



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

Date: Thursday, 12 June 2025
Time: 9.45am
Meeting room: Stewart Island Pavilion
Venue: Ayr St
Oban

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community partnership leader	Karen Purdue

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

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

Health and safety

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

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.

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

Phones – Please turn your mobile devices to silent mode.

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

Community board terms of reference

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

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

	<p>b) to develop local community outcomes that reflect the desired goals for their community or place.</p> <p>Community board plans</p> <p>a) Regularly review and update the community board plan to keep the plan relevant.</p> <p>Decisions on locally funded assets and services</p> <p>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</p> <p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p>Unbudgeted expenditure</p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan</p> <p>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</p> <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation^(vi) of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p>

	<p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>

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

- i) environmental services (building services, resource management, environmental health, animal services, emergency management)
 - j) stormwater
 - k) corporate support services
 - (ii) **Local activities include:**
 - a) community leadership at a local board level (including local community grants)
 - b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
 - c) water facilities (boat ramps, wharves, jetties and harbour facilities)
 - d) local open spaces (parks and reserves, playgrounds and streetscapes)
 - e) parking limits, footpaths and streetlights
 - f) Te Anau/Manapouri Airport (Fiordland board)
 - g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
 - h) for the above two local activities only
 - recommend levels of service and annual budget to Council or a relevant committee
 - monitor the performance and delivery of the service
 - i) naming reserves, structures and commemorative places
 - j) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
 - k) naming roads
 - l) authority to decide on the naming for public roads, private roads and rights of way
 - m) 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, 10 April 2025

6 Public participation

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at www.southlanddc.govt.nz or by phoning 0800 732 732.



Stewart Island/Rakiura Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Rakiura Museum Te Puka O Te Waka, 11 Main Road, Oban on Thursday, 10 April 2025 at 8.45am. (8.45am – 9.23am, 9.30am – 12.10pm (PE 9.37am – 9.55am, 10.25am – 11.24am))

PRESENT

Chairperson	Aaron Conner
Deputy chairperson	Aaron Joy (via video link)
Members	Mike Douglass
	Rakiura Herzhoff
	Daniel Meads
	Andrea Young
	Councillor Jon Spraggon

IN ATTENDANCE

Committee advisor	Kirsten Hicks
Community partnership leader	Karen Purdue
Group manager, customer and community	Sam Marshall
Manager, community facilities	Mark Day

1 Apologies

There were no apologies.

2 Leave of absence

Rakiura Herzhoff requested a leave of absence from June to September 2025.

Resolution

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

That the Stewart Island/Rakiura Community Board accepts the application for leave of absence from Rakiura Herzhoff, for the period June – September 2025.

3 Conflict of interest

Rakiura Herzhoff declared a conflict of interest in item 7.6 Ulva Island wharf update, and abstained from discussion and voting.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Resolution

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

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 13 February 2025 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/25/3/12884

Britt Matthias from the Department of Conservation was present to update the Board.

Britt updated board members on the following topics:

- The annual flock count has come in at 99 dotterels
- 94 sealion pups were tagged at Pegasus, up from 80 last year
- DOC has sealion signage prepared for Ulva Island, Lee Bay, Golden Bay and beaches close to the village
- Maintenance is currently being carried out at Murray River. This includes repair work, track re-route and swing bridge removal
- Maintenance is also underway at Pegasus, including maintenance of the historic tin mining site
- Recently compliance visits have been paid to the hunting blocks
- Hunting permit changes mean that individuals need their own permits. Changes are being made so that these can be booked and paid for online
- Parts of the Rakiura Track will be re-gravelled before Easter and plans are underway for North Arm to be re-gravelled before the end of 2026
- Dangerous trees have been removed from Port William and Ulva Island
- As at 1 April, 14 rats have been removed from Ulva Island

(During the update from Britt Mattias, Mike Douglass joined the meeting at 8.52am.)

Patrick Eschenmoser (Regional Lead, National Control Programme) told the board about the following:

- The planning for a predator free Rakiura is continuing
- Drop in sessions are currently underway at the Anglican Church
- Ongoing species monitoring is being undertaken. This will be useful when judging the effectiveness of poisoning
- Water monitoring will be undertaken by an independent agent.

Stuart Newton (Future Rakiura) spoke to the board about current activities.

- The group is planning a composting workshop in May, as part of continuing work relating to waste management, worm farms, green waste etc.
- There will be a community meeting on 28 May, at the Community Centre
- Rewire Aotearoa have been promoting the increased use of electricity instead of fossil fuels
- It was suggested that Future Rakiura might want to become involved in finding a solution for disposing of rubber tyres that have accumulated pre 1 March 2025.

(Andrea Young and Mike Douglass left the meeting to attend fire call out at 9.12am.)

Constable Stuart Newton (New Zealand Police) addressed the board.

Members noted the following:

- Some tickets have been issued for parking non-compliance but unfortunately these include incorrect fine amounts so recipients will be charged more than they are expecting. Generally compliance has been very good, although the one way street is being ignored by some. All the parking signs have been installed and the road markings will be done following the planned reseal. The board suggested they might need to put temporary markings in place at Watercress and Golden bay. Where Elgin Terrace meets the wharf is still a problematic area.
- Recently the WAJAX games were held at Traill Park. Those driving to the event were very good at avoiding illegal parking but this did mean many were parked on the roading reserve which caused damage to the grass

Resolution

Moved Cr Jon Spraggon, seconded Rakiura Herzhoff **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/25/3/12923

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

Matters drawn to the attention of the board included:

- SmartyGrants applications are underway
- Representation review
- Pecuniary advantage returns are now outstanding for some members
- Overgrown sections can be fire hazards. The approach to landowners can be made through FENZ
- Great South tourism report
- Work is about to start on Horseshoe Bay Road at Butterfield Beach
- The Golden Bay masterplan is awaiting comment by Te Ao Marama. Once this happens (potentially early June) it will return to the board before any further revision. It is a concept, not a detailed design.

(Chair Aaron Conner left the meeting at 9.23am to attend fire call out.)

The meeting paused due to lack of quorum.

(Andrea Young, Mike Douglass and Chair Aaron Conner returned to the meeting at 9.30am and the meeting resumed.)

- Water and Waste Manager - Grant Isaacs is to attend the next workshop, in particular to discuss soakage pits, greenwaste, and tyres.
- There is currently no funding allocated to Golden Bay wharf. The first priority is the track
- The mowing contract is currently going through the renewal process.

Resolution

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

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled “Community board reporting” dated 27 March 2025.

7.6 Ulva Island wharf update

Record No: R/25/3/13387

Sam Marshall (Group manager, customer and community) was in attendance for this item.

The purpose of the report was to provide for your information an update to the Stewart Island/Rakiura Community Board on progress associated with an upgrade of the Ulva Island Wharf.

Mr Marshall advised that his update would need to be taken in public excluded.

Public excluded

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

Resolution

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

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

7.6 – Ulva Island wharf update

C8.1 Stewart Island/Rakiura Community Board - applications to the Stewart Island/Rakiura Visitor Levy Fund 2025

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Ulva Island wharf update	s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Stewart Island/Rakiura Community Board - applications to the Stewart Island/Rakiura Visitor Levy Fund 2025	s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage,	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of

	negotiations (including commercial and industrial negotiations).	information for which good reason for withholding exists.
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(The public were excluded at 9.37am.)

(The meeting returned to open at 9.55am.)

7.3 Councillor update

Record No: R/25/4/14399

Councillor Spraggon took the Board through the report which highlighted items that the Finance and Assurance Committee and Council had considered at their meetings from 29 January 2025 to 19 March 2025.

Points of discussion included:

- Te Anau airport
- speed limits
- bridge removals
- gravel roads
- Local Water Done Well – Mayor Scott would be coming to the island for public consultation meetings

The board noted that the reference on page 44 of the agenda to Golden Bay and Butterfield Beach carparks should actually be Golden Bay and Butterfield Beach walking tracks.

Resolution

Moved Cr Jon Spraggon, seconded Rakiura Herzhoff **and resolved:**

That the Stewart Island/Rakiura Community Board:

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

(The meeting returned to public excluded at 10.25am.)

(The meeting returned to open meeting at 11.24am.)

7.4 Financial Report for the period ended 28 February 2025

Record No: R/25/3/12040

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

The financial report for the period ended 28 February 2025 were presented to the board advising of the financial results.

Members commented that the rental income from the staff house was considerably less than current market standards.

Resolution

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

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Financial Report for the period ended 28 February 2025” dated 2 April 2025.**

7.5 SIESA PowerNet Monthly Report

Record No: R/25/3/9673

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

The board were updated on PowerNet’s monthly report for SIESA for November and December 2024, January and February 2025. The board commented that these templated reports do not appear to be updated regularly,

Resolution

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

That the Stewart Island/Rakiura Community Board:

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

7.7 Chairperson's report

Record No: R/25/3/12020

Chairperson Aaron Conner discussed the following matters with board members:

- Energy – no major updates as we are waiting to hear the Government’s response to the funding application. The next stage of the contract has been signed for panel location, installation and integration.
- Horseshoe Bay walkway – Road widening is due to start. Gravel has arrived for this work.
- Predator Free Rakiura – A specific meeting to discuss 1080 toxin has been held. Mike Douglass will be getting anti-deer bait so interested residents can run a trial. Some confusion over the effects on bee hives.
- Dog enforcement – GM Regulatory Services – Adrian Humphries has been asked to investigate whether the pound is operational.
- Speed bump removal – Strategic Manager Transport – Hartley Hare had been asked if especially the one closest to the Post Office on Elgin Terrace can be removed, now that the speed limit has been reduced.
- Stewart Island News (SIN) updates are to be done as a group effort in future.
- Reach mower – there is some doubt that this has been done the three times per year, as listed in the mowing contract.

Resolution

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

That the Stewart Island/Rakiura Community Board:

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

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

The meeting concluded at 12.10pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON THURSDAY 10 APRIL
2025

DATE:.....

CHAIRPERSON:.....

Community update

Record no: R/25/5/23629
Author: Fiona Dunlop, Committee advisor
Approved by: Rachael Poole, Committee advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That the Stewart Island/Rakiura Community Board:

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

Attachments

There are no attachments for this report.

Contract renewal agreed levels of service

Record No: R/25/5/19227

Author: Lance Spencer, Contracts and programme lead

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

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek approval from the Stewart Island Rakiura Community Board for the levels of service and areas to be included in the future mowing, toilet cleaning and gardening contracts.

Executive summary

- 2 The current contracts for mowing, gardening and toilet cleaning within the Stewart Island Rakiura Community Board area will expire 30 June 2026.
- 3 The primary focus of this report is to receive feedback from community boards and confirm any changes to levels of service and any maintenance areas in the contracts. This is part of reviewing the current maintenance contracts in preparation to going to market.
- 4 The community boards will receive a briefing on the revised contract content and structure proposed for the contract(s) to cover the three work areas, prior to a tender being released to the market.
- 5 Staff have worked with the Stewart Island Rakiura Community Board to identify the areas and levels of service associated with the contracts that will be included in the tender documents for the renewal of the contracts.
- 6 Council has indicated that various contractors (including local contractors) should be provided opportunity to be part of contract renewal process.
- 7 Staff are proposing to release the tender to the market in the final quarter of the 2025 calendar year to provide sufficient time to work through this process, and to allow successful contractors time to mobilise to start the new contracts on 1 July 2026.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "Contract renewal agreed levels of service"
- 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) staff request that the Stewart Island Rakiura Community Board provide the contact details of any contractors who may be interested in the upcoming contract renewal or carrying out general maintenance and improvement works for Council
- e) agrees to approve the areas and levels of service identified in the attachments to this report:
 - contract renewal mowing areas - Stewart Island
 - Stewart Island Rakiura community board area analysis
 - community facilities levels of service for contract renewal 2025
 - contract renewal timeline.

Background

- 8 The mowing, gardening and toilet cleaning contracts for the Stewart Island Rakiura Community Board area were renewed in 2020. These contracts were for a four-year term with the provision for up to a two year extension.
- 9 The contracts are due to expire 30 June 2026.
- 10 The Stewart Island Rakiura Community Board has had the opportunity to review the existing levels of service and areas that the current contracts cover.
- 11 Boards have provided feedback on the changes that they would like to see in the tender documents that go out to market. These changes have been made and the areas updated based on the latest aerial photography that is available and included in the maps attached to this report.
- 12 For Stewart Island, the Stewart Island Rakiura Community Board have made some minor area changes and kept the same levels of service.
- 13 The analysis of the changes that have been made between the current contract and the proposed levels of service is shown in attachment B. This shows that the amount of area that was being mowed to quality standard 2 (QS2) has now reduced by 79% and the area that was being mowed to quality standard 3 (QS3) and quality standard 4 (QS4) have increased respectively by 6% and 191%. The major change is associated with the boards desire to have a one mower width mow applied to the areas outside of the main urban area.

- 14 Staff have had discussions with the Stewart Island Rakiura Community Board about what the contract structure could look like in the future. There is a strong preference for these to be by available for local contractors and where possible combine the activities into a single contract.
- 15 In some areas separate mowing, gardening and cleaning contracts may be more practical in terms of the scale of the contract works to be completed within settlements/community board areas to recognise contractor capability and availability.
- 16 This thinking also aligns with the direction that Council has indicated to staff they would like for future contracts.
- 17 It is proposed that when the tender documents are released to the market, they will include separable portions. This will provide prospective tenders the ability to tender for all of the work or only portions of the work.
- 18 The indicative timeline for the contract renewal is attached to the report.

Factors to consider

Legal and statutory requirements

- 19 None.

Community views

- 20 Staff have worked with the Stewart Island Rakiura Community Board in the preparation of the information that is included in this report.

Costs and funding

- 21 The current contracts have been operational for five years with only Council's CPI rate increase added each year. With the changes that have taken place in the economic environment over the last five years it is expected that the cost of providing these services will increase.
- 22 The budgets that have been allocated have been approved through the 2024-2034 Long Term Plan (LTP).
- 23 Once community board feedback on levels of service and areas is confirmed, staff will review the contract documents, levels of service and the structure of the contracts in preparation for going to market.
- 24 Community boards will be briefed on the contract changes and proposed contracting approach prior to the new maintenance contract(s) being released to the market.
- 25 Once the tenders have been evaluated staff will be in a position to provide the Stewart Island Rakiura Community Board with information on the costs associated with the new contracts.

Policy implications

- 26 The tender process will follow Council procurement policy.

Analysis of options

Option 1 - Agrees to approve the areas and levels of service identified in the attachments to this report that will be included in the tender documents.

<i>Advantages</i>	<i>Disadvantages</i>
. the tender documents can be prepared and released to the market	. none identified

Option 2 – Does not agree to approve the areas and levels of service identified in the attachments to this report that will be included in the tender documents.

<i>Advantages</i>	<i>Disadvantages</i>
. none identified	. the contract renewal may not meet the 1 July 2026 timeframe for renewal

Assessment of significance

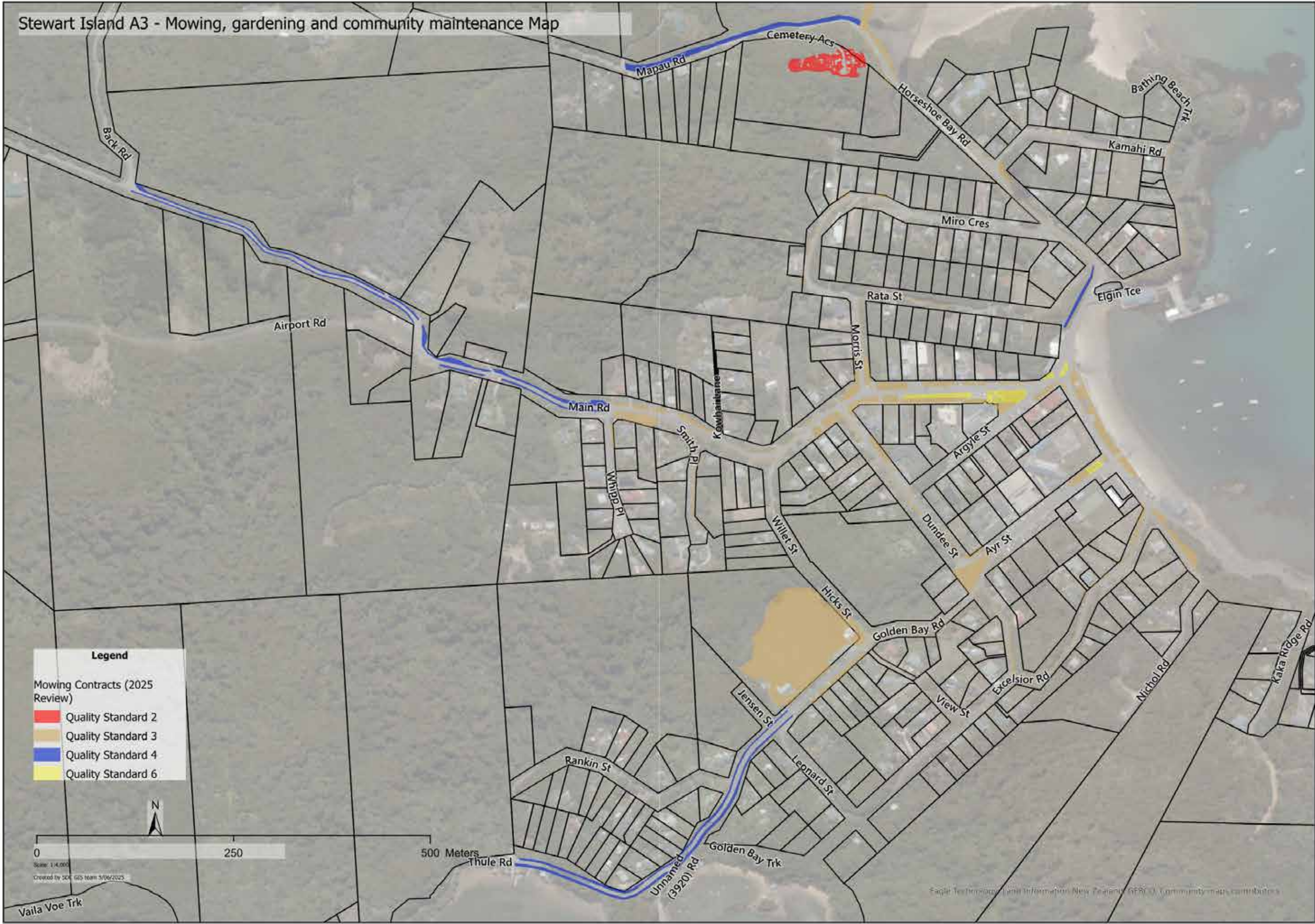
- 27 The assessment of significance needs to be carried out in accordance with Council's Significance and Engagement Policy. The Significance and Engagement Policy requires consideration of the impact on social, economic or cultural wellbeing of the region and consequences for people who are likely to be particularly affected or interested. Community views have been considered throughout this process thus the proposed decision is not considered significant.

Recommended option

- 28 The staff recommendation is option one.

Attachments

- A Contract Renewal Mowing Areas Stewart Island
- B Stewart Island Rakiura Community Board Area Analysis
- C Levels of Service for Contract Renewal 2025 - Stewart Island
- D Contract Renewal Timeline





Stewart Island Rakiura Community Board Area Analysis

CB	Town	Quality Standard	2025 Review (sqm)	Current (sqm)	Difference (Review - current) sqm	% of reduction or accretion
Stewart island	Stewart island	QS2	1847.00	8782.97	-6935.97	-79%
Stewart island	Stewart island	QS3	65696.88	62129.34	3567.54	6%
Stewart island	Stewart island	QS4	5299.08	1818.71	3480.37	191%
Stewart island	Stewart island	TOTAL	72842.96	72731.02	111.94	0.15%

Community Facilities Levels of Service		
Operations and Maintenance	Task	Quality Standard 2
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm
Maintenance Operations	Task	Quality Standard 3
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 50mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm
Maintenance Operations	Task	Quality Standard 4
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 80mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm
Maintenance Operations	Task	Quality Standard 6
All Categories	Vegetation Control	<ul style="list-style-type: none"> Gorse, broom noxious weed control

For mowing of road verges outside of the Oban township, grass is to be mown at one mower width. Reach mowing to be undertaken in October/November and again in February along main road, Elgin terrace and Horseshoe Bay road to Miro Crescent. Extra mows may be requested if required during the high growth season (Contractor to supply hourly/square metre rate). Areas in the township along paths, around bollards/furniture and the foreshore are to be sprayed.

Contract Timeline



SIESA PowerNet Monthly Report

Record no: R/25/6/26175

Author: Carolyn Davies, Executive assistant

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

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide for your information, PowerNet's monthly report for SIESA for March and April 2025.

Recommendation

That the Stewart Island/Rakiura Community Board:

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

Attachments

- A PowerNet monthly report - SIESA Contract 20-46 - March 2025
B PowerNet monthly report - SIESA Contract 20-46 - April 2025



Southland District Council – Contract 20/46
Provision of Power Supply to Stewart Island
Monthly Status Report – 23 Feb 25 to 22 Mar 25

DOCUMENT NO.	BG-CMR-SDC01-2503	VERSION NO.	1.0
DATE	7 Apr 2025		
SECURITY CLASS	PowerNet Employees Only and SDC		
REVIEW CATEGORY	0 Years - Record Only		

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Feb 25 to 22
Mar 25
Document No. BG-CMR-SDC01-2503, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

Approvals

APPROVED BY:	Eric Sng	7 Apr 2025
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Principal Engineer – Nick Hamlin nick@maxisprojects.co.nz	Field Manager – Ray King rking@powernet.co.nz
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Mar 25
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Security Classification
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1. Summary

24 Feb 2025 – Unit 4 AVR changes to see explore if undervoltage fault has been remedied. No issues so far.

3 Mar 2025 – Station was attended due to undervoltage at 8.15p.m.

4 Mar 2025 – Kidney strains work was undertaken.

9 Mar 2025 – Station was attended due to a coolant sensor alarm on Unit 5 at 2.30pm, which flagged to be low. On inspection, a slight coolant leak was found, and leaked was fixed. The alarm was cleared after.

10 Mar 2025 – Unit 3 was officially decommissioned, and work to prep area for new Generator was done. Unit 3 was out of the building on 11 Mar 2025.

12 Mar 2025 – It was noted that the peak consumption reached 395kW at 7p.m.. This is probably due to sudden cold weather. Average peak loading is normally at 360kW.

13 Mar 2025 – Peak loading reached 405kW at 8.15a.m.

13 Mar 2025 – New Unit 3 arrived at the power station and was installed in the building. Everything went according to plan.

22 Mar 2025 – There was an individual fault called for Kaka Ridge. Root cause was a blown service fuse. The fuse was changed and power was restored.

Generator Unit 3 is expected to be complete and ready for commissioning by end of April 2025. Focus for April 2025 is :

- Connection of generator to fuel tanks
- Commissioning of communication cables for the generator
- Commissioning of the cooling tower

1.1 Unplanned Outages – Feeder Level Only

Item	Action Taken

1.2 Planned Outages

Item	Action Taken
Kidney Strains	

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1.3 Unplanned Maintenance

Description	Total Cost
TOTAL	\$0

2. Connections

2.1 New Connections

Name	Address	Comments

2.2 Alterations / Changes to Supply Network

Name	Address	Comments

3. Meter Readings

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

Number of Meter Readings	Percentage Read
543	100%

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Supply to Stewart Island: Monthly Status Report – 23 Feb 25 to 22
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4. Generator Activity

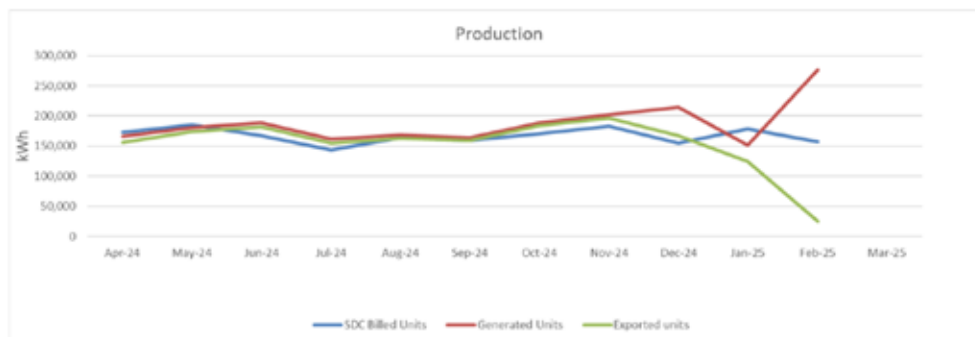


Figure 1 – Generator Load Demand kW hrs

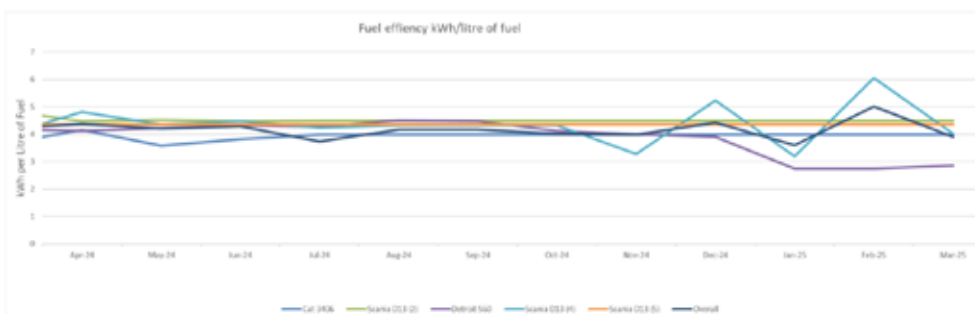


Figure 2 – Generator Efficiency

4.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	19,215	8	221	820	3-Apr-24
Unit 2	Scania D13	12,579	20	677	3,040	14-Aug-24
Unit 3	Detroit 60	24,605	72	3,040	8,701	5-Apr-24
Unit 4	Scania D13	12,303	217	5,325	21,392	17 Feb 2025
Unit 5	Scania D13	16,965	712	29,970	124,174	17 Feb 2025

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Supply to Stewart Island: Monthly Status Report – 23 Feb 25 to 22
Mar 25
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Security Classification
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5. Preventive Maintenance

Item	Description	Scheduled	Actual

6. Capital Works Progress Summary

Item	Progress & Challenges
AWP - T2 Temporary Replacement	Work orders created to get charged through every month now for transformer hire of TPCL.
AWP – Unit 3 Generator Replacement	Generator unit now inside building. Next focus is on getting the communication cables established.
AWP – Kidney Strain Replacement	Done
AWP – Distribution Transformer Refurbishment	
AWP – TX3 Repairs, Testing and Earthing	
AWP – TX33 Earth Upgrade – Install Only	Done
AWP – SIESA Smart Meter Purchases	Purchase is on-hold until further instructions.
AWP – Underground Red Tagged Pole @ 29 Miro Crescent	Work scheduled for 2 nd April 2025

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Feb 25 to 22
Mar 25
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7. Expenditure – Coming Month

Item	Description	Est. Cost
TOTAL		\$0.00

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Supply to Stewart Island: Monthly Status Report – 23 Feb 25 to 22
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8. Inspections, Results & Actions

Generation

Inspection		Result / Issue	Action

Distribution

Inspection	Result / Issue	Action

Other

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

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Supply to Stewart Island: Monthly Status Report – 23 Feb 25 to 22
Mar 25

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9. Contract Payments

Payment Date	Reference	Payment
19 Aug 2024	Management Fee – July 2024	\$62,350.49
20 Sep 2024	Management Fee – August 2024	\$62,350.49
18 Oct 2024	Management Fee – September 2024	\$62,350.49
20 Nov 2024	Management Fee – October 2024	\$62,350.49
20 Dec 2024	Management Fee – November 2024	\$62,350.49
20 Jan 2025	Management Fee – December 2024	\$62,350.49
20 Feb 2025	Management Fee – January 2024	\$62,350.49
20 Mar 2025	Management Fee – February 2025	\$62,350.49
TOTAL \$748,205.88 p/a		\$498,803.92

10. Training Records

Date	Name	Competency Training

11. Programme Update

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Southland District Council – Contract 20/46 Provision of Power Supply to Stewart
Island: Monthly Status Report – 23 Feb 25 to 22 Mar 25
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Appendix A – Health and Safety Report,

ef.	Item	Count	Comment
a)	Hazards/Risks Identified and Reviewed <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	Audits, inspections, safety observations <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	1	1 safety observation was completed in this time period
c)	Corrective / preventive actions <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	Plant/tool/safety equipment inspections <i>Evidence of plant, equipment, mobile plant, tools, safety equipment etc. inspected and/or maintained by a competent person. (Records attached in Appendix C)</i>	0	Nil
e)	Health and safety training <i>Information and evidence of any health and safety training conducted, including inductions, external training, scenario testing, drills etc. (Records attached in Appendix B)</i>	1	Johnny Rabbitt completed his NCC refresher on 14 March 2025.
f)	Occupational Health Monitoring or PPE Fit Testing <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	0	Nil
g)	H&S Meetings <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g., H&S Reps' meetings) etc.</i>	1	<p>Meeting held 20 March 2025</p> <ol style="list-style-type: none"> Speed Monitoring stickers for our PowerNet fleet vehicles have been approved and ordered through E-Roads. These will be displayed on all current fleet vehicles and new additions going forward. A sample of what these stickers will look like is provided below. A reminder you have until 31 March 2025 to use your Health and Wellbeing \$100 Subsidy for the 2024/2025 FY. Operations and HSE are completing work around anemometers for our EWP's. Our EWP's are currently rated for 12.5 metres/seconds of wind. Working with Analise to get our EWP's re-rated which should bring them up to 25 metres/seconds (95km). Anemometers, which are a wind speed meter reading device, will also be provided for all EWP's. <p>1. A reminder to always wear the appropriate glove for your work task. A recent finger injury identified our worker was not wearing proper cut rated gloves while working with a</p>

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Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island: Monthly Status Report – 23 Feb 25 to 22 Mar 25.
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ef.	Item	Count	Comment
			knife, causing a laceration that required medical attention. ALL gloves should be at minimum a cut rating of Level A3 or above.
h)	Safety Events <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	0	Nil
i)	Non-Notifiable Event - Details <i>Details on any non-Notifiable Event such as minor work-related injury, illnesses, incident or near miss)</i>	0	Nil
j) & k)	Investigation Communications <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	1	HS-SAL-25-004 - Pinched Sciatic Nerve - Safety Alert

Southland District Council – Contract 20/46 Provision of
Power Supply to Stewart Island: Monthly Status Report – 23
Feb 25 to 22 Mar 25
Document No. BG-CMR-SDC01-2503, Version No. 1.0

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Appendix B – Training Records

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

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

Southland District Council – Contract 20/46 Provision
of Power Supply to Stewart Island: Monthly Status
Report – 23 Feb 25 to 22 Mar 25
Document No. BG-CMR-SDC01-2503, Version No. 1.0

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Appendix C – Inspection and Maintenance Reports

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

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of Power Supply to Stewart Island; Monthly Status
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Appendix D – Investigation Communications to PowerNet Personnel

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

Safety Alert

Incident

Issued: 26/02/2025



HS-SAL-25-004

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

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

Pinched Sciatic Nerve

A team member sustained a pinched sciatic nerve while manually manoeuvring a concrete breast block into position. The task involved heavy lifting and awkward positioning, which led to the injury. This incident highlights the risks associated with manual handling of heavy materials.



What we all need to do:

1. **Use Mechanical Lifts:**
 - o All concrete breast blocks must be manoeuvred into position using mechanical lifting equipment (e.g., crane, hiab, or other suitable lifting devices). If this is not possible a two-person lift may be used provided a thorough risk assessment is completed.
2. **Supervisors – Communicate This Alert:**
 - o Supervisors are responsible for sharing this safety alert with their teams and ensuring everyone understands the requirement to use mechanical lifting equipment for breast blocks.
3. **Reporting:**
 - o Promptly report any discomfort or incidents related to lifting tasks.
 - o Report any issues with mechanical lifting equipment or situations where mechanical lifting may not seem practical.

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 & Training Manager

Review Category: 0 Years – Record Only

Safety Alert Doc No: HS-SAL-25-004 – V 1.0

SAL Version Date: 26 February 2025
Page 1 of 1

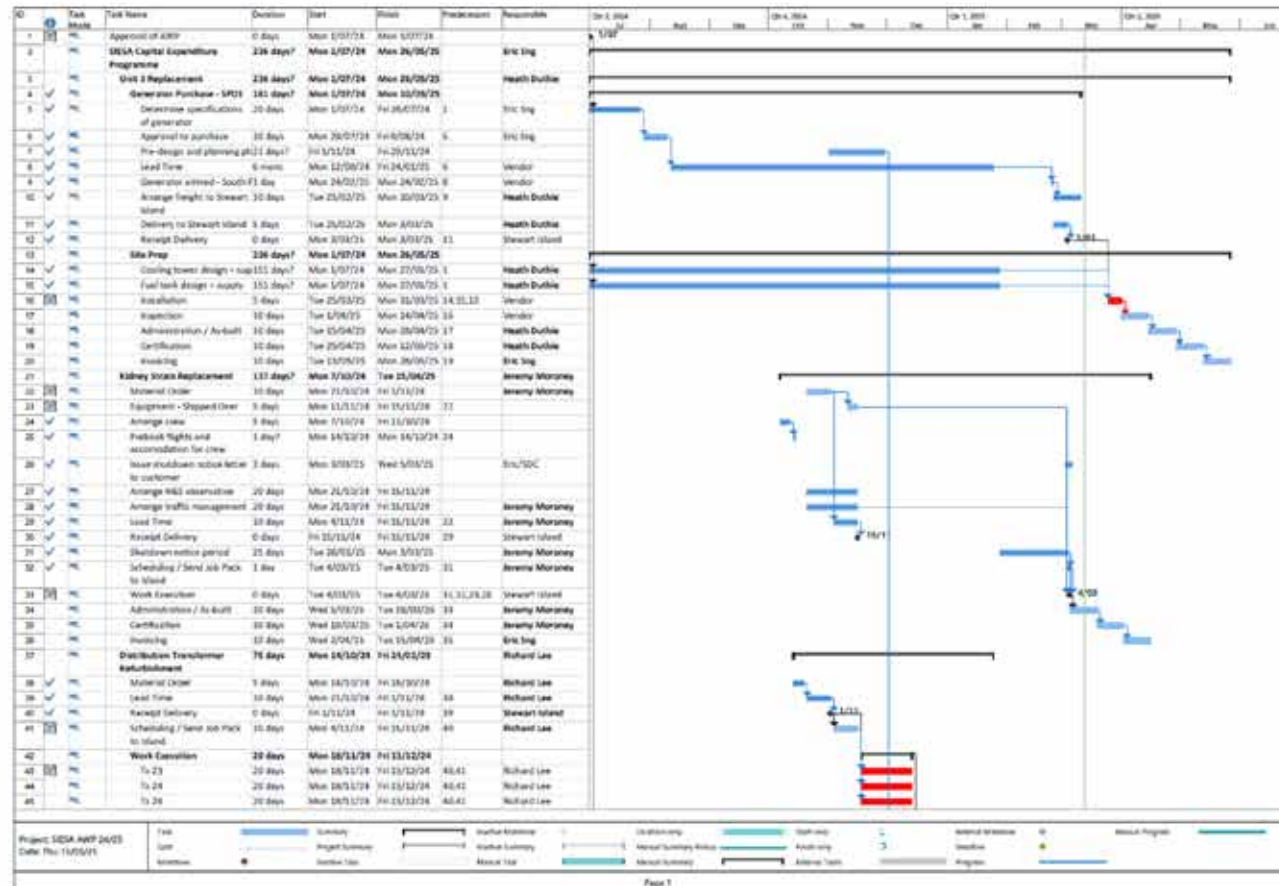
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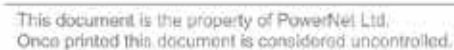
Appendix E – Annual Works Programme FY24/25 Schedule



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Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island

Monthly Status Report – 23 Mar 25 to 22 Apr 25

DOCUMENT NO.	BG-CMR-SDC01-2505	VERSION NO.	1.0
DATE	30 Apr 2025		
SECURITY CLASS	PowerNet Employees Only and SDC		
REVIEW CATEGORY	0 Years - Record Only		

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Mar 25 to 22
Apr 25
Document No. BG-CMR-SDC01-2505, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

Approvals

APPROVED BY:	Eric Sng	30 Apr 2025
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Principal Engineer – Nick Hamlin nick@maxisprojects.co.nz	Field Manager – Ray King rking@powernet.co.nz
Engineers Representative – Hartley Hare hartley.hare@southlanddc.govt.nz	

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Supply to Stewart Island: Monthly Status Report – 23 Mar 25 to 22
Apr 25
Document No. BG-CMR-SDC01-2505, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

1. Summary

23rd Mar 2025 – Pillar box was stuck by vehicle on Wohlers Road. Pump station was connected to the Pillar Box. Fortunately no outage was experienced. New pillar box was reinstated.

14th April 2025 – Unit 4 suffered catastrophic failure due to excitor windings damage. Island-wide outage for 30mins from 6.30pm to 7pm. Line patrol was required to ensure no faults were present.

17th April 2025 – Unit 4 has a low battery charge as it was not running. The communication system needs the battery to be fully charged and engine "operational". A battery charger was connected to the battery to ensure the battery was always fully charged.

18th April 2025 – Extremely high loading was experienced during the Good Friday and Easter period, with load at 395kW at 8a.m. in the morning. Peak period was averaging from 405 – 490kW. Maximum peak experienced for the day was 505kW. The demand was consistent throughout the Easter period.

3 callouts to the station during this period due to low diesel level in the day-tanks.

Unit 3 cooling tower commissioned during this period.

1.1 Unplanned Outages – Feeder Level Only

Item	Action Taken
Unit 4 – Catastrophic failure	Line patrol. Switch in Unit 1 and 2 and 5.

1.2 Planned Outages

Item	Action Taken

1.3 Unplanned Maintenance

Description	Total Cost
TOTAL	\$0

2. Connections

2.1 New Connections

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Security Classification
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Name	Address	Comments

2.2 Alterations / Changes to Supply Network

Name	Address	Comments

3. Meter Readings

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

Number of Meter Readings	Percentage Read
543	100%

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Mar 25 to 22
Apr 25

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Security Classification
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4. Generator Activity

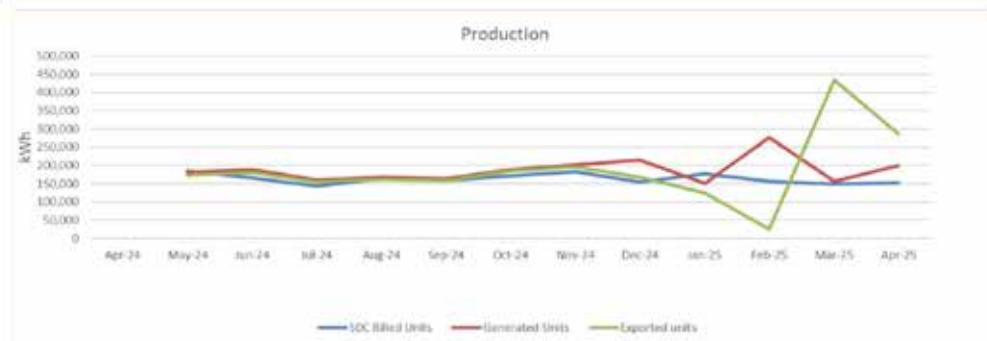


Figure 1 – Generator Load Demand kW hrs

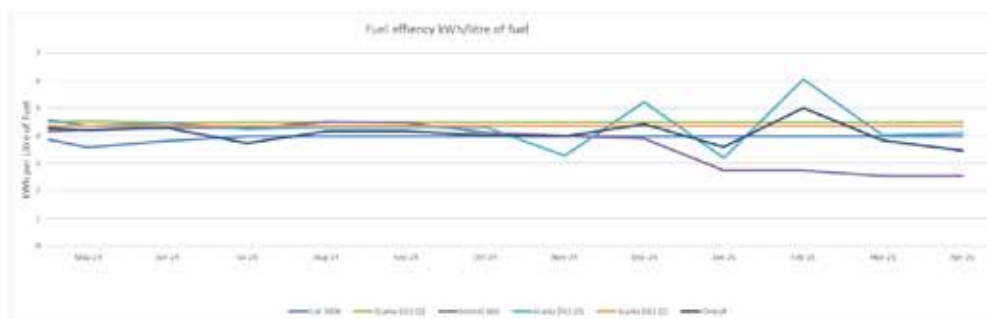


Figure 2 – Generator Efficiency

4.1 Generator Runtimes

Generator	Make/Model	Hrs	Hrs this Month	Fuel this Month	Kilowatt Hrs	Last Services
Unit 1	CAT 3406	19,363	148	4,802	17,470	3-Apr-24
Unit 2	Scania D13	12,591	12	473	2,124	14-Aug-24
Unit 3	Detroit 60	24,605	0	2,124	492	5-Apr-24
Unit 4	Scania D13	12,344	41	1,823	7,493	17 Feb 2025
Unit 5	Scania D13	17,580	615	38,220	171,990	17 Feb 2025

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Supply to Stewart Island: Monthly Status Report – 23 Mar 25 to 22
Apr 25
Document No. BG-CMR-SDC01-2505, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

5. Preventive Maintenance

Item	Description	Scheduled	Actual

6. Capital Works Progress Summary

Item	Progress & Challenges
AWP - T2 Temporary Replacement	Work orders created to get charged through every month now for transformer hire of TPCL.
AWP – Unit 3 Generator Replacement	Final stages of installation. Commissioning of Unit scheduled for 27 th May 2025
AWP – Kidney Strain Replacement	Done
AWP – Distribution Transformer Refurbishment	
AWP – TX3 Repairs, Testing and Earthing	
AWP – TX33 Earth Upgrade – Install Only	Done
AWP – SIESA Smart Meter Purchases	Purchase is on-hold until further instructions.
AWP – Underground Red Tagged Pole @ 29 Miro Crescent	Work scheduled for 2 nd April 2025

Southland District Council – Contract 20/46 Provision of Power
Supply to Stewart Island: Monthly Status Report – 23 Mar 25 to 22
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7. Expenditure – Coming Month

Item	Description	Est. Cost
TOTAL		\$0.00

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8. Inspections, Results & Actions

Generation

Inspection		Result / Issue	Action

Distribution

Inspection	Result / Issue	Action

Other

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

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Supply to Stewart Island: Monthly Status Report – 23 Mar 25 to 22
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Security Classification
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9. Contract Payments

Payment Date	Reference	Payment
19 Aug 2024	Management Fee – July 2024	\$62,350.49
20 Sep 2024	Management Fee – August 2024	\$62,350.49
18 Oct 2024	Management Fee – September 2024	\$62,350.49
20 Nov 2024	Management Fee – October 2024	\$62,350.49
20 Dec 2024	Management Fee – November 2024	\$62,350.49
20 Jan 2025	Management Fee – December 2024	\$62,350.49
20 Feb 2025	Management Fee – January 2024	\$62,350.49
20 Mar 2025	Management Fee – February 2025	\$62,350.49
30 April 2025	Management Fee – March 2025	\$62,350.49
TOTAL \$748,205.88 p/a		\$561,154.41

10. Training Records

Date	Name	Competency Training

11. Programme Update

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Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island: Monthly Status Report – 23 Mar 25 to 22 Apr 25
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Appendix A – Health and Safety Report,

Ref.	Item	Count	Comment
a)	Hazards/Risks Identified and Reviewed <i>Number of new hazards/ risks identified and those been reviewed.</i>	0	Nil
b)	Audits, inspections, safety observations <i>Number of audits, inspections, safety observations etc. conducted in past month and key findings.</i>	0	Nil
c)	Corrective / preventive actions <i>Information about health and safety-related correction or preventive actions assigned in past month, including those responsible for completion.</i>	0	Nil
d)	Plant/tool/safety equipment inspections <i>Evidence of plant, equipment, mobile plant, tools, safety equipment etc. inspected and/or maintained by a competent person. (Records attached in Appendix C)</i>	0	Nil
e)	Health and safety training <i>Information and evidence of any health and safety training conducted, including inductions, external training, scenario testing, drills etc. (Records attached in Appendix B)</i>	0	Nil
f)	Occupational Health Monitoring or PPE Fit Testing <i>Information about any occupational health monitoring or protective equipment fit tested by a competent person.</i>	0	Nil
g)	H&S Meetings <i>Information about health and safety meetings conducted, such as prestart talks, worker participation and engagement opportunities (e.g., H&S Reps' meetings) etc.</i>	0	Nil – no meeting held due to annual leave over Easter & ANZAC break
h)	Safety Events <i>Number of events (injuries, incidents, near misses) reported and key investigation findings - this includes a summary of any Notifiable Events reported.</i>	0	Nil
i)	Non-Notifiable Event - Details <i>Details on any non-Notifiable Event such as minor work-related injury, illnesses, incident or near miss)</i>	0	Nil
j) & k)	Investigation Communications <i>Evidence results of investigations and learnings communicated to PowerNet personnel. (Refer to Appendix D)</i>	3	HS-SAL-25-005 - Winter Conditions - Safety Alert HS-SAL-25-006 - Generator Connections - Issue Identified - Safety Alert HS-SAL-25-007- Network Temporary Earthing - Non-Visible Break - Safety Alert

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Appendix B – Training Records

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

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

Southland District Council – Contract 20/46 Provision
of Power Supply to Stewart Island: Monthly Status
Report – 23 Mar 25 to 22 Apr 25
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Appendix C – Inspection and Maintenance Reports

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

Southland District Council – Contract 20/46 Provision
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Report – 23 Mar 25 to 22 Apr 25
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Appendix D – Investigation Communications to PowerNet Personnel

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

Safety Alert

Environmental Conditions

ISSUED: 2/04/2025



HS-SAL-25-005

Contact for further info:
Brett Coradine – HSELT Manager
Email: Brett.Coradine@powernet.co.nz
Mobile: 027 300 8884

Security Class: PowerNet Employees Only

Winter Conditions

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



Potential hazards of winter driving and working include:

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

General precautions for winter conditions:

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

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

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

Approved by: Brett Coradine

Review Category: B Team – Record Only
SAL Version Date: 2 April 2025
Page 1 of 1

Safety Alert Doc No: HS-SAL-25-005 - V 1.0

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Document No. BG-CMR-SDC01-2505, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

Safety Alert

Incident

Issued: 3/04/2025



HS-SAL-25-006
Contact for further info:
Brett Coradine – HSE&T Manager
Email: bcoradine@powernet.co.nz
Mobile: 027 300 98 93

Security Class: PowerNet Employees Only

Incorrect Connection of Generator Cable - Issue Identified

During an inspection, a generator cable was found with its earth and neutral conductors connected via an Insulation Piercing Connector (IPC). This practice is unsafe and must not occur under any circumstances.



Key Safety Reminder:

In a MEN (Multiple Earthed Neutral) system:

- The earth conductor must never form part of the neutral circuit.
- Only dedicated neutral conductors should carry current under normal operating conditions.
- Earth conductors are strictly for safety and should not be used to carry return current.

Correct Practice for Generator Earth Connections:

- The earth conductor of a generator cable must always be connected to a verified earth system to ensure proper fault protection and compliance with electrical safety regulations.
- Where an earth connection is available, the generator's earth lead must be securely connected to the established earthing system.
- Where no earth is available at the point of connection, an appropriate earth stake or alternative earthing method must be used to provide a safe and effective earth.

What we all need to do:

1. All personnel working with generator connections must ensure compliance with electrical safety standards.
2. Supervisors should review installation practices and verify that all generator connections meet safety requirements.
3. If any incorrect connections are identified, they must be reported and rectified immediately.
4. Operations to review current operating procedures to make sure they align with this safety alert.

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

Review Category: 5 Years - Record Only
SAL Version Date 3 April 2025
Page 1 of 1

Safety Alert Doc No: HS-SAL-25-006 – V 1.0

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of Power Supply to Stewart Island; Monthly Status
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Document No. BG-CMR-SDC01-2505, Version No. 1.0

Security Classification
PowerNet Employees Only and SDC

Safety Alert

Incident

Issued: 10/04/2025



HS-SAL-25-007

Contact for further info:
Simon Fadden – Business Partner
East
Email: sfadden@powernet.co.nz
Mobile: 021 407 862

Security Class: PowerNet Employees Only

Network Temporary Earthing - Non-Visible Break

This alert serves as a critical reminder regarding the correct connection of Temporary Portable Earths (TPEs) to the integral earth of switch gear without a visible break.

SM-EI Rules States

EE 5.2111 (3.602) - Where isolation is provided by a disconnector or by switchgear not having a visible break, earthing should be applied to the integral earth of that disconnector or the switchgear.



What is the Purpose of Connecting TPEs to the Integrated Earth of Switchgear

1. TPE's offer personal protection against the effects of inadvertent livening.
2. Application of TPE's at an equipment's integral earth will have lower impedance and therefore promote higher fault current than TPEs applied with a single driven earth stake.
3. TPE's connected to an integrated earth minimises the duration of potential exposure to personnel because a higher fault current will ensure faster circuit protection to operate.

What we must all do

1. Where an isolation point includes a switch with a non-visible break, Issuer applied TPEs shall be applied at that equipment.
2. Connect TPEs to the established earth of the switching apparatus. This may involve removing cable insulation of the integrated earth at the connection point.
3. Where this may not be possible, notify system control and determine suitable alternatives, which may include:
 - a. An established network earth between switchgear and the working position,
 - b. a single driven earth rod,
4. Ensure the integrated earth is left in a safe state once all works are completed and reinstate cable covering as required.

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

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

Approved by: Brett Corbridge – GM HSE (Acting)

Review Category: 3 Years - Record Only

Version Date 14 April 2025

Safety Alert Doc No: HS-SAL-25-007 – V 1.0

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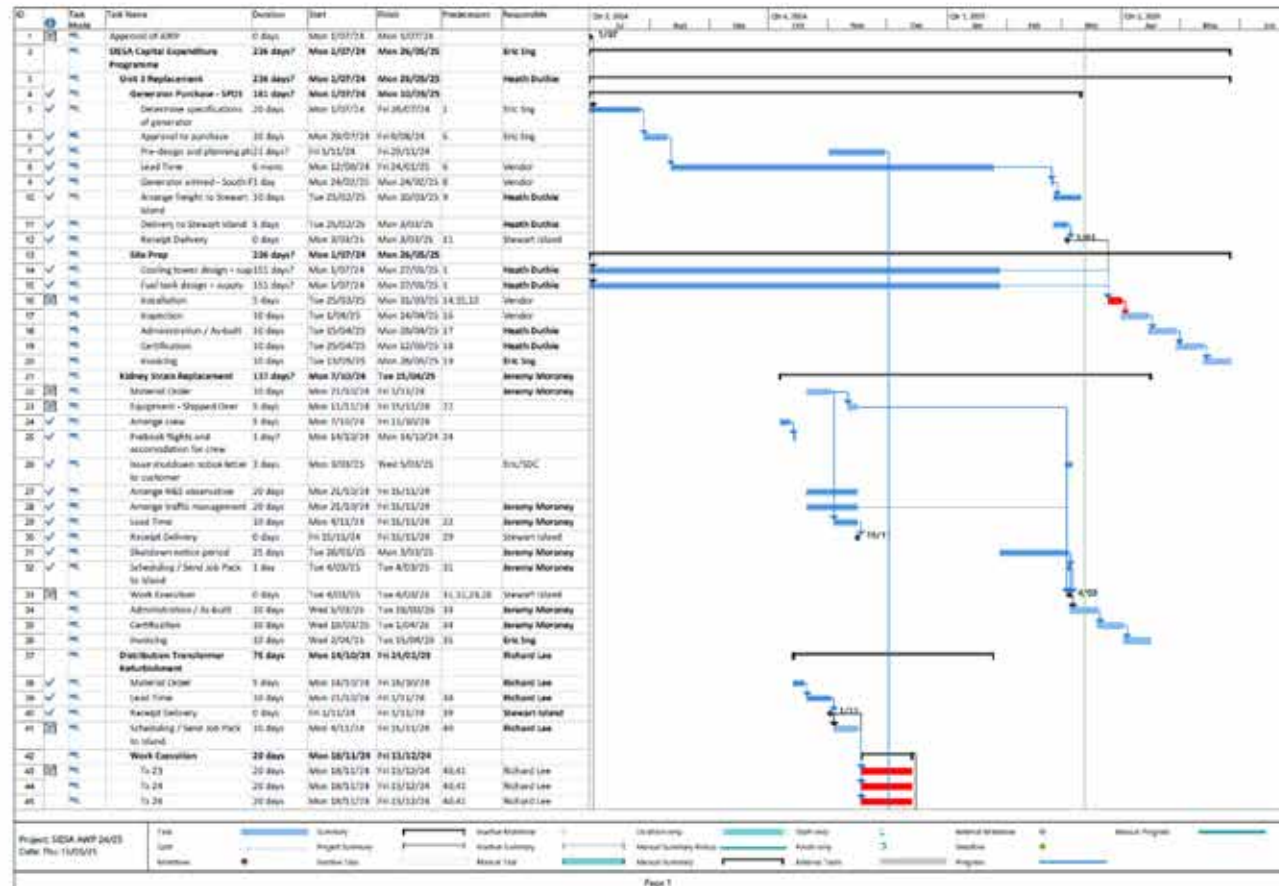
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Southland District Council – Contract 20/46 Provision of Power Supply to Stewart Island: Monthly Status Report – 23 Mar 25 to 22 Apr 25
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Security Classification
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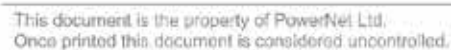
Appendix E – Annual Works Programme FY24/25 Schedule



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Security Classification
PowerNet Employees Only and SDC



Update on 2025 triennial election

Record no: R/25/5/23262

Author: Jayson Trent, Democracy Advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide an update and general information on the local government 2025 triennial election.

Executive summary

- 2 The triennial local government election will be held on Saturday 11 October 2025.
- 3 Candidate information sessions will be held on 15 July 2025, 6pm at the Otautau SDC Office, 176 Main Street and on 16 July 2025, 6pm at the Lumsden Memorial Hall, 8 Meadow Street.
- 4 Candidate packs that include nomination forms, the candidate handbook, pre-election report and electoral expense forms will be available at all Council area offices/libraries from 4 July 2025.
- 5 Election related documents and resources will be made available on the Council website at www.southlanddc.govt.nz/council/elections.
- 6 The Local Government Commission (LGC) released its determination of SDC's representation arrangements for the 2025 triennial elections on 29 January 2025. The LGC decided to instate the arrangements outlined in Council's final representation proposal. These representation arrangements will take effect at the commencement of the 2025-2028 triennium.
- 7 Elected members of the 2022-2025 triennium will cease to hold office on the day after the official results are declared by public notice. Those elected for the 2025-2028 triennium will take office on that day, but will not be able to act in their capacity as an elected member until they are sworn in.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "Update on 2025 triennial election".
- b) notes the following key dates in relation to the 2025 triennial election:
 - 4 July 2025 – nominations open
 - 15 July 2025 – candidate information session
 - 16 July 2025 – candidate information session
 - 1 August 2025 – nominations close at 12 noon
 - 9 to 22 September 2025 – delivery of voting documents
 - 11 October 2025 – election day (voting closes at 12 noon)
- c) notes the Local Government Commission determination for the Southland District, released on 29 January 2025, will apply from the commencement of the 2025-2028 triennium.
- d) notes that, the elected members of the 2022-2025 triennium will cease to hold office on the day after the day the official results of the 2025-2028 election are declared by public notice, unless they are re-elected

Background

- 8 On 2 August 2023, Council confirmed the first past the post electoral system for the 2025 triennial election and any associated by-election.

Update on the triennial elections 2025

Nominations

- 9 Nominations for all seats will open on Friday 4 July 2025 and close at 12 noon on Friday 1 August 2025.
- 10 Nominations can be sent by mail to 15 Forth Street, Invercargill 9810, email to elections@southlanddc.govt.nz, or delivered to a Council staff member by visiting any Council office or library.
- 11 To ensure timely processing of all candidate nominations, candidates are highly encouraged to submit their nominations and supporting documents as soon as possible.
- 12 If there are less candidates than seats available at the close of nominations, a by election will be triggered to fill the vacancies. If there are the same number of candidates as seats available, candidates will be elected unopposed.

Information for candidates

- 13 Candidate packs that include nomination forms, the candidate handbook, pre-election report and electoral expense forms will be available at all Council area offices/libraries and on the Council website from 4 July 2025.

- 14 The candidate handbook provides information for individuals considering standing in the 2025 election. It contains a comprehensive overview of all aspects of the election, including the seats available and the requirements to become a candidate.
- 15 The pre-election report is a document required under the Local Government Act 2002. The report is the responsibility of the chief executive and must be prepared independently of elected members. It focuses on issues that will need to be considered in the next triennium and provides information on the major projects Council expects to fund over the next three years.
- 16 All election resources will be made available at <https://www.southlanddc.govt.nz/council/elections/elections-2025/> and general information about Council elections, including past elections is available here <https://www.southlanddc.govt.nz/council/elections/>.

Election protocols for elected members

- 17 In the lead-up to local government elections, there are protocols elected members should be aware of to ensure fairness, impartiality, and compliance with legal requirements/restrictions. Election protocols for elected members were distributed in the weekly Kia for elected members on 9 May 2025
- 18 The key principles outlined in the election protocols for elected members to note are:
- council resources cannot be used for campaign purposes (this includes Council run social media accounts - these must remain politically neutral during the election period)
 - leading up to the election, elected members continue to have the right and responsibility to govern and to make decisions, but it is likely there will be an increased level of media and public scrutiny
 - elected members will still have access to the information they need to discharge their roles as incumbents and their Council contact information will still be publicly available. Information requests for electioneering purposes will be managed differently.

Representation arrangements/representation review

- 19 On 30 January 2025, the LGC issued its determination on the representation arrangements for the Southland District that will apply from the 2025 local government elections. The determination puts in place the arrangements adopted by Council as its final representation proposal. The new determination is available here [Southland District Council Determination 2025](#).
- 20 Representation arrangements from the 2025 local government election will be similar to those currently in place, with minor ward/community board boundary changes at Dunearn, Drummond, Taramoa, Otamika Valley and Nokomai Station. There are also corrections to some ward and community board names to include macrons, these are Ōraka, Ōreti and Waihōpai.

Information campaigns

- 21 People will be encouraged to ensure their enrolment details are up to date and an enrolment campaign will be conducted by the Electoral Commission supported by each Council. The number of electors in the Southland District is expected to be approximately 22,000.
- 22 Council's information campaigns will have three key phases including, 'enrolling/encouraging people to check their enrolment status', 'standing for election' and 'voting'. These will include information about Council, what it is like to be an elected member, how to enrol, how to stand, how to find out about candidates, why you should be a voter and how to vote. The campaigns will

aim to encourage participation by increasing public knowledge of the elections process for voters and candidates. Where appropriate, staff will work with staff from other councils in the region to provide election information.

- 23 The 'standing for election' phase will include election updates on the website, newspaper stories/ads, social media/Antenno posts, posters around townships, radio advertising and various media informational pieces.
- 24 The Southland District Council website will continue to receive updates on the 2025 triennial election as the election cycle progresses.

Electoral services and electoral officer

- 25 Electionz.com has been contracted by Council to provide electoral services for the 2025 triennial elections.
- 26 Anthony Morton, from Electionz.com, was appointed as Southland District Council's electoral officer on 23 November 2021 and he will continue to hold this position until either party give notice that they want to make a change. The electoral officer will carry out designated duties under the Local Electoral Act 2001, manage the election independently of the elected body and maintain the security of electoral records. The electoral officer will be supported by a deputy electoral officer who is a staff member. The deputy electoral officer for the 2025-2028 triennial election of Southland District Council is Robyn Rout, Governance Legal Manager.

Voting

- 27 The triennial elections will be held on Saturday 11 October 2025.
- 28 The election will be conducted by postal vote and voting documents will be delivered from Tuesday 9 September 2025 to Monday 22 September 2025. Voting closes at 12 noon on Saturday 11 October 2025.
- 29 In addition to Southland District Council election, the voting documents will also include elections for Environment Southland, Mātaura Licensing Trust and Gore and Districts Health Incorporated.

Remuneration

- 30 The remuneration of elected members is set by the Remuneration Authority in its annual determination.
- 31 Elected members are entitled to remuneration while they hold office.
- 32 In accordance with s 115(1) of the Local Electoral Act 2001, those elected for the 2025-2028 triennium will take office on the day after the official results are declared by public notice under s86, and their remuneration will start on this day.
- 33 In accordance with s 116(a) of the Local Electoral Act 2001, elected members of the 2022-2025 triennium will cease to hold office when members elected at the next election come into office, and their remuneration will end on this day.

Factors to consider

Legal and statutory requirements

- 34 The key legal requirements and protocols for local government elections are set out in the Local Electoral Act 2001, the Local Electoral Regulations 2001, and the Local Government Act 2002.

Attachments

There are no attachments for this report.

Community board reporting

Record no: R/25/5/24805

Author: Karen Purdue, Community partnership leader

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

☐ Decision

☐ Recommendation

☒ Information

Purpose

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

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "Community board reporting".

Attachments

- A Stewart Island Rakiura community leadership report - 12 June 2025
B Stewart Island Rakiura operational report - 12 June 2025



What's happening in your area

Community partnership fund

The next round of funding for the Stewart Island/Rakiura Community Partnership Fund will close on 31 October 2025.

Stewart Island Visitor Levy

Applications to the Stewart Island Visitor Levy fund closed on 31 March 2025. Seven applications were received. At the time of writing this report the Stewart Island Visitor Levy subcommittee were scheduled to meet 10 June 2025 to consider the applications.

Community Funding

Other funding opportunities

The following funding was granted for the March 2025 funding rounds:

Creative Communities Fund

Cathy Irons - Douce Ambiance: Riverton and Te Anau concerts	\$2000
Otautau Patchwork Group: Quilting workshop with Shirley Sparks	\$1,750
The CanInspire Charitable Trust: Beading workshops	\$1,100
Anna van Riel: Voice workshops	\$2,000
TDPI/ Central Western Archive: 100 years of rural women exhibition and workshops	\$2,126
Waimumu Te Tioua Art and Craft: Exhibition and workshop	\$4,700
Nathalie Sterkens: Kidsfest 2 day festival in Otautau	\$2,800
Te Hikoi: Artist challenge exhibition 2025	\$2,660

Te Anau Waitangi Charitable Trust:	
Te Anau Waitangi festival 2026	\$3,000
Toi Rakiura Arts Trust:	
Jackie Clarke show	\$1,000

The following Southland District Council funds close on 20 December 2025.

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

Applications can be made on the Southland District Council website via the SmartyGrants link:
<https://www.southlanddc.govt.nz/council/funding-and-grants/>

Council department updates

Governance

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

Pecuniary and other interests – the register of elected member pecuniary interests is now publicly available on Council's website.

2025 local government elections – election protocols were provided to all elected members via the Kia Korero on 9 May. These protocols are a good resource to help you navigate if you are going to be both a current elected member and an election candidate. The team are preparing for the local government elections nomination period. Information on this is provided in a separate report on this agenda.

Mileage claims – please remember to send these claims through promptly to Rachael Poole at rachael.poole@southlanddc.govt.nz.

Elected member payments – over the next month the governance team will be arranging the annual communication payment to elected members. This is a non-taxable allowance that recognises elected members are using their own device and services (eg internet connection) to communicate on community board matters. The Remuneration Authority's annual determination also comes out in June each year outlining any changes to elected member pay for the following year. Elected member pay will be altered accordingly from 1 July 2025.

Policy

Consultation on Council's draft Dog Control Policy 2025 and draft Dog Control Bylaw 2025

Consultation on the draft bylaw and policy, including the proposed changes, went live on 12 May 2025.

The public can obtain information about the consultation process and make submissions online at www.makeitstick.nz (this redirects to the SDC website landing page).

The proposed changes in the bylaw and policy include providing definitions of 'effective control' and 'public place'. There are some proposed changes to dog access levels in specific community board areas, which are reflected in revised maps.

All SDC-registered dog owners will receive either an email or letter informing them of the consultation period. We will also be promoting this consultation on Council's Facebook page and via Antenna notifications.

The timeline for the entire review process is included on the consultation page at www.makeitstick.nz.

Submissions

Anyone can make a submission by:

- completing the online submission form at www.makeitstick.nz
- emailing a submission to submissions@southlanddc.govt.nz
- delivering a submission to Southland District Council head office, 15 Forth Street, Invercargill, or any Southland District Council area office
- posting a submission to:

Southland District Council

PO Box 903

Invercargill 9840

ATTN: Draft Dog Control Bylaw and Policy 2025 Submissions

The consultation period runs for **two months**, and submissions close at **5pm on Friday 13 July 2025**.

Questions and feedback

If you receive any feedback or need assistance in answering any questions about the draft policy and bylaw, please contact Ana Bremer ana.bremer@southlanddc.govt.nz



Stewart Island/Rakiura Community Board

Tracker – ongoing

Ulva Island Jetty – further design work is being progressed and discussions with Environment Southland about resource consent

Golden Bay Masterplan – staff are meeting with Te Ao Mārama to discuss feedback on the plan

Review of waste activity – this will be included in the infrastructure meeting planned with community board at a later date

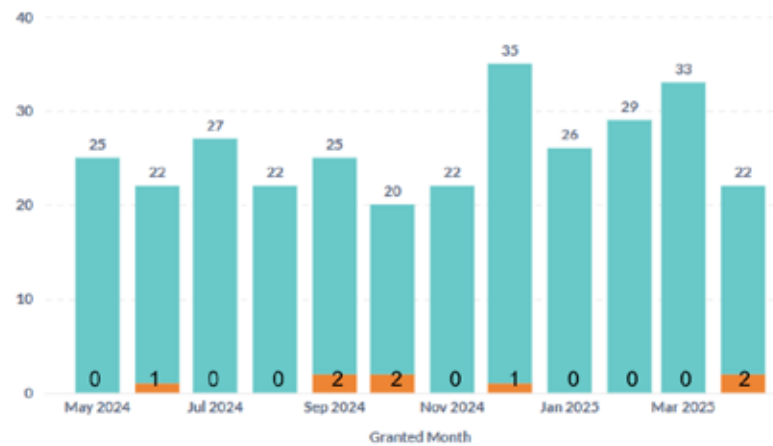
Upcoming priorities

Review of the diesel pricing for SIESA

Resource consents granted

RM applications granted for community board

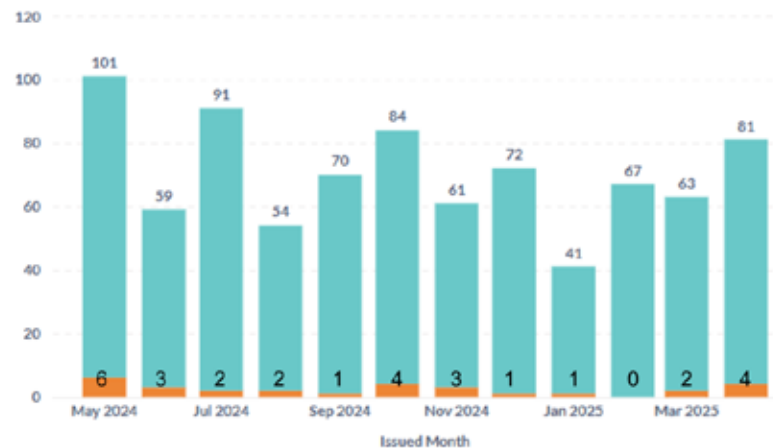
RestOfSDC BoardCount



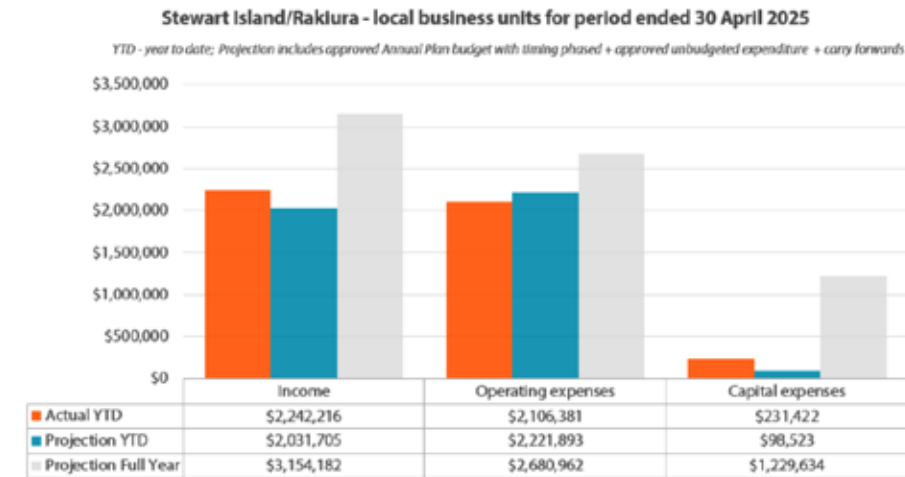
Building consents issued

Building Consents issued for community board

RestOfSDC BoardCount



Local Budget Information



Budget notes

Income is \$211k (10%) over projection. SIESA is over projection in operations by \$236k this is due to three main items over projection; electricity income (\$120k), interest received (\$67k) and connection fees (\$10k). Waste recovery is also over projection by \$29k as is kerbside by \$7k. This is offset by the timing of Stewart Island visitor levy funding for the Dundee Street footpath loan repayments (\$17k under projection) which is bought in as part of year end entries. Footpaths income is also under projection by a further \$4k due to projected footpath income from NZTA Waka Kotahi that will be received when the footpath maintenance is completed. Stewart Island jetties is \$13k under projection due to license fees with a small amount of invoicing yet to occur.

Operating expenses are \$116k (5%) under projection. This under projection largely relates to SIESA operations this is made up largely of fuel (\$70k) reflecting lower prices than budgeted, management fee that is running one month behind (\$35k) and network maintenance (\$16k). SIESA waste recovery is over projection on road freight (\$29k) and under projection on ordinary time (\$10k). Stewart Island jetties has an under spend in consultants of \$16k due to the timing of the budget. Footpaths are currently \$7k over projection however a credit is expected from the contractor.

Capital expenses are \$133k (135%) over projection. SIESA was \$115k over projection due to the phasing of the capital renewal budget. Footpaths were \$14k over projection due to the phasing of the Golden Bay walkway budget to later in the year. Parks and reserves is over projection by \$4k due to the purchase of a water tank for Moturau gardens that was budgeted in operating expenses.

Requests for service

Across the district there were 863 requests for service lodged during the period March and April 2025, of which 214 were related to three waters. 5 of the total requests belonged to this board area. A full breakdown of those requests is detailed below.

REQUEST TYPE	COUNT
Gravel road faults	2
Sealed road faults	1
Streetscape - vegetation	1
Water and waste general	1
TOTAL	5

Requests for service lodged



Service contracts updates

Water and wastewater services operation and maintenance

The 23/01 operations and maintenance contract is running well across the Stewart Island Community Board region. Water and wastewater services across the area have continued to operate with what would be considered a normal number of service requests being received by Council and Downer since the previous report.

Combined audits of all of Stewart Island's wastewater pump stations was recently completed. The purpose of these audits was to assess the condition of the wet well chambers in advance of capital works. Majority of the wells were in good condition.

Establishment of sludge beds at the wastewater ponds have halted until better weather.

Capital works to complete, the new pump shed at the ponds and connect in new disposal lines at Stewart Island in coming weeks.

Mowing

We are now seeing a slowdown in growth with the change in weather conditions now that we are in autumn. Grass maintenance is as per the agreed levels of service.

Gardens

The local gardener is continuing to maintain the gardens as weather permits and keeping the weed growth to a minimum.

Staff have been meeting with the community boards to review the levels of service for the mowing and gardening contracts as part of the renewal process currently being undertaken. It is intended to release the tenders to the market in September and community boards have been encouraged to let local operators know that the contracts are being renewed.

Foveaux Alliance

25/26 pre reseal repairs continue to be completed with additional crews and resources dispatched to the island.

All other routine activities continue to be completed.

Projects update

Activity	Name	Current Phase	Current Progress	Budget actual ytd
COMMUNITY FACILITIES	Walking track along Horseshoe Road to Butterfield Beach	Delivery phase	On track	\$94,230 \$0 P-10316
	Shoulder widening has been completed. Waiting on pricing to complete the remainder of track.			
WASTEWATER	Multi scheme - oxidation pond de sludge	Delivery phase	On track	\$900,000 \$515,557 P-10452
	Works started in January and the earthworks have progressed slower than anticipated with continued wet weather effecting progress. As a result, the contractor has pulled off site and will return to complete the earthworks in the spring to continue with the desludging.			
WASTEWATER	Stewart Island wastewater consent renewal	Delivery phase	On track	\$159,000 \$16,760 P-10474
	Council has not yet been granted the consent award for 25 years to 2050. We received the final conditions which we are reviewing and challenging some conditions before the finals are agreed.			

JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025
	13 Feb - Board meeting	Board workshop	10 April - Board meeting	Board workshop	12 June - Board meeting	Board workshop	14 Aug - Board meeting	Board workshop			TBC - Board meeting
				Stewart Island Visitor levy applications close 9 May	Stewart Island Visitor Levy subcommittee meeting - 10 June	1 July 2025 - Local Government Elections nomination period opens	1 August 2025 – Local Government Elections nomination period closes	Community service award nominations close 30 September 9 September 2025 – voting Local Government elections opens	Stewart Island Rakiura Community Partnership applications close 31 October		
		District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 31 March						District Initiative fund, Creative Communities Fund, Sport New Zealand Rural Travel fund applications close 30 September	11 October 2025 – Local Government Elections election day		Scholarships and bursary applications close 20 December

Councillor update

Record no: R/25/6/25574

Author: Rachael Poole, Committee advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

Purpose of report

- 1 This report is to provide the board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings from 2 April 2025 to 14 May 2025.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC youtube](#)
- 3 An overview of the reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor Spraggon to highlight particular matters or update the board on any other issues that have arisen around the Council table.

2 April 2025 – Council meeting

Report	Overview
Public participation	<p>Wendy Joy Baker addressed Council about a 2023/2024 dog report, Make it stick surveys, District plan, Code of Conduct for elected members, follow-up of complaints through texts (more compassion towards ratepayers), more appreciation of sports in community and more respect, upkeep of honorable war memorials all year around</p> <p>Dave Diack addressed the meeting in relation to the use of volcanic ash as a cement for footpaths in the Oreti ward and the District in general.</p> <p>Boyd Wilson addressed the meeting in relation to section 73 of the Building Act 2004.</p>
2024 Rule Speed Limits Rule - Required Speed Limit Amendments	<p>This report provided information on the speed limit changes required to be implemented by Council and set those new speed limits to comply with the Land Transport Rule: Setting of Speed Limits 2024.</p> <p>Fifteen locations were identified where speed limits around schools were required to transition to variable speed limits before 1 July 2025.</p> <p>This report was left on the table to be considered with NZTA present at a later meeting.</p>

Forecasted Financial Position for the year ending 30 June 2025	This report provided information on the expected year-end financial result compared to the Long Term Plan 2024/2025 and sought approval of the resulting forecasted position. The report also sought Council's approval for unbudgeted expenditure requests, and the deletion and deferral of a number of projects.
Financial Report for the period ended 28 February 2025	Council was provided with an overview of the draft financial results for the eight months to 28 February 2025 by Council's seven activity groups, as well as the financial position and the statement of cashflows as at 28 February 2025.
Adoption of statement of proposal for changes to fees and charges 2025/2026 for consultation	Council approved the statement of proposal outlining the proposed changes to fees and charges 2025/2026, which formed the basis of public consultation. Public consultation ran from 4 April 2025 to 3 May 2025. The final Schedule of Fees and Charges 2025/2026 will be adopted as part of the Annual Plan 2025/2026 in June 2025.
Unbudgeted expenditure request for a grant to Orepuki Community Promotions Charitable Trust - Historic railway water tower repair project brought forward	Council approved unbudgeted expenditure of up to \$28,927 to the Orepuki Community Promotions Charitable Trust, to be funded from the Hirstfield Reserve for the restoration work on the historical Orepuki railway water tower.
Public Notification of Plan Change 3	<p>Council gave approval for the public notification of Private Plan Change 3 requested by Blue Sky Meats (NZ) Limited to rezone land at 729 Woodlands Morton Mains Road, recognising an established industrial activity and providing appropriate precinct provisions for environmental management.</p> <p>Council noted that Blue Sky Meats had submitted a private plan change request to rezone their property from rural to industrial, with specific precinct provisions. The plan change has been accepted for processing under Clause 25 of Schedule 1 of the Resource Management Act 1991.</p>
16 April 2025 – Council Meeting	
Report	Overview
Progress Plan Change 2	Council reapproved the Southland District Council and Invercargill Subdivision, Land Use and Development Code of Practice 2023, approved the public notification of their decision that establishes that the Operative Southland District

	Plan is deemed to have been amended and revoked the Subdivision, Land Use and Development Bylaw 2012.
Management report April 2025	<p>Staff updated Council on what has been happening in the following operational areas:</p> <ul style="list-style-type: none"> • Consultation • Communications and engagement • Information services • Strategic planning and policy • Governance • Spatial planning
30 April 2025 – Council Meeting	
Report	Overview
Around the Mountains Cycle Trail Trust Update	Nicola Willis (Chair of the Trust) and Susan Mackenzie presented an update on the past 12 months of data for Around the Mountains Cycle Trail.
Mayor's report	Mayor Scott reported on the meetings and events that he has attending during February through to late April 2025. Anne Horrell, Chair of Tuatapere Te Waewae Community Board gave an update of activities that have been happening in her community board area.
Review of Dog Control Bylaw 2015 and Dog Control Policy 2015	Council approved the Draft Dog Control Policy 2025 and the Draft Dog Control Bylaw 2025 for consultation. Public consultation will take place from 12 May 2025 through to 13 July 2025.
Use of Hokonui Hall reserve	Council approved unbudgeted expenditure of \$8,340 to be funded from the Hokonui Hall reserve towards a sign recording the location of Hokonui and approved the transfer of the remaining balance of the Hokonui Hall reserve to the Browns Community Centre reserve.
Waikaia speed limit reduction proposal update and next steps	Council requested staff to revise the Waikaia speed limit reduction proposal to meet the new requirements of the Setting of Speed Limits Rule for consultation.
Waikaia speed limit reduction signs - Unbudgeted expenditure request	Council approved unbudgeted expenditure of up to \$10,000 plus GST for the supply and installation of new signage in anticipation of the speed limit being reduced at the intersections of Wellington Street, Riversdale-Waikaia Road and Piano Flat Road in Waikaia, to be funded by a 15 year loan to be repaid from the Ardlussa Community Board rate. It was noted that this expenditure will be dependent on the decision being received from the Director of Land Transport and that if

	the speed limit reduction is not approved, then the funding may not be required.
Winton CCTV camera project - unbudgeted expenditure request	Council approved unbudgeted expenditure of up to \$65,000 (excluding GST) from the Winton Property Sales Reserve to cover the costs of works, hardware and installation of up to six CCTV cameras and the necessary supporting systems within the Winton township.
2024 Rule Speed Limits Rule - Required Speed Limit Amendments - Report laid on the table from 2 April 2025 Meeting	Council reconsidered the speed limit changes required to be implemented by Council and set those new speed limits to comply with the Land Transport Rule: Setting of Speed Limits 2024. They agreed to change a number of permanent speed limits and to install updated signage between 1 May 2025 and 1 July 2025. Council also agreed for Mayor Scott to write to the Minister of Transport to express Councils frustration on having to agree to a rule that is not fit for purpose and is an extra expense to Council.
14 May 2025 –Council Meeting	
Report	Overview
Changes to fees and charges 2025/2026 - submissions and hearings	Council received all the written submissions received on the changes to fees and charges and noted that there was one submitter, Federated Farmers who requested to speak to Council on their submission. Due to sickness on the day of the meeting, Federated Farmers were unable to attend and apologised for their non-attendance.
14 May 2025 – Finance and Assurance Committee Meeting	
Report	Overview
Finance and Assurance Committee workplan for the year ended 30 June 2025.	The Committee received the report and noted the addition of three new reports being the Procurement policy review, FMIS project timetable and the Back Together Build project update. The Insurance Policy review report was moved from the May meeting to the 11 June 2025 meeting.
Interim performance report – period two – 1 July 2024 to 28 February 2025.	The Committee received the report and asked staff for more information on two of the results and thanked staff for what they have been able to achieve to date. They also gave credit to the staff who spoke on the day for their knowledge of their areas and where the results were not met they were able to give detailed reasons why and what the next steps are.
FMIS project timeline update.	Staff updated the Committee on the proposed timeline with the major phases as follows: <ul style="list-style-type: none"> Discovery and Planning, now to June 2025

	<ul style="list-style-type: none"> • Design and Foundation, July – Dec 2025 • Build and Configure, July 2025 – January 2025 • Test and Train, February – June 2026 • Operational Onboarding, March – June 2026, • Go-Live on 1 July 2026, and stabilisation and hyper care ongoing after this.
Annual report 2024/2025 timetable.	<p>The Committee received the report showing the key dates for the annual report 2024/2025.</p> <ul style="list-style-type: none"> • 27 August 2025 draft annual report presented to Council • 25 August to 19 September 2025 audit of annual report • 29 September final draft of the annual report • 8 October 2025 adoption of annual report.
Draft procurement and Contract Management Policy	<p>The committee considered and gave feedback on the draft Procurement and Contract Management policy and have asked staff to incorporate their feedback into a revised draft document.</p>
B2B project update	<p>The committee received the back together build update and noted that four working groups are now confirmed, one of which – the Communications and Engagement Group - is already underway and has provided the project name B2B. The PSG has endorsed the communications strategy and engagement principles recommended by the Group.</p> <p>Key risks currently identified include budget pressures, structural challenges, procurement complexity, and stakeholder expectations.</p>

Recommendation

That the Stewart Island/Rakiura Community Board:

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

Attachments

There are no attachments for this report.

Chairperson's report

Record no: R/25/5/23736

Author: Fiona Dunlop, Committee advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

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

- Energy
- Ulva Island wharf
- Ulva Island wharf school visits
- Golden Bay walkway track
- Predator Free Rakiura
- Recycling and green waste review
- Emergency Management plan/Traill Park lease agreements
- Dog enforcement
- Speed bump removal
- Stewart Island News/community updates
- Mowing contract review.

Recommendation

That the Stewart Island/Rakiura Community Board:

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

Attachments

There are no attachments for this report.

Next meeting

Record no: R/25/5/23630
Author: Fiona Dunlop, Committee advisor
Approved by: Rachael Poole, Committee advisor

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 For the Board to confirm that their next meeting is at 9.45am on Thursday 14 August 2025 to be held in The Pavilion, Ayr Street, Oban, Stewart Island/Rakiura.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) receives the report titled "Next meeting".
- b) confirms that the next meeting of the Board is at 9.45am on Thursday 14 August 2025 to be held in The Pavilion, Ayr Street, Oban, Stewart Island/Rakiura.

Attachments

There are no attachments for this report.