



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

Date: Friday, 3 June 2022  
Time: 10am  
Meeting room: Council Chamber  
Venue: Level 2  
20 Don Street  
Invercargill

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## Services and Assets Committee Agenda OPEN

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### 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](https://www.youtube.com/watch?v=...)

Full agendas **are available on Council's** website  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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



## Health and safety – emergency procedures

Toilets – The 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.

## 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	<p>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.</p> <p>The committee is responsible for overseeing the following Council activities:</p> <ul style="list-style-type: none"> <li>• transport</li> <li>• property management including community facilities, acquisitions and disposals (including land dealings)</li> <li>• forestry</li> <li>• water supply, wastewater and stormwater</li> <li>• solid waste management</li> <li>• flood protection</li> <li>• waste management</li> <li>• Te Anau airport</li> <li>• Stewart Island Electrical Supply Authority</li> <li>• Stewart Island Jetties and Riverton Harbour</li> <li>• water supply schemes.</li> </ul>
DELEGATIONS	<p>The Services and Assets Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <p><b>Power to Act</b></p> <p><b>The committee has the delegated authority to:</b></p> <ol style="list-style-type: none"> <li>a) assess and provide advice to Council on the strategic issues relating to the delivery of infrastructural asset services</li> <li>b) reviewing and recommending to Council strategies on how it should go about managing the delivery of the infrastructural asset services that it provides</li> </ol>

	<p>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</p> <p>d) monitor the delivery of capital works projects and the implementation of the capital works programme</p> <p>e) monitor the delivery of operations and maintenance contracts</p> <p>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</p> <p>g) monitor the return on all Council's investments including forestry</p> <p>h) monitor and track Council contracts and compliance with contractual specifications.</p> <p><b>Power to Recommend</b></p> <p>The Services and Assets Committee is responsible for considering and making recommendations to Council regarding:</p> <p>a) policies relating to the scope of activities of the Services and Assets Committee</p> <p>b) changes to Council's adopted levels of service</p> <p>c) the dividend from the forestry business unit</p>
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p><b>Contract Acceptance:</b></p> <ul style="list-style-type: none"> <li>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</li> <li>accept or decline any contract for the disposal of goods, plant or other assets other than property or land.</li> </ul> <p><b>Budget Reallocation.</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>funded by way of savings on existing budget items</li> <li>within the jurisdiction of the committee</li> <li>consistent with the Revenue and Financing Policy.</li> </ul>

LIMITS TO DELEGATIONS	<p>Matters that must be processed by way of recommendation to Council include:</p> <ul style="list-style-type: none"> <li>• amendment to fees and charges relating to all activities</li> <li>• powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual.</li> </ul> <p>Delegated authority is within the financial limits in section 9 of this manual.</p>
STAKEHOLDER RELATIONSHIPS	<p>This committee shall maintain relationships including, but not limited to the following organisations:</p> <ul style="list-style-type: none"> <li>• Community Boards</li> <li>• Regional Land Transport Committee</li> <li>• WasteNet</li> <li>• FENZ (Fire and Emergency New Zealand)</li> </ul> <p>The committee will also hear and receive updates to Council from these organisations, as required.</p>
CONTACT WITH MEDIA	<p>The committee chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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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

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](http://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, 12 April 2022



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## Services and Assets Committee

### OPEN MINUTES

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Minutes of a meeting of Services and Assets Committee held in the Virtual meeting via Zoom on Tuesday, 12 April 2022 at 9.01am. (9.01am – 10.55am)

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#### PRESENT

Chairperson	Ebel Kremer
	Mayor Gary Tong
Councillors	Don Byars (9.03am – 10.46am, 10.47am – 10.55am)
	John Douglas
	Bruce Ford
	Darren Frazer
	George Harpur
	Julie Keast
	Christine Menzies
	Karyn Owen
	Rob Scott

#### APOLOGIES

Councillor Duffy  
Councillor Ruddenklau

#### IN ATTENDANCE

Group manager infrastructure and environmental services – Matt Russell  
Group manager programme delivery - Nick Hamlin  
Committee advisor - Fiona Dunlop

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1 Apologies

There were apologies for absence from Councillors Duffy and Ruddenklau.

Moved Chairperson Kremer, seconded Cr Menzies and resolved:

That the Services and Assets Committee accept the apologies.

2 Leave of absence

Councillor Harpur indicated that he would be away in July 2022.

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.

(Councillor Byars joined the meeting at 9.03am.)

6 Confirmation of minutes

Resolution

Moved Chairperson Kremer, seconded Cr Frazer and resolved:

That the Services and Assets Committee confirms the minutes of the meeting held on 8 March 2022 as a true and correct record of that meeting.

Reports

7.1 Downer Water and Wastewater Maintenance Contract 10/01 - monthly report for February 2022

Record No: R/22/3/6876

Contract manager water and waste services – Tim Deuchrass was in attendance for this item.

Mr Deuchrass 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 Owen and resolved:

That the Services and Assets Committee:

- a) **receives the report titled “Downer Water and Wastewater Maintenance Contract 10/01 - monthly report for February 2022” dated 5 April 2022.**

## 7.2 Road operations - February 2022

Record No: R/22/3/10842

Senior roading engineer – Rob Hayes was in attendance for this item.

Mr Hayes advised that the purpose of the report was to update the Committee on the progress of major roading contracts and provide the necessary context to the 2021/2022 budgets.

Resolution

Moved Chairperson Kremer, seconded Cr Scott and resolved:

That the Services and Assets Committee:

- a) **receives the report titled “Road operations - February 2022” dated 5 April 2022.**

## 7.3 Services and Assets Programme Report

Record No: R/22/3/8587

Project delivery manager – Brendan Gray was in attendance for this item.

Resolution

Moved Cr Menzies, seconded Cr Douglas and resolved:

That the Services and Assets Committee:

- a) **Receives the report titled “Services and Assets Programme Report” dated 5 April 2022.**

## 7.4 Three waters reform update

Record No: R/22/3/7333

GM infrastructure and environmental services – Matt Russell was in attendance for this item.

Mr Russell advised that the purpose of the report was to provide the committee an update on the three waters reform.

The Committee noted that the report seeks to identify intended next steps for the organisation and staff in relation to reform engagement and timeframes.

(During discussion on the item, Councillor Byars left the meeting at 10.46am and returned at 10.47am.)

The Committee expressed its frustration at the lack of response to the letter that was sent to the Prime Minister on the Three Waters reform in November 2021.

There was also concern with the proposed reform timelines and the adequacy of information and communication to date from central government. Ultimately the Committee is concerned with the lack of engagement and consultation opportunities for the public.

#### Resolution

Moved Cr Keast, seconded Cr Harpur and resolved:

That the Services and Assets Committee:

- a) **receives the report titled “Three waters reform update” dated 5 April 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.

The meeting concluded at 10.55am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE SERVICES AND ASSETS  
COMMITTEE HELD ON TUESDAY 12 APRIL 2022.

DATE:.....

CHAIRPERSON:.....



## Health and Safety Update

Record No: R/22/5/18062  
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 operational health and safety management 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 30 April 2022. 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 ratios and corrective action data provided as measures of safety are colour coded via a traffic light system. Green for within industry benchmark or action being completed on time, orange for sitting on the benchmark or action being completed within 20 days, and red for when we are over and above the industry benchmark or have achieved a corrective action outside of 20 plus days.
- 5 Health and safety training undertaken over the last quarter includes health and safety e-learning, employee health and safety 2022 refresher training, ladder and other safe operating procedure training, mental health first aid training, health and safety inductions, first aid refreshers and employee health and safety representative training. You will see on the dashboard that the e-learning completion levels are sitting at 90 – 100% completion which is at the expected level. Those employees yet to complete their 2022 health and safety refresher training have been followed up and support will be provided if required to assist them with this training completion.
- 6 Risk state is in the midst of risk review in line with our updated health and safety risk management framework review and approved by the leadership team in November 2021. This will continually evolve over time as we progress through this risk management improvement project. The health and safety system's risk module has now been updated to support this project and risks are now in the process of being reviewed and reassessed in line with our new HS06 Managing Risk procedure that forms part of Council's core health and safety management system.
- 7 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. At the request of Council, corrective actions that are outstanding each month are now reported on the dashboard separately.

- 8 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 in future will link to performance management systems. This will include targets for contractor health and safety monitoring, and the number of 'live' projects and contracts so as to provide context in relation to contractor monitoring data provided.
- 9 The KYND wellness dashboard has seen little change. 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' and led by both health and safety and people and capability teams. A new health and wellbeing strategy will be drafted in May to support employee health and wellbeing across the organisation which will encompass all initiatives in this area. Once implemented, this will be reported back on through the health and wellbeing component of the dashboard.
- 10 Council continues to manage the risk and transmission of Covid-19. This has continued to be a key focus for the health, safety and wellbeing team during January through to April. Council continues to invest in additional PPE equipment 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. Welfare support is being provided to employees who are affected by Covid-19 infection or national isolation requirements.
- 11 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. The organisational Health, Safety and Wellbeing Policy has recently been reviewed and confirmed for 2022 by the leadership team. Site specific safety plans have been developed for all Council offices and libraries to ensure key health and safety information is easy to find and to share with new employees and contractors undertaking work on site.
- 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>

## Recommendation

That the Services and Assets Committee:

- a) **Receives the report titled “Health and Safety Update” dated 26 May 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 Health Safety Wellbeing Dashboard April 2022 [↓](#)



## Monthly Health Safety & Wellbeing Dashboard - as at 30 April 2022

Event Reports	
Total reported	2
YTD	36

Near Miss	
Month	0
YTD	16

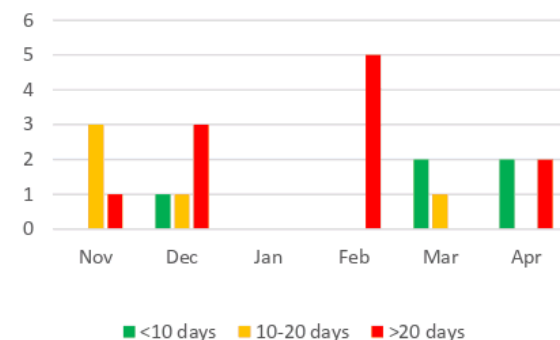
TRIFR	
YTD	0.44
Benchmark	3.68

LTIFR	
YTD	0
Benchmark	1.5

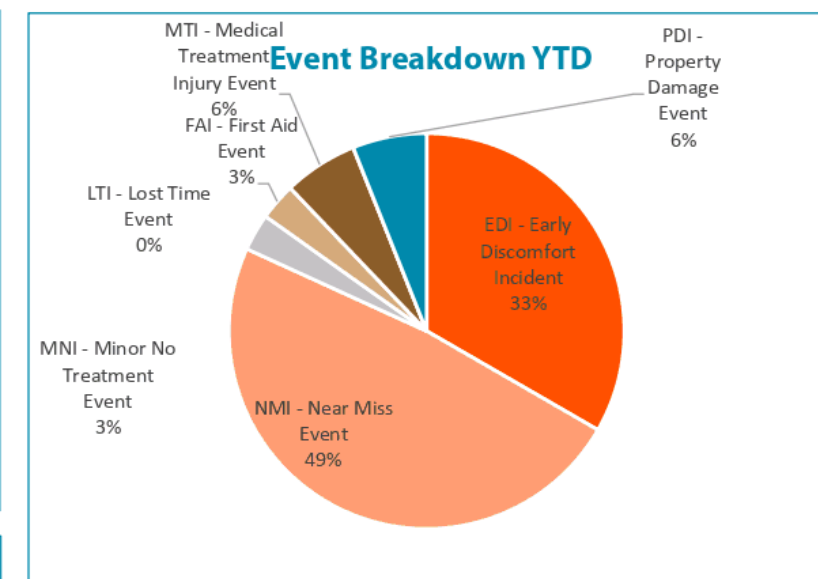
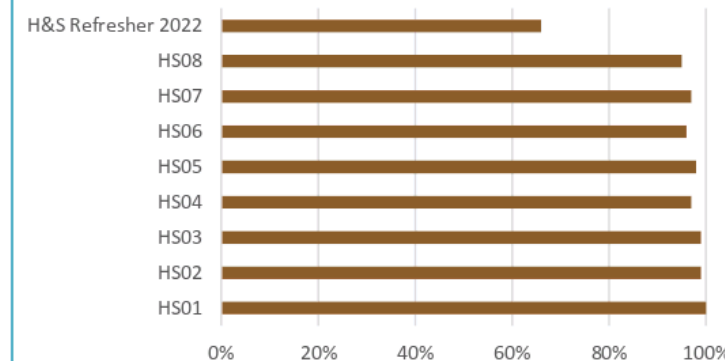
Risk State	
Logged	24
Investigation	2
Minimised	24
Pending review	0
Eliminated	0

Safety Observations	
Total reported	35
YTD	278

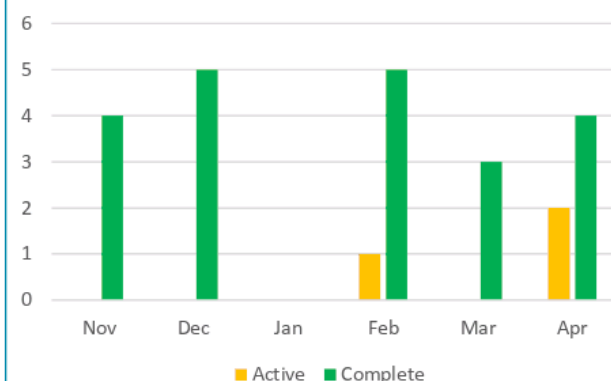
Actions by Month  
Time to complete



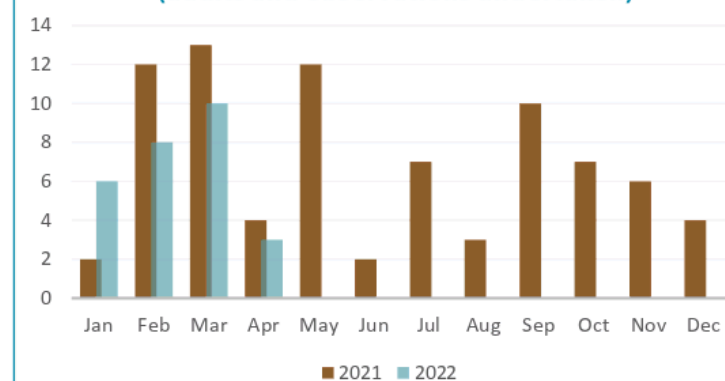
Health & Safety e-learning completion rates (%)



Actions by Month  
Active & Complete



Contractor monitoring comparison  
(audits and observations undertaken)



### Summary

- We have had 2 health and safety events reported for April. One for a first aid injury, employee cut finger with kitchen knife when on a break. One for a medical treatment injury where employee got dust in eyes when repairing a shed. Corrective action in regards to foreign object in eye was refresher on fitting eye protection correctly as the dust caused infection and follow up GP treatment was required. This occurred an ACC claim, no lost time.
- The recording of contractor monitoring has decreased for the month of April. This coincides with many projects being affected by Covid-19 infection across contractor and SDC field resource, and the Easter and ANZAC holiday breaks. Data has not been made available to run a monthly contracts/contractor engaged measure against the contractor monitoring graph. As soon as this data is available, this measure will be applied.
- SDC's Health Safety and Wellbeing Policy for 2022 has been reviewed and is ready for chief executive to sign off, attached to dashboard report.
- 35 internal safety observations were logged in April. This is a reduction from the 80 plus observations received per month over last few months due to COVID-19 response moving to surveillance testing as transition to orange takes place and added focus on COVID-19 case management as employee cases increase. Majority of transmission still sits within household contacts rather than workplace transmission. The regulatory team has also shifted their COVID-19 risk management into their daily activity software for ease of recording and reporting which is working well. This data can be retrieved easily if required.
- The KYND dashboard sees no change in April. This data represents a small part of the SDC workforce and a health and wellbeing strategy is being drafted as part of a review of employee health and wellbeing initiatives at SDC.
- As at 30 April, SDC is sitting at 500 days without a lost time accident.
- The SHED risk module has now been updated post review to support risk management improvement project and strategic plan.
- Loss of H&S resource to parental leave for six months is being managed as best as possible, with project actions being prioritised alongside organisational health, safety and wellbeing support needs.
- Support for COVID-19 risk management continues. Key areas of support include:
  - Welfare checks and support for those isolating or unwell
  - Supporting leaders with BCP changes, employee queries and return to work support as required in relation to COVID-19 and SDC principles.

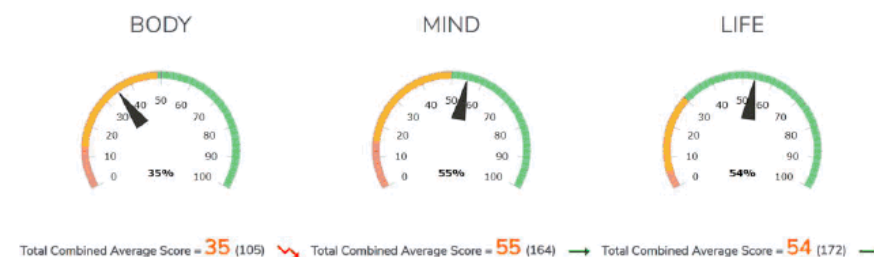
### Employee Health, Safety and Wellbeing

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



#### Mental Health First Aid Training

20 employees signed up / 25% complete

#### Health and Safety inductions completed

3

#### Corrective Actions outstanding EOM

3



## Services and Assets activity update reports

Record No: R/22/4/15588

Author: Carolyn Davies, Executive assistant

Approved by: Matt Russell, Group manager infrastructure and environmental services

☐ Decision

☐ Recommendation

☒ Information

### Purpose of report

- 1 The purpose of the report is to present A3 activity summary reports for programme delivery, forestry, strategic transport, community facilities and water and waste to update the committee on activity status.

### Recommendation

That the Services and Assets Committee:

- a) **Receives the report titled “Services and Assets activity update reports” dated 19 May 2022.**

### Attachments

- A Activity summary - forestry - 1 June 2022 meeting [↓](#)
- B Activity Summary - community facilities - 1 June 2022 meeting [↓](#)
- C Activity summary - three waters - 1 June 2022 meeting [↓](#)
- D Activity Summary - transport - 1 June 2022 meeting [↓](#)
- E Activity summary - programme delivery - 1 June 2022 meeting [↓](#)





## Services and Assets monthly activity summary report April 2022 – forestry

### Previous month's achievements

- Waikaia maintenance and preparation
- Bathurst mining access agreement peer review
- Gowan Hills maintenance and preparation

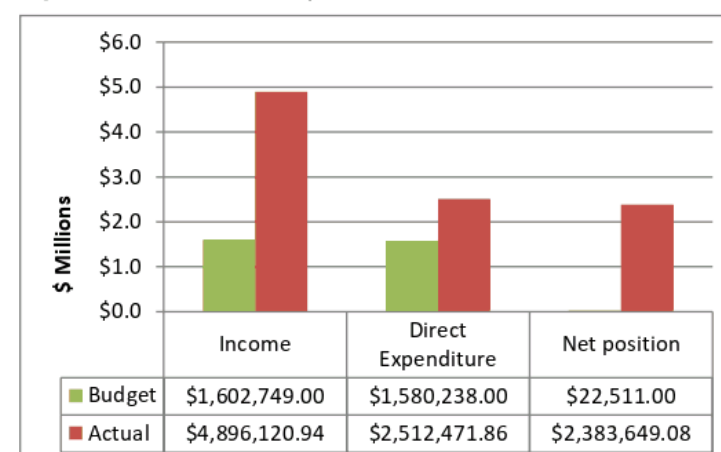
### Next month's goals

- Gowan Hills pruning and thinning
- Waikaia planting and spraying

### Financial summary YTD 21/22

- The projected full-year performance for the forestry business remains positive and on target to forecast.
- With all harvesting completed, activity now concentrates on forest growing and maintenance operations. This recent period has included land preparation for the 2022 planting area, aerial releasing, pruning and thinning, and road and forest maintenance.
- Forest income for the YTD remains at \$4.8M, an improvement of \$3.7M on budget. This is mainly due to windthrow bringing harvest areas forward in Waikaia and Ohai.
- Forestry expenditure for the YTD is currently \$2.5M. There is a \$322K expenditure forecast for the remainder of the year.
- The current YTD net position of \$2.3M is forecast to be \$2M by the end of the financial year.»
- The year to date Forestry business unit against budget is summarised in Figure 1 below:

Figure 1: Financial summary YTD FY21.22



### Risks and hotspots

(eg top five with commentary as required)

#### 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	Catastrophic 15	Catastrophic 20	Catastrophic 25
4 Likely	Moderate 4	High 8	High 12	Catastrophic 16	Catastrophic 20
3 Possible	Low 3	Moderate 6	High 9	High 12	Catastrophic 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

RISK FACTORS					Mitigation actions
Ref No	Works programme risks	Likelihood	Impact	Risk Score	
1	Covid-19 issues	3	3	9	Currently all harvesting operations have been operational through the pandemic. No operational or logistics issues have arising that effect the business unit due to the confidence in supply of resources to the operation
2	Harvesting programme not meeting targets	2	3	6	The harvesting targets are being exceeded with some areas ahead in the 10-year plan.
3	Health and safety	2	3	6	All aspects of health and Safety have been observed and indications are that no health and safety training and awareness within crew is having a positive effect
4	Budgets and cost control	2	3	6	Both expenditure and revenue have been exceeded with a significant positive financial performance this year.
5	Resources	3	3	9	Some resources in the silviculture space have been impacted with lack of availability and rising costs. This has led to a rationalisation of silviculture activities of the lifecycle of the forests

### Forest growing, silviculture and maintenance – by forest

Forest	Activity Progress FY21.22	Status
Ohai	Maintenance spray and mow	Completed
	Windrowing of windthrow area	Completed
	Security lock changeover	Remaining
Gowan Hills	Pruning and Thinning to be done in May	Remaining
	Maintenance spray and mow	Completed
	Security lock changeover	Completed
Waikaia	Post plant spray 2021 crop	Completed
	Windrow and Preplant Spray for 2022 crop	Completed
	Maintenance spray and mow	Remaining
	Security lock changeover	Remaining
	2021 survival assessment	Remaining
Dipton	Planting 2022 to be done in June	Remaining
	Maintenance spray	Completed
	Security lock changeover	Completed

### Strategic planning priorities

- Bathurst mining access agreement – IFS peer review of agreement: Anderson Lloyd has provided a legal review of the proposed agreement. SDC and NBC are in negotiation over the final agreement. We expect to this to be finalised in the coming weeks.
- Extent of 2022/23 harvest programme to be considered based on log price movement and activities internationally.
- NZU carbon credit assessment. This piece of work will provide greater insight to Council's portfolio of carbon credits.
- A structural log regime of less pruning, is being adopted in some areas to provide for a better whole of life financial position for some stands. Remaining areas are retaining the clear wood regime which retains the convention pruning and thinning regime.
- IFS and the Waikaia MTB Trust are co-ordinating with each other to provide for a dual propose forest which retains the commercial viability of the forest whilst providing for the construction of cycle trails to support the community outcomes the Waikaia MTB Trust as seeking. The MTB is currently undertaking soil testing on likely trail alignments.

### Operational Summary - harvesting

#### Commentary

Below is the current Harvest Summary YTD FY21/22

Waikaia Summary 21/22 Harvest - Block 5 (27.2 Ha)						1990	31	year
	Tonnes	Income	\$/t	Cost	\$/t	Stumpage \$/t	Net Return	per Ha
Actual	18975	\$ 2,101,785	\$110.76	\$ 1,068,930	\$ 56.33	\$ 54.43	\$1,032,856	\$ 37,973
Budget	15712	\$ 1,602,749	\$102.01	\$ 870,933	\$ 55.43	\$ 46.58	\$ 731,816	\$ 26,905
Variance	3263	\$ 499,036		\$ 197,997			\$ 301,040	
	21%	31%		23%			41%	

Waikaia Summary Windthrow Harvest - Block 6 (31.3 Ha)						1990/91	30-31	year
	Tonnes	Income	\$/t	Cost	\$/t	Stumpage \$/t	Net Return	per Ha
Actual	24147	\$ 2,517,085	\$104.24	\$ 1,165,719	\$ 48.28	\$ 55.96	\$1,351,366	\$ 43,175
Budget	19560	\$ 2,025,975	\$103.58	\$ 1,072,745	\$ 54.84	\$ 48.73	\$ 953,230	\$ 30,455
Variance	4587	\$ 491,110		\$ 92,974			\$ 398,136	
	23%	24%		9%			42%	

Waikaia Summary Windthrow Harvest - Block 11						2000	31	year
	Tonnes	Income	\$/t	Cost	\$/t	Stumpage \$/t	Net Return	per Ha
Actual	1482	\$ 155,457	\$104.87	\$ 94,146	\$ 63.51	\$ 41.36	\$ 61,312	
Budget						\$ -	\$ -	\$ -
Variance	1482	\$ 155,457		\$ 94,146			\$ 61,312	

Ohai Summary Windthrow Harvest - Block 7 (1.7 Ha)						1990	31	year
	Tonnes	Income	\$/t	Cost	\$/t	Stumpage \$/t	Net Return	per Ha
Actual	1143	\$ 121,794	\$106.54	\$ 76,601	\$ 67.01	\$ 39.53	\$ 45,193	\$ 26,584
Budget	1256.75	\$ 129,136	\$102.75	\$ 58,526	\$ 46.57	\$ 56.18	\$ 70,610	\$ 41,535
Variance	-114	\$ 7,342		\$ 18,074			-\$ 25,417	
	-9%	-6%		31%			-36%	



## Services and Assets monthly activity summary report April 2022 – community facilities

### Previous month's achievements

- 2022/2023 project scope documents approved by community boards
- A number of projects have been completed which include:
  - Edendale Seaward Downs toilet refurb
  - Waikawa Toilet refurb
  - Curio Bay camping ground toilet refurb
  - Otautau Main Street toilet refurb
  - Online booking system trial has gone live for six months

### Priorities for upcoming month

- 2022/2023 works programme development
- Complete installation of new toilets at Edendale and Wyndham
- Progress the TIF funded projects
- Import condition assessment data from the consultants completed reports into council's asset management application (IPS)
- Workshop the investigation projects with the community boards
- Workshop open spaces, tree management plan and hall booking system with the services and assets committee
- Present the Ulva Island wharf replacement report to the Stewart Island Rakiura Community Board

### Contract(s) performance

- Township mowing contracts are starting to wind down with the growing season coming to an end. There has been limited growth over the summer season due to the unseasonal dry period we have experienced. All mowing has been within the agreed level of service
- Township gardening contracts are receiving their pre-winter maintenance and the contractors have operated within the agreed level of service. We have one outstanding contract in Tuatapere to finalise
- The work done through the alliance contracts is cyclic and any additional requirements are requested by the contract managers
- The toilet and office cleaning contracts are all running as per the level of service
- One contract will not be renewed at the end of the financial year due to noncompliance. This decision was made with the agreement of the community board
- There are been a number of compliments received through the RFS system for the work that our mowing and cleaning contractors have been doing

### RFS' summary

(eg graph or table of last 30 days and rolling annual of RFS' – commentary as required)

CUSTOMER SERVICE		
Requests for service	April 2022	YTD
General requests for service (RFS)	57	701
Service requests completed on time	47	612
Service requests completed on time %	82%	87%

### Risks and hotspots

(eg top five with commentary as required)

#### 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	5	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
4 Likely	4	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
3 Possible	3	Low 3	Moderate 6	High 9	High 12	Extreme 15
2 Unlikely	2	Low 2	Moderate 4	Moderate 6	High 8	High 10
1 Rare	1	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

#### RISK FACTORS

##### Post mitigation

Ref No Works programme risks Likelihood Impact Risk Score

1 Covid-19 Supply issues 4 4 16

2 Works programme for 21/22 not meeting targets 3 3 9

3 Health and safety 2 3 6

4 Budgets and cost control 2 3 6

5 Resources 3 3 9

#### Mitigation actions

Contracts have been updated to cover Pandemic clauses, and working with Contractors to resolve claims with the latest lockdown. SDC is working with suppliers to look at alternative supply options on a case by case basis to prevent programme delays

21-22 works programme is well underway with delivery of some of the projects completed. There are delays in the delivery of the TIF funded projects, however this was always going to be a multi-year project.

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

Currently the majority of 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. The Wyndham hall kitchen upgrade will come in over budget due to a change in scope requested by the community board.

Trade resources are starting to reach capacity across the entire district especially with the introduction of the 3 waters Stimulus funding reaching market but SDC staff are monitoring the key suppliers and using as many local trades and companies as possible along with early engagement with contractors.

### Health and safety/ environmental / quality

#### Safety Observations



There was a total of 17 recorded observations for the month, one of which was a minor accident.

There have been no major incidents reported for the period.

### Strategic planning priorities

- asset management improvement works (on going but working towards AMP and LTP timelines)
- hall booking system roll out to all council owned halls (January 2023)
- Open Spaces Strategy
- LTP preparation (LTP timeline)
- Business unit rationalization (Next annual plan review)

Budget code 10650 (Community Housing)	Actual	Budget	Variance
Expenditure	349,781	350,778	997
Budget code Multiple (Halls)	Actual	Budget	Variance
Expenditure	459,130	610,406	151,276
Budget code Multiple (Offices & Buildings)	Actual	Budget	Variance
Expenditure	2,927,478	3,065,003	137,525
Budget code Multiple (Other Property)	Actual	Budget	Variance
Expenditure	143,838	151,365	7,526
Budget code Multiple (Open Spaces)	Actual	Budget	Variance
Expenditure	1,280,245	1,451,409	171,163
Budget code Multiple (Toilets)	Actual	Budget	Variance
Expenditure	968,366	991,308	22,941
Budget code Multiple (Water Facilities)	Actual	Budget	Variance
Expenditure	199,629	209,411	9,781

### Community facilities budgets

#### NOTE:

- Community housing expenditure is on track.
- The hall budget includes non-council owned halls which we have no control over the operational spending. Operational expenditure is under budget by \$151,276 (25%). This is a (3%) increase on the previous month. Out of the total underspend \$52,339 (34%) is for council owned halls, the remainder is for the non-council owned halls. The under spend is due to an overall underspend in maintenance, electricity and operating costs.
- Offices and buildings are underspent which is mainly due to an under spend of \$69,673 for internal services in the Allocations Offices and Depots business unit. This directly relates to the Project Delivery Team, Property Admin, and Open Spaces/Property Management Services. Delays in projects due to covid-19, lack of contractors and challenges in supply of resources and materials.
- Other property is on track.
- Open spaces are underspent. This is a decrease of 2% over the previous month. There are a number of maintenance projects that have yet to be completed contributing to the under spend. The buoyant work market is having an impact on our ability to engage contractors to undertake the smaller maintenance projects. This needs to be highlighted as a risk to our ability to deliver the works programme for the year.
- Toilets are on track.
- Water facilities are on track.





## Services and Assets monthly activity summary report April 2022 – transport

### Previous month's achievements

- changes in the maintenance contract management team with Moira and Shaun swapping contract roles
- 26 dust suppression project sites completed for this season
- Tomogalak Road bridge strengthening completed. Bridge increased to 100% of class one

### Priorities for upcoming month

- Quantify cost fluctuations estimates vs next year's work programme
- Confirm 2022/23 bridge programme
- Confirm 2022/23 pavement rehabilitation programme
- Maintenance rock work for Colac Bay Foreshore Road sea wall
- Procure a new pavement marking contract(s)

### RFS' summary

- Average for the year is 174 per month, April is lower than this year's trend, however this is likely been affected to the long Easter and Anzac weekends.

### CUSTOMER SERVICE

Requests for service	April 2022	YTD
General requests for service (RFS)	126	1740
Service requests completed on time	112	1590
Service requests completed on time %	89%	91%

### 2021/2022 accumulative RFS graph



### Contract(s) performance

#### Waimea Alliance

- sealed network maintenance on target to be completed early May.
- unsealed metaling completed for the year and grading at 84% of budgeted kms.
- Drainage crew has been dedicated to slips in the Lillburn area.

#### Central Alliance

- budgets very tight and only grading and cyclic activities during April
- signs - vandalism is a continuing frustration.

#### Foveaux Alliance

- both sealed and unsealed maintenance activities are on track programme and budget wise

#### Pavement rehabilitation

- all works on track to completed within contract completion dates

#### Surfacing

- 95% of target. Programme slightly reduced due to cost fluctuations

#### Pavement marking

- 99% of programme and completed for the season.

#### Bridge renewals

- four of the six new bridges are partially complete. We are working closely with the contractor to ensure the remaining two are completed with the contract timeframes.

### Risks and hotspots

(eg top five with commentary as required)

### 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			Mitigation actions
		Likelihood	Impact	Risk Score	
1	Covid-19 Supply issues	4	3	12	Capital contracts have been updated to cover Pandemic clauses and day rates. Rooding have no unresolved lockdown claims. SDC working with suppliers to look at alternative potential cost fluctuations estimates vs programme.
2	Works programme for 2021/22 not meeting targets	1	2	3	2021/22 works programme will be completed.
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	5	3	15	Currently all capital projects within the works programme are tracking within the approved budgets, projects are reviewed monthly against budgets and PDT. All roading works including maintenance and surfacing contracts are expected to have considerable cost fluctuations applied for next season. Increase cost will likely result in both decreased physical works programmes and seeking additional funding.
5	Resources	4	3	12	Staff recruitment and retention is becoming more challenging for our contractors, particularly tough in the general road maintenance, trades and contract and project management staff.

### Transport budgets

Transport	Actual (YTD)	Projection (YTD)	Budget (full Year)	Variance
Income	28,229,793.00	28,771,644.00	34,129,768.00	5,899,975.00
Operating Expenditure	29,494,207.00	29,982,095.00	35,533,789.00	6,039,582.00
Capital Expenditure	15,082,447.00	15,981,032.00	20,711,721.00	5,629,274.00

Overall the budget is tracking well with some activates ahead of budget and others running behind. Some key items are:

- Bridges renewal and upgrades is running \$561K below budget
- Drainage renewal is \$391K below budget
- Sealed road resurfacing is \$125K ahead of budget and
- Pavement rehabilitation is \$268K ahead of budget
- The Te Anau Airport – Manapouri surfacing renewal budget of \$740K has had the physical works deferred until 2023.

### Strategic planning priorities

- Taramea Bay erosion discussion with Iwi and DoC prior to proceeding with solution and possible resource consent
- Corridor management system implementation
- Climate change adaptation
- Requirement for limits as a result of the new Land Transport Rule: Setting of Speed limit
- Te Anau Airport – Manapouri runway resurfacing

### Health and safety

- Contractor health and safety performance remains high but with one lost time injury and one medical treatment has been reported for the year
- Transport staff have had no incidents during April. Driving and other road users remain or biggest risk seconded by public engagement

### Environmental

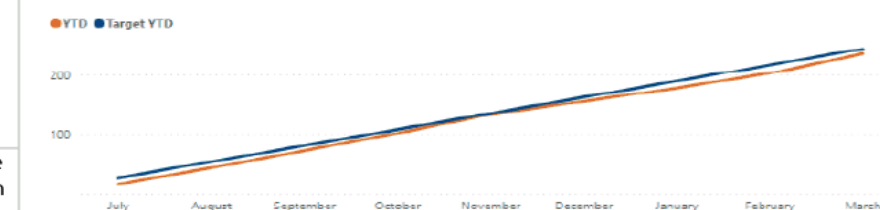
- No environmental non-conformances have been reported during April
- The transport team is working closely with the Environment Southland compliance team to ensure compliance with our bridge and culvert maintenance global consent. We have had two culvert job that have required more work to comply.
- Fulton Hogan carbon footprint tracking of the Foveaux is summarized below.

### Year to Date Carbon Tonnes

Target is based on 30% reduction of 2020/2021 values by 30 June 2030. Based on Category 1 and 2 emissions only. Aiming for -3.3% movement each year to be on Target

**266** Base Year YTD      **235** Current Year YTD      **-11.8 %** Movement

### Year to Date Carbon Tonnes



### Quality

- Network condition auditing and RoadRoid scores supports a lower number of faults on the network.
- Pavement rehabilitation – Otatau Nightcaps site near the Wairio township has failed the surface roughness testing. The surface will need to be redone to meet the contract specification.

### Around the Mountains Cycle Trail

- MBIE have confirmed that Trail Manager funding will be extended to 2024/2025 financial year
- The cattle stop improvement changes in the Parawa section of the trail have been confirmed with the land owner, and these works are planned to be completed by the end of May
- New Zealand Cycle Trails has a signage project for all 22 great rides around New Zealand, we are liaising with land owners about signage installation
- ATMCT Trust has set a community meeting with the Official Partners of the Trail for Thursday 26<sup>th</sup> May 2022 in Lumsden. The Trust will take the opportunity to introduce themselves, and outline their vision for the Trust

## Services and Assets monthly activity summary report March 2022 – programme delivery



### Executive summary

- figures to end March indicate we are approximately 56% spent year to date of our February re-forecasted value of \$45 million.
- project delivery team already procuring some of the 22/23 project work, aiming to complete very early in new financial year.
- remaining scoping documents signed off by community boards for community facilities based projects.
- increased information contained within the documents enables the team to have a better understanding of what the Communities have requested for these projects. We will also have an early indication where item ownership, property boundaries, archaeological, building and resource consents, land access agreements, or effected parties' consultation is required. Items mentioned above have often materialised part way through project delivery and have in some cases affected delivery timeframes.
- large cost escalation across the board has the potential to effect project plans to the point where some rescoping may need to occur if project contingencies are going to be exceeded. The critical risk graph has been updated to reflect this change.
- working towards a way for subcontractors to view (through our SDC webpage) a list of upcoming works we are seeking registrations of interest or pricing for. GeTS (Government Electronic Tendering System) does not work for all subcontractors as they may not be signed up or utilise GeTS. This is in the infant stage of discussion but we hope to have this up and running for the 22/23 financial year.

### Activity overview

#### Completed projects in the last reporting period include:

- Edendale Seaward Downs toilet refurb
- Waikawa Toilet refurb
- Mataura Island rehab
- Curio Bay camping ground toilet refurb
- Bayswater Otautau Tuatapere rehab
- Otautau Main St toilet refurb
- Tokanui toilet water source
- Te Anau Carpark deepening

#### Projects due to start construction within the next two months (not previously communicated):

- Bath Road beautification
- Lumsden Ashes Beam

### Risks and hotspots

(eg top five with commentary as required)

#### 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

##### RISK FACTORS

##### Post mitigation

Ref No	Works programme risks	Likelihood	Impact	Risk Score
1	Covid-19 Supply issues	4	4	16
2	Works programme for 21-22 not meeting targets	3	3	9
3	Health and safety	2	3	6
4	Budgets and cost control	5	3	15
5	Resources	3	3	9

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	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

##### Mitigation actions

- Contracts have been updated to cover Pandemic clauses, and working with Contractors to resolve claims with the latest September 2021 lockdown, SDC working with suppliers to look at alternative supply options on a case by case basis to prevent programme delays.
- 21-22 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.
- 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.
- Currently all projects within the works programme are tracking within the approved budgets. Current cost escalations are having an effect on project budgets with some rescoping possible if contingency values are insufficient.
- Trade resources are starting to reach capacity across the entire district especially with the introduction of the 3 waters Stimulus funding reaching market. SDC staff are monitoring the key suppliers and using as many local trades and companies as possible along with early engagement with contractors.

### Health & safety – audits and observations by project delivery team

Safety observations March	5
Safety audits March	3

### Environmental

- resource consent applications for Te Anau/ Manapouri boat ramps and Manapouri toilet
- no resource consent required for the Tuatapere Boat ramp repairs
- additional requirement added from DOC in regards to fish management during the construction of the boat ramps (ecologist and entrapped fish mitigation measures)

### Actions from last report

There are no actions from the last meeting.

### Current works programme spend and estimated forecast final

ACTIVITY	COMMUNITY RESOURCES	TRANSPORT - ROADING	TRANSPORT - OTHER	THREE WATERS	TOTALS
2021-22 Annual Plan budget	7,050,429	17,254,595	3,523,110	17,475,335	45,303,469
2020-21 carry forward movement	824,164	99,815	63,769	2,330,185	3,317,933
2021-22 approved unbudgeted expenditure	1,541,577	0	884,465	0	2,426,042
21-22 total Annual Plan budget including carry forwards and unbudgeted expenditure approved to date	9,416,170	17,354,410	4,471,344	19,805,520	51,047,444
Total forecast movements to date	1,067,191	94,792	1,569,618	2,477,952	5,209,554
Current approved budget to date	8,348,979	17,259,618	2,901,726	17,327,568	45,837,891
Actual costs to 30/3/222	1,758,847	13,577,259	431,687	10,160,307	25,928,100
Actual costs to 28/2/22	1,183,321	10,874,356	375,742	8,700,662	21,134,080
Estimated Year end forecast	8,348,979	17,259,618	2,901,726	17,327,568	45,837,891
Estimated cost to complete	6,590,132	3,682,359	2,470,039	7,167,261	19,909,791
THREE WATERS STIMULUS FUNDING	BUDGET	COMMITTED TO DATE	BALANCE TO BE COMMITTED	COSTS TO DATE	
20/21 - 3 Waters Stimulus Funding	4,443,625	4,443,625		4,443,625	
20/21 contribution to Te Anau Waste Water Project	2,000,000	2,000,000		2,000,000	
20/21 Contribution to ES Flood Protection	80,000	80,000		80,000	
20/21 Contribution to 3 regional collaboration	169,247	169,247		169,247	
21/22 - 3 Waters Stimulus Funding	6,837,128	6,567,629	269,498	5,150,448	
Total Stimulus funding	13,530,000	13,260,501	269,498	11,843,320	13,530,000
OTHER CAPITAL ACTIVITIES	CORPORATE SERVICES - IT	OTHER			TOTALS
2021/22 approved budget	325,000	1,287,583			1,612,583
Totals budget across all Activities					\$47,450,474

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 table above will be updated to reflect these adjustments.

### 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