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

Date:	**Wednesday, 28 November 2018**
Time:	**1pm**
Meeting Room:	**Council Chamber**
Venue:	**15 Forth Street** **Invercargill**

Services and Assets Committee Agenda
OPEN

MEMBERSHIP

Chairperson	Brian Dillon
	Mayor Gary Tong
Councillors	Stuart Baird
	John Douglas
	Paul Duffy
	Bruce Ford
	Darren Frazer
	George Harpur
	Julie Keast
	Ebel Kremer
	Gavin Macpherson
	Neil Paterson
	Nick Perham

IN ATTENDANCE

Group Manager, Services and Assets	Matt Russell
Committee Advisor	Fiona Dunlop

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

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

Terms of Reference – Services and Assets Committee

The Services and Assets 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;
- Rural fire management;
- Te Anau Airport;
- Stewart Island Jetties and Riverton Harbour Committee;
- Water supply schemes.

The Services and Assets Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers:

(a) Monitoring the delivery of capital works projects and the implementation of the capital works programme.
(b) Monitoring the delivery of operations and maintenance contracts.
(c) To approve and/or assign all contracts for work, services or supplies where the value is in excess of $200,000 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 $2M a prior review and recommendation of the business case by the Finance and Audit Committee is required. The business case shall include as a minimum; risk assessment, a procurement plan and financial costings.
(d) To monitor the return on all the Council's investments including forestry;
(e) To monitor and track Council contracts and compliance with contractual specifications.

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.

The Services and Assets Committee may delegate the management and control of all Riverton harbour assets vested in the Southland District Council to the Riverton Harbour Committee.

The Services and Assets Committee may delegate the responsibility to oversee the development and maintenance of jetties located at Fred's Camp, Millars Beach, Ulva Island, Port William and Little Glory Cove to the Stewart Island Jetties Subcommittee.

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C9.1 Road Pavement Rehabilitation Programme 2018/2019

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 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or 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, 17 October 2018

Services and Assets Committee

OPEN MINUTES

Minutes of a meeting of Services and Assets Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 17 October 2018 at 9.01am – 10.33am, 10.52 – 12.32pm, 1.03pm to 2.46pm).

PRESENT

Chairperson	Brian Dillon Mayor Gary Tong (for item 8.1 via telephone from 9.54am – 10.33am, 10.52am to 12.32pm)
Councillors	Stuart Baird John Douglas Paul Duffy Bruce Ford (9.06am - 10.33am, 10.52 – 12.32pm, 1.03pm to 2.46pm) Darren Frazer George Harpur Julie Keast (9.08am - 10.33am, 10.52 – 12.32pm, 1.03pm to 2.46pm) Ebel Kremer Gavin Macpherson Neil Paterson Nick Perham

APOLOGIES

Mayor Gary Tong (but did join the meeting via telephone for item 8.1 - Business Case - Te Anau Wastewater Discharge Method - Kepler Block)

IN ATTENDANCE

Chief Executive	Steve Ruru
Group Manager, Services and Assets	Matt Russell
Communications Manager	Louise Pagan
Governance and Democracy Manager	Clare Sullivan
Committee Advisor	Fiona Dunlop

1 Apologies

There were apologies from Mayor Tong.

Moved Cr Kremer, seconded Cr Paterson **and resolved:**

That the Services and Assets Committee accept the apology.

The meeting noted that Mayor Tong would be attempting to join the meeting via telephone for item 8.1 Business Case - Te Anau Wastewater Discharge Method - Kepler Block.

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 Cr Duffy, seconded Cr Perham **and resolved:**

That the Services and Assets Committee confirms the minutes of the meeting, held on 5 September 2018 as a true and correct record of that meeting.

9.1 IFS Growth Forest Manager's Report of Forestry Activity for the period 1 July to 31 August 2018

Record No: R/18/9/22583

IFS Growth Forest Manager – Reece McKenzie and IFS Director of Strategy – Dan Minehan were in attendance for this item.

(Councillor Ford joined the meeting at 9.06am.)

(Councillor Keast joined the meeting at 9.08am.)

Resolution

Moved Chairperson Dillon, seconded Cr Douglas **and resolved:**

That the Services and Assets Committee:

a) Receives the report titled "IFS Growth Forest Manager's Report of Forestry Activity for the period 1 July to 31 August 2018" dated 25 September 2018.

Reports for Resolution

7.1 Unbudgeted Expenditure Request, Invercargill Office Utilisation and Business Case Reporting

Record No: R/18/9/22166

Group Manager, Services and Assets – Matt Russell was in attendance for this item.

Mr Russell advised that the purpose of the report was to seek approval for $250,000 of unbudgeted expenditure to enable a Business Case and Utilisation Assessment to progress and that this will inform the decision-making process in regards to options for the Invercargill Office.

Resolution

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

That the Services and Assets Committee:

a) Receives the report titled "Unbudgeted Expenditure Request, Invercargill Office Utilisation and Business Case Reporting" dated 9 October 2018.

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

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

d) Recommends to Council that it approve unbudgeted expenditure of up to $250,000 for the purposes of completing a Business Case and Utilisation Assessment associated with the Invercargill Office Development identified in years 2022-2024 of the 2018-2028 Long Term Plan to be funded from the District Property Development Reserve.

e) **Recommends to Council that it delegate authority to the Group Manager – Services and Assets to expend up to $250,000 on the Business Case and Utilisation Assessment works for the Invercargill Office Development and be funded from the District Property Development Reserve.**

9.2 Roading Operations September 2018

Record No: R/18/9/21433

Commercial Lead Roading – Dylan Rabbidge was in attendance for this item.

Resolution

Moved Cr Baird, seconded Cr Macpherson **and resolved:**

That the Services and Assets Committee:

a) **Receives the report titled "Roading Operations September 2018" dated 9 October 2018.**

9.3 Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for August 2018

Record No: R/18/9/21435

Operations Manager – Bill Witham was in attendance for this item.

Resolution

Moved Cr Perham, seconded Cr Frazer **and resolved:**

That the Services and Assets Committee:

a) **Receives the report titled "Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for August 2018" dated 10 October 2018.**

(Mayor Tong joined the meeting via telephone at 9.54am.)

8.1 Business Case - Te Anau Wastewater Discharge Method - Kepler Block

Record No: R/18/10/23195

Group Manager, Services and Assets – Matt Russell, Management Accountant – Susan McNamara, Community Partnership Leader – Simon Moran and Stantec Consultant Roger Oakley were in attendance for this item.

The purpose of this report is to enable the Committee to recommend a wastewater discharge method at the Kepler Block based on an updated and peer reviewed business case.

The meeting adjourned for morning tea at 10.33am and reconvened at 10.52am.

Councillors Baird, Dillon, Douglas, Duffy, Ford, Frazer, Harpur, Keast, Kremer, Macpherson, Paterson and Perham were present when the meeting reconvened.

Mayor Tong also re-joined the meeting via telephone.

Moved Cr Duffy, seconded Councillor Baird the recommendations in the officers report.

The motion was put and declared LOST on a show of hands.

Moved Cr Douglas, seconded Cr Paterson the following:

That the Services and Assets Committee:

a) Receives the report titled "Business Case - Te Anau Wastewater Discharge Method - Kepler Block" dated 9 October 2018.

b) Determines that this matter or decision be recognised as 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:

- **i) The options outlined in the business case are the reasonably practicable options available.**
- **ii) It does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

d) Determines that in making this decision it has had regard to:

- **i) The purpose of local government as defined in section 10 of the Local Government Act 2002 and in particular the need to meet the needs of its communities in the most cost-effective manner now and into the future**
- **ii) The principles in section 14 of the Local Government Act 2002 including in particular the need to take account of the diversity of its communities and the range of views held by those communities and the need to take a sustainable development approach**
- **iii) The need to be conscious of the financial impact that this project will have on Councils current system of rating levels and Council's overall financial position**
- **iv) The need to have an alternative discharge option consented and operational before the expiry of the current consented discharge to the Upukerora River in December 2020 and that the timeframes within which the design and construction of a new discharge scheme needs to be completed is now limited.**

v) The previous Council decision (Item 8.8 16 November 2016) that it is unacceptable for Council to not have a consented discharge for the Te Anau Wastewater Scheme.

e) Notes the requirement for Council to manage its financial arrangements in a prudent manner and make effective provision for the funding of all of its activities in a way that is financially affordable and sustainable for its communities which suggests that it should adopt the most cost effective option.

f) Notes that the capital costs of the four options outlined in the Te Anau Wastewater Scheme – Kepler Block business case have increased since the last business case was presented in December 2017 and that the cost of the different options now range between $17.6M (Option 1 – Centre Pivot Irrigation) and $22.2M (Option 3 – Slow Rate Drip Irrigation).

g) Notes that Council has received notification that it will receive, subject to finalisation of appropriate contract conditions, a contribution of $5M from the Tourism Infrastructure Fund towards the cost of implementing the Te Anau Wastewater Scheme and that this allocation is not conditional on a particular discharge method.

h) Notes that the financial analysis included at section 5.3 of the business case suggests that rates are at or nearing what is recognised as an affordability threshold for a number of communities in the Southland district and that as a result Council should be cautious about pursuing options which increase rates above other viable options

i) Notes the importance of completing construction of the Te Anau Wastewater Discharge Project upgrade before 30 November 2020 and that the timeframes within which this work must be completed are now tight

New j Recommend to Council that it proceed with option 3 subject to agreement from the Te Anau Community Board and Manapouri Community Development Area Subcommittee to fund the estimated difference between option 2a ($20.1million) to option 3 ($22.2million) the estimated difference being $2.1million and should agreement fail then proceed with option 2a.

k) Notes that Council will need to record, in accordance with Section 80 of the Local Government Act 2002, that its decision to approve Option 2A is inconsistent with the 2018-2028 Long Term Plan on the basis of the significant cost escalations and the grant that has been approved from the Tourism Infrastructure Fund.

The meeting adjourned at 12.32pm for lunch and reconvened at 1.03pm.

Councillors Baird, Dillon, Douglas, Duffy, Ford, Frazer, Harpur, Keast, Kremer, Macpherson, Paterson and Perham were present when the meeting reconvened.

Mayor Tong was not present via telephone when the meeting reconvened.

Moved Cr Kremer, seconded Cr Ford, the following amendment to j above:

That the Services and Assets Committee:

j Recommend to Council that it proceed with option 3 subject to agreement from the Te Anau Community Board and Manapouri Community Development Area Subcommittee to fund the estimated difference between option 2b ($20.8million) to option 3 ($22.2million) the estimated difference being $1.4million and should agreement fail then proceed with option 2a.

The amendment was put and declared LOST on a show of hands.

The motion moved by Cr Douglas, seconded by Cr Paterson was put and declared CARRIED on a show of hands.

<u>Final Resolution</u>

That the Services and Assets Committee:

a) Receives the report titled "Business Case - Te Anau Wastewater Discharge Method - Kepler Block" dated 9 October 2018.

b) Determines that this matter or decision be recognised as 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:

i) The options outlined in the business case are the reasonably practicable options available.

ii) It does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

d) Determines that in making this decision it has had regard to:

i) The purpose of local government as defined in section 10 of the Local Government Act 2002 and in particular the need to meet the needs of its communities in the most cost-effective manner now and into the future

ii) The principles in section 14 of the Local Government Act 2002 including in particular the need to take account of the diversity of its communities and the range of views held by those communities and the need to take a sustainable development approach

iii) The need to be conscious of the financial impact that this project will have on Councils current system of rating levels and Council's overall financial position

iv) The need to have an alternative discharge option consented and operational before the expiry of the current consented discharge to the Upukerora River in December 2020 and that the timeframes within which the design and construction of a new discharge scheme needs to be completed is now limited.

v) The previous Council decision (Item 8.8 16 November 2016) that it is unacceptable for Council to not have a consented discharge for the Te Anau Wastewater Scheme.

e) Notes the requirement for Council to manage its financial arrangements in a prudent manner and make effective provision for the funding of all of its activities in a way that is financially affordable and sustainable for its communities which suggests that it should adopt the most cost effective option.

f) Notes that the capital costs of the four options outlined in the Te Anau Wastewater Scheme – Kepler Block business case have increased since the last business case was presented in December 2017 and that the cost of the different options now range between $17.6M (Option 1 – Centre Pivot Irrigation) and $22.2M (Option 3 – Slow Rate Drip Irrigation).

g) Notes that Council has received notification that it will receive, subject to finalisation of appropriate contract conditions, a contribution of $5M from the Tourism Infrastructure Fund towards the cost of implementing the Te Anau Wastewater Scheme and that this allocation is not conditional on a particular discharge method.

h) Notes that the financial analysis included at section 5.3 of the business case suggests that rates are at or nearing what is recognised as an affordability threshold for a number of communities in the Southland district and that as a result Council should be cautious about pursuing options which increase rates above other viable options

i) Notes the importance of completing construction of the Te Anau Wastewater Discharge Project upgrade before 30 November 2020 and that the timeframes within which this work must be completed are now tight

j Recommend to Council that it proceed with option 3 subject to agreement from the Te Anau Community Board and Manapouri Community Development Area Subcommittee to fund the estimated difference between option 2a ($20.1million) to option 3 ($22.2million) the estimated difference being $2.1million and should agreement fail then proceed with option 2a.

k) Notes that Council will need to record, in accordance with Section 80 of the Local Government Act 2002, that its decision to approve Option 2A is inconsistent with the 2018-2028 Long Term Plan on the basis of the significant cost escalations and the grant that has been approved from the Tourism Infrastructure Fund.

Public Excluded

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

Resolution

Moved Cr Perham, seconded Cr Baird **and resolved:**

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

C10.1 Unbudgeted Expenditure - Contract 18/09: Te Anau Watermain Renewals

C10.2 Bridge Replacement and Rationalisation Programme 2018-21

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
Unbudgeted Expenditure - Contract 18/09: Te Anau Watermain Renewals	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.
Bridge Replacement and Rationalisation Programme 2018-21	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. 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.

That the Chief Executive, Group Manager, Services and Assets, People and Capability Manager, Chief Financial Officer, Communications Manager, Communications Specialist, Governance and Democracy Manager and Committee Advisor be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C10.1 Unbudgeted Expenditure - Contract 18/09: Te Anau Watermain Renewals and C10.2 Bridge Replacement and Rationalisation Programme 2018-21. This knowledge, which will be of assistance in relation to the matters to be

discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

That Contract Administrator – Joe Findley and Management Accountant be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C10.1 Unbudgeted Expenditure - Contract 18/09: Te Anau Watermain Renewals. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

That the Strategic Manager Transport Commercial Lead Roading and Roading Asset Engineer be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C10.2 Bridge Replacement and Rationalisation Programme 2018-21. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 1.59pm.

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 2.46pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE SERVICES AND ASSETS COMMITTEE HELD ON WEDNESDAY 17 OCTOBER 2018.

DATE:.....

CHAIRPERSON:.....

Use of Unmanned Aerial Vehicle Policy

Record No: R/18/10/24925
Author: Jane Edwards, Policy Analyst
Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision ☒ Recommendation ☐ Information

Purpose

1 The purpose of this report is to:

a) consider the request to Council from the Te Anau Community Board (the Board) to amend the Use of Unmanned Aerial Vehicle (UAV) Policy (the policy) to include the Te Anau lakefront within the Restrictions.

b) to seek the Committee's approval to recommend to Council that the policy is also amended to clarify the distinction between Restrictions and Prohibited Areas.

2 The current policy is included as Attachment A

3 The draft Use of Unmanned Aerial Vehicle Policy (the draft policy) is included as Attachment B

Executive Summary

4 The Use of Unmanned Aerial Vehicle Policy is an enabling policy that generally allows UAVs (such as drones) to be flown on or above Council owned or controlled land.

5 The policy sets out that where there are situations where flying UAVs is restricted, or where the use of UAVs is prohibited, Council approval is required. The policy currently contains no prohibited areas.

6 Te Anau Community Board, at its meeting on 29 August, requested that Council make Council owned land from the Marakura Yacht Club to Blue Gum Point, a prohibited area in the policy.

7 Staff advised the Board that internal discussions have resulted in a proposal to Council to amend the confusing wording within the current policy. At present, Restrictions and Prohibited Areas, are stated with similar requirements and limitations. In each, UAV usage can be permitted with Council approval.

8 The amendment proposed will enable areas listed within Restrictions continuing to have the option of UAV usage with Council approval, while Prohibited Areas will state that UAV usage is prohibited in all instances with the exception of emergency services.

9 The Board, at its meeting on 24 October, considered the future level of control they would like for the Te Anau lakefront, as this is impacted by where it is placed within the policy.

10 The amendment requested by the Board is to include Council owned land, from Marakura Yacht Club to Blue Gum Point, within the Restrictions. The Board also requested that an education campaign be undertaken to help build the confidence of Te Anau residents in understanding the implications of any policy changes.

Recommendation

That the Services and Assets Committee:

a) Receives the report titled "Use of Unmanned Aerial Vehicle Policy" dated 20 November 2018.

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

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

d) Recommend to Council amending the policy to include the Te Anau lakefront, from the Marakura Yacht Club to Blue Gum Point, within the Restrictions, and that an education campaign be undertaken to help build the confidence of Te Anau residents in understanding the implications of any policy changes.

e) Recommend to Council amending the policy to state that Prohibited Areas are areas where the use of Unmanned Aerial Vehicles is prohibited in all instances, with the exception of emergency services only.

Background

11 The policy was adopted by Council on 19 July 2017 with no prohibited areas specified.

12 The area over Lake Te Anau is in the Fiordland National Park and under the control of DOC. While flight operations are not in a controlled air space, Council land along the lakefront is one of the areas where the operators are located when flying UAVs.

13 Since the policy's adoption, safety issues have arisen in regard to the interaction between drones and aircraft operating along the lakefront. To address this Council staff, in conjunction with operators and DOC, have installed signage in appropriate locations along the lakefront. This signage advises that it is a restricted area and that no drones may be flown without council approval.

14 The Board have requested that Council also amend the policy to make the lakefront in Te Anau a restricted area with an aim to formalise the constraint and give it more authority.

15 At present, there are no methods in place to enforce either restrictions or prohibitions.

Issues

16 The policy, in its current form, describes Prohibited Areas as follows:

"There are some areas where the use of UAVs is prohibited unless written approval has been granted by Council"

17 It is the opinion of staff that this statement is confusing and does not clearly define the difference between a prohibited area and an area with restrictions.

18 Consequently it is recommended that the policy be amended to provide distinction between prohibited (formally forbidden), and restricted (put under control or limits). A risk to note is that the recommended policy amendment to tighten control on Prohibited Areas will not allow recourse to Council for written approval for the use of UAVs.

19 The proposed amendment to the policy will read as follows:

"There are some areas where the use of UAVs is prohibited in all instances, with the exception of emergency services only".

20 In order that Council is able to continue giving written approval to fly UAVs in specific circumstances, it is recommended that the Te Anau lakefront area, with detailed geographical limits, is included within the Restrictions.

Factors to Consider

Legal and Statutory Requirements

21 All the statutory requirements are set out in the policy, and establishes criteria for UAV usage over Council owned and controlled land within the District.

22 Given the varying width of the Council owned property from the Marakura Yacht Club to Blue Gum Point, that maximum distance that has been determined from the edge of Lake Te Anau to the property boundaries on the opposite side of Lakefront Drive and Te Anau Terrace is 60m.

23 For that reason the width of the requested restricted area on the Council land has been set at up to 60m right angles to the physical edge of Te Anau which is the boundary of the Fiordland National Park.

Community Views

24 No formal community consultation has been undertaken, however the Board's request has been made following feedback from aircraft operators on the Te Anau lakefront.

25 A Board member reported at their meeting 24 October, that an informal discussion around the options available in the report had been undertaken with an aircraft operator along the waterfront, and feedback received was in favour of supporting the waterfront being included in the restrictions.

26 If the Committee endorse the recommendation to add the lakefront to the Restrictions, it is recommended that community education/engagement is undertaken in order to publicise the limits contained in the policy to the Te Anau community and visitors.

Costs and Funding

27 There will be staff time and advertising costs associated with an engagement process with the Te Anau community.

Policy Implications

28 If the current policy is amended to include the Te Anau lakefront (with clearly defined geographical boundaries) within the Restrictions, this will give the Board specific detail to reference back to when communicating with UAV users. It is not able to be enforced currently and is still only publically communicated by the existing signage. It does, however, enable permission for UAV usage to be given by Council in appropriate circumstances.

29 If the current policy is amended to provide distinction between Restrictions and Prohibited Areas, it will enable Council to expressly prohibit UAV usage in specific areas in the future.

Analysis

Options Considered

30 The options are as follows:

- recommend policy is amended to clarify Restrictions and Prohibited Areas and to include Te Anau lakefront area within the Restrictions
- recommend policy is amended to include Te Anau lakefront within the Restrictions but make no further amendments to the current policy
- recommend policy is amended to clarify Restrictions and Prohibited areas, but do not add Te Anau lakefront to the Restrictions
- do not amend the current policy at this time

Analysis of Options

Option 1 – Recommend policy is amended to clarify Restrictions and Prohibited Areas and to include Te Anau lakefront area within the Restrictions

Advantages	*Disadvantages*
• The policy will clearly state the geographical boundaries of restricted UAV usage at Te Anau lakefront • May help reduce UAV usage in the area and the risk of a collision between a UAV and existing aircraft operations • Allows Council to consider requests for UAV usage and give written approval in specific instances within Restricted Areas • Allows Council to forbid UAV usage in areas that are deemed hazardous.	• There is currently no ability to enforce restrictions • Restrictions still reliant on signage to alert UAV users • Signage has proved inadequate so far • No disadvantages to amending wording to clarify distinction between Restrictions and Prohibited Areas

Option 2 – Recommend policy is amended to include Te Anau lakefront within the Restrictions but make no further amendments to the current policy

Advantages	*Disadvantages*
• The policy will clearly state the geographical boundaries of restricted UAV usage at Te Anau Lakefront • May help reduce UAV usage in the area and remove the risk of collision between UAV and existing aircraft operations • Allows Council to consider requests for UAV usage within areas listed under Restrictions and give written approval in specific instances • If an area were to be specified within the policy as prohibited, Council still has the flexibility to give written approval in specific instances	• Language used in current policy means that restricted and prohibited have the same requirements and limitations • Language used in the current policy does not allow Council to expressly forbid UAV usage in areas that are deemed hazardous.

Option 3 – Recommend policy is amended to clarify Restrictions and Prohibited areas, but do not add Te Anau lakefront to the restrictions

Advantages	*Disadvantages*
• Removing the option of written approval from Council for Prohibited Areas provides clarity between a restriction and a prohibition. • Allows Council to consider requests for UAV usage in restricted areas and give written approval in specific instances • Allows Council to forbid UAV usage in areas that are deemed hazardous. • The current policy and signage does restrict UAV usage over the Te Anau lakefront at present	• UAV usage on the Te Anau lakefront reliant on signage only to alert users of restrictions • The current policy is not successfully mitigating the risk of UAV and aircraft interaction

Option 4 – Make no amendments to the current policy

Advantages	*Disadvantages*
• The current policy does restrict UAV usage over the lakefront	• Language used in current policy mans that restricted and prohibited have the same requirements and limitations

• Signage currently alerts people that they need permission to fly UAVs over the lakefront • Permission is able to be given by council in appropriate circumstances within both restricted and prohibited areas.	• UAV usage on the Te Anau lakefront still reliant on signage to alert users of restrictions • The current policy is not successfully mitigating the risk of UAV and aircraft interaction

Assessment of Significance

31 The recommended amendments to the policy are not considered significant.

Recommended Option

32 Staff recommend Option 1:

a) recommend Council amend the policy to include the Te Anau lakefront within the Restrictions with subsequent community education/engagement. This will clarify and tighten the restriction on the lakefront area while still allowing Council to give written approval for UAV usage in appropriate circumstances.

b) recommend Council amend the wording within the policy to clarify the distinction between Restrictions and Prohibited Areas.

Next Steps

33 If the Committee support the approach taken in the draft Policy, staff will make any amendments/changes recommended by the Committee, and present the draft Policy to Council for endorsement.

Attachments

A Final - Use of Unmanned Aerial Vehicle Policy ⇩
B DRAFT - Use of Unmanned Aerial Vehicle Policy ⇩

SOUTHLAND DISTRICT COUNCIL

Use of Unmanned Aerial Vehicles Policy

Group responsible: **Strategic Manager (Property)**

Date approved: **19 July 2017**

File no: **r/15/12/22465**

1 Purpose

This policy sets out the conditions for use of Unmanned Aerial Vehicles (UAVs) on Council owned or controlled land.

2 Definitions and abbreviations

TERM	MEANING
UNMANNED AERIAL VEHICLE (UAV)	The term UAV covers all electric powered remote controlled model aircraft, including the type commonly referred to as "drones" that are capable of vertical take-off and landing and small hand-launched gliders less than 1.5 metre wing span. UAVs are also known as drones, Remotely Piloted Aircraft Systems and Unmanned Aerial Systems. The term UAV does not include the following: • Fixed wing electric-powered model aircraft greater than 1 metre wing span. • All fixed - winged model aircraft that are internal combustion engine (petrol) powered. • Gliders greater than 1.5 metre wing span and bungee-launched gliders. • Single rotor helicopters that are electric powered or internal combustion engine (petrol) powered. • Jet powered models.
CIVIL AVIATION AUTHORITY RULES / CAA RULES	Civil Aviation Rules are set by the Minister of Transport. The rules are divided into parts. The two parts relevant to UAVs are: • Part 101: *Gyrogliders and Parasails, Unmanned Aircraft (including Balloons), Kites, and Rockets - Operating Rules*, and • Part 102: *Unmanned Aircraft Operator Certification*.

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SOUTHLAND DISTRICT COUNCIL

3 Background

Under rules introduced by the Civil Aviation Authority (CAA) on 1 August 2015, Council can grant or decline consent for the use of UAVs on property that it owns or controls. This policy establishes criteria for UAV use over Council owned and controlled land in the Southland District.

4 Policy details

4.1 General Criteria

In addition to the CAA rules, the following criteria apply to the use of UAVs over land or property owned or controlled by Southland District Council. They do not apply to the use of UAVs by Southland District Council.

Operators of UAVs must:

- Comply with the Office of the Privacy Commissioner guidance on preserving peoples' personal privacy by not flying over other people or adjoining private property without their consent.
- Be courteous of other park users, who often are there for the quiet enjoyment of Council's parks, reserves and open spaces.
- Wear a high visibility vest.

4.2 Restrictions

Operators do not need approval to use UAVs over land or property owned or controlled by the Southland District Council except in the following situations:

- Over a sports field if in use by others, or within 50 metres of any organised activity taking place in a reserve or Council controlled open space.
- Over or above Council owned or controlled cemeteries, commercial forestry or formed roads.
- Over or within 50 metres of other users of open spaces. If another open space user moves within this range, the UAV user must immediately land their UAV.
- Over or within 50 metres of any building on Council land or any playground equipment or swimming pool.
- Within 50 metres of livestock, wildlife or sensitive wildlife habitats. If livestock or wildlife move within this range, the UAV user must immediately land their UAV.
- Within 50 metres of a reserve boundary where residential housing or stock farming adjoins.
- Within 100 metres of another UAV user.

Written Council approval must also be obtained for any organised event involving the use of UAVs.

If requested to cease operations by Council officers operators must land their UAV immediately.

If the Council owned land or property is held under a lease or licence from Council, or there is an organised event taking place, the applicant must obtain written approval from the lessee, licensee or the

event organiser, prior to seeking approval from Council. Operators of UAVs must comply with any additional conditions imposed by the lessee, licensee or event organiser.

Council's approval can be sought by making a written request to Council's property department. Council will notify the applicant about whether or not approval has been granted. If a request to fly a UAV in a restricted situation is declined, Council will outline the reasons why.

4.3 Prohibited Areas

There are some areas where the use of UAVs is prohibited unless written approval has been granted by Council. These areas are:

- There are no prohibited areas.

4.4 Reporting incidents and near misses

UAV users must report all incidents and near misses of a significant nature (such as those involving people and property (including animals, buildings and power lines)) to Southland District Council. This obligation also extends to other reserve users involved in any incident or near miss relating to UAV use.

4.5 Enforcement

Any breach of the above conditions could result in termination of your permission to fly unmanned aircraft over Council land.

Council will report breaches to the Civil Aviation Authority, which may result in infringements or prosecution.

5. Associated documents

- Civil Aviation Authority Rules and Guidelines: http://www.caa.govt.nz/rpas/
- Southland District Council District Reserves Management Policy

SOUTHLAND DISTRICT COUNCIL

DRAFT Use of Unmanned Aerial Vehicles Policy

Group responsible: **Strategic Manager (Property)**

Date approved:

File no:

1 Purpose

This policy sets out the conditions for use of Unmanned Aerial Vehicles (UAVs) on Council owned or controlled land.

2 Definitions and abbreviations

TERM	MEANING
UNMANNED AERIAL VEHICLE (UAV)	The term UAV covers all electric powered remote controlled model aircraft, including the type commonly referred to as "drones" that are capable of vertical take-off and landing and small hand-launched gliders less than 1.5 metre wing span. UAVs are also known as drones, Remotely Piloted Aircraft Systems and Unmanned Aerial Systems. The term UAV does not include the following: • Fixed wing electric-powered model aircraft greater than 1 metre wing span. • All fixed - winged model aircraft that are internal combustion engine (petrol) powered. • Gliders greater than 1.5 metre wing span and bungee-launched gliders. • Single rotor helicopters that are electric powered or internal combustion engine (petrol) powered. • Jet powered models.
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- Over a sports field if in use by others, or within 50 metres of any organised activity taking place in a reserve or Council controlled open space.
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- Over or within 50 metres of other users of open spaces. If another open space user moves within this range, the UAV user must immediately land their UAV.
- Over or within 50 metres of any building on Council land or any playground equipment or swimming pool.
- Within 50 metres of livestock, wildlife or sensitive wildlife habitats. If livestock or wildlife move within this range, the UAV user must immediately land their UAV.
- Within 50 metres of a reserve boundary where residential housing or stock farming adjoins.
- Within 100 metres of another UAV user.
- The Te Anau lakefront from the Marakura Yacht Club to Blue Gum Point, at a maximum distance determined as 60m from the edge of Lake Te Anau to the property boundaries on the opposite side of Lakefront Drive and Te Anau Terrace.

Written Council approval must also be obtained for any organised event involving the use of UAVs.

If requested to cease operations by Council officers operators must land their UAV immediately.

If the Council owned land or property is held under a lease or licence from Council, or there is an organised event taking place, the applicant must obtain written approval from the lessee, licensee or the event organiser, prior to seeking approval from Council. Operators of UAVs must comply with any additional conditions imposed by the lessee, licensee or event organiser.

Council's approval can be sought by making a written request to Council's property department. Council will notify the applicant about whether or not approval has been granted. If a request to fly a UAV in a restricted situation is declined, Council will outline the reasons why.

4.3 Prohibited Areas

There are some areas where the use of UAVs is prohibited in all instances, with the exception of emergency services only. These areas are:

- There are no prohibited areas.

4.4 Reporting incidents and near misses

UAV users must report all incidents and near misses of a significant nature (such as those involving people and property (including animals, buildings and power lines)) to Southland District Council. This obligation also extends to other reserve users involved in any incident or near miss relating to UAV use.

4.5 Enforcement

Any breach of the above conditions could result in termination of your permission to fly unmanned aircraft over Council land.

Council will report breaches to the Civil Aviation Authority, which may result in infringements or prosecution.

5. Associated documents

- Civil Aviation Authority Rules and Guidelines: http://www.caa.govt.nz/rpas/
- Southland District Council District Reserves Management Policy

Three-Yearly District Revaluation

Record No: R/18/9/21340
Author: Sheree Marrah, Finance Manager
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

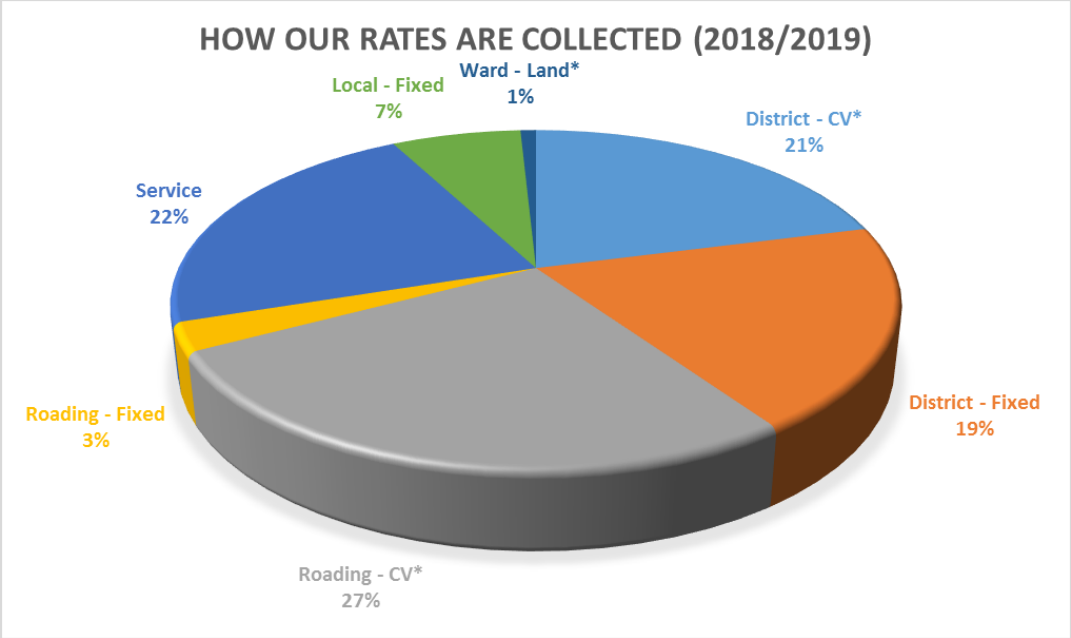
Overview

1 Section 9(1) of the Rating Valuations Act 1998 requires Council to revise its District Valuation Roll (the Roll) at intervals of not more than three years. To this end, Quotable Value Limited (QV), Council's valuer, have re-valued all rateable properties in Southland District. This has been audited by the Office of the Valuer General.

2 Gail Smits, Manager – Quality and Audit from Quotable Value has been invited to present and discuss the revaluation of the Roll to the Committee. She will be accompanied by some of the Southern QV team who undertook the revaluation and they will all be available to answer any questions the Committee members may have.

3 These revised values will be deemed to be the value as at 1 September 2018 and will be effective in our District Valuation Roll ("DVR") from 1 December 2018. These values will be the basis for our 2019/20 rates setting in July 2019.

4 The graph below outlines how Council's rates are collected. Approximately half of Council's rate types are set on a uniform basis and therefore the revaluation will not impact these rates, however those rates that are set as a rate in the dollar will be impacted (illustrated in the graph below with an *). Of the $46.5 million rates set for 2018/2019 (GST excl), $22.2 million (48%) are set as a rate in the dollar on capital value and $0.4 million (1%) as a rate in the dollar on land value. In regards to the roading rate, it is important to note that there are a number of factors in the roading rate model which contribute to determining the rate in the dollar, not solely capital value.



5 Key dates for the ratepayers in our communities are:

EVENT	DATE
Date of effect in DVR:	1/12/2018
Date of public notice:	5/12/2018
Date owners notices posted:	12/12/2018
Objection close date:	1/2/2019
2019/2020 Rates are set	1/07/2019

6 A summary of the 2018 revaluation, provided by QV, is included as Attachment A.

Recommendation

That the Services and Assets Committee:

a) Receives the report titled "Three-Yearly District Revaluation" dated 20 November 2018.

Attachments

A 2018 Revaluation Results Summary ⇩

Southland District 2018 Revaluation Summary Report

Think property. Think QV.

Southland District 2018 Revaluation

1.1 Summary of Revaluation Results.

The Valuation Rolls for Southland District Council have been revised by Quotable Value Limited (as the Council's valuation service provider).

The revised Rating Values are effective as at 1 September 2018 and the new notices of valuation will be posted to owners and ratepayers from 12 December 2018.

The values are provisional as the revaluation is currently under audit by the Office of the Valuer General (LINZ) with audit approval expected 30 November 2018.

1.1.1 Key Dates

Valuation Date as at:	1 September 2018
Implemented on:	1 December 2018
Posted to owners on:	12 December 2018
Public Notice:	5 December 2018.
Last day for lodging objections:	1 February 2019.

1.1.2 Revaluation results

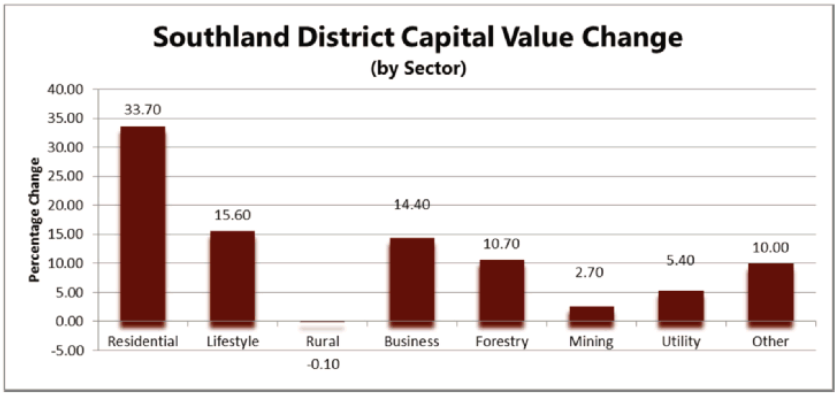
The overall 2018 revaluation results have shown varying changes relative to the 2015 revaluation levels of three years ago. These vary from minimal change for rural properties to strong value growth for many residential properties

1.1.3 Revaluation Summary by Sector

Sector	No. of rating units	Capital Value Average % Change	Land Value Average % Change
Farming	4,140	-1.3%	-1.2%
Crop & Specialist	250	4.5%	4.9%

Sector	No. of rating units	Capital Value Average % Change	Land Value Average % Change
Forestry	552	10.7%	10.1%
Mining	23	2.7%	2.8%
Lifestyle	3,196	15.6%	17.2%
Residential	9,376	33.7%	57.6%
Commercial	547	20.5%	44.8%
Industrial	441	8.7%	21.7%
Other	1,434	10.0%	10.5%
Utilities	117	5.4%	3.7%
TOTAL	20,076	4.1%	3.2%

1.1.4 Capital Value Change by Sector



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1.2 Residential Property Summary

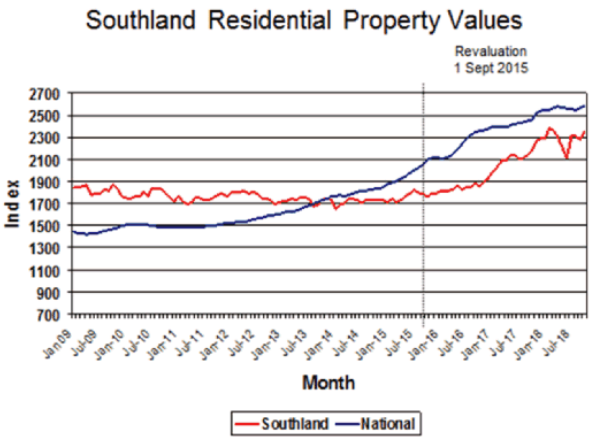
Southland District is made up of approximately 20,076 properties of which 7,120 are residential dwellings, 265 are residential flats, and 2055 residential vacant land parcels. Overall values since 2015 levels have been increasing, with residential capital value increase overall by 33.7%

Land Value changes for residential increased overall by 57.6%

A buoyant property market within Queenstown and Wanaka has resulted in many market participants looking elsewhere for more affordable property. As a result both Te Anau and Riverton have become desirable for holiday homes and with added pressure from first home buyers this has led to strong market conditions and value growth.

Good value growth is also evident within the smaller townships with strong demand from first home buyers like elsewhere in New Zealand fairly active.

1.2.1 Residential House Price Index



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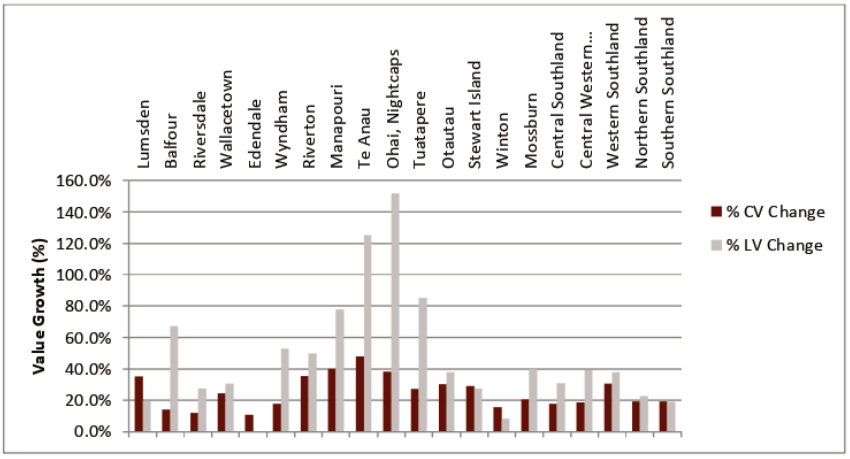
1.2.2 *Residential Dwelling Average Growth by Locality*



1.2.3 *Table of Average Residential Values*

Locality	Average 2018 CV	Average 2018 LV
Lumsden	184,000	32,000
Balfour	157,000	22,000
Riversdale	225,000	38,000
Wallacetown	275,000	63,000
Edendale	232,000	70,000
Wyndham	132,000	18,000
Riverton	359,000	159,000
Manapouri	363,000	162,000
Te Anau	446,000	178,000
Ohai,Nightcaps	77,000	19,000

Tuatapere	146,000	33,000
Otautau	186,000	26,000
Stewart Island	312,000	124,000
Winton	305,000	105,000
Mossburn	162,000	26,000
Central Southland	217,000	41,000
Central western Southland	154,000	21,000
Western Southland	246,000	101,000
Northern Southland	202,000	59,000
Southern Southland	216,000	69,000

1.3 Rural

1.3.1 Average Values Change 2015 revaluation to 2018 revaluation

Sector	No. of Rating Units	% Change Capital Value	% Change Land Value
Dairy	925	-4.7%	-4.7%
Pastoral	3215	+1.2%	+1.1%
Arable	13	+5.9%	+6.2%
Horticulture	15	+3.1%	+1.4%
Specialist Livestock	222	+4.5%	+4.9%

1.3.2 Pastoral Properties

The market has been mixed with good prices being paid by neighbouring farms for enlargement, but there have been some lower sales where banks have pressured sales to reduce debt.

Properties in Central Southland on the easier contoured better soils are showing an increase in values while properties on the steeper ridge properties in Western and Southern areas have shown a marked reduction in values.

1.3.3 Dairying

Sales have dried up for dairy farms with only 6 sales this year of true dairy units compared to 20 sales for 2017.

In the later stages of 2017 Mycoplasma Bovis was detected on farms in Southland and Southland experienced one its driest summers. With the change in Government the rules have changed on Foreign ownership with this affecting some farm sales. Also the farm syndications no longer are actively seeking dairy farms for acquisition and some are exiting the dairy industry. Bankers are also trying to reduce exposure to the dairy sector and taking this opportunity to sell off some risk. Dairy farms in Southland District on average have reduced 4.7% in value.

1.4 Commercial and Industrial Property

Varying value change depending on property type and location

Key Points

- Moderate growth for well-presented business properties.
- Good growth noted in commercial accommodation (motels and hotels) values particularly within Te Anau.

Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for October 2018

Record No: R/18/10/24825
Author: Bill Witham, Operations Manager - Water and Waste Services
Approved by: Matt Russell, Group Manager Services and Assets

☐ 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.

Purpose

2 The purpose of this report is to update the Committee on the progress of this contract. A representative of Water and Waste Services will be in attendance to speak to the report.

Summary

3 KPI scoring of 100% for October, up 8%.

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.

Compliance (Environmental)

There were no noncompliant wastewater tests during October.

Operations and Maintenance

5 Service request calls for October were 111 including 83 water, 5 general, 14 rural and 9 sewer calls. This is not unusual for this time of year with rural water calls increasing.

Financial

6 There were no outstanding claims or variations to the contract. All claims and invoices for completed work were certified and accepted.

Customer Service

7 There were 111 service requests received with all but one inspected within response time.

Health and Safety

8 There were two health and safety incidents in October. These were a back strain from heavy lifting and minor injury from a toolbox door.

Quality Assurance

9 No Non Conformance/Opportunity for Improvement Reports were issued and no instances of rework or product failure during the month.

Recommendation

That the Services and Assets Committee:

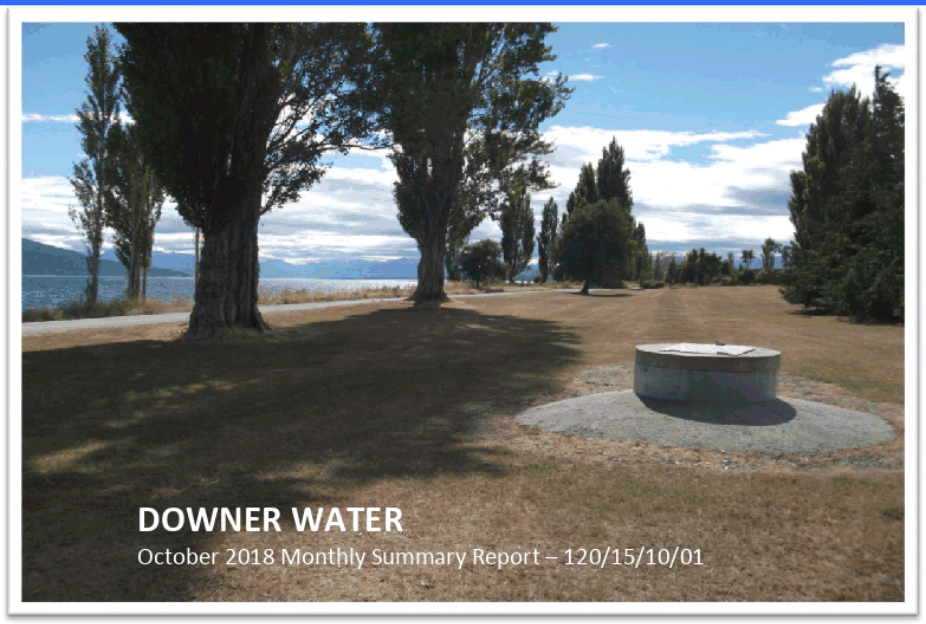
a) Receives the report titled "Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for October 2018" dated 20 November 2018.

Attachments

A Downer's Monthly Report 10/1 - October 2018 ⇩
B Downer's Monthly Graphs Report 10/1 - October 2018 ⇩

Downer

Southland District Council
Water and Wastewater Maintenance Contract



DISTRIBUTION

This Monthly Summary Report 120/15/10/01 has been distributed to:

Copy No.	Holder	Contract Position	Company
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02	Bill Witham	Operations Manager: Water and Waste Services	SDC
03	Matthew Keil	Senior Projects Engineer: Water and Waste Services	SDC
04	Talita Aitken	IPS Data Analyst: Water and Waste Services	SDC
05	Bevan McKenzie	Project & Programme Manager: Water and Waste Services	SDC

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2. Health and Safety

3. Quality Assurance and Compliance

4. KPI Summary

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1. EXECUTIVE SUMMARY

COMPLIANCE (DRINKING WATER)

- All drinking water compliance testing was completed and carried out as per NZDWS.
- All samples were absent of Escherichia Coli.

COMPLIANCE (ENVIRONMENTAL)

- There was one non-compliant test during October, dissolved inorganic nitrogen in Little River, Oban.

FINANCIAL

MISC MINOR WORKS

Riverton WTP	$435.00	Riverton Intake Bore sampling October 2018
Monowai WWTP	$251.60	1 x Item 1 & 2 for October 2018
Riverton WTP	$17,608.11	Chemical & filters Riverton – October 2018
Additional Sampling Run	$3,460.50	3x additional sampling runs October 2018
Te Anau Rural Water Sampling	$1,246.05	Extra testing – October 2018
8 Talboys Drive, Winton	$1,316.73	Install boundary trap
Grundfos pump Otautau WWTP	$5,653.68	Grundfos pump Otautau WWTP
190 Base Station Radio	$490.00	Replace radio at SDC as it failed
Tuatapere Dump Station	$465.80	Unblock sewer at Tuatapere Dump Station – SR 202336
TOTAL	**$29,610.74**	

ASSET IMPROVEMENTS – PAID UNDER LUMP SUM

- Replace ultrasonic Kakapo Intake
- Matai Street Diris/Multi Ranger Comms Fail
- Replace soft starter at Ohai Intake Pump 1
- Tuatapere WTP Filter Pump Contactor

All claims and invoices for completed work were certified and accepted.

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HEALTH & SAFETY

- There were two incidents reported in October 2018. A retic operator hurt his back lifting a plate compactor and another retic operator hit wall of shed while opening the tool box hatches on his ute.

- Monthly tool box meeting was held at the Invercargill office on October 18, 2018.

QUALITY ASSURANCE

- There were no NCR/OFI's issued during October 2018.
- There was no instance of rework or product failure during the month.

PROJECT WORK / ACTIVITIES IN NEXT MONTH

PROJECT WORK/CAPITAL UPGRADES - QUOTED

Manapouri Reservoir	Tank upgrades
Manapouri Reservoir	Electrical upgrade
226 Park Street, Winton	Raise Sewer Manhole
111 Eglinton Street, Winton	Replace WSL

PLANNED POWER INTERUPTIONS

- Wednesday October 3 – Eastern Bush RWS Clifden Blackmount Road, Blackmount
- Tuesday October 16 – Water Pumping Station Lintley Road, Lumsden

STAFFING

- Contract staff levels are currently fifteen permanent employees. This is made up of five management, administration and QA staff and ten field staff. A new Water Operator has been employed and started on November 5. He is returning to Downer after being away for a year and brings a wealth of experience with him and knows the network well. The role of Contract Manager has been filled with a start date of December 3. The new Project Manager for Capital Works started on October 23 and foreman for Minor Capital Works will be starting on November 26.

- Training Completed in October:

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- Forklift Training
- Confined Space Refresher
- Utilities Maintenance Block III

- Training scheduled for November:
  - CSE
  - Certified Handler
  - First Aid Refresher
  - TC

2. HEALTH & SAFETY

HEALTH & SAFETY INDICATORS:

Description	Employees	Sub-Contractor
	Current Month	Current Month
Number of Fatalities	0	0
Number of Lost Time Injuries	0	0
Number of Days lost due to LTI's	0	0
Number of Medical Treatment Injuries	1	0
Number of First Aid Treatment Injuries	0	0
Number of Near misses	0	0
Number of Property/Plant Damages	1	0
Number of hours Worked	2,849.46	193
LTI Incidence Rate (1 million Hrs.)	0.0	0.0

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3. QUALITY ASSURANCE & COMPLIANCE

All potable water samples taken were found to be absent of any e-coli presence. All water and wastewater field sampling was carried out by an independent sampling subcontractor. All water and wastewater samples are tested at an IANZ accredited laboratory, Water Care Laboratory Services in Invercargill. Both site and field sampling results are reported through to Council as well as being logged on our WaterOutlook system.

Description	Number
Water scheme laboratory tested samples taken for month: E-coli, UVT and P2	136
Wastewater scheme sampling completed for month	5
Wastewater scheme site samples taken for month	4
Wastewater scheme laboratory tests completed for month	80
Non-conformance reports received	0
OFI reports received	0
Site audits conducted	0

NZDWS

All Escherichia Coli monitoring for bacteria compliance were fully compliant, with samples all being absent of Escherichia Coli.

Bacteria compliance requires field testing of FAC, pH and turbidity of the water leaving the water treatment plants. The field sampling for these parameters were fully compliant apart from turbidity on the Eastern Bush Otahu Flat Water Supply. The supplies which use UV disinfection for protozoa compliance were monitored for UV transmittance as per the NZDWS, to ensure the UV reactors were disinfecting the water acceptably and these tests were fully compliant.

RESOURCE MANAGEMENT ACT

Wastewater discharge consent sampling was carried out at Riverton Rocks, Tuatapere, Tokanui and Oban during October. No joint sampling was carried out in conjunction with Environment Southland. There was one non-compliant test for the month and this was the dissolved inorganic nitrogen in Little River, Oban.

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4. KEY PERFORMANCE INDICATORS – OCTOBER 2018

	No.	Key Performance Indicator	Method Of Monitoring	Target	Compliance Y,N or N/A
Health & Safety	1.	Compliance with Contractor's approved Health & Safety Plan	Self-audit plus independent audit	100%	Y
	2.	Feedback on near misses	Monthly reports on incidents and lessons learnt	Any/All incidents reported each month	Y
	3.	Lost time Health & Safety incidents on this contract	Monthly reports on lost time incident hours/hours worked	0.00035% Lost time of total hours worked to date	Y
Wastewater	4.	Percentage compliance with wastewater Resource Consent determinands. **Downer to apply for dispensation for Stewart Island and Ohai.**	Monitoring programme as required by Resource Consent Dispensation for Stewart Island sought and approved	100%	Y
	5.	Percentage samples taken in accordance with the Resource Consent requirements **(Dispensation to be requested if required).**	Monitoring programme as required by Resource Consent	100%	Y
	6.	Number of system failures and pollution incidents (overflows) per year across all systems (not including private)	Data from HANSEN IMS	Less than 20 1	Y
	7.	Percentage of Requests for Service responded to within required timeframes – wastewater	Data from HANSEN IMS	100% 100%	Y

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Water	8.	Percentage of water lab tests that meet the requirements of the NZDWS 2005 (for plants upgraded to meet the NZDWS 2005 standard)	WINZ	100% 100%	Y
	9.	Number of complaints regarding drinking water quality per year across all systems. **(Dispensation to be requested if required)**	Data from HANSEN IMS	Less than 65 5	Y
	10.	Number of complaints regarding drinking quantity and supply of water, over and above 48 hour storage period.	Data from HANSEN IMS	Less than 130 0	Y
	11.	Percentage of urban water system fire hydrant inspections that meet SNZ PAS 4509:2003	Data from HANSEN IMS	Not less than 95%	Not Started Yet
	12.	Number of non-notified shutdowns across all urban water systems	Data from HANSEN IMS	Not more than 20 0	Y
	13.	Percentage of Requests for Service responded to within required timeframes - water	Data from HANSEN IMS	Not less than 90% 99%	Y
Performance Evaluation		A Total number of Y's			12
		B Total number of N's			0
		A + B			12
		OPR = 100 X (A/(A+B) %			

MAR 18	APR 18	MAY 18	JUNE 18	JULY 18	AUG 18	SEP 18	OCT 18	NOV 18	DEC 18	JAN 19	FEB 19
86%	85%	92%	77%	85%	92%	92%	100%				

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PERFORMANCE SCORING TABLE

OPR Score (%)	RATING	DESCRIPTION
91-100	Excellent	Awarded when requirements are consistently met in an outstanding manner
76-90	Above Average	Requirements fully covered in all material aspects, and being proactive
60-75	Average (proactive)	Outputs adequate and performance is adequate
50-59	Average (reactive)	Outputs adequate but in a reactive mode
40-49	Below Average	Barely adequate: Some deterioration in services
40 or less	Poor	Unacceptable: Serious deterioration of services

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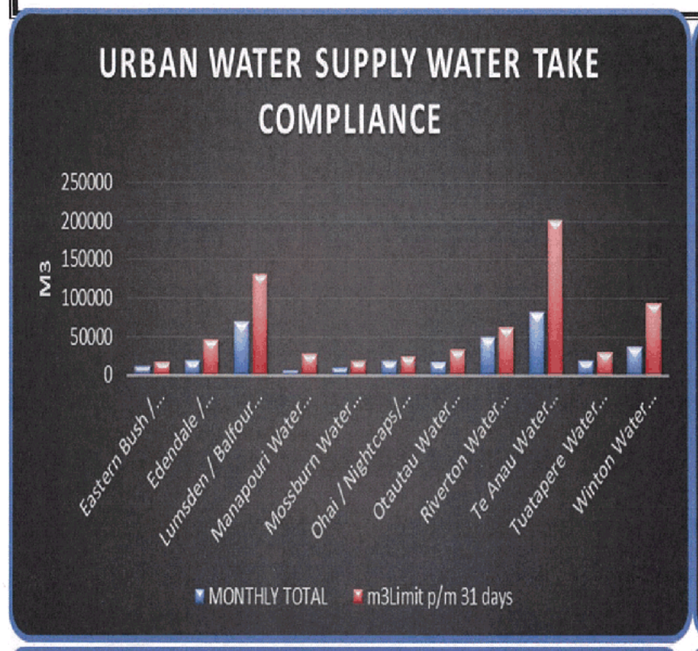
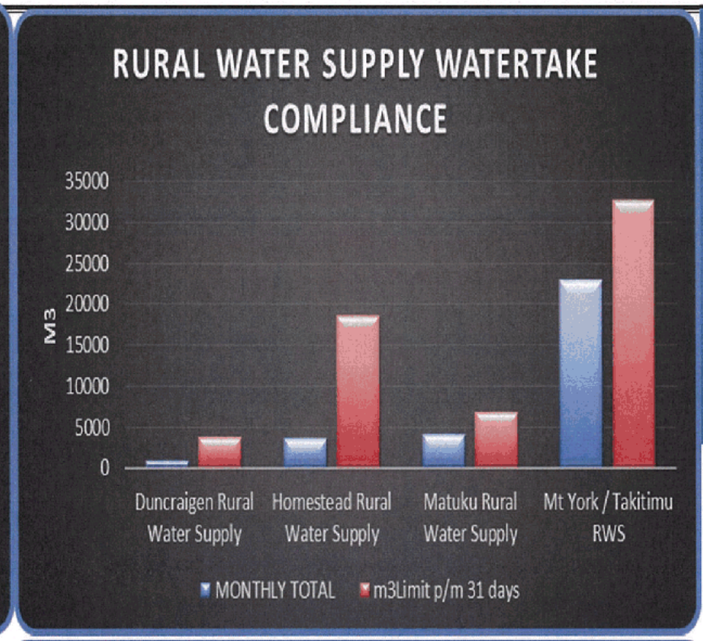
SOUTHLAND DISTRICT COUNCIL—WATER AND WASTEWATER MAINTENANCE CONTRACT

120/15/10/01

MONTHLY SUMMARY REPORT - OCTOBER 2018



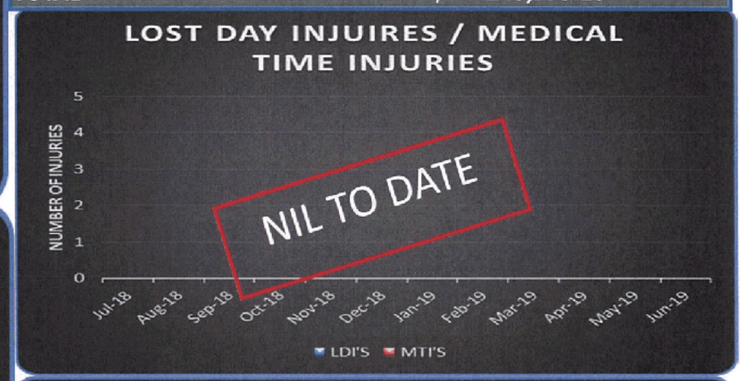


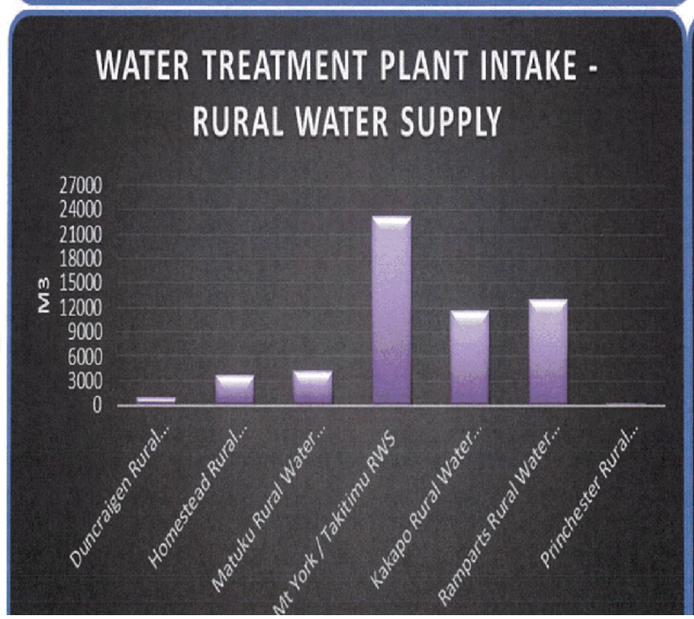
MINOR CAPEX WORK

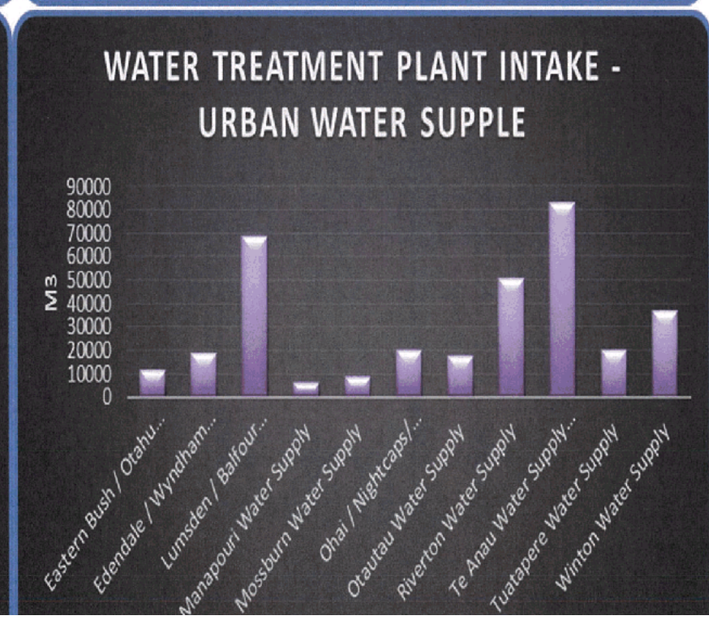
		TOTAL CLAIMED
Manapouri Res Progress Claim	$	3,000.00
TOTAL	**$**	**3,000.00**

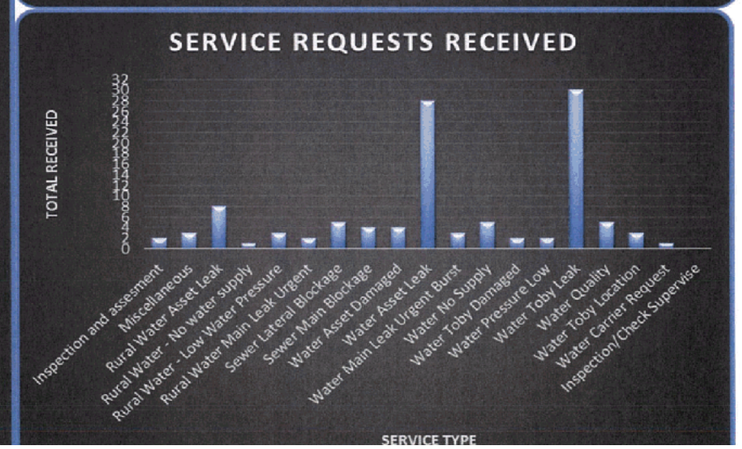
CLAIM SUMMARY

		TOTAL CLAIMED
SDC O&M Lump Sum	$	211,982.14
SDC O&M Capital Works	$	31,790.96
TOTAL	**$**	**243,773.10**









Roading Operations October 2018

Record No: R/18/10/24826
Author: Dylan Rabbidge, Commercial Lead Roading
Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Purpose

1 The purpose of this report is to update the Committee on the progress of the major roading maintenance contracts and provide some context to the 2018/19 budget.

2 SouthRoads currently have the Waimea and Central Alliance maintenance contracts with Fulton Hogan having the Foveaux Alliance Contract.

Summary

3 Customer Satisfaction; 56 Requests for Service (RFS), across the three Alliance contracts were received in October compared to 75 in 2017/18 a decrease of 19 or 25.3%. It is anticipated that this is predominantly caused by the mild weather received in October.

4 Health and Safety; 12 safety audits were completed in October with no Lost Time Injuries and 8 near misses reported.

5 Activity Performance:

- Metalling, 3,855m^3 was completed in October with 23,393 m^3 (41%) of a total 2018/19 budget of 57,500 m^3. Generally, Fulton Hogan undertake a small amount of metalling each month where SouthRoads complete approximately 30% in the first half of the year with 60% occurring in the last quarter.
- Grading, 1,123km were graded in October with 4,908 km (38%) of a total 2018/19 budget of 12,900 km.
- The 2019/20 pre-reseal repairs are currently being marked up by the contractors with Waimea making a start on these repairs.

6 A major focus for the Alliance is the repair of structures identified by Stantec as part of their six yearly structural inspections. Currently 1,750 tasks have been identified as part of the Alliance budgets. This is 531 tasks ranging from clearing debris, scouring repairs, clearing of bridge decks, wheel guard replacement, repainting etc. Fulton Hogan have programmed these to be completed in December and January with SouthRoads already underway.

7 Reseals have begun with the Western contract underway, Brent Crude has continued to climb if the rate were to remain constant for the season the additional cost is expected to be $530K. This is an approximate 11.2% increase from 2017/18. The outlook for Brent Crude (links to the bitumen index) is to average $72.8USD in 2018 with an average estimated at $73.7USD. This is based off the US Energy Information Administration short term energy outlook. Brent Crude was $76.5USD at 31 October 2018.

Alternative Coastal Route Seal Extension

8 The final section near Curio Bay was sealed on Wednesday, 7 November 2018. The thrust gauging of Waipapa Point has been completed by Opus with the signs expected to be installed in the coming weeks. Pavement marking was expected to be completed on 12 November 2018. This signals the completion of the construction portion of the project with the land legalisation being the final stage of the project. Bonisch are expected to complete their portion of work in late March 2019. It is hoped the project will be finalised prior to 30 June 2019.

9 Pavement marking has begun with approximately 20% of the Eastern contract completed, the Western area is approximately 11% completed.

Financial

10 There were no outstanding claims or variations to the contract. All claims and invoices for completed work were certified and accepted. All retentions have now been paid as the Alliance partners have signed the Project Alliance Agreements.

Recommendation

That the Services and Assets Committee:

a) Receives the report titled "Roading Operations October 2018" dated 20 November 2018.

Attachments

A Fulton Hogan Foveaux Alliance October 2018 ⇩
B Fulton Hogan H&S October 2018 ⇩
C SouthRoads Central Alliance October 2018 ⇩
D SouthRoads H&S October 2018 ⇩
E SouthRoads Waimea Alliance October 2018 ⇩

SOUTHLAND DISTRICT COUNCIL

Summary Report – Oct 2018

FOVEAUX ALLIANCE

PERFORMANCE

EFFECTIVENESS	RFS	Number of Sign RFS's	monthly	3	
		Total number received since last report cycle (Excluding Signs)	monthly	9	
		# Not completed on time within the required timeframe	monthly	0	
		# Customers contacted (where possible)	monthly	12	
		# Non-performance related - where we provide customer support (e.g. farmers mess, incident response etc.)	Monthly	1	
		RFS Contract Management Resource (hours)	monthly	9	
	CONDITION RATING	RCAMS	6 monthly	Monthly Audit now being done	
		Monthly score Card (under trial)	Annual	This Mth TBA - Monday	YTD Ave 85.73%
	PROGRAMME	Activity Calendar	Quarterly	All on track	

				MTD	YTD
PEOPLE / CULTURE	TEAM SAFETY	Medical Treatment Intervention - #	monthly	0	0
		Lost Time Injury - #	monthly	0	0
		Near Miss/OFI - #	monthly	4	11
		Site Safety Audits	As completed	100%	
	TEAM HEALTH / AMT	Satisfaction - 3 monthly measure	Quarterly	94%	
		Team Harmony - 3 monthly measure	Quarterly	95%	
	ROAD USER SATISFACTION	SDC survey, as completed	As completed	0	0
		# complaints (not normal RFS') vs. compliments	Monthly	0 Complaints 1 Compliments	1 Complaints 3 Compliments

Finances this month have absorbed the additional cost for the late season change to this year's reseal program, the team performed well and weather played its part to ensure we meet contractual obligations to the reseal contractor (additional 1100m2 Stabi's completed).

The team have also completed our first "all faults" inspection of the season along with 19/20 pre-reseal inspections – you will note the jump in priority work within Cat 111 required to meet this program. The plan at this stage has those extra cost covered by reduction in Management costs (the additional time in year 1 to set up the new contract can now be relaxed as previously reported), and potential to reduce Maintenance metalling programs. In Addition to these "budget reallocations" our Heavy Maintenance crew will be "out sourced" to other department over November and part of Dec. Extended leave for 2 out of 3 grader operators will also account for a reduced spend within the Grading KRA (currently showing an overspend YTD). AT this point we are confident the current total budgets will meet network requirements – Cat 111 will need formal approval to exceed please).

Traffic signage upgrades, especially on the Coastal seal extension have stretched budgets in this area and we await the final designs for the Waipapa section.

The bridging budget has also been committed, work will focus on all the Priority 1 & 2 work (work that was to be completed within the next 12 mths) as identified by Stantec, during their inspections of all rated bridges.

Generally the team are in a good position leading into the Xmas break and are positive about the performance of the network.

PROGRESS

Item	Completed	Comments
Non-Reseal Stabi's	0m2	All faults complete - planning
Metalling Budget: 17500m3	574m3 mth, 4809m3 YTD	9000m3 committed in 18/19 program
Grading Budget: 3300km	280km mth, 1442km YTD	Good month
Verge Spraying Budget: 2236km	279km mth 426km YTD	Slow progress
Flax Spraying Budget:0km	0km mth 0km YTD	Non planned at this stage
Noxious Spraying Budget:1431km	126km mth 565km YTD	This year's round started
Bridge Repairs	$60,000	Planned for Dec/Jan
Drainage Repairs	8km water table	Reforming watertable on Robertson Rd 2 & Weir road

18 / 19 - Pre Reseal Repairs

Activity	Original Prog Qty	Comp Qty	Remaining Qty
Depressions (Levelling) m²	422m2	561.5m2	0m2
Edge Breaks/low shoulder m	14,136m	22105m	0m
Clear watertables m	4000m	8984m	0m
Stabilisation m²	795m2	2751m2	0m2
Hi Lipping m	1426m	1859m	0m
18/19 site	46 sites, 45.4 km	46 sites/45.4km	0 sites/0 km

RAMM Update
Up to & including July 2018 transferred to RAMM

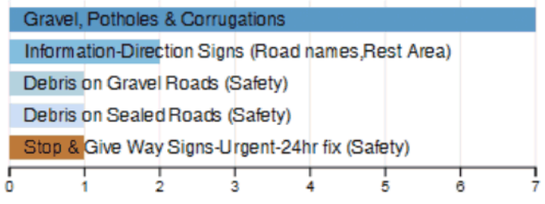
RISK & STRATEGY UPDATES *NB NO CHANGE HERE FROM AUG REPORT*

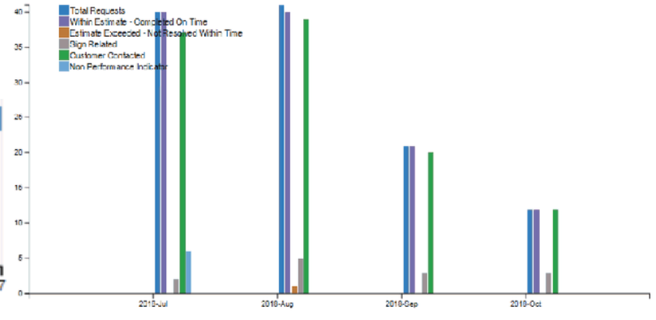
	Identified Risks	Update
Roads	Te Tipua School Rd	RP 6.0 – Major Cracking opened up during Dry 17/18 summer, crack sealing being completed B4 winter but cause currently unknown (watching brief)
Slips	Brydone Glencoe slip	Road now open but slip still on the move. Ongoing monitoring.
Slips	Waikawa Curio Bay Road	Μορε μοϖεμεντ φουνδ αφτερ ρεχεντ πρε–ρεσεαλ. ινσπεχτιον χαρριεδ out, φυρτηερ ιν ϖεστιγατιον ρεθυιρεδ πριορ το ρεσεαλ. αππροϖαλ..
Slips	Ringa Ringa Bay - SI	Tidal Erosion is steadily increasing - Graham and Brendan are keeping an eye on this. Concerns over the last month. Drone footage is available. (Weekly inspection cost are starting to add up)
Strategic	Non Maintained Roads	Roads that are currently in RAMM but have not been maintained for whatever reason in the past (some 43KM). at $30K/km this represent $1.3M risk (worst case) – action – to follow up on agreement and update RAMM

SUPERVISIOR – CUSTOMER RELATIONS

The trend continues with 58% of our RFS's focused on Gravel roads with the majority of these already planned to be graded within the month. All customers have been contacted were possible and residents have appreciated the return phone calls.

RFS GRAPHS - *RFS MONTHLY TOTAL BY TYPE (LEFT) AND YEAR TO DATE REQUESTS (RIGHT)*





FINANCIAL REPORT

The claim for the month was $374,933.17

Year to date expenditure is $1,355,613.79

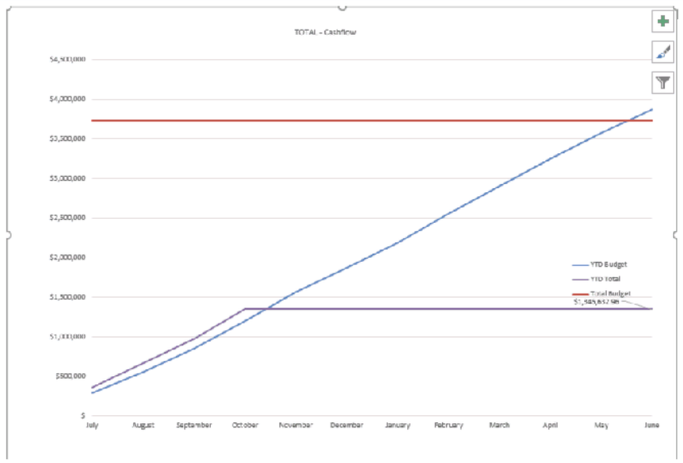
GOLD STAR INITIATIVES

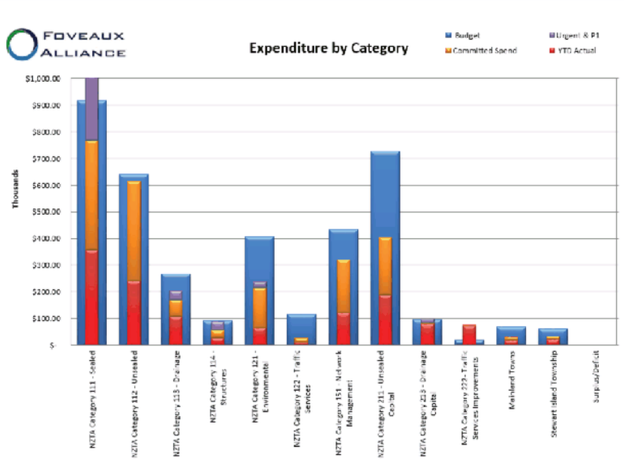
- ✓ Archimedes tool now has an RFS dash board.
- ✓ Reusing/recycling signs & posts to reduce spend in this area.

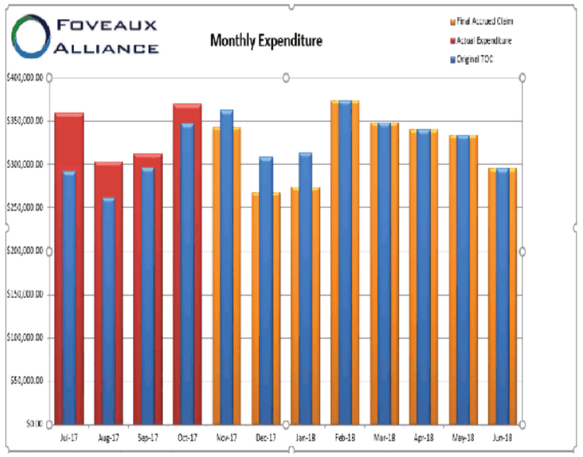
AMT ACTIONS

1. Organize Joint Grader operator meeting to share learnings
2. All faults inspection
3. 19/20 Pre-reseal repairs program

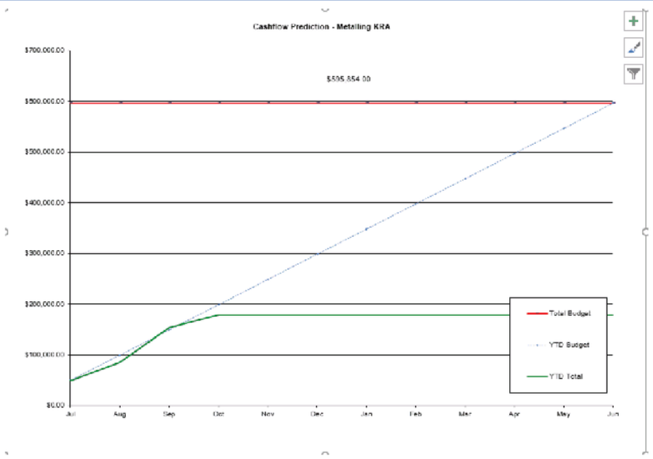
FINANCIAL GRAPHS

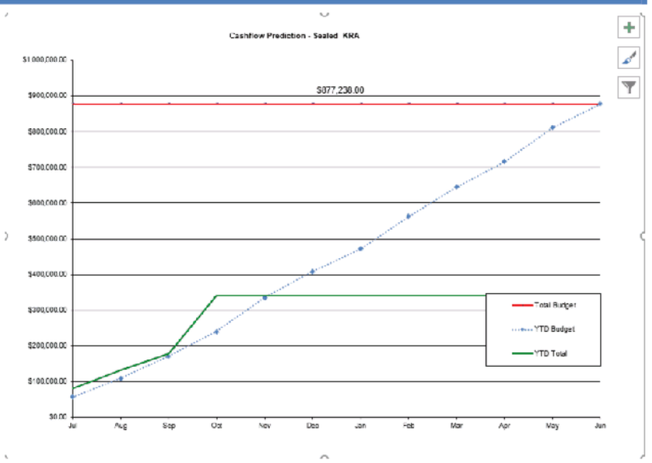






KEY PERFORMANCE INDICATOR GRAPHS





SOUTHLAND DISTRICT COUNCIL

Foveaux Safety and Training Report 18/19

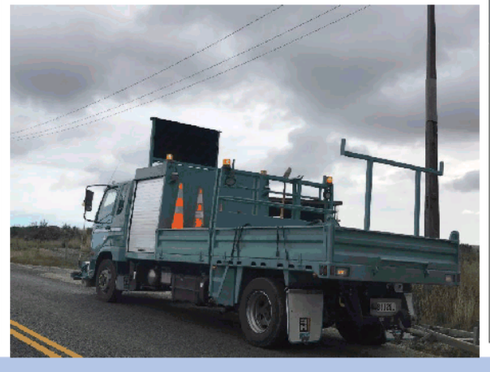
FOVEAUX ALLIANCE

Safety Statistics

	YTD	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2109	June 2019
Hours Worked - FH Southland	90,387.75	25,571.21	20,061.05	22,816.13	21,939.36								
Hours Worked - Foveaux	7,287.85	2,102.75	1,896.33	1,999.54	1.289.23								
TRIFR – Regional (Total Recordable Injury Frequency Rate)	4.1	0	1.9	2	4.1								
LTI (Lost time Injury) Regional	0	0	0	0	0								
MTC(Medical Treatment Case) Regional	1	0	1	0	0								
MTC(Medical Treatment Case) Foveaux	0	0	0	0	0								
FAC First Aid Case) Regional	5	1	2	2	0								
FAC (First Aid Case) Foveaux	0	0	0	0	0								
NEAR MISS – Regional	37	13	5	9	10								
SITE AUDIT VISITS (Pass/Fail)	2	0	Pass	0	Pass								
Worksafe Site Visits - Regional	0	0	0	0	0								
Leadership Safety Actions Completed	18	4	4	4	6								

OFI / Near Miss for Foveaux Explanations

- During cyclic operation finding hedges, bushes, plants and other shrubs that are blocking the line of sight of signs. Trimming by hand is taking too long and many branches are too high to safely trim. OFI is to request a hedge trimming attachment to be purchased for this job. – Quote from Lorneville Small Engines for trimming to be purchased.
- Pat was onsite 10.00am to check on Stabi patches in this area, on arrival you could see all cones had been run over and damaged, some cones were even thrown into farmers paddocks. Had to replace all these cones in this area, 9 cones in total and one sign base was broken run over.



Safety and Quality Team Commentary

The Foveaux Maintenance Team is once again performing exceptionally well in the Management of Health & Safety. Staff are adapting well to the new Risk Control process and been proactive in suggested changes to make this even easier to use while meeting requirements.

The Drainage/Excavation Crew were audited while carrying out a culvert renewal and upstand installation on Robertson Road. The audit went very well with only a couple of minor issues. The Audit was well received and good discussion was held which included the Supervisor who called into site.

Training Statistics

	YTD	July-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	June-19
Hours in Training - FH Southland	112	112	424	518	273								
Hours in Training - Foveaux	50	50	72	48	0								

Training Completed This Month	Training Completed 2018 / 2019	
	First Aid New & Refresher Courses Locating and Protecting Underground Services Forklift OSH Refresher Asbestos Awareness Envirowise Growsafe & STMS	StaySafe Civil Passport Rural Fire Training First Aid Training Fire Warden Training Concrete Saw Efficient Compaction

Fulton Hogan Living Safely
People at the heart of everything

Summary Report –October 2018

PERFORMANCE

EFFECTIVENESS	RFS	Number of Sign RFS's	Monthly	12
		Total number received since last report cycle (Excluding Signs)	Monthly	23
		# Not completed on time within the required timeframe	Monthly	6
		# Customers contacted (where possible excluding signs)	Monthly	29
		# Non-performance related - where we provide customer support (e.g. farmers mess, incident response etc.)	Monthly	14
		RFS Contract Management Resource (hours)	Monthly	10
	CONDITION RATING	Random Road Audit	Monthly	Annual Audit completed
		RoadRoid	Annual	2.22 IRI (2.22 Dec)
		Monthly Scorecard	Monthly	89.9% (August)
	PROGRAMME	Monthly programme	Rolling	On-going

				Month	YTD
PEOPLE / CULTURE	TEAM SAFETY	Medical Treatment Intervention - #	Monthly	0	0
		Lost Time Injury - #	Monthly	0	0
		Near Miss - #	Monthly	0	16
		Safety Audits/Tours completed	Monthly	3	27
	TEAM HEALTH / AMT	Satisfaction - 3 monthly measure	Quarterly	79.6% (May)	
		Team Harmony - 3 monthly measure	Quarterly	82% (May)	
	ROAD USER SATISFACTION	SDC survey, as completed	As Completed		
		# complaints (not normal RFS') vs. compliments	Monthly	0 Complaints 0 Compliments	0 Complaints 0 Compliments

Octobers' weather was a standard spring month consisting of warmer days and temperatures dropping and very wet days around the Winton area.
We have started to list this seasons repairs in the progress report, as we only have one dig out, one stabilising patch and some driveways to complete prior December to get all 18/19 reseals completed. At present we are sitting at 96% released to the Reseal Contractor.
We have started the stabilising crew back up and are addressing the final 18/19 reseal sites that were added over the winter months.
The Pre-Mix crew have also been on the beat for some of the month, they are addressing the 19/20 reseals as well as some all fault repairs on the network.
We have completed our annual Personal Appraisals with the crews and overall the lads are very happy in their roles and are looking forward to the years ahead. It was great to see and hear of the pride they have towards the beat and the way it is looking. The crews are also looking forward and are very positive about future changes as we move to RAMM over the coming months.
We have employed a digger operator and have a new truck driver starting in mid-November, we plan to have this crew primarily on the Central Network.
We are finding around the network a few signs that have been damaged and having to replace the posts. They are in different areas around the network. The signs team have been keeping on top of this as they come in.

PROGRESS

Item	% Completed	Comments
Non-Reseal Stabilisations 2995m2	(4%)	160m2.
Metalling (18,000m³)	52%	9,463m³ completed.
Grading (400 km target)	380km (MTH) 1805km (YTD)	2.75 Graders
Verge Spraying	35%	Sealed Network and into unsealed
Noxious Spraying	5%	Started
Bridge Repairs		Work commenced on completing identified works via Stantec's six yearly inspection.
Drainage Repairs		Culvert cleaning and culvert extensions completed.

1st Reseal Target Release 75% Area Prior 01 October 2019
19/20 Pre Reseal Repairs 8 of the 51sites (16%) are fully completed for inspection

Activity	Programme Qty	Completed Qty	Remaining Qty
Depressions m²	**3803m2**	264(6%)	3539
Edge Breaks m	**5,779m**	1,287 (22%)	4492
Dig Outs m²	**98m2**	0 (0%)	98
Stabilisation m²	**2,480 m2**	0(0%)	2,480
Verge Cleaning m	**11,174**	0(0%)	11,174

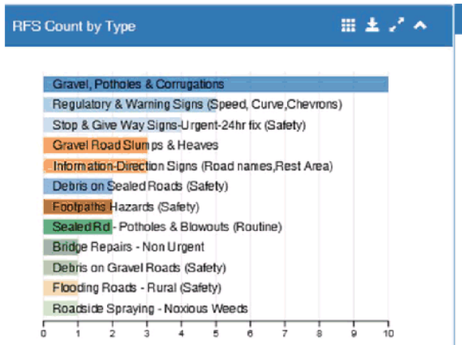
RISK & STRATEGY UPDATE

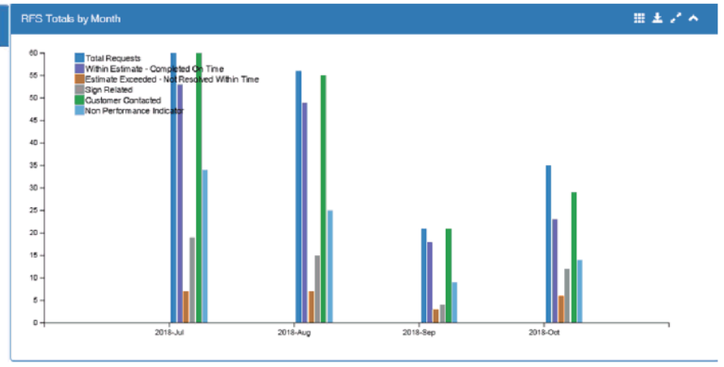
	Identified Risks	Update
Roads	Shand Roads Sealed Section	This section of road on currently on SDC's 18/19 Rehabilitation list.
	Richard Street (Mores Reserve)	Alternative interventions are currently being explored to manage the ongoing condition issues. Traffic counts programmed.
	Otapiri Gorge Area.	Far end of sealed section now starting to blow out due to heavy logging practises. Roading for a appraisal prior heavy repairs taking place.
	Frentz Road (Monkey Island)	This is a busy tourist route due to freedom camping facilitates at Monkey Island. The narrow seal width is making it hard for vehicles to pass each other in opposite directions. We are currently working on pricing and providing this to the Roading team for consideration.
Strategic	System Move to RAMM Contractor	The Alliances are looking to move to RAMM Contractor at the start of the next financial year. We have a site visit with RAMM staff this month to discuss the specifics of the Alliance Model.
	Performance Framework	Brian Smith was recently down to discuss and co-ordinate options around the framework. Workshop to be held in November to finalise and present back to the JALT.

CUSTOMER SERVICE MANAGER REPORT

October has been a mixed bag for Request for Service's with a variety of different requests coming in. The most requests coming in are due to isolated potholes in gravel road area, particularly around bridge decks.

RFS GRAPHS





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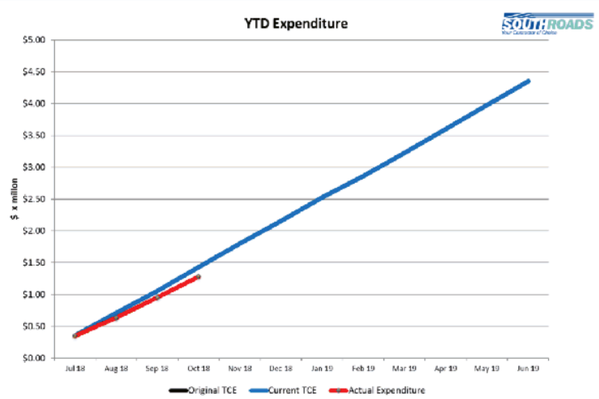
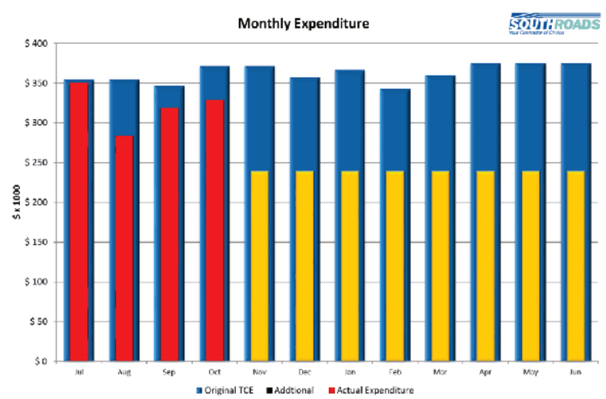
GOLD STAR INITIATIVES

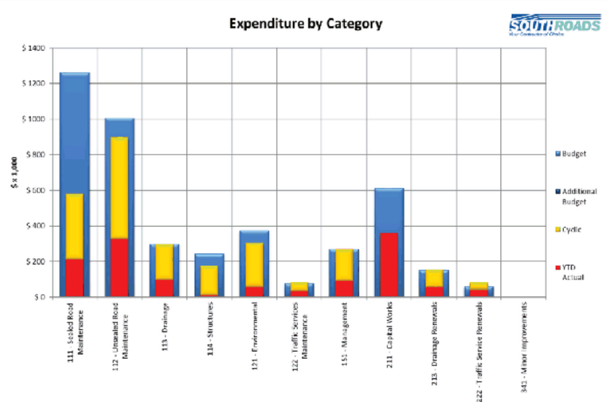
We had a catch up with the CEO of the Northland innovation Centre to discuss a few pieces of work that they have been working on around Data Collection and Asset Management. There is a couple of lines of inquiry that will be followed up.

ALT ACTIONS

FINANCIAL GRAPHS







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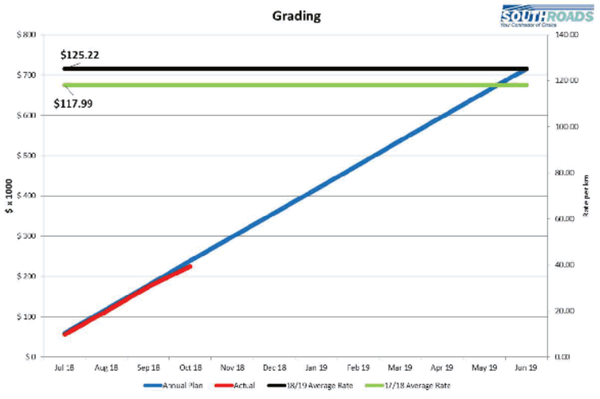
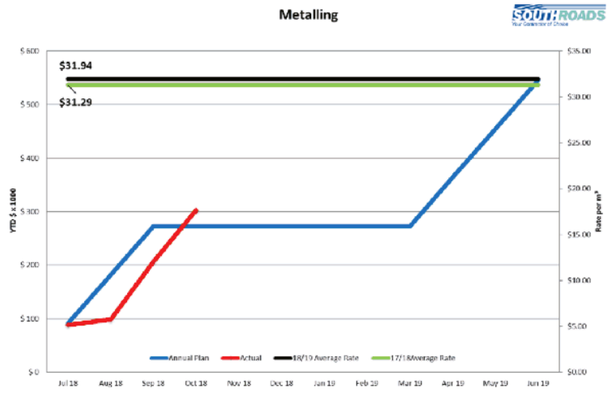
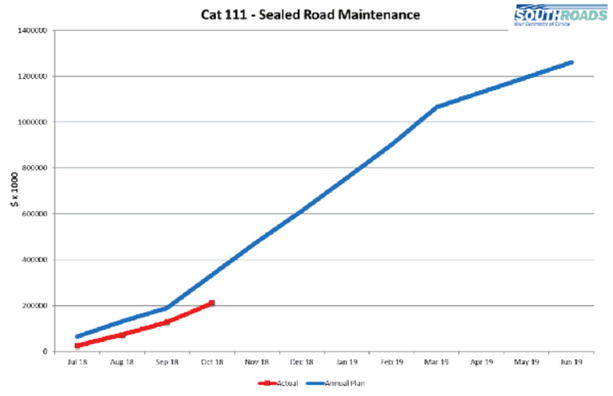






FINANCIAL SUMMARY

NZTA Subsidised Summary	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Remaining	%age Remaining
Original TCE	354,748	354,748	346,796	371,396	371,396	357,346	366,458	343,132	360,196	374,993	374,993	374,993	4,351,194		
Addtional	0	0	0	0	0	0	0	0	0	0	0	0	-		
Current TCE	354,748	354,748	346,796	371,396	371,396	357,346	366,458	343,132	360,196	374,993	374,993	374,993	4,351,194		
Actual Expenditure	349,866	283,783	318,907	328,761	0	0	0	0	0	0	0	0	1,281,316	3,069,878	71%

FINANCIAL COMMENTARY
The claim for the month was $361 242 Year to date expenditure is $1,439,815 (including township work). In line with budget expectations.

SDC/ICC MAINTENANCE SAFETY PERFORMANCE AND STATISTICS - 2018/19

Lag Indicators

	Hours Worked		TRIFR	Personal Injury	Medical Treatment Injuries	Lost Time Injuries	Hours Lost	MTI Frequency Rate	LTI Frequency Rate	Plant/Property	3rd Party	Total
2018-19	23,376.5	YTD	0.0	5	0	0	0	0.0	0.0	15	0	20

2018-19 Hours Worked	Month	TRIFR	Personal Injury	Medical Treatment Injuries	Lost Time Injuries	Hours Lost	MTI Frequency Rate	LTI Frequency Rate	Plant/Property	3rd Party/Sub contractor	Total
6,363	August	0.0	0	0	0	0	0.0	0.0	5	0	5
5,676	September	0.0	2	0	0	0	0.0	0.0	1	0	3
5,006	October	0.0	2	0	0	0	0.0	0.0	3	0	5

Lead Indicators

	Near Hit	Full Audit	TM Audit	Safety Tour	Toolbox	Total
YTD	45	20	2	31	2	100

Month	Near Hit	Full Audit	TM Audit	Safety Tour	Toolbox	TOTAL
August	14	0	1	10	1	26
September	3	6	1	9	1	20
October	4	12	0	0	0	16

Commentary-

-At our Southland Depots we have two safety meetings a week with a strong focus around lead Indicators and discussion around safety. These have been good to stimulate discussion and keeping the safety of our staff and stakeholders at the forefront. We have had a significant drop off on near miss reporting but still strongly encouraging near miss reporting.

-We have changed our safety auditing templates which are more aligned to our activities. This should encourage robust conversations.

-The rotator cuff injury to one of our foreman has resulted in him moving to light duties in the interim. We are currently going through the process of booking him in for a scan and from here providing him the right support through the rehabilitation process.

- Moving into summer the months we are seeing an increase of tourist activity on the road. We had two near miss incidents in relation to tourists. One was for bus undertaking a dangerous pass manoeuvre, which we contacted the company to discuss.

Incident Alert 128
Pre Cast Wall falls over on site

SHARP

An incident has occurred on a site where our Auckland team have been delivering concrete to. A severe wind gust has caused a pre cast concrete wall to fall over and break on the ground. Luckily no one on site was injured but our team had been in the line of fire just 30 minutes prior to the pre cast wall collapsing.

Key learnings:

- Always TAKE 5
- Ensure you are in a designated safe zone and are away from any major hazards on site
- Be aware of what is happening around you, are you in the line of fire? If work is happening nearby that places you under or near equipment or loads that can fall, speak up and move out of the way until work is completed.

KEEP SAFE.
STAY SHARP.

Incident Register

Date of Incident	Description	Event Type	Reported Date	Reporting Line	Investigation Status
24/10/2018	Shoulder Injury -Rotator cuff	Incident	26/10/2018	Central	Awaiting Closure
28/09/2018	Guard Feel of Ute as damaged by stones from gravel roads.	Incident	1/10/2018	Central	Closed
1/06/2018	Car got damaged by Grit Argyle Otahuti Road.	Incident	17/10/2018	Central	Awaiting Simple investigation
31/10/2018	Dropped Phone ran over by truck.	Incident	31/10/2018	Waimea	Awaiting Closure
8/10/2018	Unsafe Employee practises.	Near Hit	8/10/2018	Waimea	Closed
3/10/2018	Tweaked Back while marking roads.	Incident	4/10/2018	Waimea	Awaiting Simple investigation
2/10/2018	Tail door not closed correctly.	Incident	8/10/2018	Waimea	Awaiting Simple investigation
2/10/2018	Near miss with Tourist.	Near Hit	8/10/2018	Waimea	Awaiting Simple investigation
1/10/2018	Bus passing on blind corner.	Near Hit	2/10/2018	Waimea	Closed
1/10/2018	Cable Strike into private property.	Incident	1/10/2018	Waimea	Awaiting Simple investigation
27/09/2018	Slammed on Brakes to avoid Crash.	Near Hit	2/10/2018	Waimea	Awaiting Closure

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.

Waimea alliance

Summary Report October 2018

PERFORMANCE

EFFECTIVENESS	RFS	Number of Sign RFS's	Monthly	1
		Total number received since last report cycle (Excluding Signs)	Monthly	8
		# Not completed on time within the required timeframe	Monthly	1
		# Customers contacted (where possible excluding signs)	Monthly	7
		# Non-performance related - where we provide customer support (e.g. farmers mess, incident response etc.)	Monthly	3
		RFS Contract Management Resource (hours)	Monthly	4
	CONDITION RATING	Road Trip	Monthly	Annual Audit Completed
		RoadRoid	Annual	2.35IRI (2.22 Dec)
		Monthly Scorecard	Monthly	89.7% (May)
	PROGRAMME	Monthly programme	Rolling	On-going

				Month	YTD
PEOPLE / CULTURE	TEAM SAFETY	Medical Treatment Intervention - #	Monthly	0	0
		Lost Time Injury - #	Monthly	0	0
		Near Miss	Monthly	4	25
		Safety Audits/Tours completed	Monthly	9	26
	TEAM HEALTH / AMT	Satisfaction - 3 monthly measure	Quarterly	86.5%	
		Team Harmony - 3 monthly measure	Quarterly	88.75%	
	ROAD USER SATISFACTION	SDC survey, as completed	As Completed		
		# complaints (not normal RFS') vs. compliments	Monthly	0 Complaints 1 Compliments	0 Complaints 1 Compliments

October weather was typical for the Tour of Southland in that later part of the month and a decent snow dump near the start of the month which caught us out a little by surprise. The days are warming up so should help with up and coming work programmes.

A couple of 450mm culverts side by side kept the drainage crew busy for a week this month on Piano Flat Road. These were installed due to a stock station on this road not being able to gain access to move stock in flood events along with general access for others that may be trapped in at Piano Flat. We also installed a few soak holes in Riverdale. One of these was to capture water from the road and direct it to a soak hole rather than down a driveway into a garage.

Signs continue to be replaced, inspected and upgraded around the network and sign water blasting continued so painting can begin as the weather allows.

Township sump cleaning is completed, and we will soon be starting the pre-Christmas sweep around all of the towns. We are currently working with the Roading Team to come up with sump cleaning material storage bunds to comply with Environment regulations and to save on cartage. All other township cyclic work continues around the towns.

All sites have been now been released to the Sealing Contractor, and sealing is well underway. The 19/20 pre-reseal program is now out, and the Waimea contract has 75km to prepare versus 35km this year, we are currently working on getting the sites marked up.

The first round of sealed road verge mowing has now been completed at the end of October with one more round this side of Christmas. Sealed road spraying will commence at the end of November or the start of December.

We are meeting up with SDC early in November to finalise the possibly of SouthRoads maintaining the "Round the Mountain Cycle Trail. This makes sense with SouthRoads right on the door step to the trail.

PROGRESS

Item	% Completed	Comments
Non-Reseal Stabs 0 m² Programmed	0%	Currently being programmed
Maintenance Metaling (22,000m³)	41%	9,121 m³ YTD
Grading (400km target month)	463 km (MTH) 1,659 km (YTD)	
Verge Spraying	0%	Nov/Dec
Noxious Spraying	95%	
Bridge Repairs		Work commenced on completing identified works via Stantec's six yearly inspection.
Drainage Repairs		Tautomer Ward.

39 of the 39 (100%) sites have been released for inspection. This equates to 36,931km out of a possible 36,931 km released.

Activity	Prog Qty	Comp Qty	Remaining Qty
Depressions (m²)	1,702	1,832 (107%)	0 (0%)
Edge Breaks (m)	5,009	6,562 (131%)	0 (0%)
Dig Outs (m²)	0	0	0
Stabilising (m²)	2,066	2,066 (100%)	0 (0%)
WCC (m)	12,798m	12,798m (100)	0 (0) %

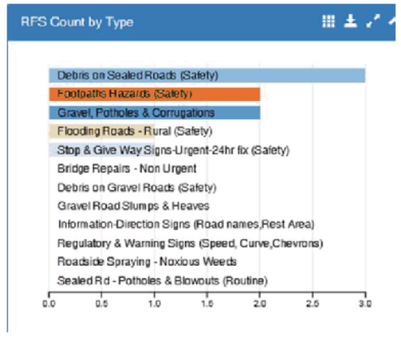
RISK & STRATEGY UPDATES

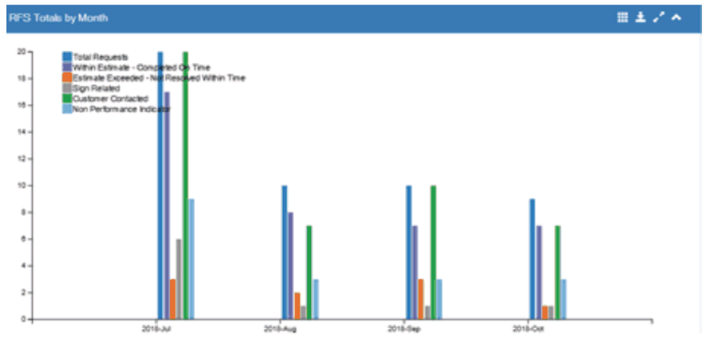
	Identified Risks	Update
Roads	Sinclair Road (Te Anau) – Otta Seal breaking up.	FH have assessed this site and have recommended a grade 6 reseal and is programmed to be done in the new financial year.
	Mavora Lakes Road	The AMT visited this site in late July. We found that the road was wide enough with good visibility to accommodate the cyclists. We are looking at options around dust suppression and more signage.
	Riversdale Waikaia Road	A section of this road has corrugated likely due to tree roots under the road. An Opus tree specialist is to advise options. Warning signs have been installed.
Slip		
Strategic	System Move to RAMM Contractor	The Alliances are looking to move to RAMM Contractor at the start of the next financial year. We have a site visit with RAMM staff this month to discuss the specifics of the Alliance Model.
	Performance Framework	Brian Smith was recently down to discuss and co-ordinate options around the framework. Workshop to be held in November to finalise and present back to the JALT.

CUSTOMER SERVICE MANAGER REPORT

October has been a reasonably standard month for Requests for Service's. A couple of localised weather events saw requests come in for flooding due to heavy isolated weather events. There has been a small influx in debris on roads due to summer contracting operations.

RFS GRAPHS





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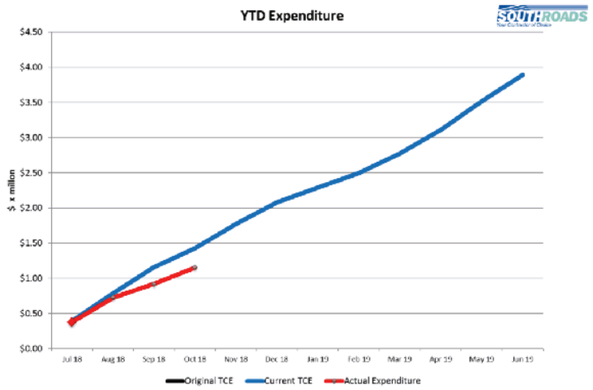

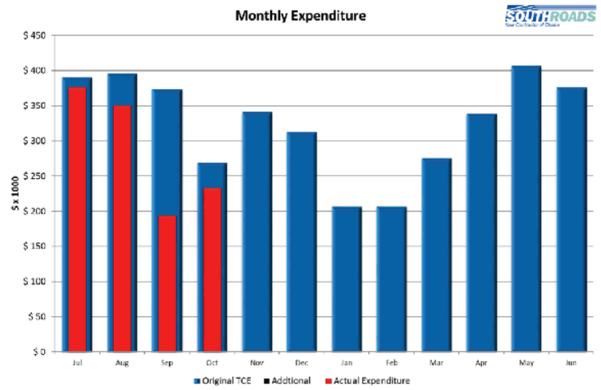

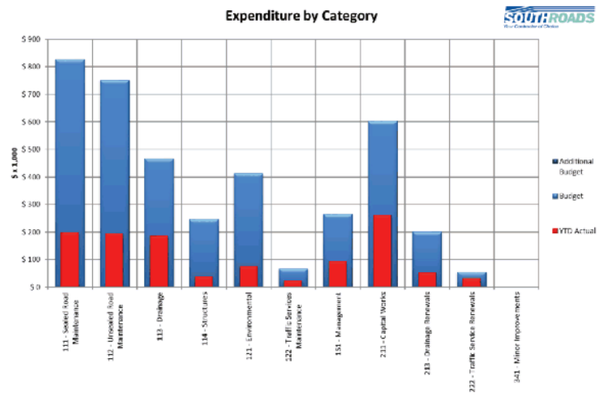

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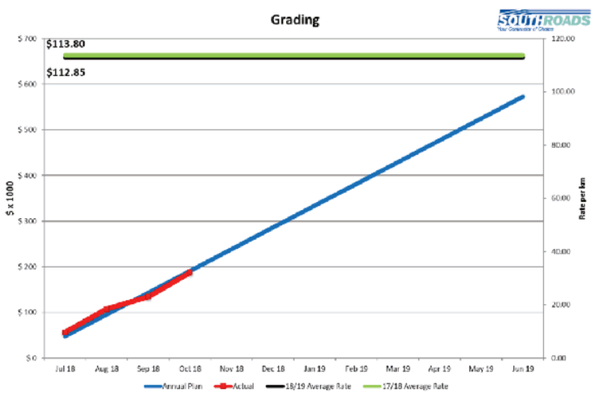
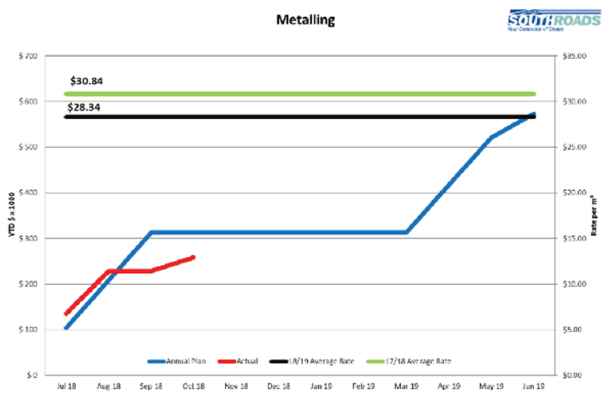
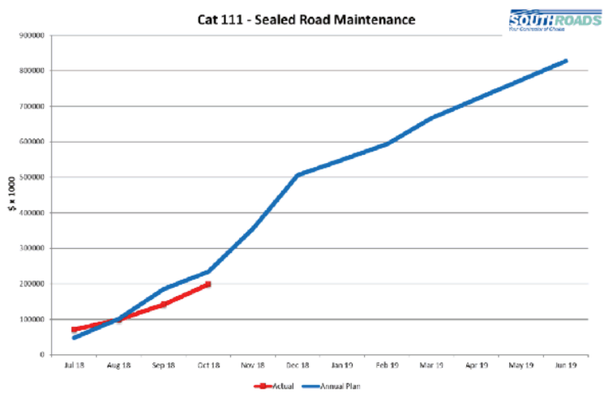






FINANCIAL SUMMARY

NZTA Subsidised Summary	Ann Amt	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Under(-ve)/ Over (+ve)	%age Under(-ve)/ Over (+ve)
Original TCE	$ 3,825,059	390,426	396,048	373,633	269,290	341,217	313,077	206,738	206,738	275,518	338,783	406,893	375,592	3,893,952		
Addtional		0	0	0	0	0	0	0	0	0	0	0	0	-		
Current TCE		390,426	396,048	373,633	269,290	341,217	313,077	206,738	206,738	275,518	338,783	406,893	375,592	3,893,952		
Actual Expenditure		375,700	350,373	193,877	233,207	0	0	0	0	0	0	0	0	1,153,157	2,740,795	70%

FINANCIAL COMMENTARY

The year completed expenditure is $1,233,965. The claim for the month was $254,081 (Including township works) and consisted of routine activities and some drainage and Maintenance Metaling.

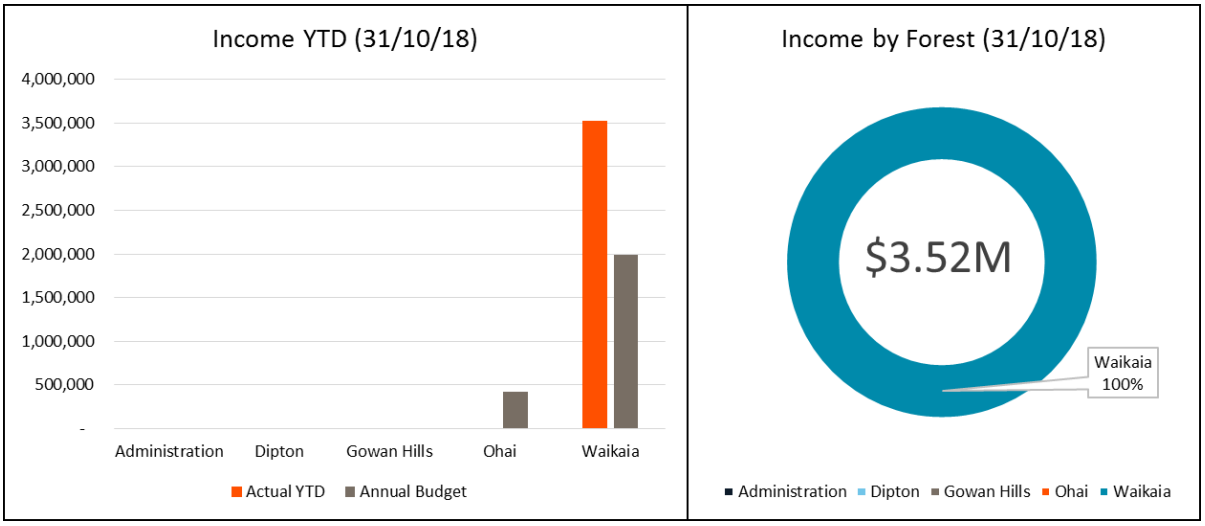
Forestry Operations - Financial Report to 31 October 2018

Record No: R/18/11/26582
Author: Kate Westenra, Graduate Accountant
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

Summary Financial Statements

Income

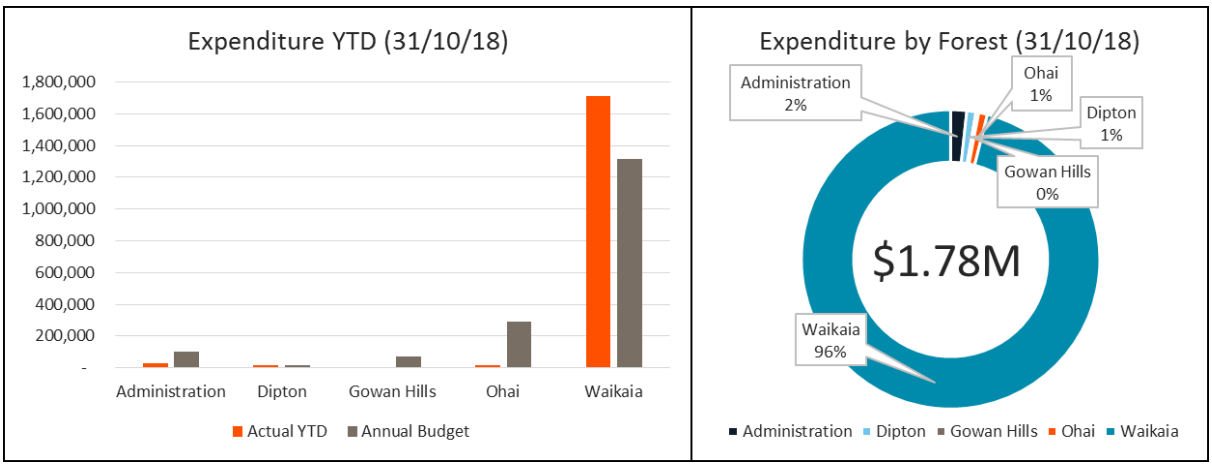


1 Income for the year to date totals $3.52 million. This income has been generated entirely from the harvesting the Waikaia forest that was completed in October 2018.

2 The harvesting planned for Ohai this year was completed in the prior financial year. The budgeted income associated with the Ohai harvesting has been removed through forecasting.

3 Income from the Waikaia harvest is significantly greater than budgeted due to the tonnage harvested being 32,394t against a budget of 21,453t for the same number of hectares. There was also an increase in the price per tonne of $117/t against a budget of $92/t.

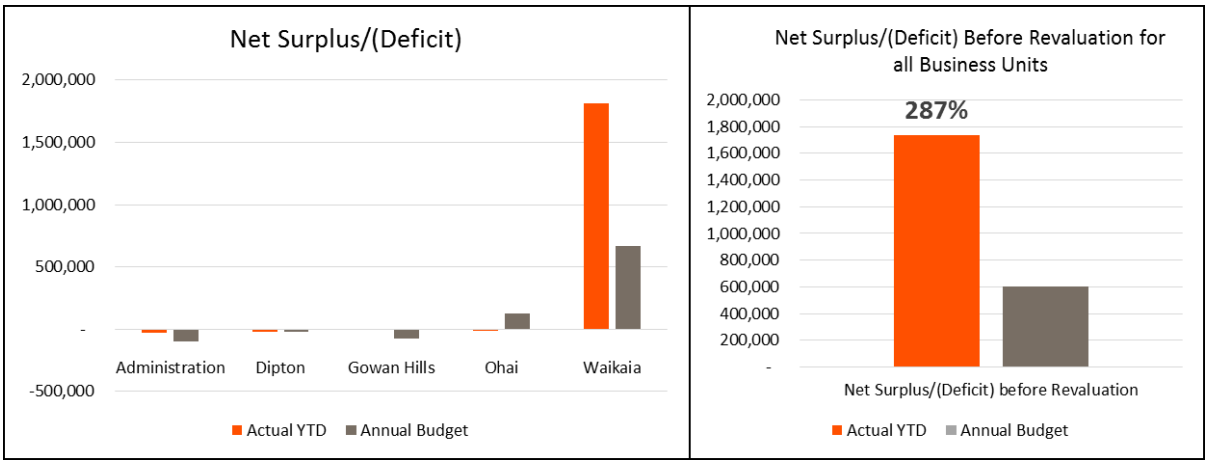
Expenditure



4 Total expenditure for the year to date is $1.78M. This predominantly relates to harvesting costs, harvesting commission and roading access costs at Waikaia.

5 As the Ohai forest harvest was completed in the previous financial year, the budgeted harvest costs and roading access costs will not be incurred this year. Costs associated with land preparation, tree planting and silviculture are yet to be incurred.

Net Surplus



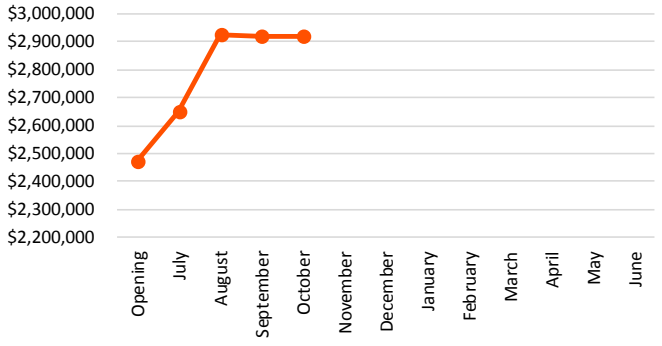
6 At 31 October 2018, the forestry activity has a $1.74M surplus for the year to date.

Emissions Trading Units

YTD Change In Value

Opening Units 1/7/18		116,805
Opening Unit Price	$	21.20
Opening Value	**$**	**2,476,266**
Opening Units 1/7/18		116,805
Current Unit Price 31/10/18	$	25.00
Current Value	**$**	**2,920,125**
Gain in Value	**$**	**443,859**

NZU Value (116,805 Units)



7 The following data shows the change in value of SDC's Emissions Trading Units (ETU's) for the current year (based on units held at 30 June 2018). ETU value has increased from $21.20 per unit at 30 June 2018 to $25.00 at 31 October 2018. The associated increase in value is not currently reflected in the financial results of this activity, however it will be incorporated at 30 June 2019 along with any changes in the number of ETU's held.

Capital Expenditure

8 No capital expenditure is budgeted in the current year.

Recommendation

That the Services and Assets Committee:

a) Receives the report titled "Forestry Operations - Financial Report to 31 October 2018" dated 21 November 2018.

Attachments

There are no attachments for this report.

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.

C9.1 Road Pavement Rehabilitation Programme 2018/2019

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
Road Pavement Rehabilitation Programme 2018/2019	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.