Programme Update

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

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## Appendix A – Health and Safety Report

Ref.	Item	Count	Comment
a)	<b>Hazards/Risks Identified and Reviewed</b> <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	<b>Audits, inspections, safety observations</b> <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	1	<b>Telarc ISO Revalidation Audit:</b> <ul style="list-style-type: none"> <li>ISO9001 – Quality Management System</li> <li>ISO45001 – Occupational Health and Safety Management System</li> </ul> <b>New Telarc Certification achieved:</b> <ul style="list-style-type: none"> <li>14001 – Environmental Management System</li> </ul>
c)	<b>Corrective / preventive actions</b> <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	<b>Plant/tool/safety equipment inspections</b> <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)	<b>Health and safety training</b> <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)	<b>Occupational Health Monitoring or PPE Fit Testing</b> <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	0	Nil
g)	<b>H&amp;S Meetings</b> <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g. H&amp;S Reps' meetings) etc.</i>	1	The Committee met on 14 December 2023: <ol style="list-style-type: none"> <li>A Safety Share was provided by one of the Line Mechanics from Palmerston around preparing for the year end &amp; holiday / festive season</li> <li>Telarc ISO14001 Environmental Management System gained for PowerNet in November.</li> </ol>
h)	<b>Safety Events</b> <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	0	No events this month.
i)	<b>Non-Notifiable Event - Details</b> <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)	<b>Investigation Communications</b> <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	2	<ul style="list-style-type: none"> <li>• HS-SAL-23-022 - End of Year Winddown - Safety Alert</li> <li>• HS-SAL-23-023 - Entec Halo Update - Safety Alert</li> </ul>

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## Appendix B – Training Records

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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**

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

**Appendix D – Investigation Communications to PowerNet Personnel**

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

<h1 style="margin: 0;">Safety Alert</h1> <h2 style="margin: 0;">Employee Welfare</h2> <p style="font-size: small; margin: 0;">Issued: 5/12/2023</p>	
	<p><b>HS-SAL-23-022</b></p> <p>Contact for further Info: Abbie March – HSE Coordinator Email: <a href="mailto:amarch@powernet.co.nz">amarch@powernet.co.nz</a> Mobile: 021 023 96095</p> <p style="font-size: x-small; color: red;">Security Class: PowerNet Employees Only</p>

**End of Year Winddown**

As 2023 comes to a close the weather is heating up and social calendars are quickly filling with festive celebrations. It is important we look out for ourselves, our Whanau, and our workmates during this time.



**Helpful Tips:**

1. Use the UVNZ app on your phone or tablet to check the current UVI level and if 3 or above ensure sunscreen is applied. Apply sunscreen 20 minutes before you head outdoors and re-apply every two hours.
2. Drink appropriate levels of fluids (i.e. water) to stay hydrated. To maintain adequate hydration and cognitive function, for each hour of sweating in PPE and in the sun it is necessary to drink 1 litre of water.
3. Wear appropriate PPE e.g. sunhat or brim for your hardhat.
4. Check your skin regularly for any abnormalities.
5. Refer to PowerNet’s [HS-POL-0004 - Sun Protection Policy](#) for more information.
6. Make sure your vehicle is adequately maintained (always complete pre-drive inspections as detailed in [BI-POL-0007 - Vehicle and Driving Policy](#))
7. Wear your seat belt and make sure your passengers do the same.
8. Never use a mobile phone when driving unless you have hands-free. Better still, put your phone on do not disturb.
9. Never drive when impaired, for example, fatigued or under the influence of drugs or alcohol.
10. If you are prescribed medication, always check with the medical professional that the medication will not negatively impact your driving ability.
11. Before you set off on a longer journey, check the road conditions. You can do this by clicking on [Waka Kotahi - Journey Planner](#).
12. Be alert and aware of the actions of all other road users, including motorcyclists, bicyclists, and pedestrians.

**Supporting all PowerNet staff, their family, and whanau**  
**Contact a Team Member for confidential support**  
Email: [PFAWelfare@powernet.co.nz](mailto:PFAWelfare@powernet.co.nz)  
Phone: 0800 710 240  
Visit [PowerNet intranet page](#)



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: Rangi Solomon – GM HSE

Review Category: 0 Years - Record Only

Safety Alert Doc No: HS-SAL-23-022 – V 1.0

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Southland District Council – Contract 20/46 Provision  
of Power Supply to Stewart Island: Monthly Status  
Report – 23 Nov-23 to 22-Dec-23  
Document No. BG-CMR-SDC01-2312, Version No. 1.0

**Security Classification**  
**PowerNet Employees Only and SDC**

# Safety Alert

## Industry Alert

Issued: 21/12/2023



**HS-SAL-23-023**

Contact for further info:  
Rangi Solomon – GM Health, Safety  
and Environment  
Email: [RSolomon@powernet.co.nz](mailto:RSolomon@powernet.co.nz)  
Mobile: 027 300 8884

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

### Update to Operating Restriction on Entec Halo RMUs

- On 1<sup>st</sup> March 2021 PowerNet experienced a failure of the earth switch on an Entec Halo unit "Victoria Ave". Advice from the Manufacturer at the time was that the failure was confined to a batch of units manufactured in 2014. There were four of these 2014 units in service on networks PowerNet manages. PowerNet placed "Do not Operate" restrictions on these units as a result. Further actions included installation of a frame to the entire fleet which aims to contain panels in the event of an explosion and the implementation of an operating procedure – OP-PRO-0060 Entec Halo Switchgear Remote Operating Procedure.
- On 1 December 2023 Orion experienced what appears to be a very similar failure on one of their units – see EEA Safety Alert #42. This has caused us to review our operating procedures including AM-WAR-0009 – Entec Halo Ring Main Unit and OP-PRO-0060
- A "Do Not Operate" restriction is placed on all Entec Halo earth switches until further notice. They may be operated under certain circumstances and a documented risk assessment must be undertaken. See updated AM-WAR-0009 – Entec Halo Ring Main Unit and accompanying update to OP-PRO-0060 – Entec Halo Switchgear Remote Operating Procedure for further details.

#### What we all need to do:

1. Review and familiarise with the requirements of AM-WAR-0009
2. Review and familiarise with the requirements of OP-PRO-0060
3. EEA Safety Alert #42 is attached for reference

#### Links:

[AM-WAR-0009 - Work Advisory Restriction Notice - 11kV Entec Halo Ring Main Unit Notice](#)  
[OP-PRO-0060 - ENTEC Halo Switchgear Remote Operating Procedure](#)

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: Nic Hill – Engineering Manager - Fleet  
Approved by: Rangi Solomon – GM HSE

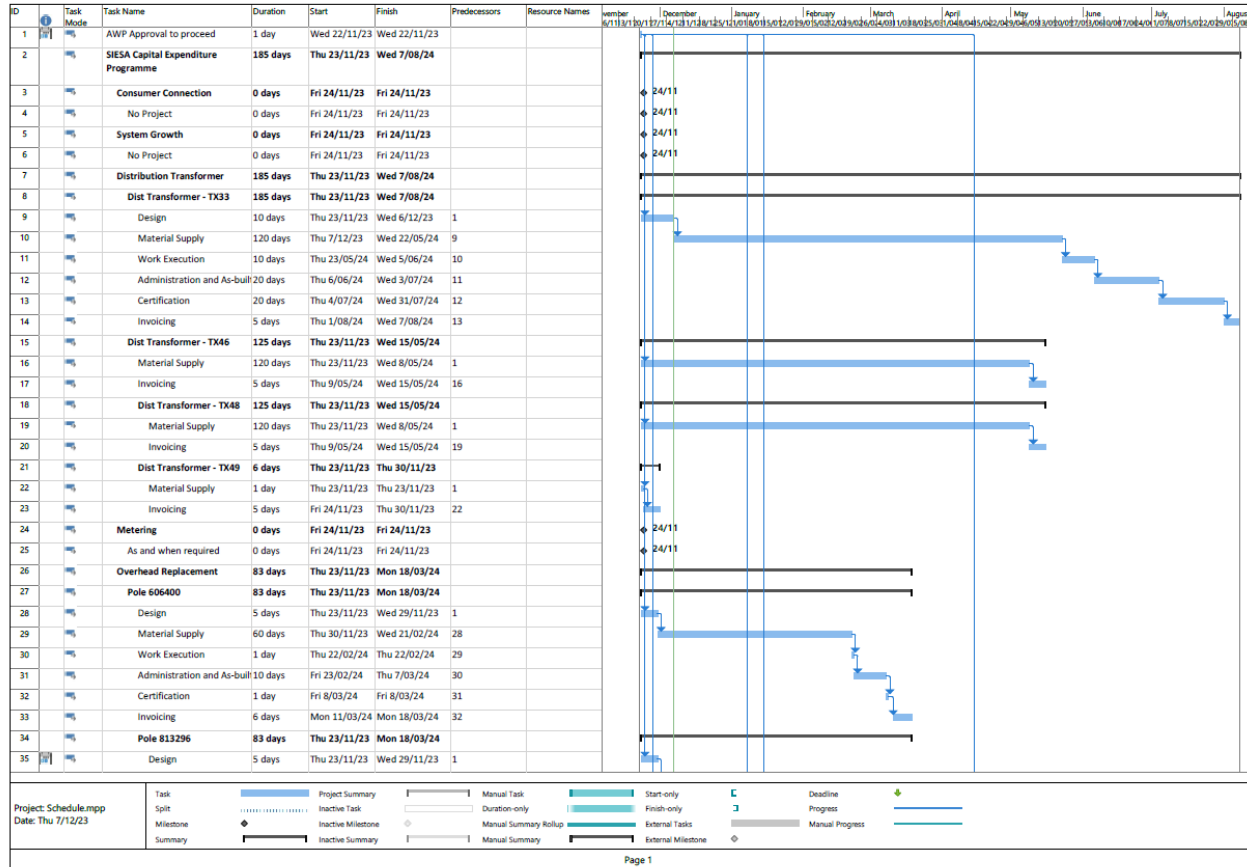
Review Category: 0 Years - Record Only  
SAL Version Date 21 December 2023  
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Safety Alert Doc No: HS-SAL-23-023 – V 1

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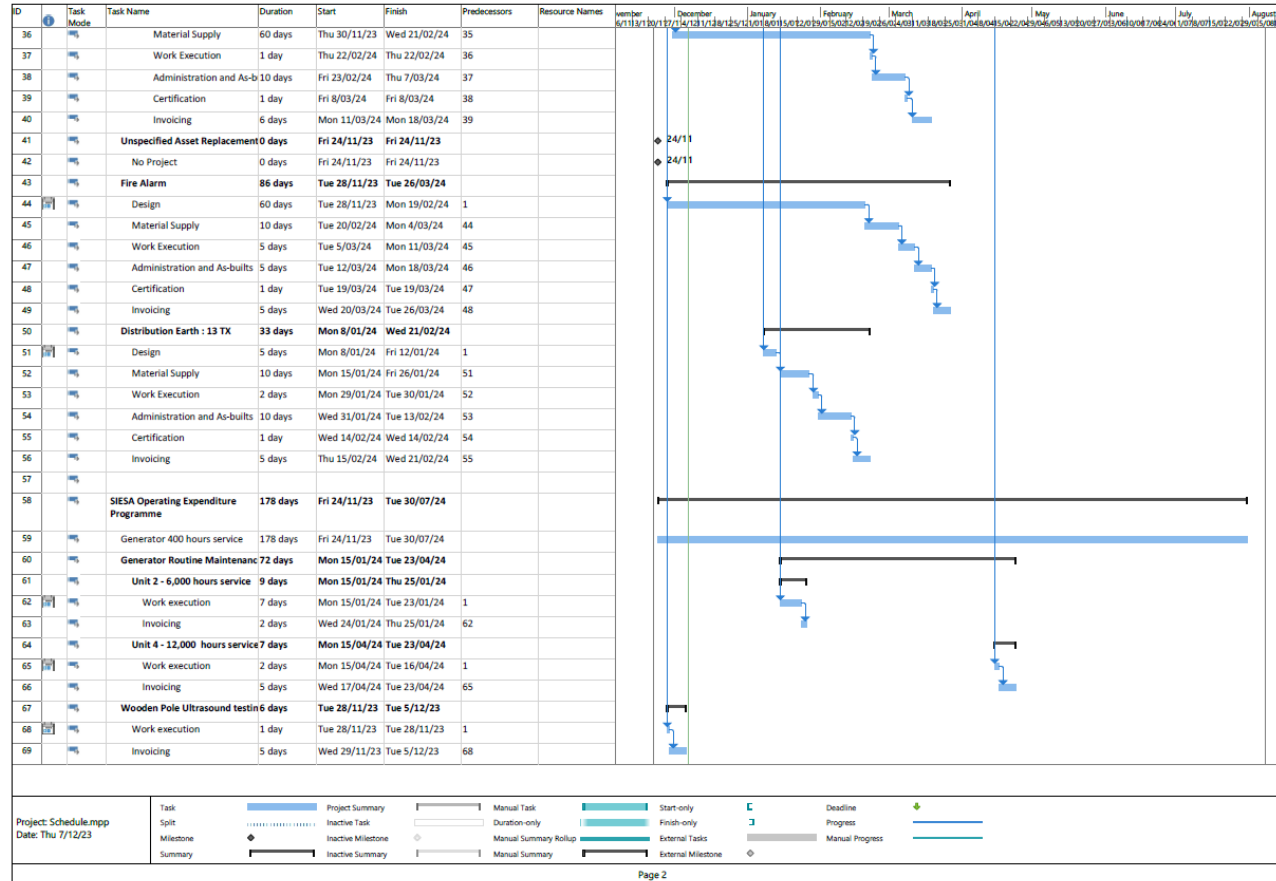
## Appendix E – Annual Works Programme FY23/24 Schedule





Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island: Monthly Status Report – 23 Nov-23 to 22-Dec-23  
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**Southland District Council – Contract 20/46  
Provision of Power Supply to Stewart Island  
Monthly Status Report – 23-Oct-23 to 22-Nov-23**

<b>DOCUMENT NO.</b>	BG-CMR-SDC01-2311	<b>VERSION NO.</b>	1.0
<b>DATE</b>	7 Dec 2023		
<b>SECURITY CLASS</b>	PowerNet Employees Only and SDC		
<b>REVIEW CATEGORY</b>	0 Years - Record Only		

Southland District Council – Contract 20/46 Provision of Power  
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Document No. BG-CMR-SDC01-2311, Version No. 1.0

**Security Classification**  
**PowerNet Employees Only and SDC**

### Approvals

<b>APPROVED BY:</b>	Eric Sng	7 Dec 2023
---------------------	----------	------------

### Distribution

SOUTHLAND DISTRICT COUNCIL	POWERNET
SDC to advise replacement for Matt Russell	Contractor's Representative: Eric Sng <a href="mailto:esng@powernet.co.nz">esng@powernet.co.nz</a>
Principal Engineer – Nick Hamlin <a href="mailto:Nick.Hamlin@southlanddc.govt.nz">Nick.Hamlin@southlanddc.govt.nz</a>	Field Manager – Ray King <a href="mailto:rking@powernet.co.nz">rking@powernet.co.nz</a>
Engineers Representative – Stuart O'Neill <a href="mailto:Stuart.ONeill@southlanddc.govt.nz">Stuart.ONeill@southlanddc.govt.nz</a>	

Southland District Council – Contract 20/46 Provision of Power  
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## 1. Summary

---

On the 2-Nov-23 a loss of power fault was called in for 8 Evening Cove Road. This was due to a blown pole fuse. Power was restored within 30 Minutes.

46 TX was replaced under a fault situation with the spare transformer on-site.

## 2. Reliability & Quality

---

### 2.1 Unplanned Outages

Item	Action Taken
Evening Cove Road / No Power	Pole fuse replaced

### 2.2 Planned Outages

Item	Action Taken

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## 2.3 Unplanned Maintenance

Description	Total Cost
46 TX replaced due to fault – replaced with spare transformer	N/A
<b>TOTAL</b>	<b>\$</b>

## 3. Connections

### 3.1 New Connections

Name	Address	Comments
Cell Site	402 Horseshoe Bay Road	Cable installed, awaiting contractor (NES). Confirmed this will only be going ahead in Feb/March 2024

### 3.2 Alterations / Changes to Supply Network

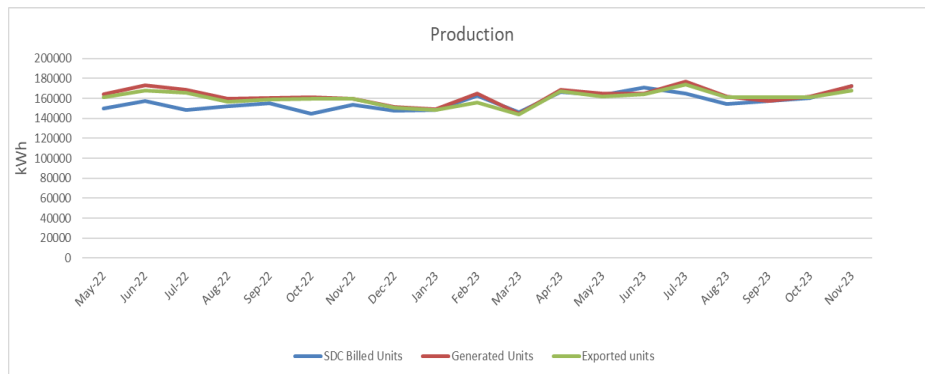
Name	Address	Comments
New Connection	Rata Street	LV cable and new pillars installed

## 4. Meter Readings

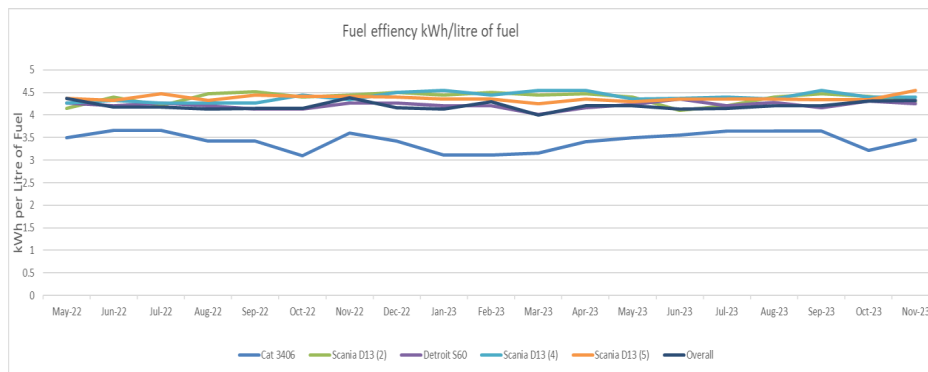
*The number and percentage of Network User Meters read during the month.*

Number of Meter Readings	Percentage Read
543	100%

## 5. Generator Activity



**Figure 1 – Generator Load Demand kW hrs**



**Figure 2 – Generator Efficiency**

### 5.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	18720	0	0	0	25-Dec-22
Unit 2	Scania D13	10273	0	0	0	10-Aug-23
Unit 3	Detroit 60	23738	10	393	1680	13-Jul-22
Unit 4	Scania D13	5460	752	38618	167052	16-Nov-23
Unit 5	Scania D13	13480	18	720	3096	15-Nov-22

## 6. Preventive Maintenance

Item	Description	Scheduled	Actual
1	Unit 4 400 Hr Service	5300	5299

## 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.
<b>AWP – Distribution Transformer</b>	<p>A report and quote from an electrician have been forwarded to SDC. This is to allow the original LV three phase connection to be restored which is being reviewed as an alternative option, this would allow for the removal of the pole mount TX that is located within an outbuilding at the property.</p> <p>Property is supplied from pole mounted transformer installed on the ground with a wooden enclosure with a 3 -phase 50kVA ground mounted transformer.</p>
AWP – Metering	<p>PowerNet are awaiting comment from SIESA on most recent changes to costings of Smart Meter Business Case which includes splitting into two years and including Meter Box Replacement.</p> <p>Please note that if SIESA intended to install the meters next financial year the order for meters needs to happen quickly as meter lead-times are increasing from six months to twelve.</p> <p>Please note that the 'SIESA Smart Meter Business Case' is 'Commercial in Confidence' and is not to be distributed or shared with anyone other than Southland District Council's personnel directly involved with this contract.</p>
AWP – Pole Replacements	<p>Pole 606400 - Under review.</p> <p>Pole 813296 Service now to be undergrounded.</p>
Unspecified Asset Replacement	



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Item	Progress & Challenges
<b>AWP – Fire Alarm</b>	<p>Wormald quote received.</p> <p>Getting second quote as requested for comparison from Fire Protection. Have arranged for them to go on site to evaluate and assess.</p> <p>Once quote received, will forward to SDC to approval.</p>
ARQSRSE – Distribution Earth Upgrades	Finalising alternative solution for trenching work

## 8. Expenditure – Coming Month

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

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## 9. Inspections, Results & Actions

### Generation

Inspection		Result / Issue	Action
Daily	Unit 2 Oil leak	Minor	Requires gasket.

### Distribution

Inspection	Result / Issue	Action
Pole 81266	Replace 2 x fuse carrier	Programmed in maintenance sched.
Pole 813274	Replace 1 x fuse carrier	Programmed in maintenance sched.

### Other

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

## 10. Contract Payments

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

Payment Date	Reference	Payment
18-Aug-23	Management Fee – June 2023	\$52,500.00
20-Aug-23	Management Fee – July 2023	\$52,500.00
20-Sep-23	Management Fee – August 2023	\$52,500.00
20-Oct-23	Management Fee – September 2023	\$52,500.00
<b>TOTAL \$630,000 p/a</b>		<b>\$210,000.00</b>

## 11. Training Records

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

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Document No. BG-CMR-SDC01-2311, Version No. 1.0

Date	Name	Competency Training

## 12. Programme Update

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

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

Ref.	Item	Count	Comment
a)	<b>Hazards/Risks Identified and Reviewed</b> <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	<b>Audits, inspections, safety observations</b> <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	1	Hazardous Substance Audit
c)	<b>Corrective / preventive actions</b> <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	<b>Plant/tool/safety equipment inspections</b> <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)	<b>Health and safety training</b> <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)	<b>Occupational Health Monitoring or PPE Fit Testing</b> <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	0	Nil
g)	<b>H&amp;S Meetings</b> <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g. H&amp;S Reps' meetings) etc.</i>	1	The Committee met on 02 November 2023: 1. H&S Reps will be undertaking de-fib checks to compile a PowerNet De-fib Register. May require assistance from teammates. 2. A reminder for when using ladders on the worksite – do not extend until ready to climb. 3. A reminder to always re-visit the risk assessment when environments change to ensure potential new risks are identified. 4. Warmer months are upon us – remember sun protection (sunscreen, hat, hydration).
h)	<b>Safety Events</b> <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	0	No events this month.
i)	<b>Non-Notifiable Event - Details</b> <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)	<b>Investigation Communications</b> <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	2	<ul style="list-style-type: none"> <li>• HS-SAL-23-020 - Managing Stress and Fatigue - Safety Alert</li> <li>• HS-SAL-23-021 - Bird Nests in Engine Bays - Safety Alert</li> </ul>

Southland District Council – Contract 20/46 Provision of  
Power Supply to Stewart Island: Monthly Status Report –  
23-Oct-23 to 22-Nov-23  
Document No. BG-CMR-SDC01-2311, Version No. 1.0

**Security Classification**  
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## Appendix B – Training Records

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

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

Southland District Council – Contract 20/46 Provision  
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Document No. BG-CMR-SDC01-2311, Version No. 1.0

**Security Classification**  
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## **Appendix C – Inspection and Maintenance Reports**

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

**Appendix D – Investigation Communications to PowerNet Personnel**

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

<h2 style="margin: 0;">Safety Alert</h2> <h3 style="margin: 0;">Work-Related Health</h3> <p style="font-size: small; margin: 0;">Issued: 26/10/2023</p>	 <p style="font-weight: bold; font-size: small;">HS-SAL-23-020</p> <p style="font-size: x-small;">Contact for further info: Abbie March – HSE Coordinator Email: <a href="mailto:amarch@powernet.co.nz">amarch@powernet.co.nz</a> Mobile: 021 023 96095</p>
---	--

Security Class: PowerNet Employees Only

**Managing Spring / Summer Fatigue**

Daylight savings is here which means the days are getting longer and there may be feelings of pressure to get the jobs done in the extra hours of daylight. This increases the risk of employee fatigue. Fatigue is a state of physical and/or mental exhaustion which reduces a person’s ability to perform work safely and effectively. PowerNet relies on our employees being physically and mentally alert to ensure their own and their workmates safety.

As we also enter the build up to the holiday season this can add additional stress to families, and it is important we look out for our workmates during this time.



**What we all need to do:**

1. Ensure you are familiar with [PC-POI-0004 - Fatigue Policy](#) and if you are suffering from any symptoms of fatigue consult with your leader.
2. Take regular breaks and assess with your manager whether work should be continued if there is a risk of employee fatigue.
3. If yourself, a family member, or colleague feel like they need to speak to someone, help is available through our internal Welfare Reps - [HS-REG-0003 - Welfare Support Team List](#) or via OCP on 0800 377 990.
4. Look out for your workmates. If you think someone is struggling reach out to them or seek assistance from a leader.

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

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

Approved by: Brett Coradine – HSE Manager

Review Category: 0 Years - Record Only

SAL Version Date 26 October 2023

Safety Alert Doc No: HS-SAL-23-020 – V 1.0


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# Safety Alert

## Environmental Conditions

Issued: 2/11/2023



**HS-SAL-23-021**

Contact for further Info:  
Gary Davis – Fleet / Plant and  
Facilities Officer  
Email: [gdavis@powernet.co.nz](mailto:gdavis@powernet.co.nz)  
Mobile: 027 434 2160

Security Class: PowerNet Employees Only

### Bird Nests in Engine Bays

It's that time of year again when birds are nesting in all sorts of places. The below photo is from one of our heavy vehicles, where a nest was found on top of the engine above the turbo. These nests create a significant fire hazard if not identified.



#### What we all need to do:

1. Check your work vehicle for nests when completing your Pre-Start Checks.
2. For heavy vehicles, it may require tilting the cab over for a better inspection.

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

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

Approved by: Brett Coradine – HSE Manager

Review Category: 0 Years - Record Only  
SAL Version Date 2 November 2023

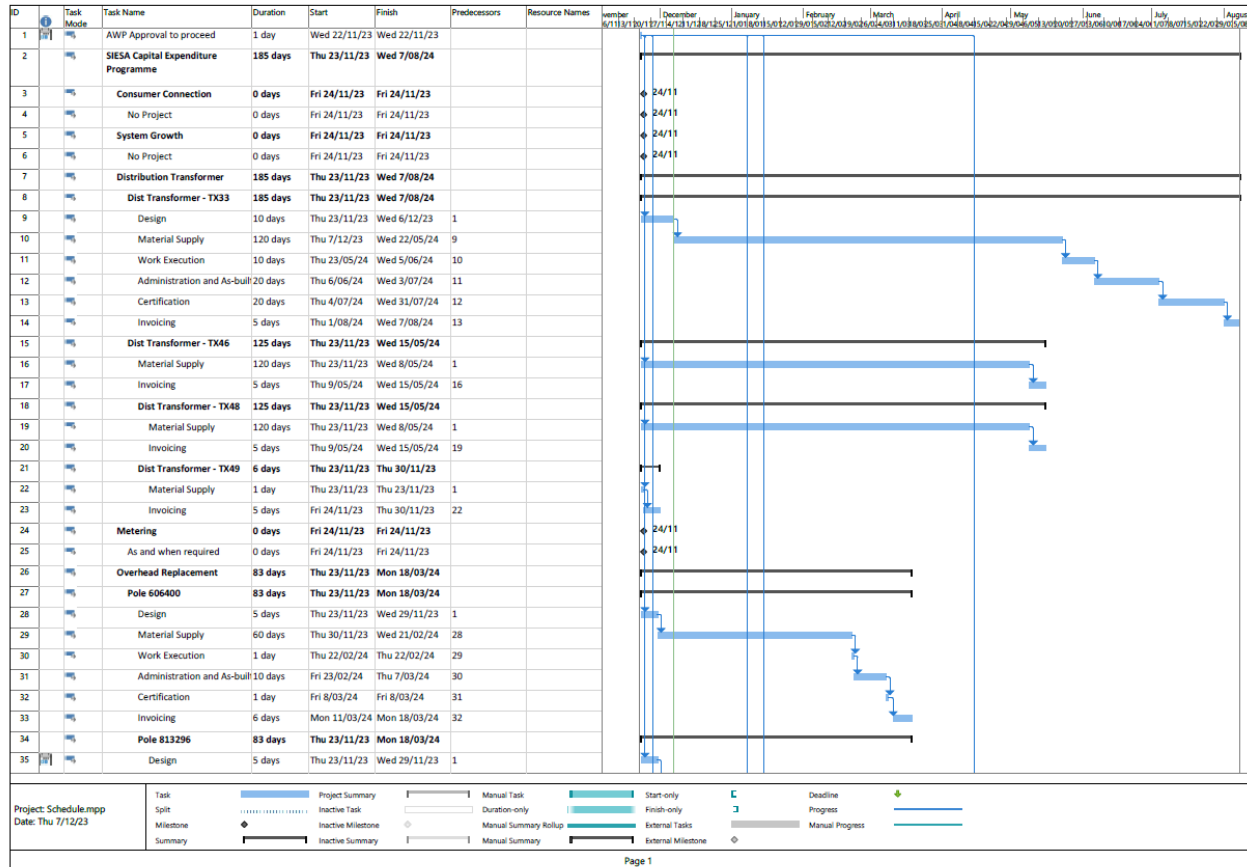
Safety Alert Doc No: HS-SAL-23-021 – V 1.0

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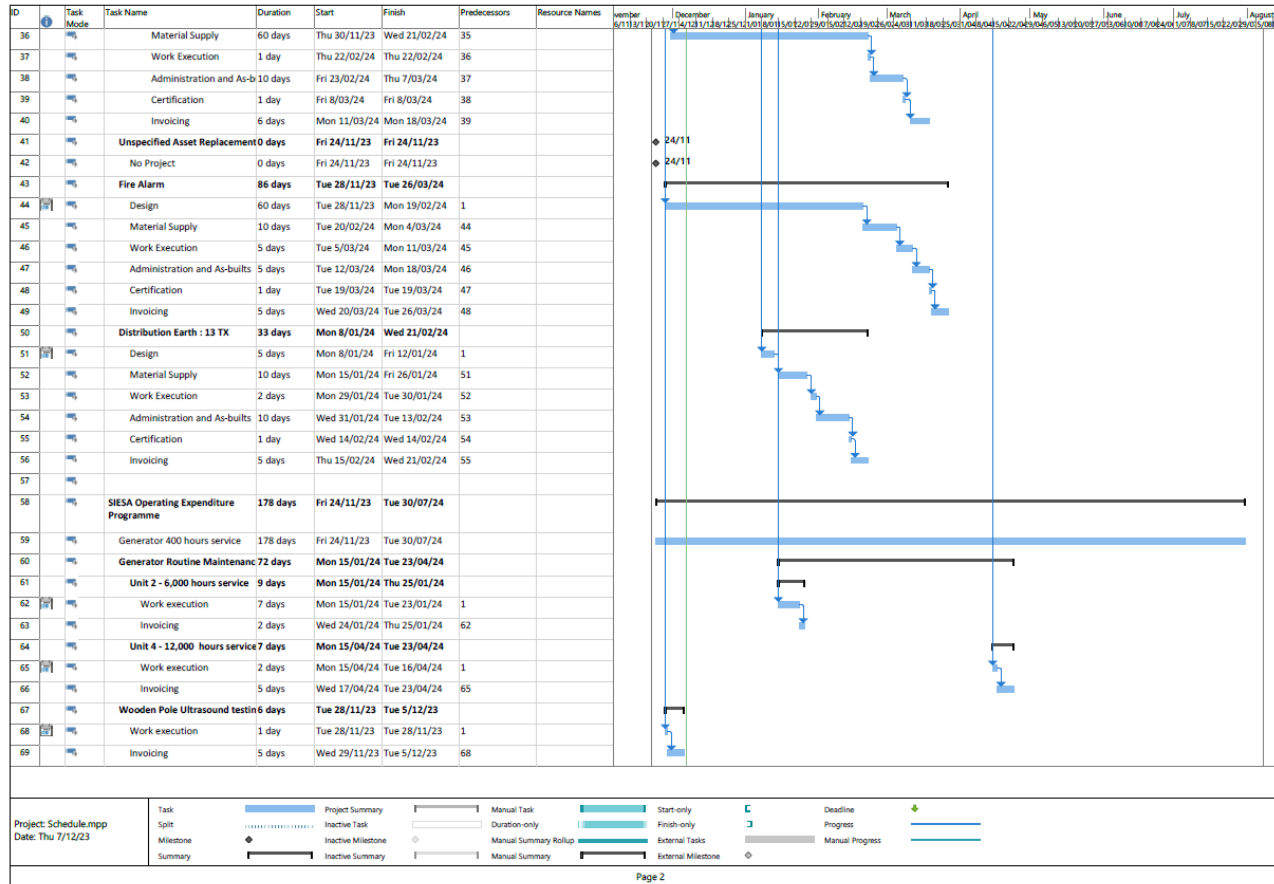
## Appendix E – Annual Works Programme FY23/24 Schedule



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**Southland District Council – Contract 20/46  
Provision of Power Supply to Stewart Island  
Monthly Status Report – 23-Sep-23 to 22-Oct-23**

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<b>DATE</b>	8 Nov 2023		
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<b>REVIEW CATEGORY</b>	0 Years - Record Only		

Southland District Council – Contract 20/46 Provision of Power  
 Supply to Stewart Island: Monthly Status Report – 23-Sep-23 to 22-  
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**Security Classification**  
**PowerNet Employees Only and SDC**

### Approvals

<b>APPROVED BY:</b>	Eric Sng Contract Delivery Manager	8 Nov 2023
---------------------	---------------------------------------	------------

### Distribution

SOUTHLAND DISTRICT COUNCIL	POWERNET
SDC to advise replacement for Matt Russell	Contractor's Representative: Eric Sng <a href="mailto:esng@powernet.co.nz">esng@powernet.co.nz</a>
Principal Engineer – Nick Hamlin <a href="mailto:Nick.Hamlin@southlanddc.govt.nz">Nick.Hamlin@southlanddc.govt.nz</a>	Field Manager – Ray King <a href="mailto:rking@powernet.co.nz">rking@powernet.co.nz</a>
Engineers Representative – Stuart O'Neill <a href="mailto:Stuart.ONeill@southlanddc.govt.nz">Stuart.ONeill@southlanddc.govt.nz</a>	

Southland District Council – Contract 20/46 Provision of Power  
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## 1. Summary

A replacement for the Day tank fuel level monitoring unit has been sourced, the unit has been replaced and is now back in working order.

On the 10-OCT-23 the engine room cooling fans malfunctioned. This was traced to a faulty three phase isolation switch within the fan control cabinet. A replacement switch has been installed.

On the 13-Oct-23 transformer 46 (Back Road) failed and was found to be beyond repair, a replacement TX from SDC stock (15kVA single phase) was fitted, power to the four affected customers was restored within 2 hours. This TX was to be included in this year's AWP but has now been replaced under network maintenance from SDC stock.

## 2. Reliability & Quality

### 2.1 Unplanned Outages

Item	Action Taken
TX 46 Back Road 15kVA single phase	Replaced with SDC stock transformer

### 2.2 Planned Outages

Item	Action Taken

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### 2.3 Unplanned Maintenance

Description	Total Cost
46 TX replaced due to fault – replaced with spare transformer	N/A
<b>TOTAL</b>	<b>\$</b>

## 3. Connections

### 3.1 New Connections

Name	Address	Comments
Cell Site	402 Horseshoe Bay Road	Cable installed, awaiting contractor (NES) Confirmed this will only be going ahead in Feb/March 2024
Roy Thompson	402 Horseshoe Bay Road	Works completed

### 3.2 Alterations / Changes to Supply Network

Name	Address	Comments
Martin Pepers	Rata Street	LV Network extension – materials on site, awaiting scheduling (Waiting for excavation contractor)

## 4. Meter Readings

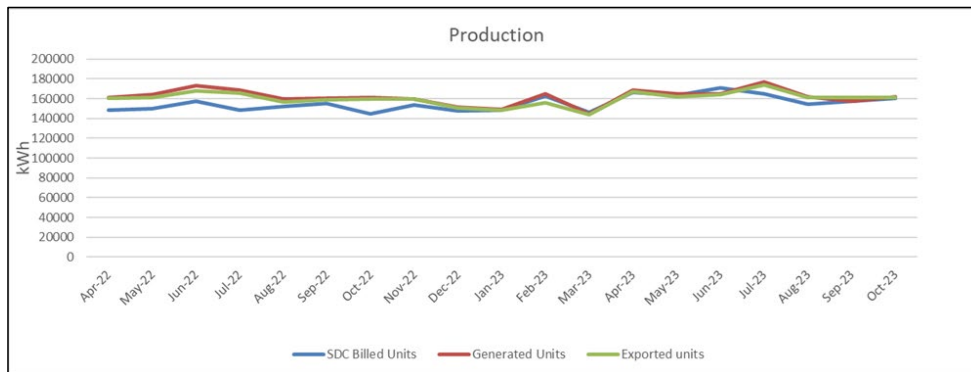
Number of Meter Readings	Percentage Read
543	100%



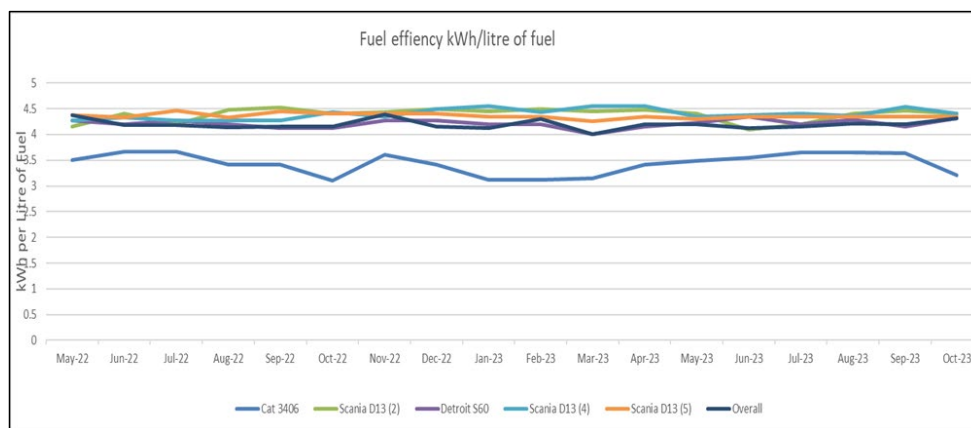
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## 5. Generator Activity



**Figure 1 – Generator Load Demand kW hrs**



**Figure 2 – Generator Efficiency**

### 5.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	18720	0	0	0	25-Dec-22
Unit 2	Scania D13	10273	1	10	3	10-Aug-23
Unit 3	Detroit 60	23738	16	298	1170	13-Jul-22
Unit 4	Scania D13	3959	749	3004	117577	12-Oct-23
Unit 5	Scania D13	13462	21	1460	4843	15-Nov-22

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**6. Preventive Maintenance**

Item	Description	Scheduled	Actual
1	Unit 4 400 Hr Service	1480	1481

**7. Capital Works Progress Summary**

Item	Progress & Challenges
AWP - T2 Temporary Replacement	Work orders created to get charged through every month now for transformer hire of TPCL.
AWP – Distribution Transformer	<ul style="list-style-type: none"> <li>A report and quote from an electrician have been forwarded to SDC. This is to allow the original LV three phase connection to be restored which is being reviewed as an alternative option, this would allow for the removal of the pole mount TX that is located within an outbuilding at the property.</li> <li>Property to be supplied from pole mounted transformer installed on the ground with a wooden enclosure with a 3-phase 50kVA ground mounted transformer. This requires some work on the customer’s property, and an electrician is investigating this currently with the expectation that they will produce a report and quote to do this work.</li> <li>Budget for distribution transformer replacement has been allowed for in the 23/24 AWP.</li> </ul>
AWP – Metering	<p>PowerNet are awaiting comment from SIESA on most recent changes to costings of Smart Meter Business Case which includes splitting into two years and including Meter Box Replacement.</p> <p>Please note that if SIESA intended to install the meters next financial year the order for meters needs to happen quickly as meter lead-times are increasing from six months to twelve.</p> <p>Please note that the ‘SIESA Smart Meter Business Case’ is ‘Commercial in Confidence’ and is not to be distributed or shared with</p>

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Item	Progress & Challenges
	anyone other than Southland District Council's personnel directly involved with this contract.
AWP – Pole Replacements	Pole 606400 - Under review. Pole 813296 Service now to be undergrounded.
Unspecified Asset Replacement	
AWP – Fire Alarm	Fire Protection report received, and recommendations received. Plan to upgrade included in AWP for 2023 / 24. Further quote to be requested from Fire Protection Compliance.
ARQSRSE – Distribution Earth Upgrades	Finalising alternative solution for trenching work

## 8. Expenditure – Coming Month

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

**9. Inspections, Results & Actions**

**Generation**

Inspection		Result / Issue	Action
Daily	Unit 2 Oil leak	Minor	Requires gasket.

**Distribution**

Inspection	Result / Issue	Action
Pole 81266	Replace 2 x fuse carrier	Programmed in maintenance sched.
Pole 813274	Replace 1 x fuse carrier	Programmed in maintenance sched.

**Other**

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

**10. Contract Payments**

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

Payment Date	Reference	Payment
18-Aug-23	Management Fee – June 2023	\$52,500.00
20-Aug-23	Management Fee – July 2023	\$52,500.00
20-Sep-23	Management Fee – August 2023	\$52,500.00
20-Oct-23	Management Fee – September 2023	\$52,500.00
<b>TOTAL \$630,000 p/a</b>		<b>\$210,000.00</b>

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## 11. Training Records

Date	Name	Competency Training

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## Appendix A – Health and Safety Report

Ref.	Item	Count	Comment
a)	<b>Hazards/Risks Identified and Reviewed</b> <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	<b>Audits, inspections, safety observations</b> <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	0	Nil
c)	<b>Corrective / preventive actions</b> <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	<b>Plant/tool/safety equipment inspections</b> <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)	<b>Health and safety training</b> <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)	<b>Occupational Health Monitoring or PPE Fit Testing</b> <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	0	Nil
g)	<b>H&amp;S Meetings</b> <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g. H&amp;S Reps' meetings) etc.</i>	1	The Committee met on 27 September 2023: 1. Telarc ISO:14001 Environmental Audit o Audit scheduled for November o Awareness training will be rolled out to the business (depot by depot) 2. HS-POL-0001 - Environmental Management Policy familiarise yourself and your teams.
h)	<b>Safety Events</b> <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	0	No events this month.
i)	<b>Non-Notifiable Event - Details</b> <i>Details on any non-Notifiable Event such as minor work-related injury, illnesses, incident or near miss)</i>	0	Nil
j) & k)	<b>Investigation Communications</b> <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	1	HS-SAL-23-019 - Inadvertent contact with live low voltage at worksite - Safety Alert

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## Appendix B – Training Records

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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**

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



## Appendix D – Investigation Communications to PowerNet Personnel

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

# Safety Alert

## Incident

Issued: 19/10/2023



**HS-SAL-23-019**

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

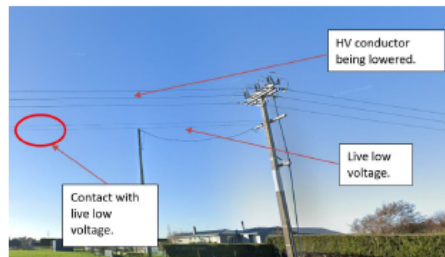
Security Class: PowerNet Employees Only

### Inadvertent contact with live low voltage at worksite

Line refurbishment and reconductoring was being undertaken from Kennington Garage ABS to Froggatt Road ABS. In addition to the reconductoring, the refurbishment included replacing 11kV poles and 11kV cross arms.

During a shutdown, one team was working on a dual circuit pole carrying both high and low-voltage conductors. The Team was in the process of lowering the isolated and earthed 11kV conductors. As the 11kV conductor was being lowered, it contacted the low voltage. This contact resulted in a low voltage flashover and the uncontrolled release of energy.

The team onsite stopped work and contacted the Site Supervisor. It was quickly established that the low-voltage conductors on the dual circuit pole were fed from a transformer outside the shutdown area.



### What we all need to do:

An ICAM investigation is underway to identify the root cause and establish controls to prevent recurrence. However, here are some controls that must be implemented immediately:

1. Always test all conductors within your worksite. Never assume conductors are de-energised.
2. Low voltage is either de-energised, tested, and bonded, or it must be treated as energised and live work procedures must be applied.
3. Always revisit your risk assessment whenever moving from one site to another or when the environment changes, i.e., new hazards are introduced into the worksite.
4. The Site Supervisor overseeing multiple crews must ensure a combined tailgate with all workers occurs at the beginning of the job.
5. In the event of a high-potential incident, all work must stop, check all workers are safe, and communicate the incident to all workers, ensuring the risk is not present at any other site. If network-related, System Control must be informed. Work can only continue after everyone agrees that it is safe to do so.
6. For all incidents with a classification level of high or critical, the Site Supervisor must, as soon as it is safe to do so, notify their Line Leader or after normal business hours the System Control Operator. System Control will then escalate to the appropriate Line Manager.

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: Geoff Thorburn – GM Operations

Review Category: 0 Years - Record Only  
SAL Version Date 19 October 2023

Safety Alert Doc No: HS-SAL-23-019 – V 1.0

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## Chairperson's report

Record no: R/24/1/1733  
Author: Kirsten Hicks, Committee advisor/customer support partner  
Approved by: Robyn Rout, Governance legal manager

Decision  Recommendation  Information

---

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.

Topics the chair would like to discuss include:

- Ulva Island wharf update
- Parking
- SIESA
- Recycling review
- Goal posts at Trail Park
- Seawall vegetation
- Golden Bay master plan
- Lonnekens trees
- New track/footpath (including spraying)
- Toy library.

### Recommendation

That the Stewart Island/Rakiura Community Board:

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

### Attachments

There are no attachments for this report.



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## Next meeting

Record no: R/24/1/1739  
Author: Kirsten Hicks, Committee advisor/customer support partner  
Approved by: Fiona Dunlop, Committee advisor

Decision  Recommendation  Information

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- 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 11 April 2024 at the 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 11 April 2024, at the Pavilion, 7 Ayr Street, Stewart Island.

### Attachments

There are no attachments for this report.