



Notice is hereby given that a Meeting of the Te Anau Basin Water Supply Subcommittee will be held on:

Date: Tuesday, 4 June 2019
Time: 2.00pm
Meeting Room: Southland District Council Te Anau Office, 116
Venue: Town Centre, Te Anau

Te Anau Basin Water Supply Subcommittee Agenda OPEN

MEMBERSHIP

Chairperson Keith Thompson
Members Steve Bayler
Henry Douglas
Murray Hagen
Bill Hunter
Graham Johnston
Rex Millar
Councillor Ebel Kremer

IN ATTENDANCE

Committee Advisor Jenny Labruyère
Manager Operations - Water and Waste Bill Witham

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Website: www.southlanddc.govt.nz

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 – Water Supply Subcommittees

Te Anau Basin, Five Rivers and Matuku

The activity of the Southland District Council's Water Supply Subcommittees is framed by Southland District Council policies and plans. The responsibilities of these Water Supply Subcommittees include:

- Providing feedback to Council officers on relevant plans and strategies (including Asset Management Plans).
- Receiving operational and financial reports.
- Community engagement and representing community views to Council.

The Te Anau Basin, Matuku and Five Rivers Water Supply Subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers:

- (a) Power to recommend the annual budget relating to the relevant water supply scheme.
- (b) Power to approve expenditure outside Council's authorised officer levels but within the budget of the water supply schemes. All decisions to approve expenditure outside Council's authorised officer levels must be made by way of a resolution at a meeting of the Water Supply Subcommittees. Any such decisions must be reflected in the minutes of the meeting.
- (c) Power to approve new connections to the relevant water supply scheme.
- (d) Power to approve expenditure outside of the relevant annual budget for emergency works.
- (e) Policies relating to water schemes;

In addition to the power to approve expenditure outside of the relevant annual budget for emergency works, this Subcommittee can also recommend unbudgeted expenditure to Council for approval.

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

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

4 Public Forum

Notification to speak is required by 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 Te Anau Basin Water Supply Subcommittee, 12 March 2019



Te Anau Basin Water Supply Subcommittee

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Te Anau Basin Water Supply Subcommittee held in the Southland District Council Te Anau Office, 116 Town Centre, Te Anau on Tuesday, 12 March 2019 at 2.00pm.

PRESENT

Chairperson	Keith Thompson
Deputy Chairperson	Murray Hagen
Members	Steve Bayler
	Henry Douglas
	Graham Johnston
	Rex Millar

APOLOGIES

Bill Hunter
Councillor Kremer

IN ATTENDANCE

Committee Advisor	Jenny Labruyère
Manager Operations -	Bill Witham
Water and Waste	

1 Apologies

Apologies for non-attendance were lodged by member Hunter and Councillor Kremer.

Moved member Johnston, seconded member Hagen and **resolved:**

That the Te Anau Basin Water Supply Subcommittee accept the apologies for non-attendance lodged by member Hunter and Councillor Kremer.

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 member Bayler, seconded member Douglas **and resolved**

That the minutes of Te Anau Basin Water Supply Subcommittee, held on 6 November 2018 be confirmed as a true and correct record.

Reports

7.1 Financial Report for the period ended 31 January 2019

Record No: R/19/3/4231

Operations Manager, Water and Waste , Bill Witham presented this item.

Mr Witham outlined the project list confirming that the renewal consent preparations for Ramparts, Kakapo, Homestead and Princhester schemes are all underway , and the replacement tanks for the Kakapo scheme are due for delivery and installation in the very near future.

In discussing the report Mr Witham advised members of an ongoing issue with the supply of water to a property on the lower end of the Kakapo scheme. A temporary line was laid over ground to detect flow level issues, however a leak was eventually located and repairs made which identified that the temporary line is no longer required

Resolution

Moved member Douglas, seconded member Millar **and resolved**

That the Te Anau Basin Water Supply Subcommittee:

- a) **Receives the report titled "Financial Report for the period ended 31 January 2019" dated 7 March 2019.**

7.2 Duncraigen Rural Water Supply Transfer

Record No: R/19/3/4315

Operations Manager, Water and Waste , Bill Witham presented this item.

Mr Witham outlined the steps required to transfer the Duncraigen rural water supply scheme to the Pamu (Landcorp) and seek a recommendation to proceed with the transfer.

Mr Witham added that Southland District Council (Council) have sought legal advice as to the appropriate steps needed to transfer the Duncraigen rural water supply to Pamu. It has been advised that the next step is seek a recommendation from the Te Anau Basin Water Supply Subcommittee (the Subcommittee) to proceed and then take that recommendation to the Services and Assets Committee (the Committee) for approval.

Resolution

Moved member Hagen, seconded member Johnston

That the Te Anau Basin Water Supply Subcommittee:

- a) **Receives the report titled "Duncraigen Rural Water Supply Transfer" dated 8 March 2019.**
- 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) **Agrees in principle to proceed to negotiate a transfer of the Duncraigen rural water supply to Pamu (Landcorp).**

The meeting concluded at 2.20pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE TE ANAU BASIN WATER SUPPLY
SUBCOMMITTEE HELD ON TUESDAY 12 MARCH
2019.

DATE:.....

CHAIRPERSON:.....

Financial Report for the period ended 30 April 2019

Record No: R/19/5/9666
Author: Bill Witham, Manager Operations - Water and Waste
Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Water and Waste Engineer's Report

- 1 The monthly operations report for Downer has been included with this report. The report includes data on Downer's district wide operations activities which are presented on a town-by-town basis.
- 2 Downer staff have removed stones from lines on the Kakapo scheme which has resolved some of the pressure issues.
- 3 Regarding the Kakapo reservoir replacement, Matt Keil has been speaking to Graeme Johnstone and Keith Thompson regarding approval for additional expenditure to construct a 30 lineal metre rock track adjacent to the tank stand. This is to allow access and delivery of these new tanks.
- 4 Due to recent weather events in the Te Anau Basin access has been significantly hampered, the proposed rock track has been quoted to cost \$6,557.85 + GST. The additional cost is proposed to be funded from a surplus of funds forecast in the electricity budget which totals a total surplus amount of \$7,330.36 +GST. Approval for this expenditure is sought in this report.
- 5 The table below shows all of the projects that are currently planned for Te Anau Rural Water Supply in 2018/19.

Project Name	Type	Year	Budget	Staff Comments
Consent renewal preparation (Ramparts)	REN	2018/19	\$20,000	Underway
Consent Renewal Preparation (Kakapo)	REN	2018/19	\$20,000	Underway
Replacement tanks (Kakapo)	REN	2018/19	\$87,912	Installation underway
Consent Renewal Preparation (Homestead)	REN	2018/19	\$20,000	Underway
Consent Renewal Preparation (Princhester)	REN	2018/19	\$20,000	Underway

Financial Considerations

Loans

- 6 The table below outlines the community loans as at 30 June 2018. The interest rate applicable on these loans for the 2018/19 year is 4.65%.

	Business Unit	Balance June 2017	Years Remaining
Electrical Upgrade	26960	\$9,537	4
Te Anau Water Renewal	26960	\$8,827	1

Reserves

- 7 Reserves are projected as:

	Opening balance 30 June 18	Long Term Plan balance at 30 June 18	Forecast Closing 30 June 18
Te Anau Rural General Reserve	\$1,525	\$1,525	\$1,525

Recommendation

That the Te Anau Basin Water Supply Subcommittee:

- a) Receives the report titled “Financial Report for the period ended 30 April 2019” dated 29 May 2019.**
- b) Approves the additional expenditure of \$6,557.85 +GST for the Kakapo reservoir replacement project.**

Attachments

- A Te Anau rural water supply financial report to 30 April 2019 [↓](#)
- B Downer Monthly Report - April 2019 [↓](#)
- C Downer Monthly Summary Report - April 2019 [↓](#)

Te Anau Rural Water Supply Community Financial Report

83.33% Of Year



For the Period Ended April 2019

2018/2019 Financial Year

Income	Annual Budget	Actual Income to Date	Income to Date %	Full Year Projection	Annual Budget vs Projection Var	Annual Budget vs Projection %
26960 Water Supply Overheads	98,121	81,769	83%	98,122	1	0%
26961 Water Supply Ramparts	74,438	62,033	83%	74,439	1	0%
26962 Water Supply Mount York	33,029	27,525	83%	33,030	1	0%
26963 Water Supply Takitimu	48,460	40,384	83%	48,461	1	0%
26964 Water Supply Kakapo	61,490	51,243	83%	61,491	1	0%
26965 Water Supply Homestead	28,779	23,983	83%	28,779	0	0%
26966 Water Supply Princes	25,243	21,036	83%	25,243	0	0%
26967 Water Supply - Duncraig	10,732	8,943	83%	10,732	0	0%
Subtotal Water & Waste Business Units	380,292	316,915	83%	380,297	5	0%
Total	380,292	316,915	83%	380,297	5	0%
Expenditure	Annual Budget	Actual Spent to Date	Spent to Date %	Full Year Projection	Annual Budget vs Projection Var	Annual Budget vs Projection %
26960 Water Supply Overheads	171,655	143,591	84%	172,421	(765)	0%
26961 Water Supply Ramparts	74,438	64,070	86%	76,210	(1,771)	(2%)
26962 Water Supply Mount York	33,029	31,738	96%	37,033	(4,006)	(12%)
26963 Water Supply Takitimu	48,460	37,884	78%	45,763	2,697	6%
26964 Water Supply Kakapo	61,490	51,712	84%	61,736	(246)	0%
26965 Water Supply Homestead	28,779	20,664	72%	25,300	3,478	12%
26966 Water Supply Princes	17,758	17,551	99%	20,440	(2,683)	(15%)
26967 Water Supply - Duncraig	10,732	8,249	77%	9,968	764	7%
Subtotal Water & Waste Business Units	446,341	375,458	84%	448,871	(2,532)	(1%)
Total	446,341	375,458	84%	448,871	(2,532)	(1%)

Te Anau Rural Water Supply Community Financial Report

83.33% Of Year



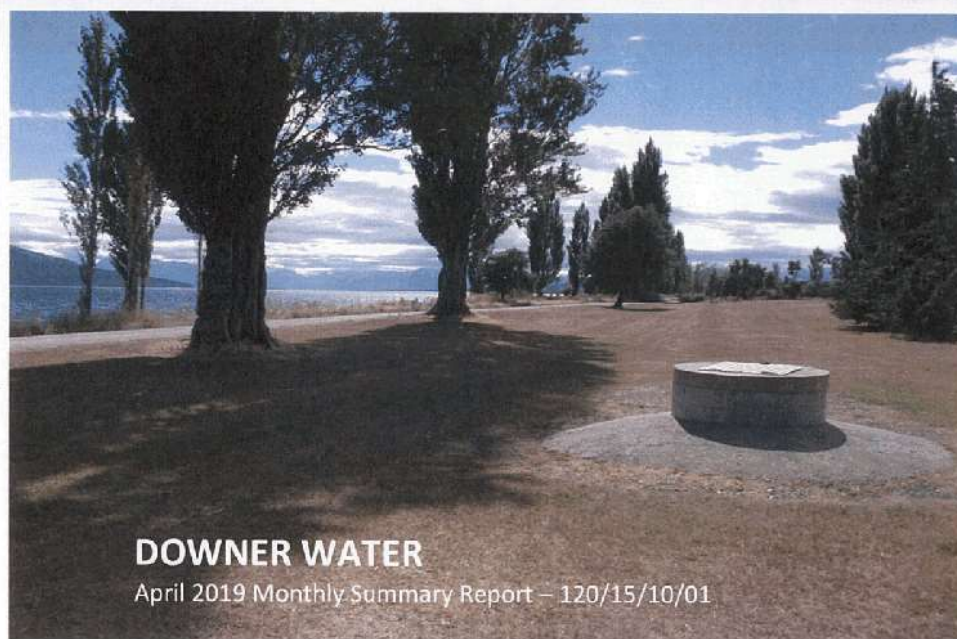
For the Period Ended April 2019

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**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
01	Ian Evans	Strategic Manager: Water and Waste Services	SDC
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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120/15/10/01

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 WASTEWATER)

- There were no non-compliant tests during April.

FINANCIAL

MISC MINOR WORKS		
Riverton WTP	435.00	Riverton Intake Bore sampling April 2019
Monowai WWTP	251.60	1 x Item 1 & 2 for April 2019
Riverton WTP	9823.30	Chemical & filters Riverton – April 2019
Additional Sampling Run	3,460.50	3x additional sampling runs April 2019
Te Anau Rural Water Sampling	1,246.05	Extra testing – April 2019
Increased Drinking Water Standards Costs	646.03	Increased Drinking Water Standard Costs – April 2019
Curio Bay Monthly Testing	2,538.37	Site visit testing, supply chemicals, filters & materials April 2019
Ohai WWTP Deer Fence Materials	1,327.18	Fence materials Ohai WWTP
Johnson Road Nightcaps	4,887.79	Replace AC pipe main Johnson Road, Nightcaps
Edendale Dump Station Callout	235.78	Unblock Edendale Dump Station as requested by Bill 04/04/2019
Johnson Road Nightcaps – Stormwater	2,143.92	Stormwater repairs
High Street, Riverton – Barnes Subdivision	853.50	Difference between 25mm & 63mm pipe, High Street, Riverton – Barnes Subdivision
19 Sneyd Street, Tuatapere – Repair Leak	1,085.45	19 Sneyd Street, Tuatapere – Repair Leak
Morton St/Half Mile Rd, Tuatapere – Repair Leak	1,511.99	Morton St/Half Mile Rd, Tuatapere – Repair Leak
Riverton Townside Sewerage Pond	2,512.76	Sewer overflow at Riverton Townside Sewerage Pond – SCADA issue
Jetty Street, Riverton – Replace leaking hydrant	1,218.53	Replace leaking hydrant Jetty Street, Riverton SR 202816
TOTAL	\$34,177.75	

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ASSET IMPROVEMENTS – PAID UNDER LUMP SUM

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

HEALTH & SAFETY

- There were five incidents reported in April 2019
 - ✦ Lower back strain when lifting chlorine bottle onto transport trailer.
 - ✦ High wind swung door at Curio Bay plant onto legs
 - ✦ Arm of crane caught large branch when reversing, smashed left quarter light window and caused minor panel damage above window.
 - ✦ Hand digging to replace toby tap and contact with cable was made with shovel.
 - ✦ Motor vehicle speeding through site swerved at worker and knocked over cones.
- Monthly tool box meeting was held at Downer Offices on April 16, 2019.

QUALITY ASSURANCE

- There were no NCR/OFI's issued during April 2019.
- There was no instance of rework or product failure during the month.

PROJECT WORK / ACTIVITIES IN NEXT MONTH**PROJECT WORK/CAPITAL UPGRADES - QUOTED**

Gerrard Road	
72 Rocks Highway Rider Main	

PLANNED POWER INTERRUPTIONS

- Friday April 2 – Pump 74 Half Mile Road Tuatapere
- Friday April 2 – Effluent pump 22 Half Mile Road Tuatapere
- Friday April 2 – Pump – opp RN14 Erskine Street Tuatapere
- Friday April 2 – Ponds – opp RN49 Erskine Street, Tuatapere
- Friday April 2 – Effluent Plant – West of RN17 Bridge Street, Tuatapere
- Thursday April 11 – Town reservoir Otautau, 186 Knutsford Rd, Otautau
- Wednesday April 24 – SDC Water repeater – on pole Ramparts Rd (sth of RN265) Te Anau

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STAFFING

✚ Contract staff levels are currently fifteen permanent employees. This is made up of five management, administration and QA staff and ten field staff. Aaron Green has handed in his resignation from his Water Treatment Operator role, we are currently advertising for his replacement.

✚ Training Completed in April:

✚ Height Safety; Malcolm Hewitt, Dale Elm, Murray De Groot

✚ Training scheduled for May:

✚ Traffic Controller; Murray De Groot

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	0	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	2,604.06	185
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	220
Wastewater scheme sampling completed for month	4
Wastewater scheme site samples taken for month	12
Wastewater scheme laboratory tests completed for month	131
Non-conformance reports received	0
OFl reports received	0
Site audits conducted	2

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 and Orawia 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 all of these tests were compliant.

RESOURCE MANAGEMENT ACT

Wastewater discharge consent sampling was carried out at Nightcaps, Tuatapere and Otautau soils during April. Joint sampling was carried out in conjunction with Environment Southland at Oban. There were no non-compliant tests during April.

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4. KEY PERFORMANCE INDICATORS – APRIL 2019

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	100% 99%	N
	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% 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 5	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 (Dispensation from Bill sought for Riverton RFS's)	Less than 65 8 (TOTAL)	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 1 (TOTAL)	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				11						
	B Total number of N's				1						
	A + B				12						
	OPR = 100 X (A/(A+B)) %										
JUL 18	AUG 18	SEP 18	OCT 18	NOV 18	DEC 18	JAN 19	FEB 19	MAR 19	APR 19	MAY 19	JUN 19
85%	92%	92%	100%	92%	92%	83%	92%	92%			

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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

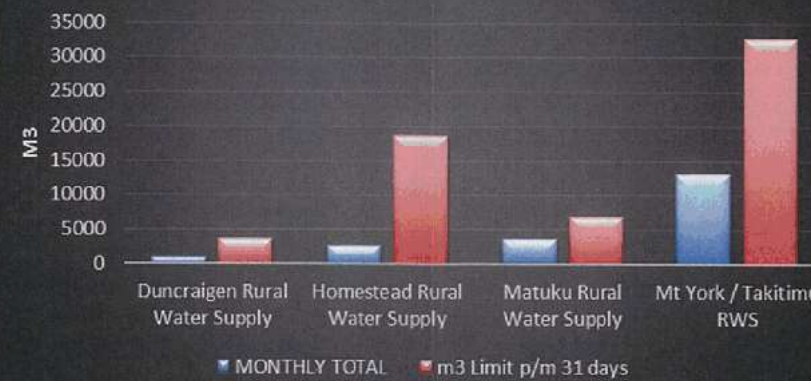
MONTHLY SUMMARY REPORT - APRIL 2019



URBAN WATER SUPPLY WATERTAKE COMPLIANCE



RURAL WATER SUPPLY WATERTAKE COMPLIANCE



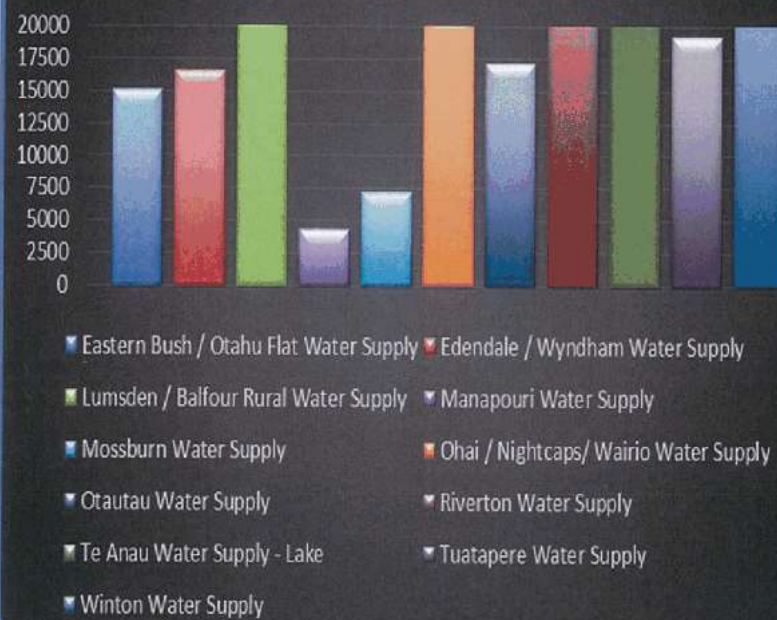
MINOR CAPEX WORK

Gerrard Rd Rider Main Progress Claim #2	TOTAL CLAIMED
	15,046.90
TOTAL	\$ 15,046.90

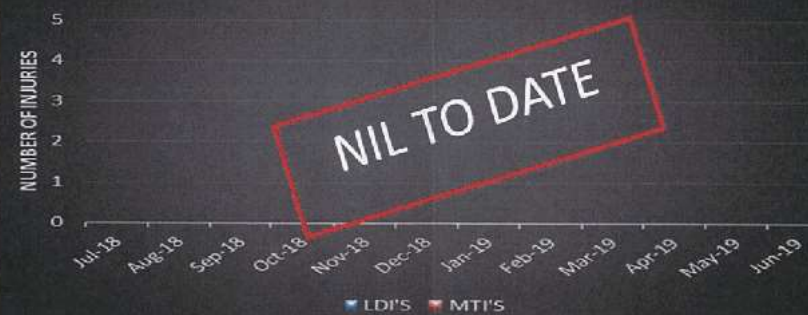
CLAIM SUMMARY

SDC O&M Lump Sum	TOTAL CLAIMED
	\$ 211,982.14
SDC O&M Capital Works	\$ 34,177.75
TOTAL	\$ 246,159.89

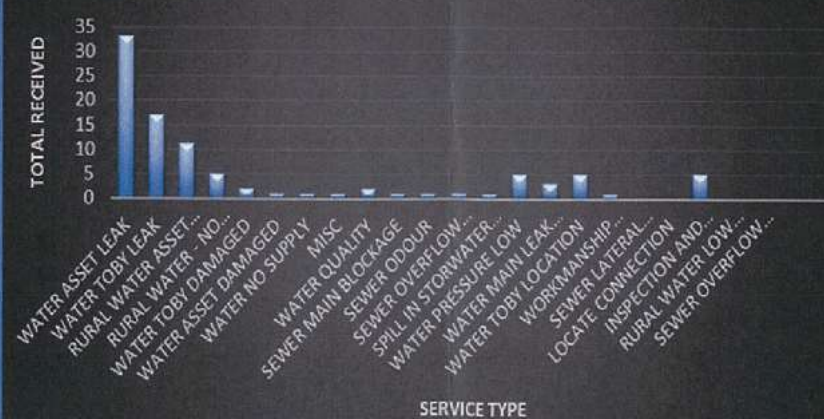
WATER TREATMENT PLANT INTAKE - URBAN WATER SUPPLY



LOST DAY INJURES / MEDICAL TIME INJURIES



SERVICE REQUESTS RECEIVED



WATER TREATMENT PLANT INTAKE - RURAL WATER SUPPLY

