Notice is hereby given that a meeting of the Services and Assets Committee will be held on:

Date:	**Tuesday, 1 February 2022**
Time:	**9am**
Venue:	**Virtual meeting via Zoom**

Services and Assets Committee Agenda
OPEN

MEMBERSHIP

Chairperson	Ebel Kremer
	Mayor Gary Tong
Councillors	Don Byars
	John Douglas
	Paul Duffy
	Bruce Ford
	Darren Frazer
	George Harpur
	Julie Keast
	Christine Menzies
	Karyn Owen
	Margie Ruddenklau
	Rob Scott

IN ATTENDANCE

Group manager programme delivery	Nick Hamlin
Committee advisor	Fiona Dunlop

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Online: Southland District Council YouTube

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

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

Health and safety – emergency procedures

Toilets – The toilets are located outside of the chamber, directly down the hall on the right.

Evacuation – Should there be an evacuation for any reason please exit down the stairwell to the assembly point, which is the entrance to the carpark on Spey Street. Please do not use the lift.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate down the stairwell without using the lift, meeting again in the carpark on Spey Street.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings are being 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.

Covid QR code – Please remember to scan the Covid Tracer QR code.

Terms of Reference – Services and Assets Committee

TYPE OF COMMITTEE	Council standing committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002. Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	The Services and Assets Committee is a committee of the whole Council. The mayor and all the councillors will be members of the Services and Assets Committee.
FREQUENCY OF MEETINGS	Six weekly or as required
QUORUM	Not less than seven members.
SCOPE OF ACTIVITIES	The Services and Assets Committee is responsible for ensuring that Council delivers its infrastructural asset based services in an effective and efficient manner that meets the needs of its communities and protects the investment that Council has in these assets. The committee is responsible for overseeing the following Council activities: • transport • property management including community facilities, acquisitions and disposals (including land dealings) • forestry • water supply, wastewater and stormwater • solid waste management • flood protection • waste management • Te Anau airport • Stewart Island Electrical Supply Authority • Stewart Island Jetties and Riverton Harbour • water supply schemes.
DELEGATIONS	The Services and Assets Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers: **Power to Act** **The committee has the delegated authority to:** a) assess and provide advice to Council on the strategic issues relating to the delivery of infrastructural asset services b) reviewing and recommending to Council strategies on how it should go about managing the delivery of the infrastructural asset services that it provides

	c) monitor the condition and performance capability of the infrastructural assets owned by Council so as to ensure that it protects its investment in these assets in accordance with accepted professional standards d) monitor the delivery of capital works projects and the implementation of the capital works programme e) monitor the delivery of operations and maintenance contracts f) approve and/or assign all contracts for work, services or supplies where those contracts relate to work within approved estimates. Where the value of the work, services, supplies or business case or the value over the term of the contract is estimated to exceed $2 million a prior review and recommendation of the business case by the Finance and Assurance Committee is required. The business case shall include as a minimum; risk assessment, a procurement plan and financial costings. If there is a different recommendation from the Finance and Assurance Committee the matter will be referred to Council for a decision g) monitor the return on all Council's investments including forestry h) monitor and track Council contracts and compliance with contractual specifications. **Power to Recommend** The Services and Assets Committee is responsible for considering and making recommendations to Council regarding: a) policies relating to the scope of activities of the Services and Assets Committee b) changes to Council's adopted levels of service c) the dividend from the forestry business unit
FINANCIAL DELEGATIONS	Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction. **Contract Acceptance:** • accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within the scope of activities relating to the work of the Services and Assets committee • accept or decline any contract for the disposal of goods, plant or other assets other than property or land. **Budget Reallocation**. Committee is authorised to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be: • funded by way of savings on existing budget items • within the jurisdiction of the committee • consistent with the Revenue and Financing Policy.

LIMITS TO DELEGATIONS	Matters that must be processed by way of recommendation to Council include: • amendment to fees and charges relating to all activities • powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual. Delegated authority is within the financial limits in section 9 of this manual.
STAKEHOLDER RELATIONSHIPS	This committee shall maintain relationships including, but not limited to the following organisations: • Community Boards • Regional Land Transport Committee • WasteNet • FENZ (Fire and Emergency New Zealand) The committee will also hear and receive updates to Council from these organisations, as required.
CONTACT WITH MEDIA	The committee chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest. Committee members do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations. The group manager services and assets will manage the formal communications between the committee and the people of the Southland District and for the committee in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.

TABLE OF CONTENTS

ITEM		PAGE
PROCEDURAL		
1	Apologies	9
2	Leave of absence	9
3	Conflict of interest	9
4	Public forum	9
5	Extraordinary/urgent items	9
6	Confirmation of minutes	9
REPORTS		
7.1	Downer Water and Wastewater Maintenance Contract 10/01 - monthly report for November 2021	15
7.2	Road operations - November 2021	21
7.3	Services and Assets Programme Report	33
7.4	Health and Safety Update	43
PUBLIC EXCLUDED		
Procedural motion to exclude the public		47
C8.1	Southland Road Revenue and Expenditure Report	Error! Bookmark not defined.

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

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

4 Public forum

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

5 Extraordinary/urgent items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the chairperson must advise:

(i) the reason why the item was not on the agenda, and

(ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

(a) that item may be discussed at that meeting if-

(i) that item is a minor matter relating to the general business of the local authority; and

(ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

6 Confirmation of minutes

6.1 Meeting minutes of Services and Assets Committee, 23 November 2021

Services and Assets Committee

OPEN MINUTES

Minutes of a meeting of Services and Assets Committee held in the Council Chamber, Level 2, 20 Don Street, Invercargill on Tuesday, 23 November 2021 at 9.01am (9.01am – 10.43am (PE 10.04am – 10.43am)

PRESENT

Chairperson	Ebel Kremer
	Mayor Gary Tong (9.01am – 9.49am, 9.50am – 10.43am)
Councillors	Don Byars
	John Douglas
	Paul Duffy
	Bruce Ford
	Darren Frazer
	George Harpur
	Julie Keast
	Christine Menzies
	Karyn Owen
	Margie Ruddenklau
	Rob Scott

IN ATTENDANCE

Group manager programme delivery	Nick Hamlin
Committee advisor	Fiona Dunlop

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Public forum

There was no public forum.

5 Extraordinary/urgent items

There were no extraordinary/urgent items.

6 Confirmation of minutes

Resolution

Moved Chairperson Kremer, seconded Cr Frazer **and resolved:**

That the Services and Assets Committee confirm the minutes of the meeting held on 5 October 2021 as a true and correct record of that meeting.

Reports

7.1 Downer Water and Wastewater Maintenance Contract 10/01 - monthly report for September 2021

Record No: R/21/10/57742

Manager contracts – water and waste – Bill Witham was in attendance for this item.

Mr Witham advised the purpose of the report is to update the committee on the progress of the Downer contract 10/01 for delivery of water and wastewater services to council for the Southland District.

Resolution

Moved Chairperson Kremer, seconded Cr Harpur **and resolved:**

That the Services and Assets Committee:

a) receives the report titled "Downer Water and Wastewater Maintenance Contract 10/01 - monthly report for September 2021" dated 17 November 2021.

7.2 Road operations - September and October 2021

Record No: R/21/9/53534

Roading engineer – Rob Hayes and Strategic manager transport – Hartley Hare and were in attendance for this item.

Mr Hayes advised the purpose of this report is to update the committee on the progress of the major roading contracts and provide the necessary context to the 2020/2021 budget.

Resolution

Moved Cr Menzies, seconded Cr Douglas **and resolved:**

That the Services and Assets Committee:

a) receives the report titled "Road operations - September and October 2021" dated 17 November 2021.

7.3 Services and Assets Programme Report

Record No: R/21/10/56405

Project delivery manager – Brendan Gray and Senior projects manager – Geoff Gray were in attendance for this item.

(During discussion on the report Mayor Tong left the meeting at 9.49am and returned at 9.50am.)

Resolution

Moved Chairperson Kremer, seconded Cr Keast **and resolved:**

That the Services and Assets Committee:

a) Receives the report titled "Services and Assets Programme Report" dated 17 November 2021.

7.4 Health and Safety Update

Record No: R/21/10/58285

Health, Safety & Wellbeing Advisor – Teri Black was in attendance for this item.

Mrs Black advised that the purpose of the report was to provide an update on health and safety related events and activity over the last quarter.

Resolution

Moved Chairperson Kremer, seconded Cr Keast **and resolved:**

That the Services and Assets Committee:

a) Receives the report titled "Health and Safety Update" dated 17 November 2021.

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.

Public excluded

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

Resolution

Moved Chairperson Kremer, seconded Cr Byars **and resolved:**

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

C8.1 Recyclables Services Update

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
Recyclables Services 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.

The public were excluded at 10.04am.

(Councillor Byars left the meeting at 10.04am and returned at 10.06am.)

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 10.43am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE SERVICES AND ASSETS COMMITTEE HELD ON TUESDAY 23 NOVEMBER 2021.

DATE:.....

CHAIRPERSON:.....

Downer Water and Wastewater Maintenance Contract 10/01 - monthly report for November 2021

Record No: R/22/1/1077
Author: Bill Witham, Manager contracts - water and waste
Approved by: Matt Russell, Group manager infrastructure and environmental services

☐ Decision ☐ Recommendation ☒ Information

Background

1 Downer was awarded Contract 10/01 for delivery of water and wastewater services to Council for the Southland District. The contract was awarded in 2010 for a maximum period of 12 years. However, in mid-2021 given the lack of clarity associated with the three-waters reform and associated timing, a decision was made to extend the contract by an additional 12-months. The current contract expires in mid-2023.

Purpose

2 The purpose of this report is to update the committee on the progress of this contract.

Summary

3 KPI scoring was 90% for November 2021 which is 10% lower than last month.

Compliance (Drinking-water)

4 All drinking water compliance testing was completed and carried out as per New Zealand Drinking-water Standards. All samples were absent of Escherichia Coli, thus meeting the required bacteriological standards. Protozoa compliance was high for the individual determinants including filtration and ultra violet disinfection performance. Overall compliance for each scheme is assessed at the end of the year.

Compliance (Environmental)

5 There was one isolated non-compliant waste water test during November. This showed elevated e.coli at Ohai. New (more sophisticated) treatment processes are currently under design for this scheme.

Operations and Maintenance

6 126 service request calls were received for November 2021 including 85 water, 32 rural water, 6 general and 3 sewer.

Minor Capital Projects

7 The 21/22 programme is well underway with 11 out of 16 of the projects started.

Financial

8 There were no outstanding variations.

Customer Service

9 There were 126 service requests received and none recorded as resolution time exceeded.

Health and Safety

There were no safety incidents in November 2021.

Quality Assurance

10 Other than the Ohai waste water test non-compliance identified above, there were no further non-conformance/opportunity for improvement reports issued and no instances of rework or product failure during the month.

Recommendation

That the Services and Assets Committee:

a) receives the report titled "Downer Water and Wastewater Maintenance Contract 10/01 - monthly report for November 2021" dated 21 January 2022.

Attachments

A Downer Monthly Report November 2021 ⇩

SOUTHLAND DISTRICT COUNCIL—WATER AND WASTEWATER MAINTENANCE CONTRACT
120/15/10/01
MONTHLY SUMMARY REPORT - NOVEMBER 2021

KPI LEVELS OF SERVICE

CATEGORY	NO.	KEY PERFORMANCE INDICATOR	TARGET	NOV 2021	COMPLIANT Y,N or N/A
HEALTH & SAFETY	1^	LTI - The number of Lost Time Injuries (LTI's) over 12 month period	0.00035% lost time of total hours worked to date	0	Y
	2^	MTI - The number of Medical Time Injuries (MTI's) over 12 month period	</= 2 per year	0	Y
	3^	SI - The number of Safety Incidents (SI) (ie Near Miss, Hazard Identification, LTI, SI, MTI), investigation results and lessons learnt	</= 5 per month	0	Y
	4^	TRIFR - Total Recordable Injury Frequency rate (includes LTI, MTI & SI)	</= 3	0	Y
	5^	EI - The number of Environmental Incidents (EI) (ie Near Miss, pollution events, infringements) investigation results and lessons learnt	</= 5 per year	0	Y
TREATMENT OPERATIONS	6#	Water Quality Compliance - The percentage of sampled water non-compliance compared to the regulatory requirements	100%	100%	Y
	7#	Drinking Water Quality - The number of drinking water complaints. To be measured monthly.	</= 5 per year	0	Y
	8#	Boil Water Alerts to Public - Excludes Eastern Bush	0 per year	0	Y
	9#	Plant Discharge Compliance - The number of wastewater discharge tests not complying within regulatory guidelines.	100%	99.25%	N
	10#	Percentage samples taken in accordance with the Resource Consent requirements **(Dispensation to be requested if required).**	100%	100%	Y
	11^ #	Percentage of Requests for Service responded to within required timeframes.	Not less than 90%	100%	Y
WASTEWATER	12^ #	Overflow Containment/Response	95% contained within SLA	0	Y
	13 #	Overflows Incidence - The number of repeat overflows on a customer service/property.	</= 5 per year	0	Y
WATER NETWORK	14 #	Pressure Complaints (urban supplies) - The number of pressure complaints below minimal supply requirements reported monthly	</= 2 per month	5	N
	15^ #	Number of non-notified shutdowns across all urban water systems.	</= 20 per year	0	Y
	16^ #	Shutdown Notifications (no longer than six hours)	95% contained within SLA	0	Y
PEOPLE / HR	17*	Staff Turnover - Rate of staff turnover specifically relating to Treatment Plant Operators.	</= 80%	100%	Y
	18	Contractor Overtime - Monthly measure of the contractor overtime levels.	Average hours worked less than 55 hours per week	45.85	Y
	19	Absenteeism - Absenteeism rate.	Operational capacity greater than 80%	87	Y

Performance Evaluation		
	A Total number of Y's	17
	B Total number of N's	2
	A + B	19
	OPR = 100 X (A/(A+B) %	90%

JUL 21	AUG 21	SEP 21	OCT 21	NOV 21	DEC 21	JAN 22	FEB 22	MAR 22	APR 22	MAY 22	JUN 22
100%	100%	95%	100%	90%							

HEALTH & SAFETY INDICATORS

Description	Employees		Sub-Contractor	
	Current Month	Year to Date	Current Month	Year to Date
Number of Lost Time Injuries	0	0	0	0
Number of Days lost due to LTI's	0	0	0	0
Number of Medical Treatment Injuries	0	0	0	0
Number of Safety Incidents	0	0	0	0
Number of Near misses	0	0	0	0
Total Recordable Injury Frequency Rate				
Number of Property/Plant Damages	0	0	0	0
Number of hours Worked	3,741.89	17,338.96	216.75	1,169.25
LTI Incidence Rate (1 million Hrs.)	0.0	0.0	0.0	0.0

MONTHLY SUMMARY

- This month we have had two substantial mains bursts on the Lumsden rising main, which has seen the town have no water on one occasion, for most of the day. Investigations into the failures have highlighted the need to replace some of this infrastructure and work has already started looking at the best replacement route to be taken.
- Annual servicing of all the effluent wet wells has been completed which involves cleaning out all debris using a sucker truck. There are about 60 wet wells on the SDC network and completing this work reduces blockages and the chance of sewer overflows.

SOUTHLAND DISTRICT COUNCIL—WATER AND WASTEWATER MAINTENANCE CONTRACT
120/15/10/01
MONTHLY SUMMARY REPORT - NOVEMBER 2021

REQUESTS FOR SERVICE

Month	Number of Service Requests Received	Number of Service Requests responded to within time
NOVEMBER 2021	126	126

TREATED WATER

Month	Complaints regarding water quality	Cumulative Total : Quality	Complaints water quantity, pressure	Cumulative Total: Quantity, pressure	Non-Notified Shut Downs	Service Requests Responded to in time	% Response
NOV 2021	6	8	5	30	0	85	100

RURAL WATER

Month	RWS Low Water Pressure	Cumulative Total: Pressure	No Water Supply	Cumulative Total: Supply	Service Requests responded to in time	% Response
NOV 2021	3	6	11	23	32	100

WASTEWATER

Month	System Failures & over-flows	Service Requests	Service Requests responded to in time	% Response
NOV 2021	0	3	3	100

FINANCIAL

MINOR CAPEX WORK	TOTAL CLAIMED
Minor Capital Work	$ 204,922.03
Project Work	$ 71,265.94
TOTAL	$ 276,187.97

CLAIM SUMMARY YEAR TO DATE	TOTAL CLAIMED
SDC O&M Lump Sum YTD	$ 1,309,852.50
SDC O&M Capital & Project Works YTD	$ 1,394,225.75
TOTAL	$ 2,704,078.25

STAFFING / TRAINING

Contract staff levels are currently seventeen permanent employees. This is made up of five management, administration and QA staff and twelve field staff.

There is no training scheduled for the busy summer months.

UPCOMING WORK / RISKS

UPCOMING WORK

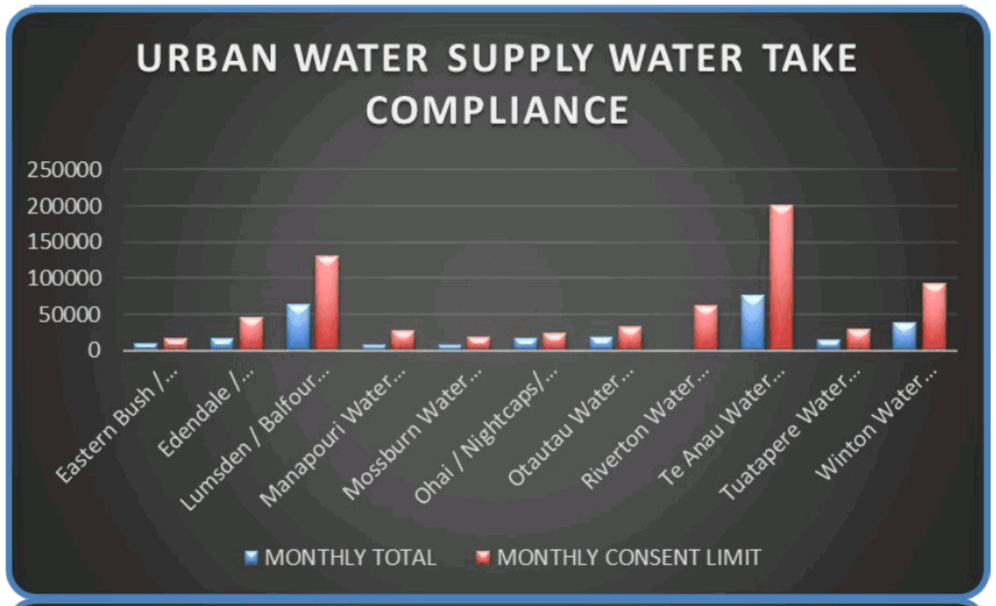
- Cleaning out of all septic tanks at Gorge Road is planned for completion by early December.
- Commissioning of the Te Anau WWTP and the distribution fields at the Kepler block has started with an anticipated project handover to the operational team by Christmas. This is subject to suitable training on all of the systems to be operated and any commissioning issues resolved.

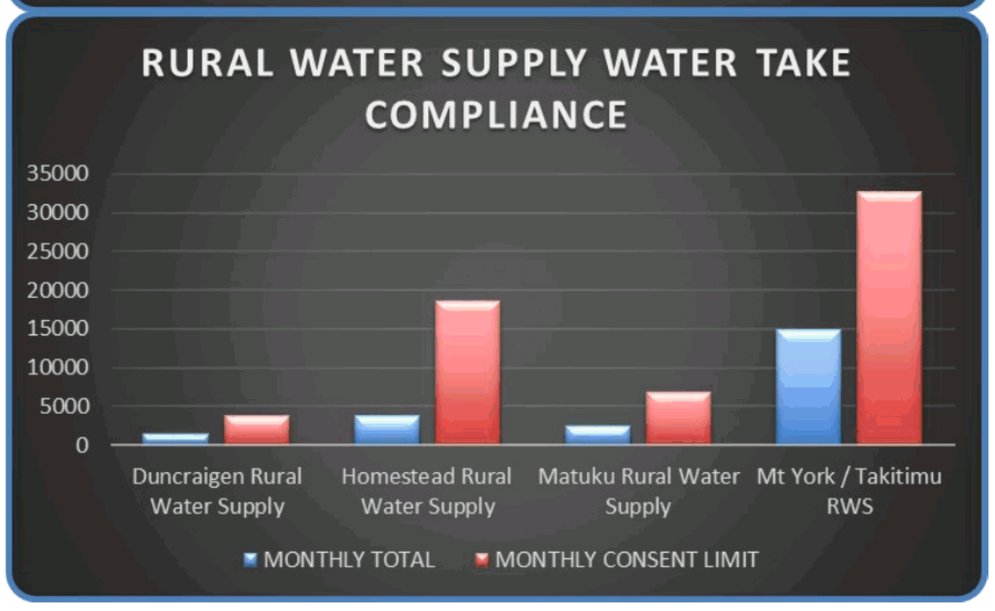
RISKS

- With the continuation of UFB installation, fibre strikes continue to be an issue. They:
  - Damage the network, some of which has been newly installed.
  - Cause sewer blockages and water disruptions to consumers.
  - Cause long term issues as some of the fibre strikes do not show up for some time, which have financial implications.
  - Add extra work to contractors trying to complete daily O&M on the network.

SOUTHLAND DISTRICT COUNCIL—WATER AND WASTEWATER MAINTENANCE CONTRACT
120/15/10/01
MONTHLY SUMMARY REPORT - NOVEMBER 2021

WATER TAKE COMPLIANCE





WASTEWATER RESOURCE CONSENT DETERMINAND

WASTEWATER SCHEME	Tests
Balfour	
Browns	36
Edendale / Wyndham	
Gorge Road	
Lumsden	
Manapouri	
Nightcaps	
Oban	
Ohai	63
Otautau	35
Riversdale	
Riverton – Rocks	
Riverton – Townside	
Te Anau	
Tokanui	
Tuatapere	
Winton	
Total Tests Completed for Month	
Total No. Compliant Tests for Month	
% Compliance for Month	**99.25%**
NON COMPLIANCE	
One non compliant test during November being Ohai Discharge Faecal Coliform concentration, due to high flow.	

DRINKING WATER COMPLIANCE

WATER SCHEME	Tests
Eastern Bush	14
Edendale Wyndham	31
Lumsden Balfour	25
Manapouri	14
Mossburn	14
Ohai Nightcaps	22
Otautau	28
Orawia	10
Riverton	20
Te Anau	28
Tuatapere	28
Winton	28
Total Tests Completed for Month	**262**
Total No. Compliant Tests for Month	**262**
% Compliance for Month	**100%**
NON COMPLIANCE	
There were no non-compliant tests during November.	

Road operations - November 2021

Record No: R/21/11/62462
Author: Rob Hayes, Roading engineer
Approved by: Matt Russell, Group manager infrastructure and environmental services

☐ Decision ☐ Recommendation ☒ Information

Purpose

1 The purpose of this report is to update the committee on the progress of major roading contracts and provide the necessary context to the 2021/2022 budgets.

Executive summary

2 The dust suppression subsidy project has generated a large number of applications. Transport staff are assessing each application on a site-by-site basis and we are hoping to complete the evaluation process during January.

3 Maintenance spend across the three contracts totalled $6.0 million to the end of November.

4 Slip repair work being undertaken on Bay Road, Riverton, is nearly complete. Planting and footpath reinstatement is programmed for completion early in the new year.

5 Customer satisfaction: 85 requests for service (RFS) were received across the three Alliance contracts in November, compared with 136 in 2020, a decrease of 38%.

6 In relation to health and safety for the Alliance contracts, 25 contractor safety audits were completed during November with 22 near misses reported.

7 Activity performance:

- Metalling: 35,900m^3 (65%) had been placed by the end of November of a total 2021/2022 budget of 55,100m^3
- Grading: 5,900km (45%) has been graded by the end of November of a total 2021/2022 budget of 13,200km for the year.

Pavement rehabilitations

8 All five 2021/2022 pavement rehabilitation packages have been awarded.

9 Transport has completed the safety improvement design of Two Chain and Riversdale Waikaia Roads intersection to tender during January.

Resurfacing

10 The 2021/2022 resurfacing programme, which consists of 870,000m^2, commenced during October. 320,000m^2 had been sealed at the end of November.

Pavement marking

11 Downer has programmed a full network re-mark for the 2021/2022 season. The programme was 20% completed at the end of November.

Bridges

12 The transport team has awarded the six-bridge design and build package, shared between two contactors. Concrete Structures Ltd has been awarded four bridges: Dipton Mossburn Road No 4, Dipton Flat Road, Caird and McBride Roads (Otapiri Gorge). Fulton Hogan has been awarded two: McDonald Road 4 (Dipton) and Grey Road (Titiroa).

Recommendation

That the Services and Assets Committee:

a) receives the report titled "Road operations - November 2021" dated 21 January 2022.

Attachments

A Waimea November 2021 ⇩
B Central November 2021 ⇩
C Foveaux November 2021 ⇩
D Fulton Hogan H&S report ⇩
E SouthRoads H&S report ⇩

Waimea Alliance - Summary Report November 2021

CUSTOMER AND COMMUNITY GOVERNANCE

Requests for Services	Nov-21	YTD
General Requests for Road Service (RFS's)	12	98
Road Service Requests completed on time	9	85
Road Service Requests completed on time %	75%	87%

HEALTH AND SAFETY

	Nov-21	YTD
Lost Time Incident (pass/fail >1)	-	-
Medical Treatment Intervention (pass/fail >1)	-	-
Near Hits Reported (pass/fail <5)	8	31
Site Safety & Traffic Management Audits completed (pass/fail <5)	7	36
Site Safety & Traffic Management non-compliances (pass/fail >1)	-	-

PERFORMANCE SCORECARD

KEY RESULT AREA	WEIGHTING	SCORE
Financial - YTD	10%	7.5%
Customer and Community Governance	10%	8%
Health & Safety	20%	20%
Alliance Effectiveness & Efficiency	40%	40%
Pre-Reseal Repairs (75% 1st Oct, 90% 15th Nov, 100% 1st Dec).	10%	10%
Metalling Achievement	10%	10%
Grading Achievement	10%	10%
Rework (pass/fail 1)	10%	10%
Network Condition ** To be confirmed	20%	20%
Overall Score	**100%**	**95%**

IDENTIFIED RISK & STRATEGY UPDATE

Risk 1 - ***Slips***

Currently we have three slips sites all in the Tuatapere Ward. WSP are undertaking assessments to determine possible solutions

Risk 2 - ***Culverts 600mm>***

Culvert Inspections on 600mm and above is highlighting issues in the network. More money for drainage has been put in the 21-31 LTP.

Risk 3 - ***Suction Sweeper Waste (Contaminated)***

Looking at alternative solutions to the current setup at the Winton Wastewater Treatment plant post advice we cannot utilise this facility.

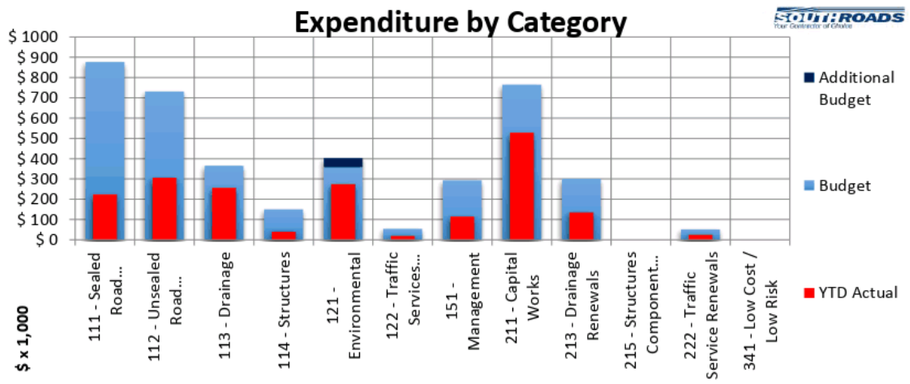
Following the trend from last month, high pressure featured for much of the month and split two outbreaks of rain: twelve consecutive days with measurable rainfalls (11th - 22nd) when a broad low-pressure area moved slowly over New Zealand, then another much shorter period when another quite shallow low brought rain to much of the country late in the month. Rainfall was only a little less than average, welcome after a fairly dry October. Even so, there were twelve days with no rain at all and another eleven with less than 2.0mm recorded.

Work completed for the month consisted of premix work late in the month. The Stabilising crew also completed the last of the Pre Reseal Repairs. This enabled us to release all site to SDC and WSP. And the 22/23 Pre Reseal Program is now out and marking and quantifying has been done. A quick summary of these repairs is below.

Vegetation control continued with the last of the noxious across the network completed. TVC Spraying in all towns has also been completed and the sealing road shoulder spraying is about to begin. Also started this month was the first round of shoulder mowing with the first round to be completed by Christmas.

The drainage crew worked between Lillburn Valley Road and Ohai Clifden Highway wrapping a few jobs up. They are completing a slip for the Central Contract early in December before going back to finish off the Lillburn Valley Area hopefully prior to Xmas.

A quick summary of PPR as per above are, Service Cover Adjustments - 61, Water Channel Cleaning - 8,306m, Stabilising - 1,186m², Depression work - 58.76, Edge Break - 1,593m.



ALLIANCE EFFECTIVENESS & EFFICIENCY

Sealed Network Achievement of Programme - 2022/23 Pre-Reseal Repairs

Activity	22/23 Repairs	Nov-21	YTD	Remaining	% Completed
Depressions (m2)	58	-	-	58	0%
Edge Breaks (m)	1,593	-	-	1,593	0%
WWC (m)	8,306	-	-	8,306	0%
Stabilising (m2)	1,324	-	-	1,324	0%
Sites	134	-	26	108	19%
Kilometres	40	-	5	36	11%

Unsealed Network Achievement of Programme

Activity	Budget	Nov-21	YTD	Remaining	% Completed
Metalling (m3)	19,500	86	16,672	2,828	85%
Grading (KM)	4,620	474	2,000	2,620	43%

Structures - Maintenance - (Total Programme)

Activity	Quantity	Nov-21	YTD	Remaining	% Completed
Painting	295	-	2	293	1%
600mm > Culvert Inspections	822	-	-	751	9%

FINANCIAL COMMENTARY

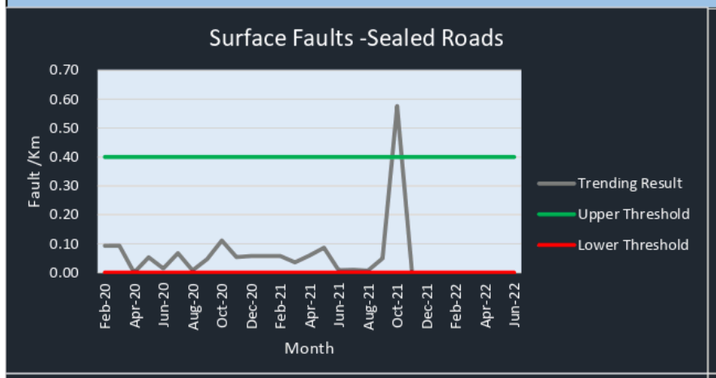
While we are $206K ahead of YTD Budget this is predominantly related to Metalling where we are ahead of budget by $111K.

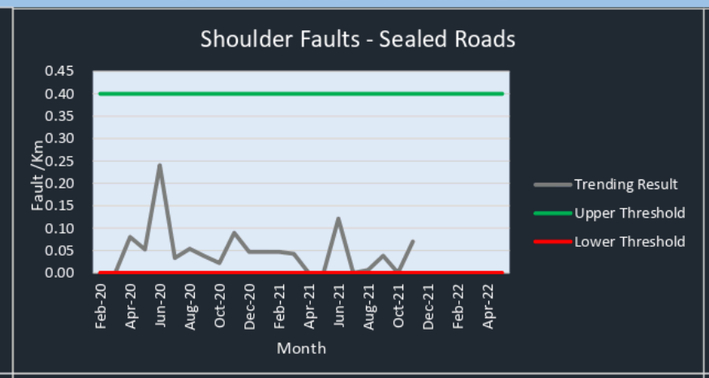
Waimea alliance

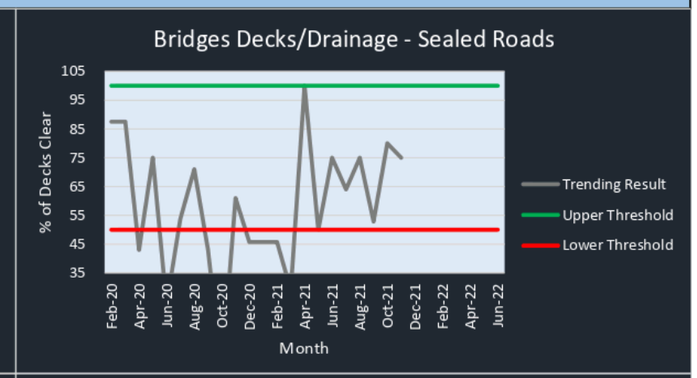
FINANCIAL SUMMARY - Roading

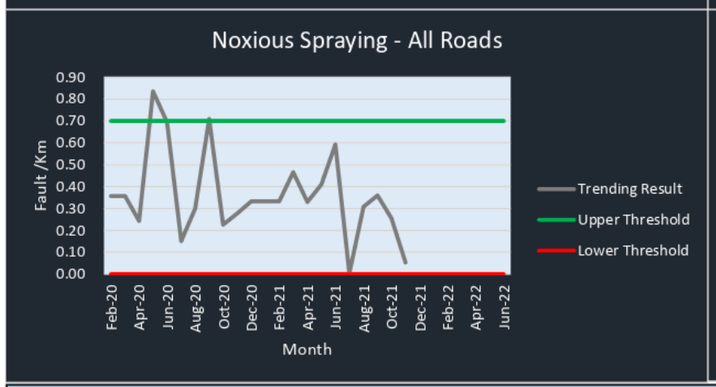
	Annual Amoun	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Original Total Cost Estimate	$ 3,943,107	$ 301,171	$ 332,155	$ 378,694	$ 235,554	$ 534,962	$ 223,277	$ 223,592	$ 381,933	$ 425,321	$ 371,435	$ 305,757	$ 229,256
Actual Claim		$ 345,893	$ 369,710	$ 461,711	$ 368,450	$ 442,543	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Year to Date Budget	$ 1,782,536	$ 301,171	$ 633,326	$ 1,012,020	$ 1,247,574	$ 1,782,536	$ 2,005,813	$ 2,229,405	$ 2,611,338	$ 3,036,659	$ 3,408,094	$ 3,713,851	$ 3,943,107
Actual Claim YTD	$ 1,988,307	$ 345,893	$ 715,603	$ 1,177,314	$ 1,545,764	$ 1,988,307	$ 1,988,307	$ 1,988,307	$ 1,988,307	$ 1,988,307	$ 1,988,307	$ 1,988,307	$ 1,988,307
Variance YTD	-$ 205,771	Additional Funds Provided		$ 44,722									

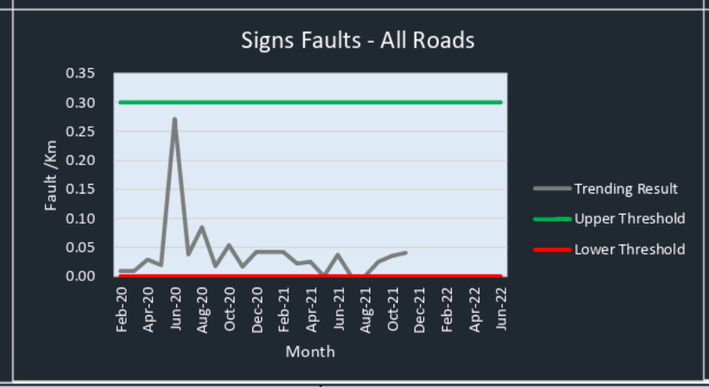
CONDITION PERFORMANCE

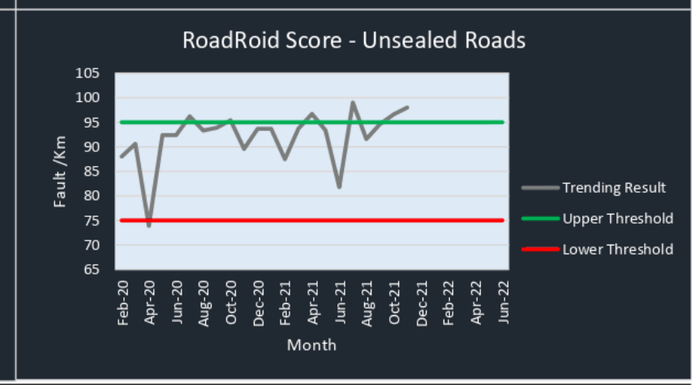








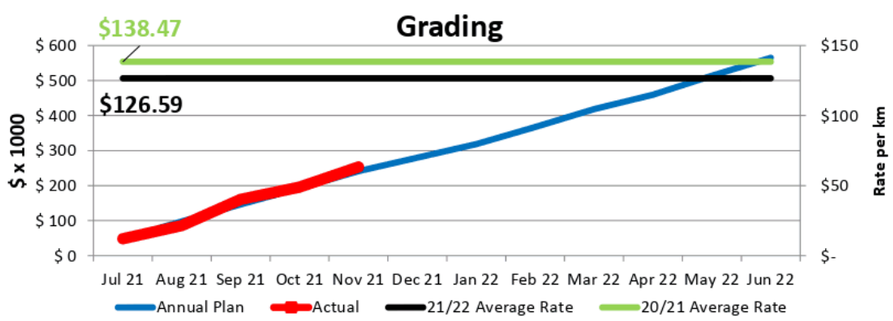


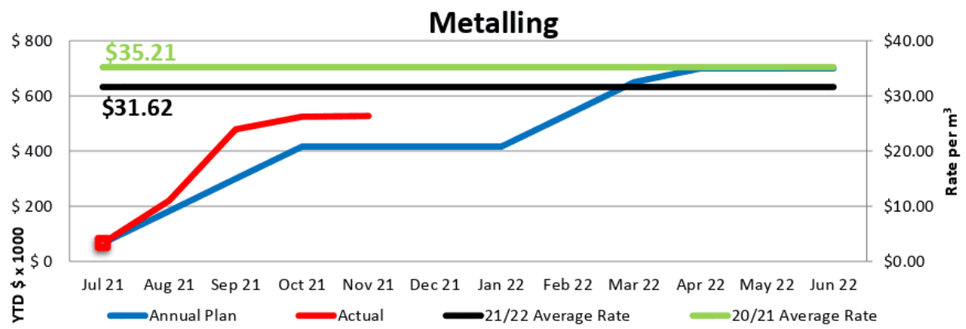


CONDITION PERFORMANCE - COMMENTARY

FACILITES/ATMCT COMMENTARY

Currently there are no major issues outstanding for Facilities. For the ATMCT we completed WSP Bridge inspection repairs and flood repairs.





Central Alliance - Summary Report November 2021

CUSTOMER AND COMMUNITY GOVERNANCE

Requests for Services	Nov-21	YTD
General Requests for Road Service (RFS's)	41	342
Road Service Requests completed on time	39	318
Road Service Requests completed on time %	95%	93%

HEALTH AND SAFETY

	Nov-21	YTD
Lost Time Incident (pass/fail >1)	-	-
Medical Treatment Intervention (pass/fail >1)	-	-
Near Hits Reported (pass/fail <5)	10	57
Site Safety & Traffic Management Audits completed (pass/fail <5)	11	43
Site Safety & Traffic Management non-compliances (pass/fail >1)	-	-

PERFORMANCE SCORECARD

KEY RESULT AREA	WEIGHTING	SCORE
Financial - YTD	10%	7.5%
Customer and Community Governance	10%	10%
Health & Safety	20%	20%
Alliance Effectiveness & Efficency	40%	40%
Pre-Reseal Repairs (75% 1st Oct, 90% 15th Nov, 100% 1st Dec).	10%	10%
Metalling Acheivement	10%	10%
Grading Acheivement	10%	10%
Rework (pass/fail 1)	10%	10%
Network Condition ** To be confirmed	20%	20%
Overall Score	**100%**	**97%**

IDENTIFIED RISK & STRATEGY UPDATE

Suction Sweeper Waste (Contaminated)

Looking at alternative solutions to the current setup at the Winton Wastewater Treatment plant post advice we cannot utilise this facility in the near future.

Culverts, large number of failures

2021/2022 has seen a number of culvert failures, while currently we can absorb these costs if additional culverts fail significant pressure would be put on our programme.

Following the trend from last month, high pressure featured for much of the month and split two outbreaks of rain: twelve consecutive days with measurable rainfalls (11th - 22nd) when a broad low-pressure area moved slowly over New Zealand, then another much shorter period when another quite shallow low brought rain to much of the country late in the month. Rainfall was only a little less than average, welcome after a fairly dry October. Even so, there were twelve days with no rain at all and another eleven with less than 2.0mm recorded.

The Stabi Crew have completed the Pre-Reseal repairs for 2021-2022 and have continued completing non pre-reseal Stabalisations.

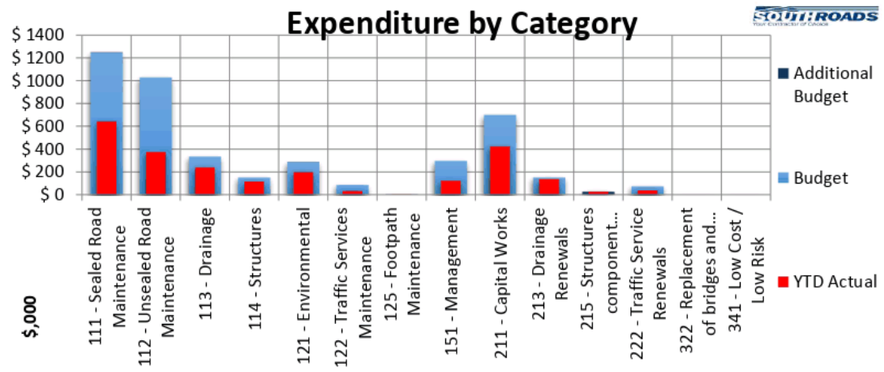
The OGEM crew have also been busy on Central with all sites completed for the 2021-2022 reseals.

The noxious has also been sprayed as well as our roadside sealed with unsealed due for completion in the next week.

We currently have the Waimea digger crew completing the Bay Road Slip remediation works.

For the remainder of the crews it has been business as usual, the RFS's have dropped which is a result of more settled weather. All of the 2021-2022 reseal sites were released prior to the 1st December we have however had a stabi patch fail this has been repaired and is now due for sealing.

A summary of the 2022/2023 pre-reseal repairs, Service Cover Adjustments - 13, Water Channel Clearing - 4,098m, Stabilising - 5,688m2, Depression Work - 2,640m3, Edge Break - 1,593m.



ALLIANCE EFFECTIVENESS & EFFICIENCY

Sealed Network Acheivement of Programme - 2022/23 Pre-Reseal Repairs

Activity	22/23 Repairs	Nov-21	YTD	Remaining	% Completed
Depressions (m2)	2,640	-	-	2,640	0%
Edge Breaks (m)	3,703	-	-	3,703	0%
WCC (m)	4,098	-	-	4,098	0%
Stabilising (m2)	5,688	-	-	5,688	0%
Sites	112	40	40	72	36%
Kilometres	54	10	10	44	18%

Unsealed Network Acheivement of Programme

Activity	Budget	Nov-21	YTD	Remaining	% Completed
Metalling (m3)	18,100	2,182	10,978	7,122	61%
Grading (KM)	4,620	397	2,111	2,509	46%

Structures - Maintenance - *(Total Programme)*

Activity	Quantity	Nov-21	YTD	Remaining	% Completed
Painting	314	9	44	270	14%
600mm > Culvert Inspections	733	0	0	547	25%

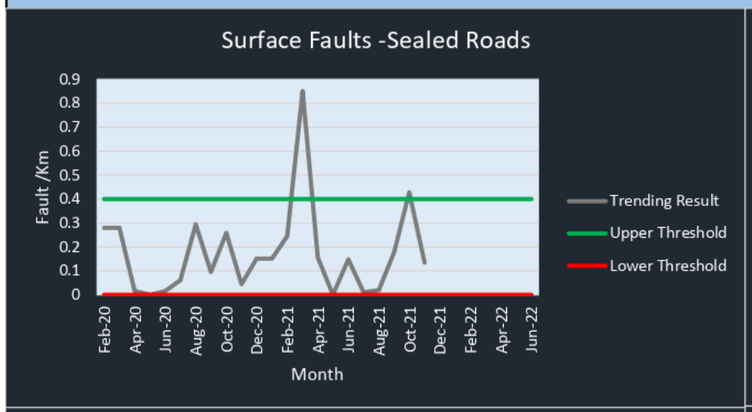
FINANCIAL COMMENTARY

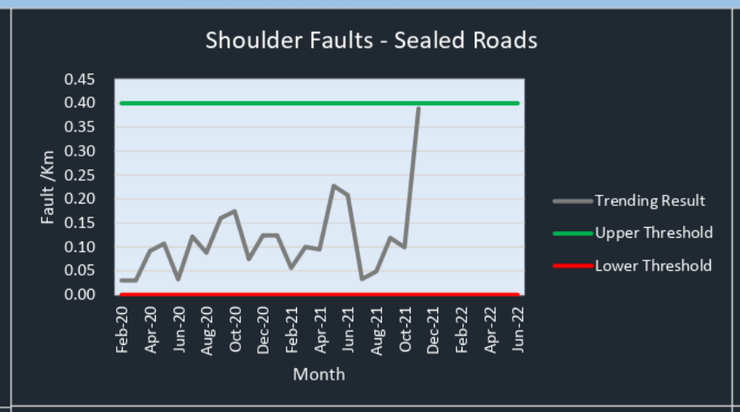
To date we have spent $130K or 87% of the total Drainage Renewal budget ($150K). This is predominantly due to culvert failures on Wairio Church Road, Scott's Gap Feldwick Road and Reilly Road.

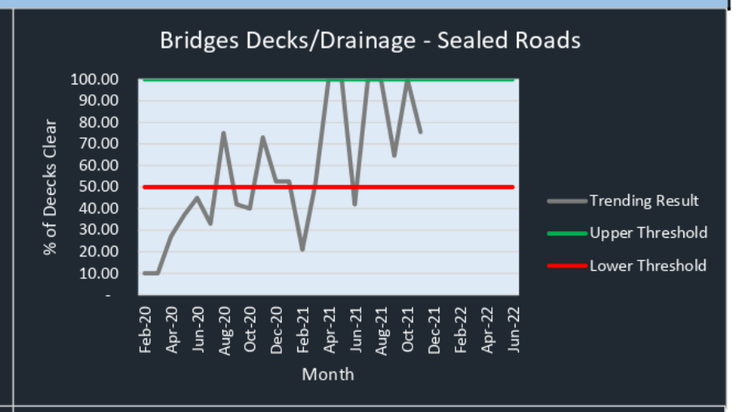
FINANCIAL SUMMARY - Roading

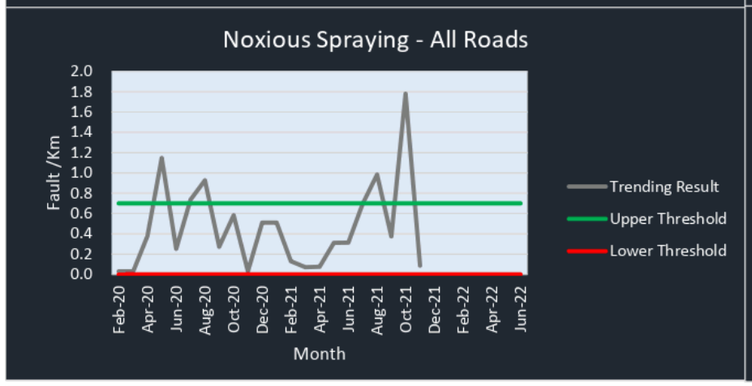
	Annual $	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Original Total Cost Estimate	$ 4,345,937	$ 503,310	$ 356,072	$ 401,154	$ 256,094	$ 506,333	$ 291,538	$ 288,204	$ 360,711	$ 400,555	$ 397,511	$ 325,882	$ 258,573
Actual Claim		$ 503,310	$ 259,729	$ 506,794	$ 409,195	$ 670,785	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Year to Date Budget - Incl Additional Funds	$ 2,083,897	$ 503,310	$ 860,913	$ 1,262,427	$ 1,522,730	$ 2,053,430	$ 2,344,968	$ 2,633,172	$ 2,993,883	$ 3,394,438	$ 3,791,949	$ 4,117,831	$ 4,376,404
Actual Claim YTD	$ 2,349,814	$ 503,310	$ 763,040	$ 1,269,834	$ 1,679,029	$ 2,349,814	$ 2,349,814	$ 2,349,814	$ 2,349,814	$ 2,349,814	$ 2,349,814	$ 2,349,814	$ 2,349,814
Variance YTD	-$ 265,917												

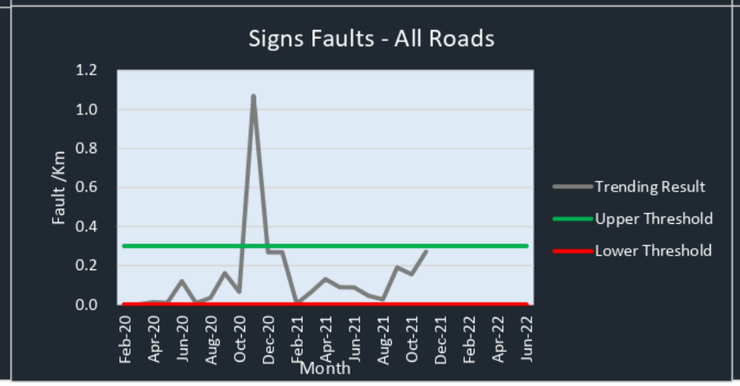
CONDITION PERFORMANCE

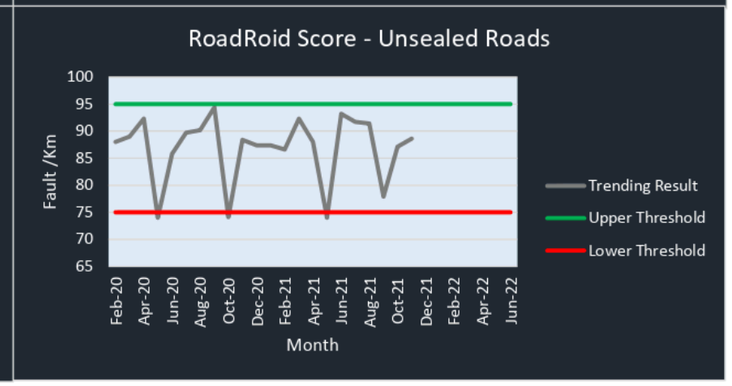










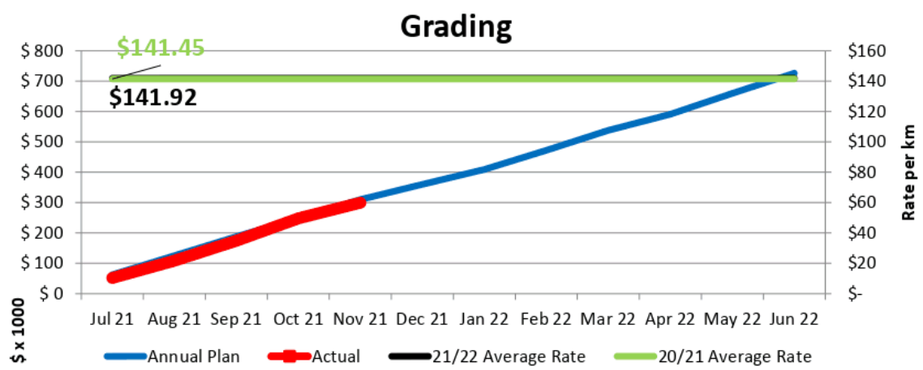


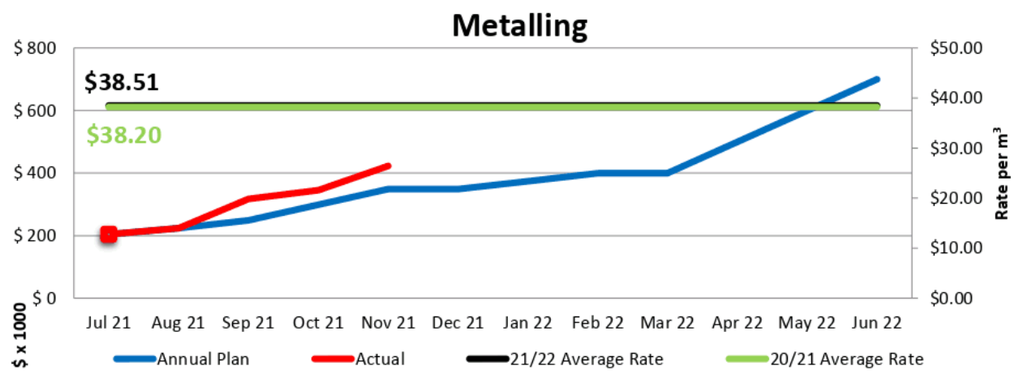
CONDITION PERFORMANCE - COMMENTARY

Whilst the audit has been undertaken, roadroid data has not been captured for this month due to transitioning to new hardware devices.

FACILITES COMMENTARY

Currently there are no major issues outstanding.





Foveaux Alliance - Summary Report November 2021

CUSTOMER AND COMMUNITY GOVERNANCE

Requests for Services	Nov	YTD
General Requests for Road Service (RFS's)	32	215
Road Service Requests completed on time	30	205
Road Service Requests completed on time %	94%	95%

HEALTH AND SAFETY

	Nov	YTD
Lost Time Incident (pass/fail >1)	-	-
Medical Treatment Intervention (pass/fail >1)	-	-
Near Hits Reported (pass/fail <5)	5	21
Site Safety & Traffic Management Audits completed (pass/fail <5)	6	29
Site Safety & Traffic Management non-compliances (pass/fail >1)	-	-

Another good month with some good weather and we made good use of this with all our teams flat out.

Rfs's for the month at 32. Another very low count.

We have graded 415.5Kms for the month. We are still under last years average.

We spread 2643m3 of Maintenance Metal for the month. Just below last year's average at this stage. We crusshed some metal in a pit closer to some of our roads and this has made a big difference.

We have Completed the last of our pre reseal repairs in November. We now have and are busy marking out the 21/22 Reseal areas and programmed to get stuck in early next year.

Near misses - 4 for the month. TM Audits are consistant with another 6 for November - No failed audits.

ALLIANCE EFFECTIVENESS & EFFICIENCY

Sealed Network Acheivement of Programme - 2021/22 Pre-Reseal Repairs

Activity	21/22 Repairs	Nov-21	YTD	Remaining	% Completed
Depressions (m2)	456	-	456	-	100%
Edge Breaks (m)	-	-	-	-	0%
Dig Outs (m2)	-	-	-	-	0%
Stabilising (m2)	556	130	556	-	100%
Sites	34	7	34	-	100%
Kilometres	24	8	24	-	100%

Unsealed Network Acheivement of Programme

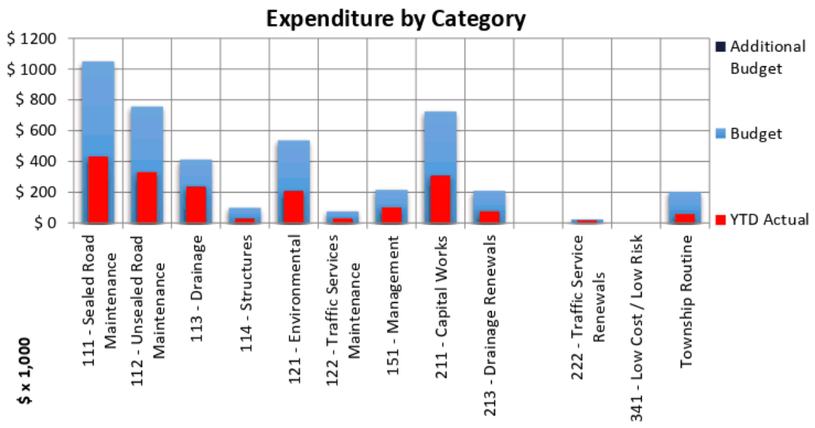
Activity	Budget	Nov-21	YTD	Remaining	% Completed
Metalling (m3)	17,500	2,643	8,246	9,254	47%
Grading (KM)	4,000	416	1,776	2,224	44%

Drainage - Maintenance - *Joint Alliances*

Activity	Quantity	Nov-21	YTD	Remaining	% Completed
Culvert 600mm and above - 222/yr over 3 yrs	222	13	34	188	15%

PERFORMANCE SCORECARD

KEY RESULT AREA	WEIGHTING	SCORE
Financial - YTD	10%	10%
Customer and Community Governance	10%	9%
Health and safety	20%	20%
Alliance Effectiveness & Efficiency	40%	41%
Pre-Reseal Repairs (75% 1st Oct, 90% 15th Nov, 100% 1st Dec).	10%	10%
Metalling Achievement	10%	11%
Grading Achievement	10%	10%
Rework (pass/fail 1)	10%	10%
Network Condition ** To be confirmed	20%	18%
Overall Score	**100%**	**99%**



FINANCIAL COMMENTARY

Another good month and we are now 76K ahead of budget, which puts us in a good place with slow December and January months to come.

IDENTIFIED RISK & STRATEGY UPDATE

Risk 1 - Waikawa Curio Bay Otta Seal Failure

Seawall rock protection work complete, still continues to be turned back to gravel as failures increase.

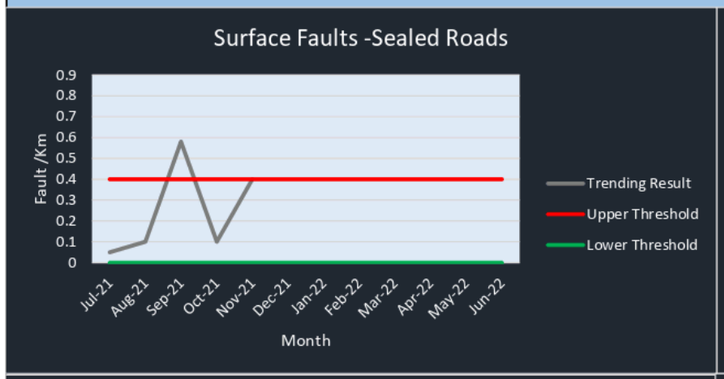
Risk 2 - Mataura Island/Fortrose Intersection Flushing site

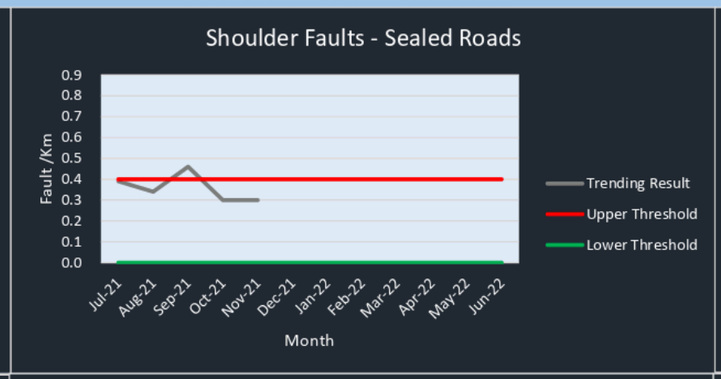
This is on the Rehab programme for 21/22.

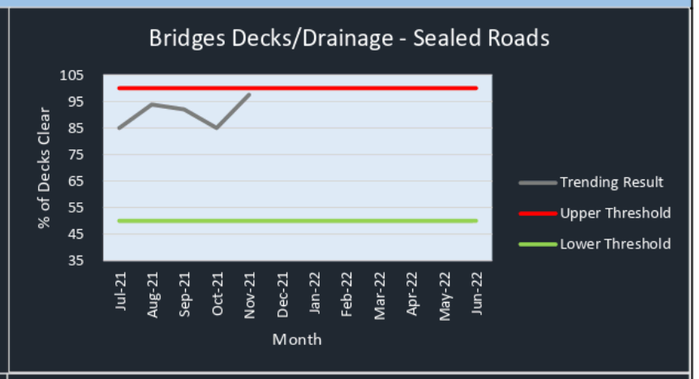
FINANCIAL SUMMARY

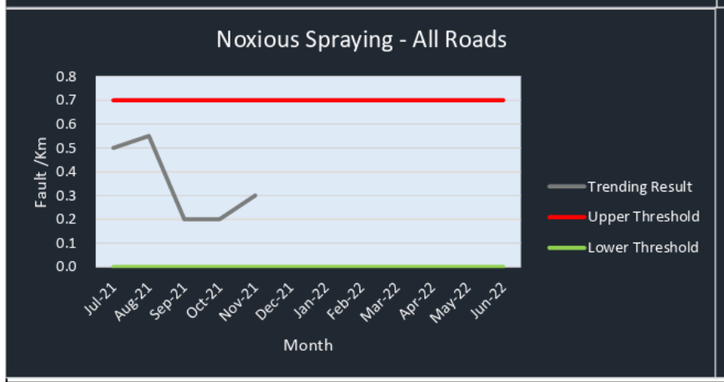
	Annual Amount	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Original Total Cost Estimate	$ 4,293,322	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Actual Claim	$ 398,664	$ 306,819	$ 314,276	$ 387,307	$ 409,145	$ 398,664	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Year to Date Budget	$ 1,740,000	$ 320,000	$ 340,000	$ 360,000	$ 360,000	$ 360,000	$ 250,000	$ 250,000	$ 423,322	$ 430,000	$ 400,000	$ 400,000	$ 400,000
Actual Claim YTD	$ 1,816,211	$ 306,819	$ 314,276	$ 387,307	$ 409,145	$ 398,664	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Variance YTD	$ 76,211												

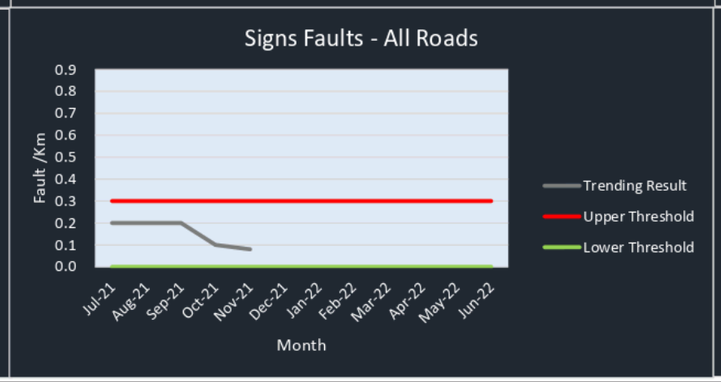
CONDITION PERFORMANCE

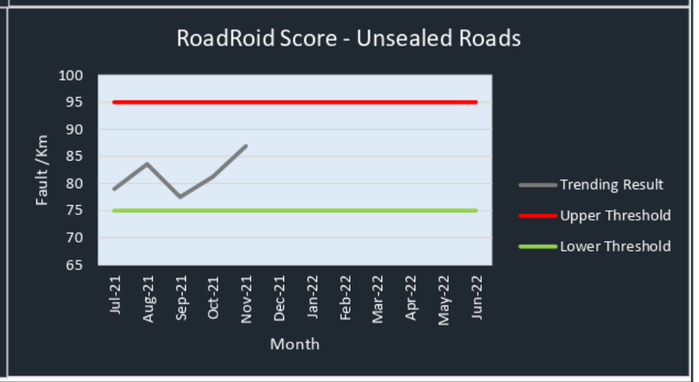










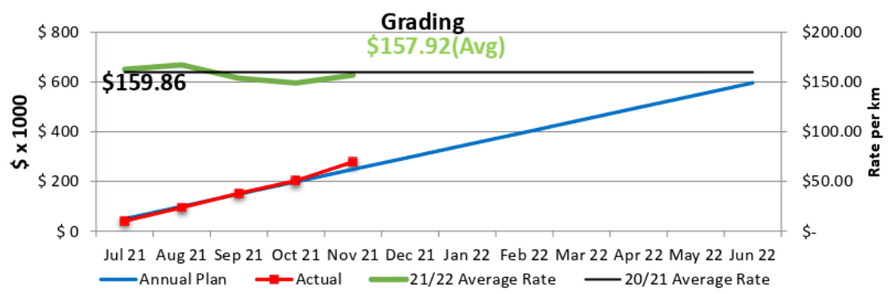


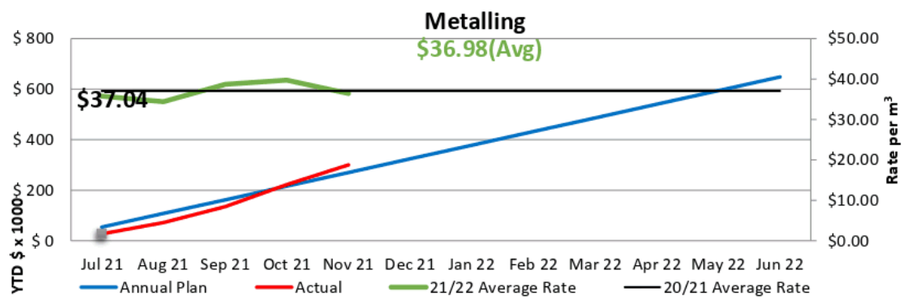
CONDITION PERFORMANCE - COMMENTARY

"Condition survey" completed on 2.12.2021 on the Eastern side of the network by Rodney Clark. Network seems to be in a good state of repair overall. all below the upper threshold. Unsealed roads are looking very good with 8 broads checked and an overall Road Rooid score of 87%.

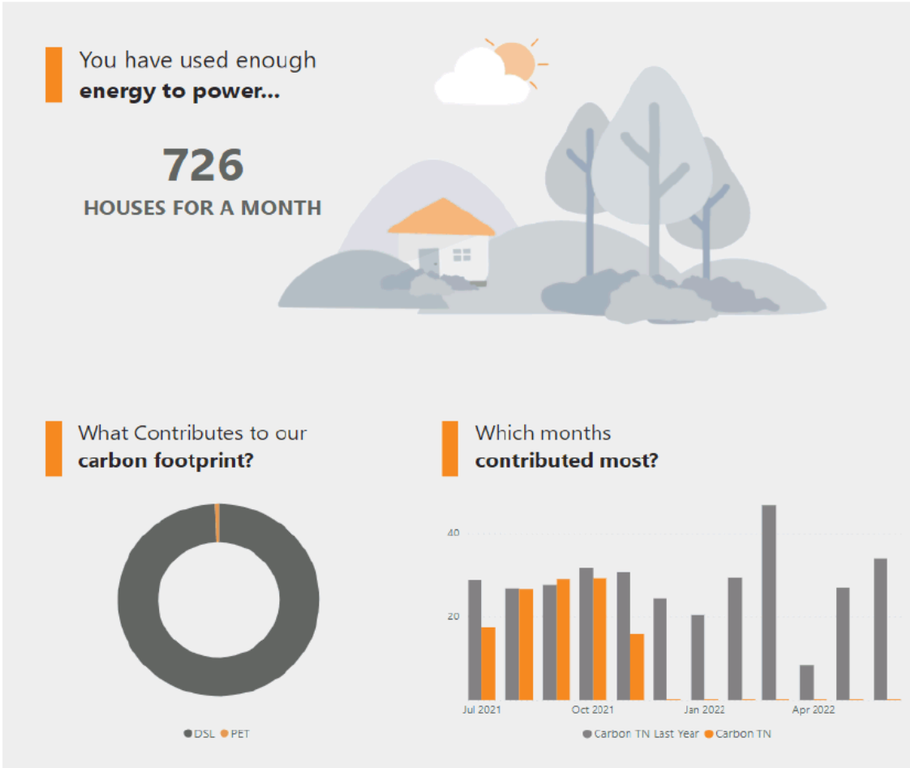
FACILITES/ATMCT COMMENTARY

No issues or concerns with Facilities Maintenance in general.





OUR CARBON FOOTPRINT - FOVEAUX ALLIANCE(FH)



We are serious about reducing our carbon footprint and will track this monthly against previous year to make sure that we stay on track. We are tracking below last year's monthly tallys as you will see in the graph above.

These are a few things that we are doing:

1. Reduce our idle times for this contract - Track this through E Roads and keep the team informed
2. Explore opportunities on the network for closer gravel pits to reduce the cartage of Maintenance metal.
3. Look at Hybrid vehicles for Supervisors - Once the current vehicles are due for replacement.
4. Make every trip count and avoid dead or unnecesary running of vehicles.

SOUTHLAND DISTRICT COUNCIL

Foveaux Safety and Training Report 21/22

FOVEAUX ALLIANCE

Safety Statistics

	YTD	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	March 2022	April 2022	May 2122	June 2022
Hours Worked - FH Southland	54,576.15	10,177.75	9,151.25	9,691.25	12,275	13,281.25							
Hours Worked - Foveaux	10,668.15	2,140.20	1,887.95	2,012	2,257.75	2,370.25							
TRIFR – Regional (Total Recordable Injury Frequency Rate)	0	0	0	0	0	0							
LTI (Lost time Injury) Regional	0	0	0	0	0	0							
MTC(Medical Treatment Case) Regional	1	0	0	0	0	1							
MTC(Medical Treatment Case) Foveaux	0	0	0	0	0	0							
FAC First Aid Case) Regional	0	0	0	0	0	0							
FAC (First Aid Case) Foveaux	0	0	0	0	0	0							
NEAR MISS – Foveaux	23	6	1	6	6	4							
SITE AUDIT VISITS (Pass/Fail)	1	0	0	0	0	1							
Worksafe Site Visits - Regional	0	0	0	0	0	0							
Leadership Safety Actions Completed	24	7	4	4	5	4							

OFI / Near Miss for Foveaux

Date	Title	Detailed description
1/11/2021	Near Miss	This morning at around 8am school bus number 1172 rego NCA247 attempted to pass cement truck in the 30km zone approaching the brow of a rise on our job site on Kensington Roslyn Bush road. Our truck was travelling at 30km so I'm unsure why bus would feel the need to pass. Truck moved over to prevent bus from passing
9/11/2021	Near Miss	While following stabi crew truck in grader witnessed driver run the red light on our temporary traffic light than proceed to enter site immediately after taper and drive up safety zone in order to park truck. Have spoken to crew about running lights and safety zones should be clear at all times in the past and have reminded them of this following this incident
12/11/2021	Near Miss	While Forman was driving 670521 truck back to yard along Invercargill gorge hwy over grown flax bush hit mirror braking glass. There was no room to move over to avoid flax as bus was in oncoming lane.
24/11/2021	Near Miss	Travelling to work going through the roundabout when a vehicle crossed in front of my vehicle

Safety and Quality Team Commentary

November was yet another good month for the Foveaux Team in regards to health & safety but not so for the Region with two MTI incidents. On incident involved a staff member and another involving sub-contractor.

December brings us all more changes and challenges as we move into the Covid-19 Traffic Light levels and watch the Covid 19 Delta variant slowly move down the Country.
These are stressful and worrying times for us all where we need to be mindful of the need to be kind to each other and respectful of each other's decisions and the welfare of each other.
We all look forward to Christmas, the eagerly awaited break and the chance to recharge the batteries. Until then we need to be vigilant, keep safe and support one another at all times.

Training Statistics

	YTD	July-21	Aug-21	Sept-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	June-22
Hours in Training - FH Southland	420	376	44	0	160								
Hours in Training - Foveaux	28	24	4	0	32								

Training Courses Completed in October	Training Completed 2021/2022		
	First Aid New & Refresher Courses Locating and Protecting Underground Services Forklift OSH Refresher Asbestos Awareness	Living Safely Stay Safe Rural Fire Training First Aid Training Fire Warden Training	Envirowise Growsafe & STMS Concrete Saw Efficient Compaction

Fulton Hogan Living Safely
People at the heart of everything

SDC / ICC MAINTENANCE SAFETY PERFORMANCE AND STATISTICS - 21/22

Hours Worked			Lag Indicators: TRIFR	Discomfort Pain Injury	Medical Treatment Injuries	Lost Time Injuries	MTI Frequency Rate	LTI Frequency Rate	Plant/Property	3rd Party	Total
2020-21	71,623		56	18	4	0	55.8	0.00	53	2	77
2021-22	26,218		0.0	10	0	0	0.0	0.0	26	4	40
	5,706	July	0.0	4	0	0	0.0	0.0	2	2	8
	2,693	August	0.0	2	0	0	0.0	0.0	5	0	7
	6,078	September	0.0	1	0	0	0.0	0.0	7	0	8
	6,008	October	0.0	2	0	0	0.0	0.0	4	1	7
	5,735	November	0.0	1	0	0	0.0	0.0	8	1	10

Lead Indicators	Near Hit	Safety Audits	TM Audit	Toolbox	Total
	179	137	23	Weekly	339
YTD	85	68	16	Weekly	169
July	18	13	1	Weekly	32
August	9	12	0	Weekly	21
September	22	15	2	Weekly	39
October	18	14	6	Weekly	38
November	18	14	7	Weekly	39

COMMENTARY

Reporting of near misses and incidents has continued to be solid for November there is real engagement from staff at the moment which is pleasing to see. It is also good to see the number of Traffic Management Audits continue to increase. We will be holding our Bi-Monthly tool box meeting during December this was due to be completed in November however we held off so we can run staff through the new Generic Traffic Management Plan. Staff will be taken through the changes from the last generic TMP as well as a refresher in completing the on-site record form.

INCIDENT REGISTER

Incident	Description	Event Type	Reporting Line	Investigation Status	
29/11/2021	Tractor travelling over the centre line operator had to brake and move to avoid.	Near Hit	Central	Closed	
29/11/2021	Vehicle towing Ute has ignored a red light and travelled through.	Near Hit	Central	Closed	
25/11/2021	Manager observed not following depot Site Traffic Management plan.	Near Hit	Central	Closed	
25/11/2021	Near miss at North Rd and Hunt St intersection.	Near Hit	Central	Closed	
24/11/2021	Broken truck mirror.	Incident	Waimea	Closed	
23/11/2021	Struck water lateral while looking for Toby.	Incident	Central	Closed	
23/11/2021	Used tool incorrectly.	Near Hit	Waimea	Closed	
19/11/2021	Twisted knee while getting out of Ute.	Near Hit	Central	Closed	
19/11/2021	Branch from hedge hit grader window screen.	Near Hit	Waimea	Closed	
18/11/2021	Strained back while driving.	Incident	Central	Closed	
17/11/2021	Pulled out of intersection and a near miss with a vehicle in a blind spot.	Near Hit	Central	Closed	
17/11/2021	Truck slid sideways on State Highway 99.	Incident	Central	Closed	
15/11/2021	Debris concealed in berm damaged brake lines.	Incident	Central	Closed	
15/11/2021	An apology from MoP for speeding through site.	Near Hit	Waimea	Closed	
12/11/2021	Member of public crashed on unattended site.	Incident	Central	Closed	
12/11/2021	Operator nearly pulled out in front off car.	Near Hit	Waimea	Closed	
12/11/2021	Digger slid into creek.	Incident	Waimea	Closed	
11/11/2021	Overtook turning truck.	Near Hit	Waimea	Closed	
11/11/2021	Overtook vehicle just before it turned off.	Near Hit	Waimea	Closed	
10/11/2021	Jack knifed - trailer damages support leg handle.	Incident	Central	Closed	
9/11/2021	Dust from trees causing coughing and difficulty breathing.	Incident	Central	Closed	
8/11/2021	Ryal Bush Transport vehicle failed to stop.	Near Hit	Central	Closed	
8/11/2021	Undertaking a three point turn when a child run behind the truck.	Near Hit	Central	Closed	
6/11/2021	Operator reversing into drive & misjudged the accessway causing the truck to back into the ditch.	Incident	Central	Closed	
6/11/2021	Spraying near the bridge when trainer had to move steering wheel to avoid hitting a bridge.	Near Hit	Central	Closed	
5/11/2021	Member of public failed to stop in TTM site.	Near Hit	Central	Closed	
4/11/2021	Grader caught fire.	Incident	Central	Closed	
3/11/2021	Rock shards strike leg.	Near Hit	Waimea	Closed	
1/11/2021	Near hit bt TOS support vehicles.	Near Hit	Waimea	Closed	

SHARP

Incident Alert 159 – Large Cement Release during Batching System Upgrade

In Christchurch some minor work was taking place to change out some existing power banks for the Command system in order to increase the power output. The Command system was isolated, and the power banks were in the process of being changed when cement was noticed pouring from the plant nucleus. The cement valves on silo 1 had inadvertently opened due to a stray electrical current causing a large release of the remaining 30-40 tonnes of cement in the silo. A large amount of cement and dust filled the area causing staff to move to truck cabs or indoors.

Key learnings:

- The risk of the potential for product release when the command system was isolated had not been identified. Plant hazard registers have now been updated to recognise this potential.
- When electrical/computer controlled systems are in place, there is still a risk of unintended start up. Full lockout procedures & permitting must now be followed for any maintenance or upgrade work on batching systems.
- Safe work planning may not have identified the potential product release in this case, but it does remind us of the importance of having tight control on the work completed by contractors.

KEEP SAFE.
STAY SHARP.

HMR

Definitions Lag Indicators:

Personal Injury - *physical injury inflicted to a person's body.*
Medical Treatment Injury - *is defined as an injury or disease that resulted in a certain level of treatment given by a physician or other medical personnel under standing orders of a physician.*
Lost Time Injury - *lost time accident is an accident occurring at work that results in at least one full day away from work duties. This does not count the day on which the injury occurred or the day on which the employee returns to the job.*
Plant/Property - *Incident involving plant or property.*
3rd Party - *Incident involving a 3rd party outside of SR.*
IOF - *For recording any other items such as missing hazard control, an issue that cause undesirable consequences, or procedure that needs improving.*

Definitions Lead Indicators:

Near Hit - *for any unplanned event where there was no consequences, but under slightly different circumstances, there would of been injury of damage.*

Full Audit *- Full safety audit as per the SR safety audit form.*

Traffic Management Audit - *Audit as per COPTTM forms.*

Safety Tour - *Abbreviated safety audit as per safety tour form.*

Toolbox Meetings - *is a formal group discussion that focuses on safety.*

Services and Assets Programme Report

Record No: R/21/12/63970
Author: Brendan Gray, Project delivery manager
Approved by: Nick Hamlin, Group manager programme delivery

☐ Decision ☐ Recommendation ☒ Information

Summary

1 The CAMMS project system tracks all Services and Assets projects. This report seeks to update the status of these projects to the committee.

2 Please see the attached report for your information.

Recommendation

That the Services and Assets Committee:

a) Receives the report titled "Services and Assets Programme Report" dated 24 January 2022.

Attachments

A Services and Assets Programme Report - 1 February 2022 ⇩

SOUTHLAND DISTRICT COUNCIL

Services and Assets programme report

Reporting period from end of October to 30 November

Prepared by Brendan Gray

Southland District Council
Te Rohe Pōtae o Murihiku

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Executive summary

Figures to the end of November indicate we are approximately 24% spent of our $52 million programme.

Monthly turnover continues to progress well with the major roading programmes underway, the TIF funded projects are about to start and the continuation of the three waters project works.

Programme risk remains the larger quantum of smaller value projects but we are working through these, grouping or adding to alternative packages of work where possible.

Two vacancies exist in the project management department for a project manager and a cadet. The project manager role replaces the internal promotion vacated by Stuart O'Neill, and the cadet role is a new role created to assist in the early scoping of projects across the teams. This cadet role will boost the capacity of the department to meet the large volume of work we have in front of us.

TIF (Tourism Infrastructure Fund) work is continuing well. An extension of time has been approved by MBIE based on the volume of work already completed on these projects, but also given the volume of work outstanding to meet all of the funding criteria prerequisite obligations.

Smaller locally funded projects are still being affected by lack of local contractor availability due to the building boom. Larger packages of work are being tendered (where sensible) to entice contractors to the bigger scope of work. This may in fact be reducing our ability to secure tenderers and this needs to be sensibly considered (what works well for us, may not work for the contractors).

Material supplies continue to be a risk but we are still committed to delivery with programmes being adjusted to account for longer lead in times.

The $5.5 million open spaces project is progressing well with the resources being engaged to complete the project development and scoping.

Te Anau wastewater project commissioning is complete and the plant is operating as designed. The first cut of the baleage has been completed early January.

The three waters stimulus programme continues to progress very well towards the revised 30 June 2022 completion. 15 projects have now been completed of the 27 projects.

Activity overview

Completed projects in the last reporting period include:

- Ohai water main replacement
- Eastern Bush water main replacement
- Riverton dump station
- Halfmoon Bay Cemetery walking track
- Edendale walking track.

Projects due to start construction within the next two months:

- 2021/2022 bridge packages
- 2021/2022 road pavement rehabilitations
- 2021/2022 road resealing and pavement marking
- Taramea Bay upgrade, phase 1 works
- toilet refurbishment project
- toilet renewal project
- playground upgrade projects.

Actions from last report

Key questions/ actions raised at last month's Services and Assets Committee

None

Current works programme spend and estimated forecast final

The following table captures Council's capital expenditure programme plus operational projects, providing an overview of works programme versus actual spent to date and estimates the year end forecast with major changes during the programme year. As we move through the financial year and Council approves changes to the original Long Term Plan budgets, through carry forwards, unbudgeted expenditure and forecasting, the below table will be updated to reflect these adjustments.

2020/2021 financial information

Activity	Community resources	Transport - roading	Transport - other	Three waters	Totals
2021/2022 Annual Plan budget	7,050,429	17,962,895	2,811,810	17,475,335	45,300,469
2020/2021 Carry forward movement	817,689	0	70,244	2,330,185	3,218,118
2021/2022 Approved unbudgeted expenditure	1,541,577	0	740,000	0	2,281,577
2021/2022 Total Annual Plan budget including carry forwards and unbudgeted expenditure approved to date	9,409,695	17,962,895	3,622,054	19,805,520	50,800,164
Total forecast movements to date	0	0	0	0	0
Current approved budget to date	**9,409,695**	**17,962,895**	**3,622,054**	**19,805,520**	**50,800,164**
Actual costs to 30 November 2021	646,307	4,220,652	216,217	6,960,858	12,044,034
Actual costs to 31 October 2021	446,422	2,016,375	163,178	4,632,454	7,258,429
Estimated year end forecast	**9,409,695**	**17,962,895**	**3,622,054**	**19,805,520**	**50,800,164**
Estimated cost to complete	8,763,388	13,742,243	3,405,837	12,844,662	38,756,130
Three waters stimulus funding	**Budget**	**Committed to date**	**Balance to be committed**	**Costs to date**	
2020/2021 - Three waters stimulus funding	4,443,625	4,443,625		2,608,180	
2020/2021 Contribution to Te Anau wastewater project	2,000,000	2,000,000		2,000,000	
2020/2021 Contribution to ES flood protection	80,000	80,000		80,000	
2020/2021 Contribution to three regional collaboration	169,247	169,247		169,247	
2021/2022 - Three waters stimulus funding	6,837,128	4,863,167	1,973,961	3,880,602	
Total stimulus funding	**13,530,000**	**11,556,039**	**1,973,961**	**8,738,029**	**13,530,000**

Other capital activities	Corporate services - IT	Other			Totals
2021/2022 Approved budget	1,171,541	1,155,527			**2,327,068**
			Totals budget across all Activities		**$53,127,232**

Clarifications

1. Council approved, on 15 September 2021, carry forward budgets of $4.2M for projects and capital expenditure.
2. Transport - other includes airport, cycle trail and water facilities (Council harbours and jetties).
3. Other includes all other capital expenditure such as library book, vehicles, computer hardware, furniture and fittings and wheelies bins.
4. Three waters stimulus funding budgets are included in the three waters activity budget above.
5. Totals across all activities is Council's total capital budget plus maintenance projects.

Major projects across 2021/2022 financial year

Code	Project name	Activity name	Budget value
P-10155	Te Anau wastewater treatment plant (SF)	Wastewater	$1,445,000
P-10517	Multi scheme water- early replacement of asbestos cement mains – multi-year project (SF)	Water supply	$1,965,000
P-10743	Lakefront Drive watermain upgrade - Te Anau	Water supply	$1,600,000
Various	Three waters stimulus project		$13,530,000
Various	Toilet package works	Community resources	$1,600,000
P-10745	Winton library upgrade	Community resources	$1,300,000
P-10468	Riversdale wastewater treatment plant	Sewage	$1,300,000

Capital works programme critical risk graph

SDC Works programme Key Risks		
Likelihood / Impact (Likelihood x Impact = Risk Score)		
Red	(15-25)	Extreme
Orange	(8-12)	High
Yellow	(4-6)	Moderate
Green	(1-3)	Low

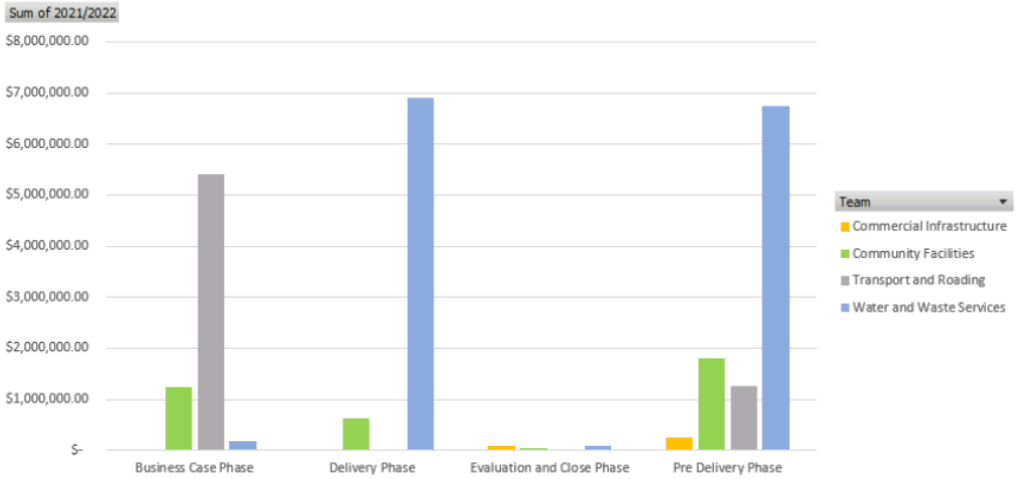
Likelihood	Consequence: Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Ref No.	Works Programme Risks	RISK FACTORS Post mitigation: Likelihood	Impact	Risk Score	Mitigation Actions
1	Covid-19 Supply issues	4	4	16	Contracts have been updated to cover pandemic clauses, and working with contractors to resolve claims with the latests September 2021 lockdown , SDC are working with suppliers to look at alternative supply options on a case by case basis to prevent programme delays
2	Works Programme for 21-22 not meeting targets	3	3	9	2021-2022 Works programme is well developed and procurement plan approved in June and is now operational, contractors engagement sessions were held in early August with good response and working with new suppliers is underway
3	Health and Safety	2	3	6	All projects have updated health and safety plans - all contractors and suppliers have been compliant with the regulations and checks are being undertaken and new risk management framework is being developed
4	Budgets and cost control	2	3	6	Currently all projects within the works programme are tracking within the approved budgets, projects are reviewed monthly against budgets and PDT is actively engaged with the activity managers on assisting with scoping and budget preparations with up coming works
5	Resources	3	3	9	Trade resources are starting to reach capacity across the entire district especially with the introduction of the 3 waters stimulus funding reaching market but Council staff are monitoring the key suppliers and using as many local trades and companies as possible along with early engagement with contractors

Budgets for 2021/2022 by activity and phase

	Commercial infrastructure	Community facilities	Transport and roading	Water and waste services	Grand total
Business case phase		$1,213,022	$5,400,000	$157,601	$6,770,623
Delivery phase		$622,551		$6,902,229	$7,524,780
Initiation phase					
Pre-delivery phase	$227,920	$1,783,512	$1,250,000	$6,738,508	$9,999,940
Evaluation phase	$80,000	$38,503		$79,651	$198,154
Grand total	**$307,920**	**$3,657,588**	**$6,650,000**	**$13,877,989**	**$24,493,497**

Please note that CAMMS budgets are live and subject to change vs the annual plan budget figures and include carry forwards, unbudgeted and forecast changes.



Activity overview – 2021/2022

Community facilities

There are a number of packages of work that have been or are in the process of being put out to market. The toilet contract has been awarded to Permaloo. Staff are now working with Permaloo to get these projects delivered as quickly as possible. The investigation project tenders were received and evaluated prior to Christmas. All tenderers have been contacted and contracts will be awarded in January.

The team is finding that it is difficult to attract contractors to carry out the smaller value projects and although there was interest from contractors at the drop-in sessions the one-off projects do not appear to be of interest to them. Either we aren't getting any responses from the market or the prices submitted exceed the budget. With 81 projects to deliver this is something that needs to be highlighted as a risk to our ability to deliver all of these projects this financial year. Staff are working with the project delivery team to see if there are alternative ways to market these projects so that they are more palatable to potential contractors.

Staff have completed a number of projects and an update on progress of all of the projects will be delivered to services and assets committee at the next available time.

Work is progressing well in the open spaces arena. Staff are working on preparing information that will form a works programme that will be funded by the open spaces project budget over the remainder of the Long Term Plan. This will be presented to the services and assets committee in January.

Mowing is in full swing throughout the district with Delta and McDonough working on their new areas. Growth has started to slow down with the hotter weather that we have had over the Christmas break. There will be some variations to the existing contracts due to some areas that were not identified on the mowing maps now needing to be included.

The office and toilet cleaning contract with OCS has seen two of the contract administrators leave the company and staff are now working with the company and the new administrators to bring them up to speed with the requirements of the contract. There has been no drop in the level of service throughout the process.

The Fiordland town maintenance contract is working well.

The Tuatapere gardening contract is still to be finalised. Getting the incumbent contractor up to date with the traffic management requirements has proved to be too difficult. Staff have worked with the contractor and the community board to offer them a portion of the garden contract that is not within the road corridor and this will be finalised in January.

Working within the road corridor and complying with the traffic management requirements is proving to be the biggest hurdle to get the local contractors approved. The availability of traffic management courses and the changes that have been introduced recently are proving to be onerous and we are receiving push back from incumbent contractors.

This is a risk to the ability for Council to engage locals as contractors, especially when they are required to work within the road corridor.

Water and waste

Operations and maintenance contract 10/01

The contract is operating well. KPI performance had two non-conformances during November due to some high flows at the Ohai wastewater plant and a major leak on the Lumsden-Balfour water scheme.

Planning is underway for the operational challenges which may arise from future Covid-19 disruptions.

Water

Design work continues on the Manapouri water treatment plant upgrade project.

Pre-design investigation work is underway for the Eastern Bush Otahu Flat water treatment plant upgrade.

The Sandy Brown Road booster station upgrade is awaiting the construction phase later in the year following approval from Council for the full budget.

Riverton water treatment plant UV treatment room is built and just awaiting fit out.

Winton water treatment plant pH correction project is in design.

Lakefront Drive watermain is practically complete with just tidy up works remaining.

Wastewater

The two resource consents for Riversdale wastewater treatment and discharge have been granted by Environment Southland. The ephemeral waterway consent for diversion of the waterway associated with the rapid infiltration beds construction has now also been granted. The land acquisition process is continuing. The tender of this project will be happening closer to mid-year now May, June period due to needing to undertake the construction in the dry season while the water table is low in the spring, summer of 2022.

The Manapouri wastewater project has four options to enable the Manapouri township wastewater to be disposed of within the newly construction Kepler subsoil drip irrigation, the existing Manapouri pond was surveyed for the volume of sludge present and to calculate to ascertain pond leakage.

Winton wastewater planning has progressed and has shortlisted possible options down to two remaining disposal solutions, but as a short term solution to ensure full compliance of the site, the existing wetlands outlet is being upgraded. Discussions have been had with Invercargill City Council as to whether the option of pumping through to Clifton is viable and whether it can be included for consultation.

A drone survey and contouring has been programmed for Edendale/ Wyndham treatment and disposal site in preparation for the resource consent renewal process, with a preference for land disposal.

Te Anau wastewater treatment plant upgrade

The progress onsite has seen the commissioning process completed to an extent where approval has been sort by the project control group to proceed with the commissioning of the membrane plant in Te Anau.

The commissioning of the Te Anau plant has some minor delays but is still progressing and it is intended that operational control of the site will be handed over to Downer in the very early part of January.

The Kepler site is ready to accept wastewater and the new season has seen the first baleage cut completed in early November, with another planned for late December.

Stimulus programme

Significant progress has been made with the AC watermain renewals projects, five of which are now completed with only Havelock Street and Tuatapere remaining under construction and progressing well.

The condition assessment panel is tracking well. Works packages have been completed in Te Anau and Riverton, while Winton is nearing completion. January will see the commencement of works in Lumsden, Balfour and Otautau.

The Caswell Road sewer main (and water main) upgrade is due to start construction in late December. The Wyndham stormwater project is kicking off first thing January and Woodlands will have some enabling works completed in January also before the pipe laying begins in March.

Roading

Projects in progress

Resurfacing has had a great start to the season, with the good weather experienced during November and is well on track to be completed by the end of March. As indicated in the last report, bitumen prices will need to be monitored closely.

Four out of the five 2021/2022 pavement rehabilitation packages have been awarded with construction works under way. The one site which was delayed due to safety reviews was put out to the market for procurement.

The 2021/2022 bridge programme has been confirmed and tender evaluation completed. This work has been awarded to Fulton Hogan and Concrete Structure.

Design phase

The 2022/2023 bridge programme is being refined in line with budgets. One of the key bridges for the 2022/2023 season is the rail over bridge at Waianiwa. Discussions are currently underway with KiwiRail to establish the requirements for a replacement bridge.

The reprioritisation of the footpath programme has also been completed, and reports presented to the respective community boards during November and early December. The outcomes from the respective meetings will be used to finalise the footpath programme in preparation for procurement and delivery.

Commercial infrastructure

Around the Mountains Cycle Trail

The downriver dash event on Sunday, 12 December went well, with 50 cyclists and runners enjoying the section of Around the Mountains Cycle Trail between the Centre Hill shelter and Mossburn. Feedback about the trail surface was very positive.

Race the train event on Saturday, 15 January 2022, runners and cyclists race the Kingston Flyer between Fairlight and Kingston.

Pre-development project work to address the Centre Hill erosion is continuing and Council is liaising with Landcorp to identify suitable solutions including appropriate survey instruments for the site.

Around the Mountains Cycle Trail Trust – the draft memorandum of understanding and draft funding confirmation letter were provided to the trust in December.

Around the Mountains Cycle Trail 2020 February flood repair project, the12 Months defects liability inspection has been completed.

Health and Safety Update

Record No: R/22/1/626
Author: Teri Black, Health, safety and wellbeing advisor
Approved by: Nick Hamlin, Group manager programme delivery

☐ Decision ☐ Recommendation ☒ Information

Purpose

1 To provide an update on health and safety related events and activity over the last quarter.

Content

Health, safety and wellbeing dashboard update

2 Please find attached the health, safety and wellbeing dashboard update as at 31 December 2021. This report is on operational (employee) health and safety within Council.

3 This one-page document has been developed to give councillors information that relates to the Health, Safety and Wellbeing Operational Plan 2021-2023 and the Health, Safety and Wellbeing Road Map 2021-2023.

4 The left of the dashboard includes ratios. They are colour coded via a traffic light system. Green for within industry benchmark, orange for sitting on the benchmark and red for when we are over and above the industry benchmark.

5 The TRIFR is the number of injuries (excluding fatalities) requiring medical treatment per 200,000 hours worked within this organisation based on our FTE workforce. A lost-time injury is something that results in a fatality, permanent disability or time lost from work. It could be as little as one day. LTIFR refers to the number of lost-time injuries within a given period, relative to the total number of hours (200,000) worked in that period based on our FTE workforce.

6 Health and safety training continues with staff completing the health and safety e-learning modules based on the current health and safety procedures. All new employees are required to complete all of the modules as they form a part of Council's health and safety induction training programme. You will see on the dashboard that the e-learning completion levels are sitting at 90 – 100% completion which is at the expected level. A refresher module has been drafted for release early 2022 when everyone returns in the New Year.

7 Risk state is in the beginning stages of risk review in line with our risk management framework review. This will continually evolve over time as we progress through this improvement project.

8 Corrective action summaries on the dashboard are lead indicators that report on the completion and timeframe of corrective actions that are applied in response to a health and safety event report.

9 Contractor health and safety monitoring is not yet at levels of previous years. As part of the leadership and performance action in the Health Safety Wellbeing Strategic Roadmap 2021-2023, health safety and wellbeing KPI's will be set and link to performance management systems. This will include targets for contractor health and safety monitoring.

10 The KYND wellness dashboard has seen little change. Engagement with this wellbeing initiative tends to decrease in the month of December. Our wellbeing programme is now being supported by a calendar of wellbeing events to complement our KYND wellness. This is shared with all staff via the organisation's intranet 'The Loop'.

11 There were five events reported in December 2021. These events include one property damage event, three near misses and one event involving injury to a member of the public. The events have had corrective actions applied. There were also two contractor events reported, more details on these are available on the dashboard attached.

Other health and safety related initiatives

12 There are many ways to keep current on health and safety matters, subscribing to the Worksafe updates is an easy way to remain up to date. The link is: https://worksafe.govt.nz/home/subscriptions

13 Council continues to manage the risk and transmission of Covid-19. This has again become a key focus for the health, safety and wellbeing team during November and December. Council continues to invest in additional PPE gear to ensure we can continue to provide our essential services regardless of alert level changes. Risk management controls are being reviewed regularly and updated as required to remain in line with government and public health requirements.

14 Review of policies and information is ongoing to support our employee health, safety and wellbeing, updates include a new health, safety and wellbeing employee handbook. Alongside our policy reviews and updates, education opportunities are provided.

Recommendation

That the Services and Assets Committee:

a) Receives the report titled "Health and Safety Update" dated 21 January 2022.

b) Determines that this matter or decision be recognised as not significant in terms of section 76 of the Local Government Act 2002.

c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

Attachments

A HSW Dashboard December 2021 ⇩

Monthly Health Safety & Wellbeing Dashboard - as at 31 December 2021

Event Reports	
Total reported	5
YTD	30

Near Miss	
Month	3
YTD	15

TRIFR	
YTD	0.57
Benchmark	3.68

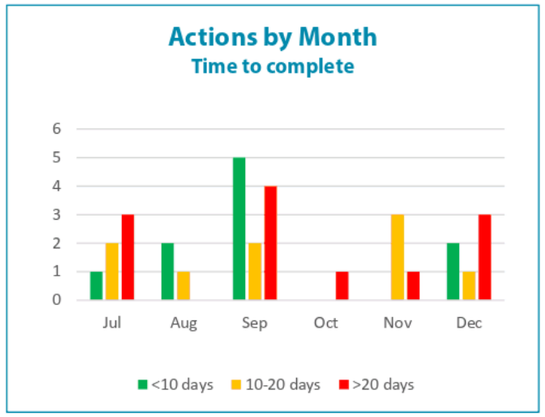
LTIFR	
YTD	0
Benchmark	1.5

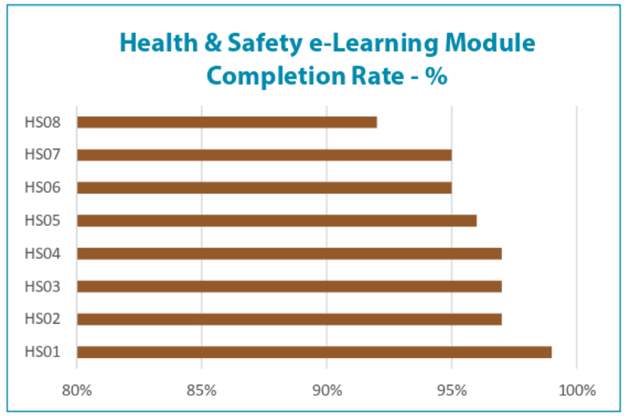
Risk State	
Logged	47
Investigation	1
Minimised	37
Review	1
Eliminated	8

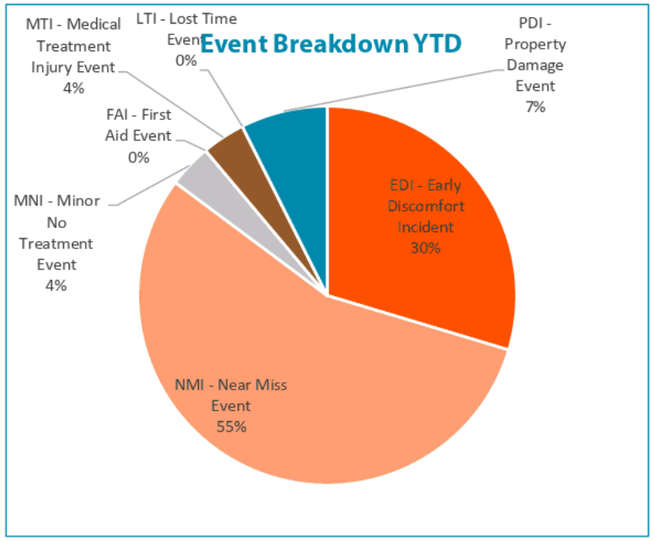
Safety Observations	
Total reported	72
YTD	76

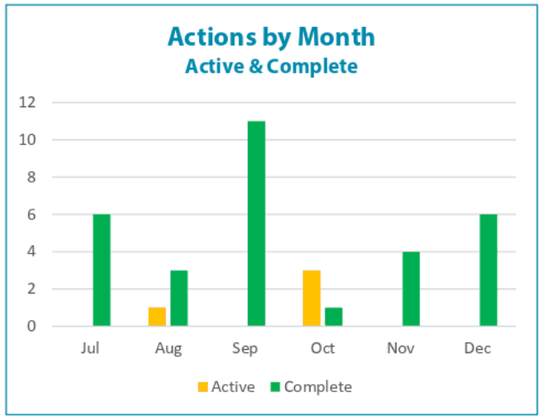
The TRIFR is the number of injuries (excluding fatalities) requiring medical treatment per 200,000 hours worked within this organisation based on our FTE workforce.
A lost-time injury is something that results in a fatality, permanent disability or time lost from work. It could be as little as one day.
LTIFR refers to the number of lost-time injuries within a given period, relative to the total number of hours (200,000) worked in that period based on out FTE workforce.

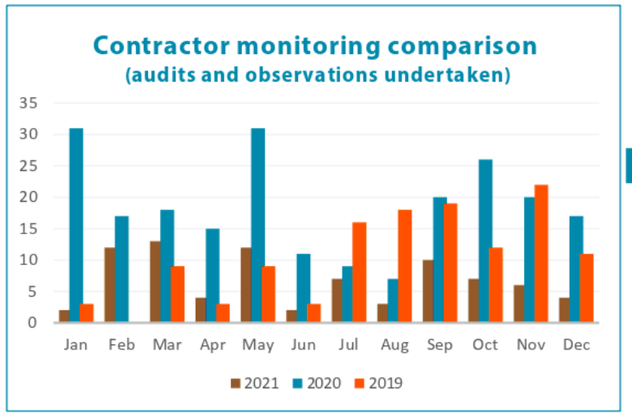
The ratio is compared against the industry benchmark and the aim is to keep both ratios in the green



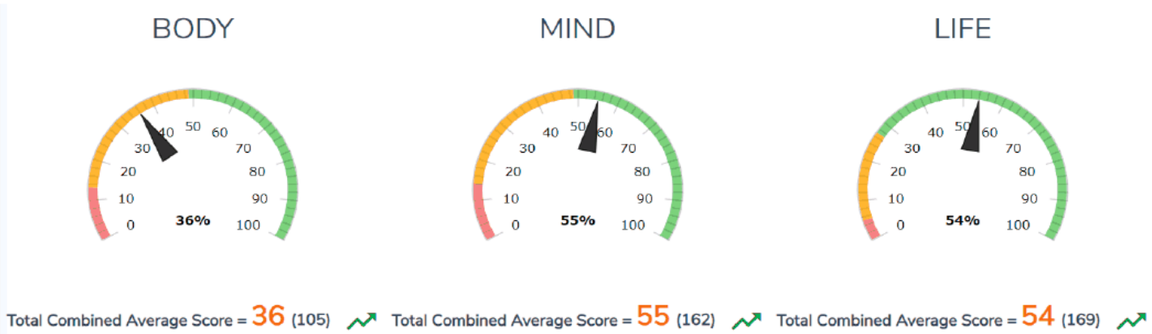








KYND Dashboard



Summary

- We have had 5 health and safety events reported for the month of December and 2 contractor events.
- Three near miss events were reported this month. A tree failure in Te Anau with high winds and there were two notable interactions reported. Corrective actions have been applied to all three near miss events.
- One property damage event involving an SDC vehicle manoeuvring through 42 Don St car park. Minor damage to vehicle panel.
- One event where a member of the public was injured. The injured person required medical treatment. This injury occurred when the automatic doors at the Te Anau Library closed on them. Door sensors have been assessed by electrician and outcome is pending.
- Contractor events involved a small bin fire at a refuse site and a traffic light malfunction on a road construction site. Both were investigated by contractor responsible and had corrective actions applied.
- Although contractor monitoring has increased since lockdown, there is still work to do in this space to capture more contractor health and safety performance related information. Three contractor safety observations and one audit were logged in December.
- 72 internal safety observations were logged in December in direct relation to Covid-19 health and safety risk management. These are a combination of self-checks, pre-site visit checks and residential site visit checks. There were also 3 safety observations logged in regards to unsafe practice in the roading corridor.
- The KYND dashboard sees no change for the third month in a row. Statistically, there is low engagement with KYND in the month of December. December's wellbeing theme was **Give, tukua** – one of the Five Ways to Wellbeing developed by the Mental Health Foundation. Collections for non-perishables and toys were well contributed to by staff.
- As at 31st December SDC hit 381 days without a lost time accident

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

Recommendation

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

C8.1 Southland Road Revenue and Expenditure Report

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
Southland Road Revenue and Expenditure Report	s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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.