



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

Date: Tuesday, 23 June 2020
Time: 9am
Meeting Room: Council Chamber
Venue: 15 Forth Street
Invercargill

Services and Assets Committee Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

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

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
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 – Services and Assets Committee

TYPE OF COMMITTEE	Council standing committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	<p>Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002.</p> <p>Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.</p>
MEMBERSHIP	The Services and Assets Committee is a committee of the whole Council. The mayor and all the councillors will be members of the Services and Assets Committee.
FREQUENCY OF MEETINGS	Six weekly or as required
QUORUM	A minimum of two members physically present with at least five other members attending by way of being physically present, by audio link or by audio visual link.
SCOPE OF ACTIVITIES	<p>The Services and Assets Committee is responsible for ensuring that Council delivers its infrastructural asset based services in an effective and efficient manner that meets the needs of its communities and protects the investment that Council has in these assets.</p> <p>The committee is responsible for overseeing the following Council activities:</p> <ul style="list-style-type: none"> • transport • property management including community facilities, acquisitions and disposals (including land dealings) • forestry • water supply, wastewater and stormwater • solid waste management • flood protection • waste management • Te Anau airport • Stewart Island Electrical Supply Authority • Stewart Island Jetties and Riverton Harbour • water supply schemes. <p>The committee is also responsible for making decisions on urgent matters relating to all Council services during the period of the COVID - 19 pandemic event.</p>

DELEGATIONS	<p>The Services and Assets Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <p>Power to Act</p> <p>The committee has the delegated authority to:</p> <ul style="list-style-type: none"> a) assess and provide advice to Council on the strategic issues relating to the delivery of infrastructural asset services b) reviewing and recommending to Council strategies on how it should go about managing the delivery of the infrastructural asset services that it provides c) monitor the condition and performance capability of the infrastructural assets owned by Council so as to ensure that it protects its investment in these assets in accordance with accepted professional standards d) monitor the delivery of capital works projects and the implementation of the capital works programme e) monitor the delivery of operations and maintenance contracts f) approve and/or assign all contracts for work, services or supplies where those contracts relate to work within approved estimates. Where the value of the work, services, supplies or business case or the value over the term of the contract is estimated to exceed \$2 million a prior review and recommendation of the business case by the Finance and Assurance Committee is required. The business case shall include as a minimum; risk assessment, a procurement plan and financial costings. If there is a different recommendation from the Finance and Assurance Committee the matter will be referred to Council for a decision g) monitor the return on all Council's investments including forestry h) monitor and track Council contracts and compliance with contractual specifications. i) approve and/or assign all contracts for work, services or supplies for unbudgeted expenditure up to \$10 million and noting this excludes the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan. <p>Power to Recommend</p> <p>The Services and Assets Committee is responsible for considering and making recommendations to Council regarding:</p> <ul style="list-style-type: none"> a) policies relating to the scope of activities of the Services and Assets Committee b) changes to Council's adopted levels of service c) the dividend from the forestry business unit
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract Acceptance:</p> <ul style="list-style-type: none"> • accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump

	<p>sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within the scope of activities relating to the work of the Services and Assets committee</p> <ul style="list-style-type: none"> • accept or decline any contract for the disposal of goods, plant or other assets other than property or land. <p>Budget Reallocation.</p> <p>Committee is authorised to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> • funded by way of savings on existing budget items • within the jurisdiction of the committee • consistent with the Revenue and Financing Policy.
LIMITS TO DELEGATIONS	<p>Matters that must be processed by way of recommendation to Council include:</p> <ul style="list-style-type: none"> • amendment to fees and charges relating to all activities • powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual. <p>Delegated authority is within the financial limits in section 9 of this manual.</p>
STAKEHOLDER RELATIONSHIPS	<p>This committee shall maintain relationships including, but not limited to the following organisations:</p> <ul style="list-style-type: none"> • Community Boards • Regional Land Transport Committee • WasteNet • FENZ (Fire and Emergency New Zealand) <p>The committee will also hear and receive updates to Council from these organisations, as required.</p>
CONTACT WITH MEDIA	<p>The committee chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.</p> <p>Committee members do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The group manager services and assets will manage the formal communications between the committee and the people of the Southland District and for the committee in the exercise of its business.</p> <p>Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.</p>

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1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

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

4 Public Forum

Notification to speak is required by 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, 06 May 2020

Services and Assets Committee

OPEN MINUTES

Minutes of a meeting of Services and Assets Committee held via Zoom (digital technology) on Wednesday, 6 May 2020 at 9am (9am – 10.30am, 10.45am – 12.04pm, 12.08pm – 12.10pm (public excluded 11.24am – 12.04pm, 12.08pm – 12.10pm)).

PRESENT

Chairperson	Ebel Kremer Mayor Gary Tong
Councillors	Don Byars John Douglas Paul Duffy Bruce Ford Darren Frazer George Harpur (9am – 10.30am, 10.45am – 11.24am, 11.50 - 12.04pm, 12.08pm – 12.10pm) Julie Keast Christine Menzies Karyn Owen Rob Scott

APOLOGIES

Councillor Ruddenklau

IN ATTENDANCE

**Group Manager, Services and Assets
Committee Advisor**

Matt Russell
Fiona Dunlop

1 Apologies

There were apologies from Councillor Ruddenklau.

Resolution

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

That the Services and Assets Committee accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Chairperson Kremer, seconded Mayor Tong **and resolved:**

That the Services and Assets Committee confirms the minutes of the meeting held on 24 March 2020 as a true and correct record of that meeting.

Reports

7.1 IFS Growth Forest Manager's Report of Forestry Activity for Period to 31 January 2020

Record No: R/20/3/5582

Commercial Infrastructure Manager – Ashby Brown was in attendance for this item.

Resolution

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

That the Services and Assets Committee:

- a) **Receives the report titled “IFS Growth Forest Manager's Report of Forestry Activity for Period to 31 January 2020” dated 17 March 2020.**

7.2 Services and Assets Programme Report

Record No: R/20/4/9697

Project Delivery Manager – Nick Hamlin was in attendance for this item.

Resolution

Moved Cr Scott, seconded Cr Owen **and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Services and Assets Programme Report” dated 22 April 2020.**

7.3 Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for January 2020

Record No: R/20/3/5359

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

Resolution

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

That the Services and Assets Committee:

- a) **Receives the report titled “Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for January 2020” dated 17 March 2020.**

7.4 Stewart Island Electrical Supply Authority - Retrospective unbudgeted expense approval for alternator replacement on Unit 5.

Record No: R/20/4/9483

Project Manager – Brendan Gray was in attendance for this item.

Mr Gray advised that the purpose of the report was to seek approval for funding to replace the alternator component of unit 5 which is part of the Stewart Island Electrical Supply Authority power generation.

The Committee noted that there had been a failure of unit 5's alternator which needed to be replaced.

Resolution

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

That the Services and Assets Committee:

- a) **Receives the report titled "Stewart Island Electrical Supply Authority - Retrospective unbudgeted expense approval for alternator replacement on Unit 5." dated 1 May 2020.**
- 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) **Approves the retrospective unbudgeted expenditure of up to \$28,000 for the alternator replacement on Unit No. 5 and that this be funded from Stewart Island Electrical Supply Authority reserves.**

7.5 Unbudgeted Expenditure - Car Park, Wallacetown Cemetery

Record No: R/20/3/6191

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to recommend to Council unbudgeted expenditure in the amount of up to \$20,000 (excl GST) in order to install a gravelled car park at the Wallacetown Cemetery and associated landscaping in the form of a low hedge and lawn.

The Committee noted that former Wallacetown Community Board had identified the need to provide additional car parking space to cater for off street parking for visitors to the cemetery.

Resolution

Moved Cr Frazer, seconded Cr Menzies **recommendations a to c and d with additions (as indicated) and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled “Unbudgeted Expenditure - Car Park, Wallacetown Cemetery” dated 1 May 2020.**
- 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 to recommend to Council the approval of the unbudgeted expenditure of up to \$20,000 from the Wallacetown General Reserve to install a car park and associated landscaping.**

7.6 Unbudgeted Expenditure – Limehills Community Centre Kitchen and Supper Room Refurbishment

Record No: R/19/12/31214

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to recommend to Council the unbudgeted expenditure of \$24,000 to refurbish the Limehills Community Centre kitchen and supper room.

Resolution

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

That the Services and Assets Committee:

- a) **Receives the report titled “Unbudgeted Expenditure – Limehills Community Centre Kitchen and Supper Room Refurbishment” dated 30 April 2020.**
- 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) **Approves and recommends to Council the unbudgeted expenditure of \$7,378.22 to refurbish the kitchen and supper room at the Limehills Community Centre to be funded from the Limehills General Reserve and \$6,380 from the Limehills Community Centre general maintenance budget on the condition that Council approves the unbudgeted expenditure of \$10,241.78 from the Winton Wallacetown Ward Reserve.**

7.7 19/13 - Fortrose Otara Road Seal Widening Tender - NPV and Project Options

Record No: R/20/3/5397

Strategic Manager Transport - Hartley Hare was in attendance for this item.

Mr Hare advised that the purpose of the report was to provide additional information previously requested on the next steps for the proposed Fortrose Otara seal widening project following the outcome from the tender evaluation process.

The Committee noted that following the outcome of the tender process and the prices received, the strategic transport team undertook further assessment of options and confirms that a full seal widen project calculated a negative net present value.

Mr Hare further advised that a project like the seal widening would need to generate a positive net present value or benefit cost to meeting a medium or high strategic alignment in order to be supported by NZTA through their funding model.

The Committee further noted that the strategic transport team has considered three options being option one: proceed with minimal maintenance, option two: proceed with a reduced project scope and option three: proceed with unbudgeted expenditure to cover the funding gap.

Resolution

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

That the Services and Assets Committee:

- a) **Receives the report titled "19/13 - Fortrose Otara Road Seal Widening Tender - NPV and Project Options" dated 30 April 2020.**
- 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) **Approve option two and proceed with a reduced widening scope, and target 6.2m with any remaining funds focused on safety priorities including accessways, intersections and additional corner widening.**

(The meeting adjourned for morning tea at 10.30am and reconvened at 10.45am.)

7.8 Roothing Operations - March 2020

Record No: R/20/4/9378

Strategic Manager Transport - Hartley Hare was in attendance for this item.

Mr Hare advised that the purpose of the report was to update the committee on the progress of the major roading maintenance contracts and provide some context to the 2019/20 budget.

Resolution

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

That the Services and Assets Committee:

- a) **Receives the report titled "Roading Operations - March 2020" dated 30 April 2020.**

7.9 Alternative Coastal Route - Haldane Estuary Otta sealed section

Record No: R/20/4/9461

Strategic Manager Transport - Hartley Hare was in attendance for this item.

Mr Hare advised that the purpose of the report was to request the committee to approve that the strategic transport team to revert the Otara-Haldane Road, Haldane estuary Otta sealed section back to gravel.

The Committee noted that since the completion of the alternative costal route the Otta sealed section has required a significant amount of pavement maintenance and that Strategic transport's evaluation suggests that it is uneconomical for Council to continue to maintain this section as an Otta seal.

Resolution

Moved Cr Douglas, seconded Cr Keast **recommendations a to c and d (with changes) and resolved:**

That the Services and Assets Committee:

- a) **Receives the report titled "Alternative Coastal Route - Haldane Estuary Otta sealed section" dated 30 April 2020.**
- 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) **Approves the recommended option one and revert the 1800m section back to gravel over time as sections of the road deteriorate.**

Public Excluded

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

Resolution

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

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

C8.1 Invercargill Office Relocation Procurement Strategy

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
Invercargill Office Relocation Procurement Strategy	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.

That the Chief Executive, Group Manager, Environmental Services, Group Manager, Services and Assets, Group Manager, Community and Futures, People and Capability Manager, Group Manager, Customer Delivery, Publications Specialist, Community Facilities Manager, Commercial Infrastructure Manager and Committee Advisor be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.1 Invercargill Office Relocation Procurement Strategy. 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 11.24am.

(Councillor Harpur returned to the meeting at 11.50am.

(The meeting adjourned at 12.04pm and reconvened at 12.08pm.)

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

The meeting concluded at 12.10pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE SERVICES AND ASSETS
COMMITTEE HELD ON WEDNESDAY 6 MAY 2020.

DATE:.....

CHAIRPERSON:.....

Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for April 2020

Record No: R/20/5/11921
Author: Bill Witham, Manager Operations - Water and Waste
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.

Summary

- 3 KPI scoring of 100% for April 2020 equalling the previous month. April was particularly challenging as essential services were maintained throughout the Covid19 level 4 restrictions.

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)

- 5 The requirement for environmental testing was removed during Covid19 level 4 restrictions. Additional testing is being undertaken during May.

Operations and Maintenance

- 6 Service request calls for April 2020 were 60 including 32 water, 20 rural water, 7 sewer and 1 stormwater. Call numbers appeared to be down during Covid 19 level 4 restrictions.

Financial

- 7 There are no outstanding variations.

Customer Service

- 8 There were 60 service requests received and 8 reordered as resolution time exceeded. These are partly due to delays in updating completion status, and partly to deferring non-essential works during Covid19 restrictions.

Health and Safety

- 9 There were no incidents reported in April. Essential servicing were maintained throughout the Covid19 restrictions. Special operating procedures including distancing and additional PPE were adopted to minimise the risk to staff and the public.

Quality Assurance

- 10 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:

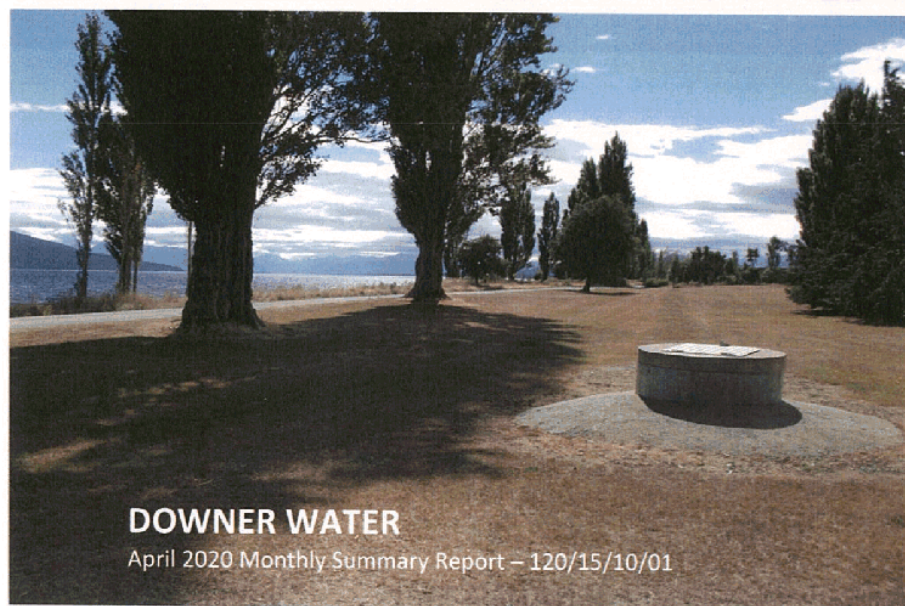
- a) **Receives the report titled “Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for April 2020” dated 8 June 2020.**

Attachments

- A Downer Monthly Report April 2020 [↓](#)
B Downer Monthly Summary Report April 2020 [↓](#)



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	Grant Isaacs	Operations Manager: Water and Waste Services, Strategic Water and Waste	SDC
03	Bill Witham	Contracts Manager: 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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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 APRIL 2020

Riverton WTP Chemicals	4,389.02	Chemicals & Filters Riverton WTP April 2020
Riverton WTP Mixing Chemicals	347.12	Mixing chemicals April 2020
Curio Bay Pump Checks	255.37	Curio Bay Pump Checks April 2020
New compressor Edendale/Wyndham WWTP	387.26	Install new compressor Edendale/Wyndham WWTP
Reinstatement of Caswell Rd protrusion	228.15	Reinstatement of Caswell Rd protrusion (Invoice 1136237)
Te Anau WTP Turbidity Meter	12,447.06	Install new turbidity meter Te Anau WTP
Repair Eastern Bush Mains Burst	3,395.06	Repair Eastern Bush Mains Burst April 10, 2020
SCADA reset issues	1,780.20	SCADA reset issues
Depolox Chlorine Analyser Te Anau WTP & spare	29,135.34	Installation of new Depolox Chlorine Analyser Te Anau WTP & district wide spare
Walker Road, Lumsden/Balfour	2,367.98	Walker Road, Lumsden/Balfour – repairs due to flooding
Milford Highway	8,932.48	Milford Road – valve work 300mm valve
27 Helena Street, Lumsden	2,424.05	27 Helena Street, Lumsden – stormwater connection
Prince/McKenzie St, Winton	7,986.28	Prince/McKenzie St, Winton – repair leak
151 Park Street, Winton	5,934.19	151 Park St, Winton – repair 150mm PE Saddle
Coldmix Reinstatement Costs	3,153.37	Coldmix reinstatement extra costs as per NTE41
29 Gunn Street, Te Anau	5,160.01	29 Gunn Street, Te Anau – repair water leak in road seal and reinstate
Ohai WTP – membrane & HMI issues	5,422.37	Ohai WTP – membrane & HMI issues
TOTAL	\$93,745.31	

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

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HEALTH & SAFETY

- There were no incidents reported in April 2020
- Due to Covid 19 there was no Monthly tool box meeting held in April 2020.

QUALITY ASSURANCE

- There were no NCR/OFI's issued during April 2020.
- There was no instance of rework or product failure during the month.

PLANNED POWER INTERRUPTIONS

- There were no planned power interruptions in April 2020

STAFFING

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

✚ Training Completed in April:

✚ STMS Refresher – Ricky Sinclair

✚ Diploma in Water Treatment Level 5 – Dale Elm has commenced studies

✚ Training scheduled for May:

✚ Nil

SUMMARY

150 PE saddle failure – 31 Prince Street, Winton

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Fire Hydrant Replacement Matai Street, Te Anau

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300mm valve replacement on Milford Road

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Kakapo Rural Scheme Exposed Main



Repairing farmer damage on the Kakapo Scheme

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UFB service strike Evelyn Street, Riverton

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Nightcaps Reservoir Tidy Up

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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	0	0
Number of hours Worked	2682.73	134.5
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	246
Wastewater scheme sampling completed for month	0
Wastewater scheme site samples taken for month	0
Wastewater scheme laboratory tests completed for month	0
Non-conformance reports received	0
OFl reports received	0
Site audits conducted	1

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

No Wastewater sampling was completed in April due to the Covid19 lock down. Environment Southland put all wastewater sampling on hold during Level 4 as they deemed Wastewater sampling wasn't essential during Lockdown. All of April's Wastewater sampling will be completed in May.

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4. KEY PERFORMANCE INDICATORS – APRIL 2020

	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 sought for Stewart Island)	100% 100%	Not done in April due to Covid 19
	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%	Not done in April due to Covid 19
	6.	Number of system failures and pollution incidents (overflows) per year across all systems (not including private)	Data from HANSEN IPS	Less than 20 1	Y
	7.	Percentage of Requests for Service responded to within required timeframes – wastewater	Data from HANSEN IPS	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 0	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 2 (TOTAL)	Y						
	13.	Percentage of Requests for Service responded to within required timeframes - water	Data from HANSEN IMS	Not less than 90% 100%	Y						
Performance Evaluation	A Total number of Y's				10						
	B Total number of N's				0						
	A + B				10						
	OPR = 100 X (A/(A+B)) %										
JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20
100%	100%	83%	100%	100%	92%	92%	92%	92%	100%	100%	

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PERFORMANCE SCORING TABLE

OPP 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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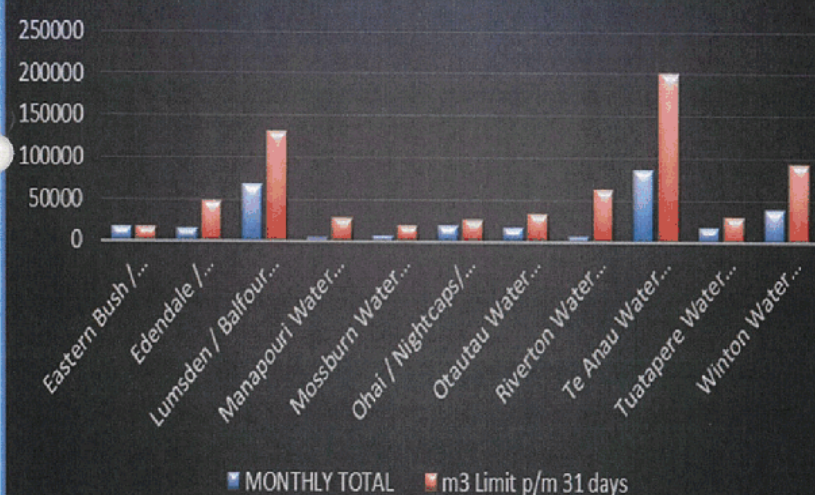
SOUTHLAND DISTRICT COUNCIL—WATER AND WASTEWATER MAINTENANCE CONTRACT

120/15/10/01

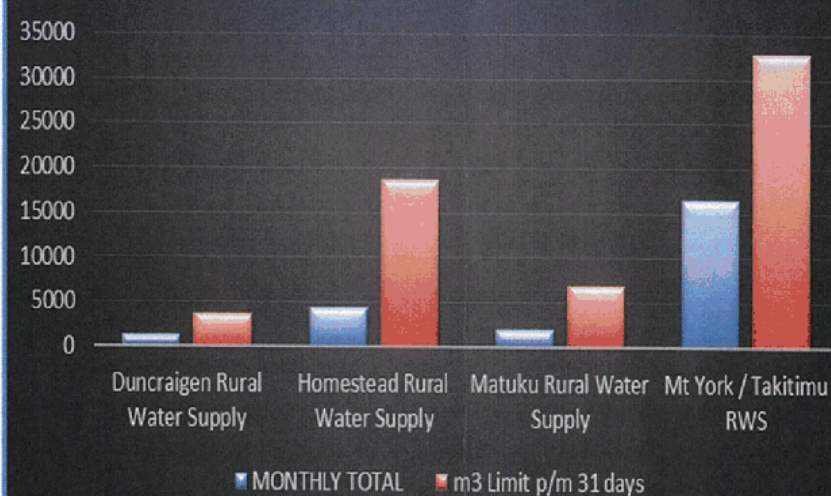
MONTHLY SUMMARY REPORT - APRIL 2020



URBAN WATER SUPPLY WATER TAKE COMPLIANCE



RURAL WATER SUPPLY WATER TAKE COMPLIANCE



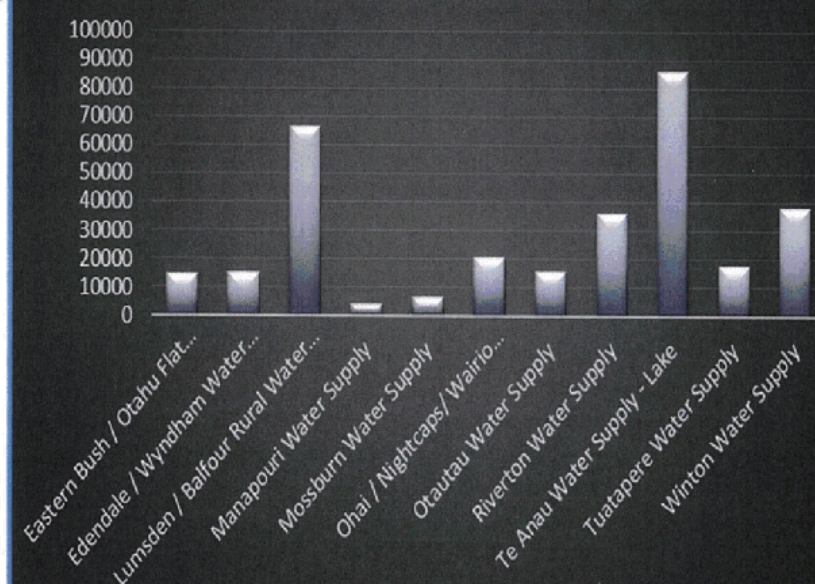
MINOR CAPEX WORK

	TOTAL CLAIMED
Minor Capital Work	\$ 72,509.33
TOTAL	\$ 72,509.33

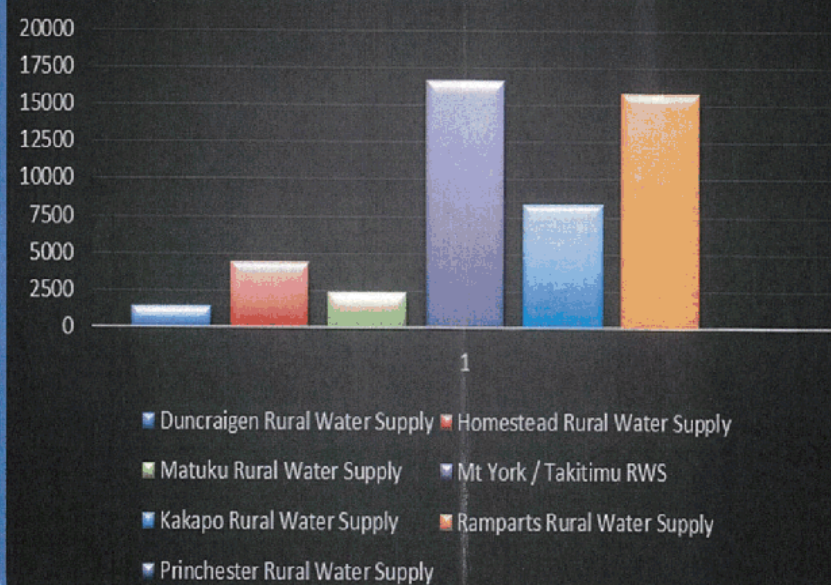
CLAIM SUMMARY

	TOTAL CLAIMED
SDC O&M Lump Sum	\$ 241,290.22
SDC O&M Capital Works	\$ 72,509.33
TOTAL	\$ 313,799.55

WATER TREATMENT PLANT INTAKE - URBAN WATER SUPPLY



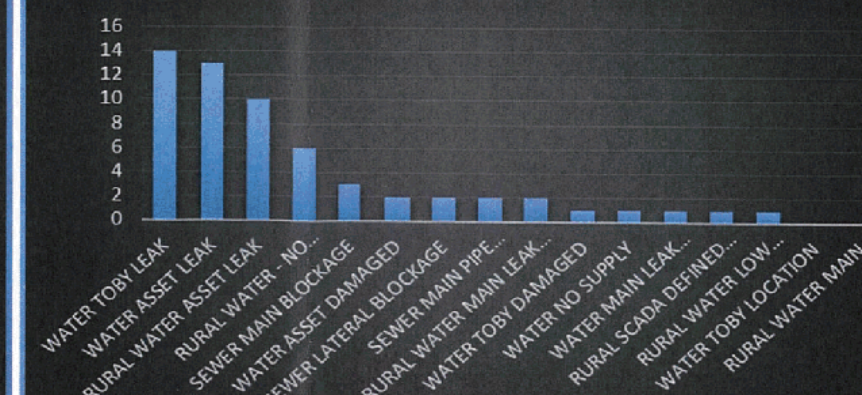
WATER TREATMENT PLANT INTAKE - RURAL WATER SUPPLY



LOST DAY INJURES / MEDICAL TIME INJURIES



SERVICE REQUESTS RECEIVED



Roading Operations - April and May 2020

Record No: R/20/6/13144
Author: Rob Hayes, Roading Engineer
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 2019/20 budget.
- 2 SouthRoads currently have the Waimea and Central Alliance maintenance contracts with Fulton Hogan having the Foveaux alliance contract.

Executive summary

- 3 The majority of the works in April were conducted under level 4 lockdown. This limited the services Strategic Transport and our contractors could provide.
- 4 Flood repairs to the end of May totalled \$1.43M.
- 5 Maintenance spend across the three contracts was down in April to \$505,542.00 (excluding Emergency Works). This was expected and was down approximately 20% on April last year.
- 6 Maintenance spend across the three contracts in May was \$1,567,327.00 (excluding emergency works). May was a big month and was up approximately 25% on last year as a result of playing catch up across the network following the lockdown.
- 7 Customer satisfaction; Requests for Service (RFS), across the three alliance contracts were very low with 40 in April and 59 in May 2020 compared to 95 in April and 197 in May 2019, a combined decrease of 67%.
- 8 In relation to health and safety; 35 contractor safety audits were completed during April and May and 16 near misses reported.
- 9 Activity performance:
 - metalling, 47,014m³ (87%) has been placed by the end of May of a total 2019/20 budget of 54,264m³.
 - grading, 11,837km (88%) have been graded by the end of May of a total 2019/20 budget of 13,400 km for the year.
 - the general maintenance focus has been completion of flood damage work and post lockdown catch up.
 - the contractors post lockdown have put in a huge effort with additional resource to catch up on programme and budget.

Pavement rehabilitation/resurfacing

- 10 The 2019/20 rehabilitation programme has been completed.

- 11 The 2019/20 sealing season is now complete and the remaining sites will be moved into the 2020/21 programme.

Bridges

- 12 The two bridge design/build packages are underway with SouthRoads the successful tenderer for the Northern package and Downer the successful tenderer for the Southern. Downer have installed two bridges at Cook and Moffat Roads with Ashers and Waituna Lagoon Roads next on the radar. SouthRoads have commenced work at Dunrobin Valley Road in early June. Below is a photo of the first piles being driven at Cook Road.



- 13 The Lake Monowai Road Bridge over Pioneer Energy's hydro canal has been awarded to SouthRoads who are planning to commence work mid-June.

- 14 Mararoa Road Bridge has been completed and open to traffic.

Flood event

- 15 Strategic transport staff and our Alliance contractors had to pause on flood repair work due to covid-19. An example included in the March operations report was work on Piano Flat Road bridge number six over the Gow Burn. This was completed in April under level 3 restrictions. Below is a photo of the completed works.



Recommendation

That the Services and Assets Committee:

- a) **Receives the report titled “Roading Operations - April and May 2020” dated 17 June 2020.**

Attachments

- A Waimea A3 Report - April 2020 [📄](#)
- B Waimea A3 Report - May 2020 [📄](#)
- C Central A3 Report - April 2020 [📄](#)
- D Central A3 Report - May 2020 [📄](#)
- E Foveaux A3 - April 2020 [📄](#)
- F Foveaux A3 Report - May 2020 [📄](#)

Waimea Alliance - Summary Report April 2020



CUSTOMER AND COMMUNITY GOVERNANCE		
Requests for Services	Apr-20	YTD
General Requests for Road Service (RFS's)	8	281
Road Service Requests completed on time	8	269
Road Service Requests completed on time %	100%	96%

HEALTH AND SAFETY		
	Apr-20	YTD
Lost Time Incident (pass/fail >1)	-	-
Medical Treatment Intervention (pass/fail >1)	-	-
Near Hits Reported (pass/fail <5)	5	58
Site Safety & Traffic Management Audits completed (pass/fail <5)	5	46
Site Safety & Traffic Management non-compliances (pass/fail >1)	-	4

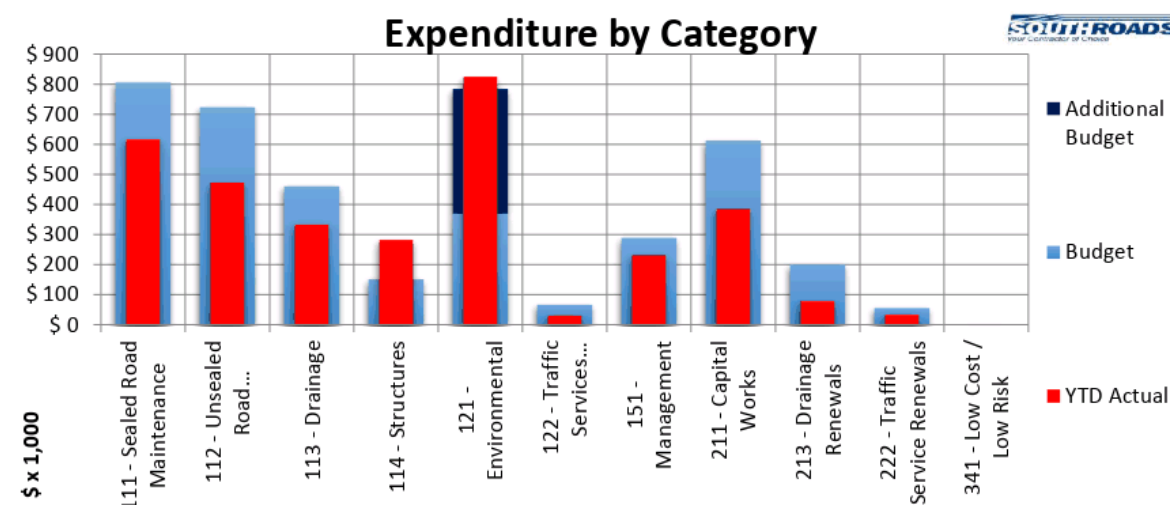
PERFORMANCE SCORECARD		
KEY RESULT AREA	WEIGHTING	SCORE
Financial - YTD	10%	7.5%
Customer and Community Governance	10%	10%
Health & Safety	20%	15%
Alliance Effectiveness & Efficiency	40%	30%
Pre-Reseal Repairs (75% 1st Oct, 90% 15th Nov, 100% 1st Dec).	10%	10%
Metalling Achievement	10%	10%
Grading Achievement	10%	0%
Rework (pass/fail 1)	10%	10%
Network Condition ** To be confirmed	20%	20%
Overall Score	100%	83%

IDENTIFIED RISK & STRATEGY UPDATE	
Risk 1 - Riversdale Waikaia Road	
Tree roots effecting the pavement integrity. Council to determine appropriate action.	
Risk 2 - Waiau Street (Manapouri)	
Slip has occurred, Council has provided proposed treatment, this will be completed in May	
Risk 3 - Otatau Tuatapere	
Slip has occurred, we have a design from WPS Opus and this has been priced and awarded to SouthRoads through the Alliance.	

Weather over the month of April was generally pretty good with slightly warmer than normal temperatures for the month. Most of the month was spent under the nationwide lockdown.

During the lockdown we had two by two men cyclic crews driving the network filling potholes, doing any dangerous edge break, re-instating any Give Way or Stop signs that need repaired or are broken and they also responded to any emergency work that popped up and checked on any RFS's that came in. Managers were working from home at approximately 80% capacity. We had the last 3 days of the month with all crews back at work under Level 3 conditions keeping the required social distance. The drainage crew went straight back to Gow Creek Bridge to complete that job which will just go into May by a couple of days. They then have other emergency work to carry on with which includes finishing Blackmore Road, opening up the culvert on McLean Road and then over to Waiau Street in Manapouri to repair a slip on the one way section of this street. The stabilising crew have finished for the season due to the ground temperatures being under 10 degrees celsius. Wilding tree spraying, Sealed road shoulder spraying and mowing has all started back up again and will continue back into May. OGEM work was continuing again and i currently had digger two crews down from our Central Lakes District Division to help out with the back log of Flood repairs and drainage work.

ALLIANCE EFFECTIVENESS & EFFICIENCY					
Sealed Network Achievement of Programme - 2020/21 Pre-Reseal Repairs					
Activity	20/21 Repairs	Apr-20	YTD	Remaining	% Completed
Depressions (m2)	4,474	-	420	4,054	9%
Edge Breaks (m)	10,246	-	2,732	7,514	27%
Dig Outs (m2)	-	-	-	-	0%
Stabilising (m2)	2,535	-	2,513	22	99%
Sites	133	-	19	114	14%
Kilometres	66	-	19	47	28%
Unsealed Network Achievement of Programme					
Activity	Budget	Apr-20	YTD	Remaining	% Completed
Metalling (m3)	22,000	371	12,345	9,655	56%
Grading (KM)	4,800	208	3,427	1,373	71%
Structures - Maintenance - Joint Alliances					
Activity	Quantity	Apr-20	YTD	Remaining	% Completed
Consultants List	18	1	18	-	100%
Bridge Inspections	833	31	498	335	60%

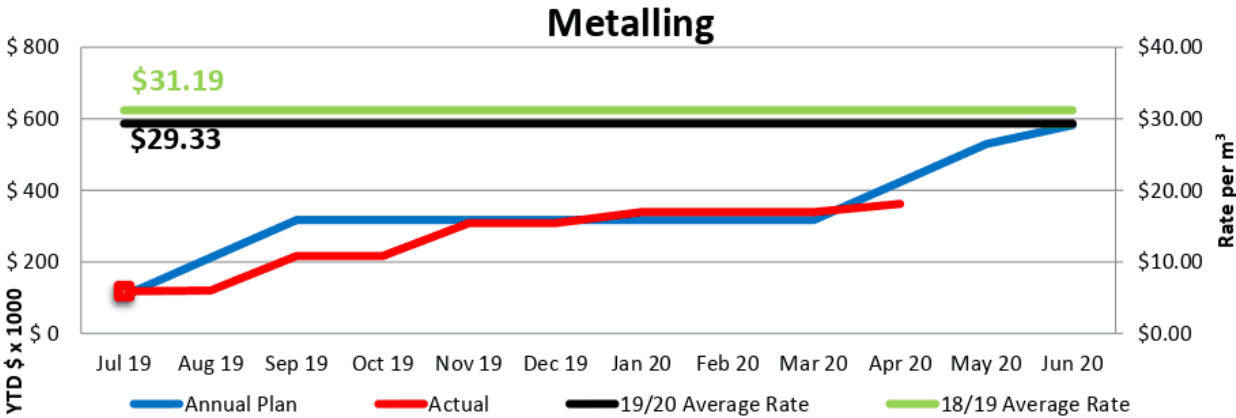
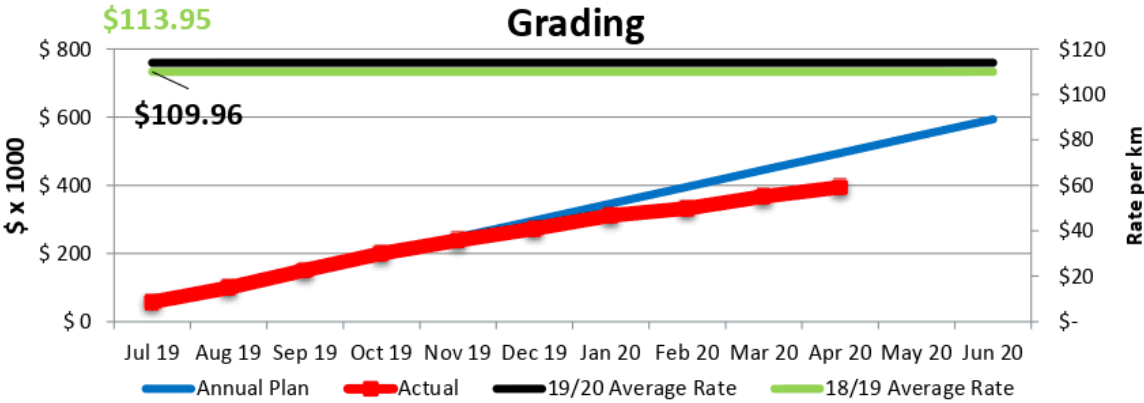
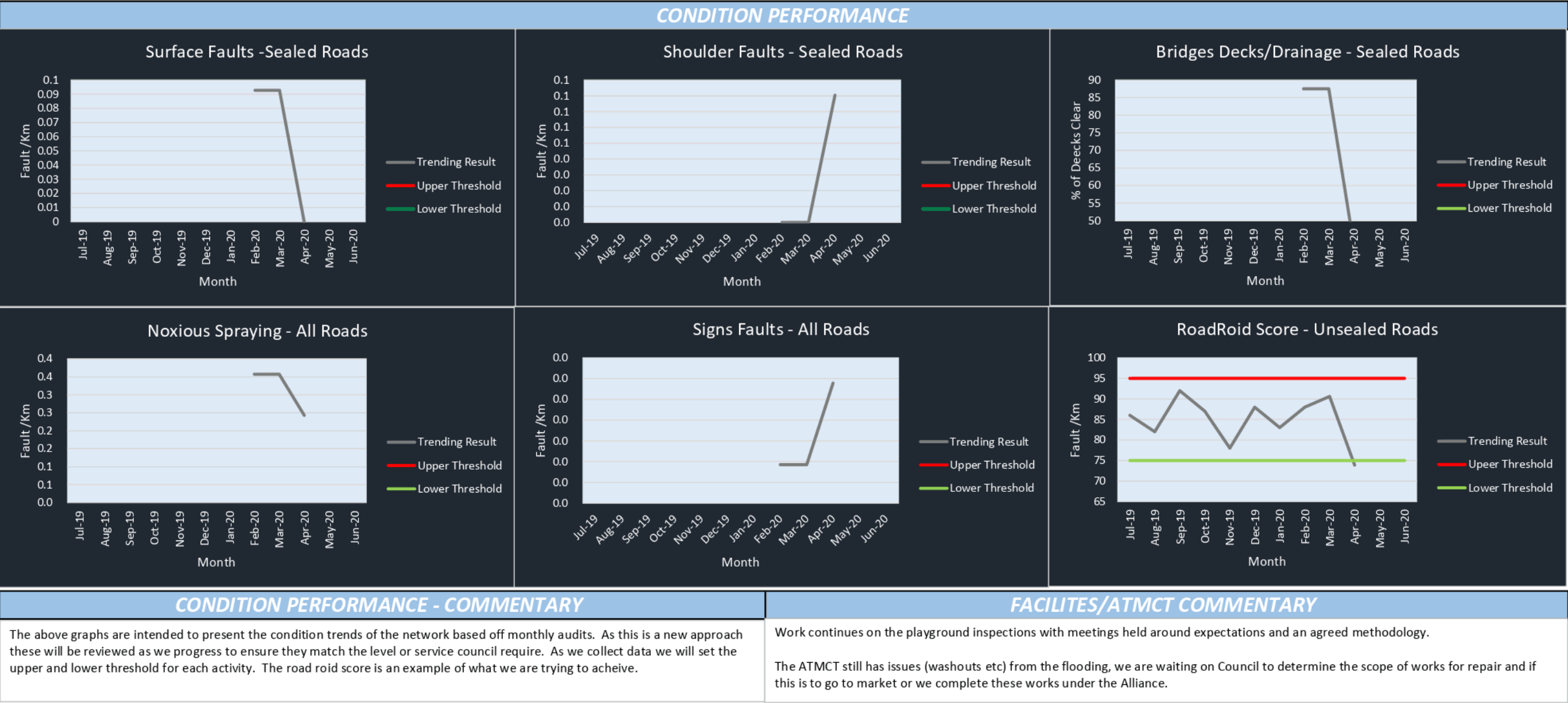


FINANCIAL COMMENTARY

Covid-19 has seen a major reduction in maintenance activity for April. We began the month with two cyclic crews and finished the month with a full compliment operating. A review and forecast of where the Alliance will occur early in May.



FINANCIAL SUMMARY													
	Annual Amount	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Original Total Cost Estimate	\$ 3,730,054	\$ 361,884	\$ 369,686	\$ 360,861	\$ 263,645	\$ 334,576	\$ 308,529	\$ 198,776	\$ 198,776	\$ 270,700	\$ 333,000	\$ 380,031	\$ 349,590
Actual Claim		\$ 409,088	\$ 282,469	\$ 377,685	\$ 289,587	\$ 329,348	\$ 308,763	\$ 335,509	\$ 368,881	\$ 418,376	\$ 342,509	\$ -	\$ -
Year to Date Budget	\$ 3,415,498	\$ 361,884	\$ 731,570	\$ 1,092,431	\$ 1,356,076	\$ 1,690,652	\$ 1,999,181	\$ 2,197,957	\$ 2,606,733	\$ 3,082,498	\$ 3,415,498	\$ 3,795,529	\$ 4,145,119
Actual Claim YTD	\$ 3,462,214	\$ 409,088	\$ 691,557	\$ 1,069,242	\$ 1,358,829	\$ 1,688,177	\$ 1,996,940	\$ 2,332,448	\$ 2,701,329	\$ 3,119,706	\$ 3,462,214	\$ 3,462,214	\$ 3,462,214
Variance YTD	-\$ 46,716	Additional funds provided - Flooding event											



Waimea Alliance - Summary Report May 2020



CUSTOMER AND COMMUNITY GOVERNANCE		
Requests for Services	May-20	YTD
General Requests for Road Service (RFS's)	13	294
Road Service Requests completed on time	8	277
Road Service Requests completed on time %	62%	94%

HEALTH AND SAFETY		
	May-20	YTD
Lost Time Incident (pass/fail >1)	-	-
Medical Treatment Intervention (pass/fail >1)	-	-
Near Hits Reported (pass/fail <5)	4	62
Site Safety & Traffic Management Audits completed (pass/fail <5)	8	54
Site Safety & Traffic Management non-compliances (pass/fail >1)	-	-

PERFORMANCE SCORECARD		
KEY RESULT AREA	WEIGHTING	SCORE
Financial - YTD	10%	10%
Customer and Community Governance	10%	6%
Health & Safety	20%	15%
Alliance Effectiveness & Efficiency	40%	40%
Pre-Reseal Repairs (75% 1st Oct, 90% 15th Nov, 100% 1st Dec).	10%	10%
Metalling Achievement	10%	10%
Grading Achievement	10%	10%
Rework (pass/fail 1)	10%	10%
Network Condition ** To be confirmed	20%	20%
Overall Score	100%	91%

IDENTIFIED RISK & STRATEGY UPDATE	
Risk 1 - Riversdale Waikaia Road	
Tree roots effecting the pavement integrity. Council to determine appropriate action.	
Risk 2 - Waiau Street (Manapouri)	
Slip has occurred, Council has provided proposed treatment, this will be completed in May	
Risk 3 - Otatau Tuatapere	
Slip has occurred, we have a design from WPS Opus and this has been priced and awarded to SouthRoads through the Alliance.	

Weather over the month of May was generally pretty good with slightly warmer than normal temperatures for the month. Most of the month was spent under Level three lockdown which meant most of our activities could continue but social distancing had to continue and contact tracing was required.

A very busy month for the Waimea Contract with many resources on the network catching up. The drainage crew were cleaning up the last of the flood repairs excluding Ellis Road which is on hold until the new season. Blackmore, Butson and McLean Roads were repaired and work was started on McMillan Road clearing trees.

The Premix continued with Pre Reseal Repairs mainly in the Five Rivers Ward and the sites released has been updated on the table to the right. Maintenance Metalling continued out of Mount Nicholas with almost 4,500m³ put on Mavora Lakes and Centre Hill Roads.

Sealed and unsealed Road Spraying continued throughout the month and this will be completed in very early June. The final round of shoulder mowing was completed on the network also. And a special round of spraying wilding trees was completed also where the Sub Contractor sprayed all wilding trees 2m tall and under.

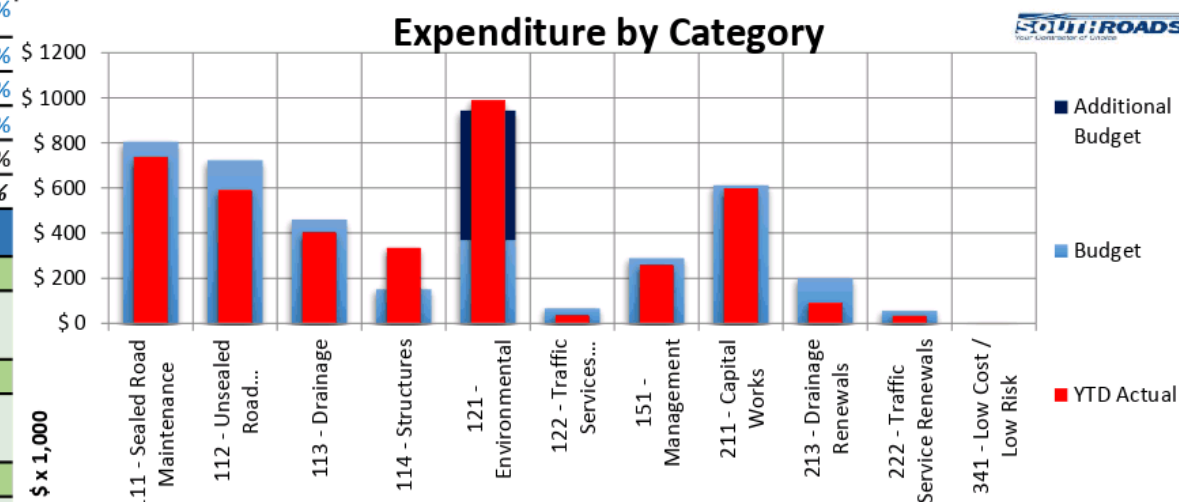
We had an extra 2 graders on the network to catch up with grading beats from the flood event in February and the lockdown.

And the ATMCT has had a vegetation spray along the tack and urgent bridge repairs completed and other minor works have been started.

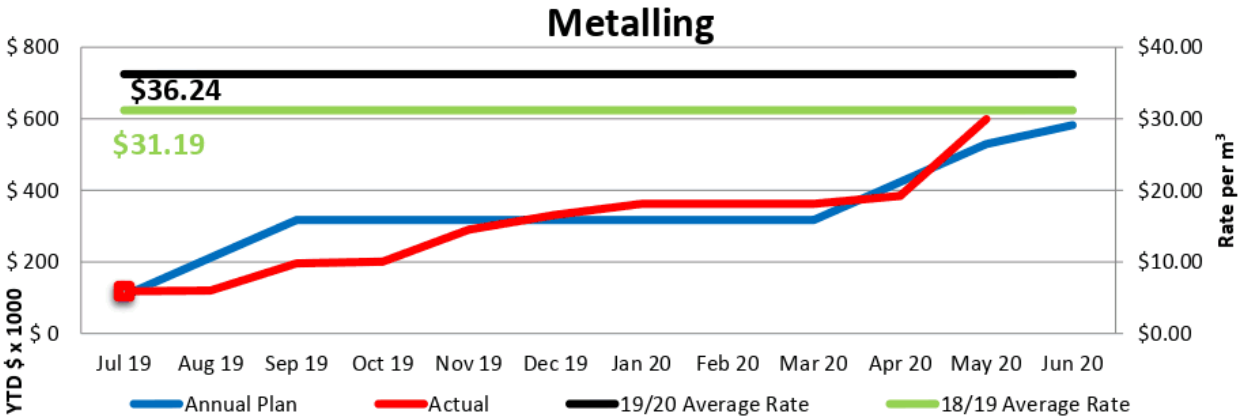
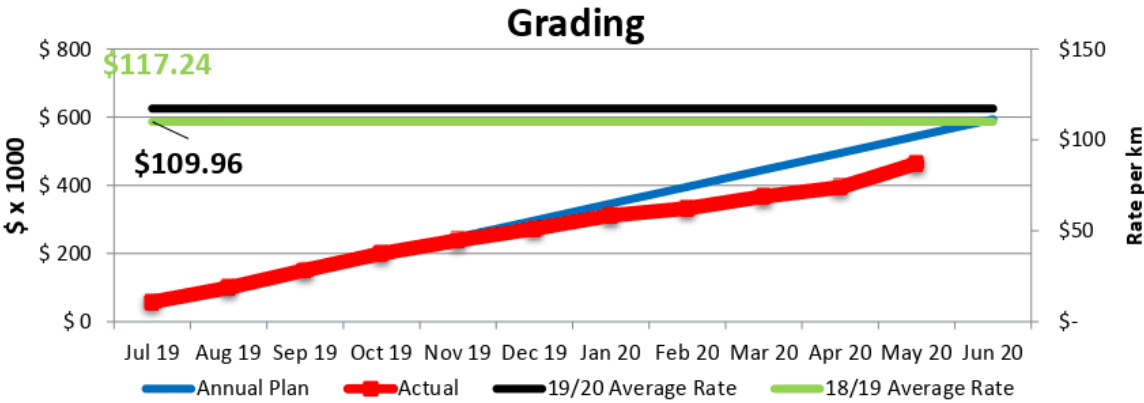
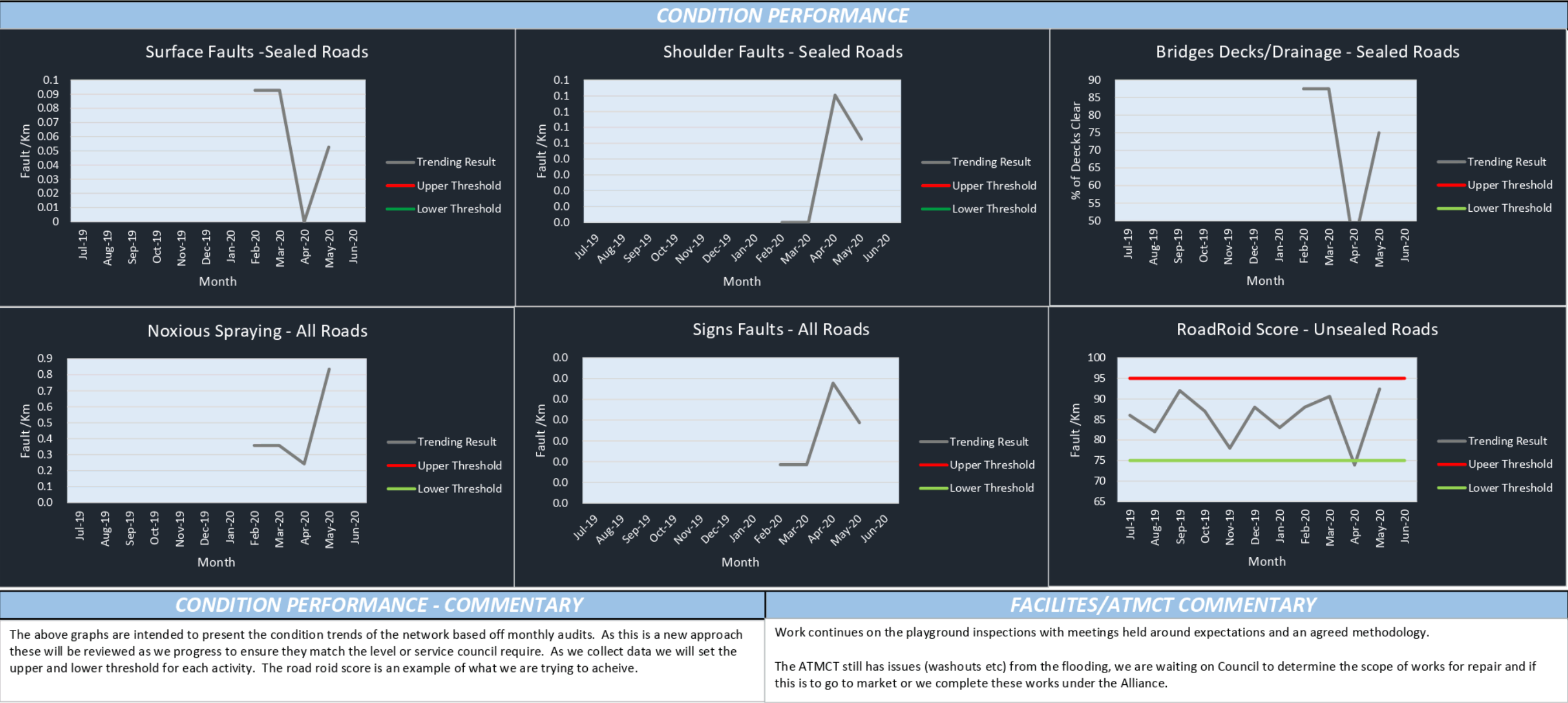
ALLIANCE EFFECTIVENESS & EFFICIENCY					
Sealed Network Achievement of Programme - 2020/21 Pre-Reseal Repairs					
Activity	20/21 Repairs	May-20	YTD	Remaining	% Completed
Depressions (m2)	4,474	605	1,025	3,449	23%
Edge Breaks (m)	10,246	3,346	6,078	4,168	59%
Dig Outs (m2)	-	-	-	-	0%
Stabilising (m2)	2,535	-	2,513	22	99%
Sites	133	24	43	90	32%
Kilometres	66	12	31	35	46%
Unsealed Network Achievement of Programme					
Activity	Budget	May-20	YTD	Remaining	% Completed
Metalling (m3)	22,000	4,437	16,782	5,218	76%
Grading (KM)	4,800	498	3,925	875	82%
Structures - Maintenance - Joint Alliances					
Activity	Quantity	May-20	YTD	Remaining	% Completed
Consultants List	18	-	18	-	100%
Bridge Inspections	833	111	609	224	73%

FINANCIAL COMMENTARY

A full compliment of staff were operating on the network under Covid-19 Level Two. We are currently tracking on budget and expect to finish the year on Budget.



FINANCIAL SUMMARY													
	Annual Amount	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Original Total Cost Estimate	\$ 3,730,054	\$ 361,884	\$ 369,686	\$ 360,861	\$ 263,645	\$ 334,576	\$ 308,529	\$ 198,776	\$ 198,776	\$ 270,700	\$ 333,000	\$ 380,031	\$ 349,590
Actual Claim		\$ 409,088	\$ 282,469	\$ 377,685	\$ 289,587	\$ 329,348	\$ 308,763	\$ 335,509	\$ 368,881	\$ 418,376	\$ 342,509	\$ 804,939	\$ -
Year to Date Budget	\$ 3,954,949	\$ 361,884	\$ 731,570	\$ 1,092,431	\$ 1,356,076	\$ 1,690,652	\$ 1,999,181	\$ 2,197,957	\$ 2,606,733	\$ 3,082,498	\$ 3,531,171	\$ 3,954,949	\$ 4,304,539
Actual Claim YTD	\$ 4,267,154	\$ 409,088	\$ 691,557	\$ 1,069,242	\$ 1,358,829	\$ 1,688,177	\$ 1,996,940	\$ 2,332,448	\$ 2,701,329	\$ 3,119,706	\$ 3,462,214	\$ 4,267,154	\$ 4,267,154
Variance YTD	-\$ 312,204	Additional funds provided - Flooding event											



Central Alliance - Summary Report April 2020



CUSTOMER AND COMMUNITY GOVERNANCE		
Requests for Services	Apr-20	YTD
General Requests for Road Service (RFS's)	20	683
Road Service Requests completed on time	19	608
Road Service Requests completed on time %	95%	89%

HEALTH AND SAFETY		
	Apr-20	YTD
Lost Time Incident (pass/fail >1)	-	1
Medical Treatment Intervention (pass/fail >1)	-	1
Near Hits Reported (pass/fail <5)	5	47
Site Safety & Traffic Management Audits completed (pass/fail <5)	6	58
Site Safety & Traffic Management non-compliances (pass/fail >1)	-	-

PERFORMANCE SCORECARD		
KEY RESULT AREA	WEIGHTING	SCORE
Financial - YTD	10%	7.5%
Customer and Community Governance	10%	10%
Health & Safety	20%	15%
Alliance Effectiveness & Efficiency	40%	35%
Pre-Reseal Repairs (75% 1st Oct, 90% 15th Nov, 100% 1st Dec).	10%	10%
Metalling Achievement	10%	10%
Grading Achievement	10%	5%
Rework (pass/fail 1)	10%	10%
Network Condition ** To be confirmed	20%	20%
Overall Score	100%	87%

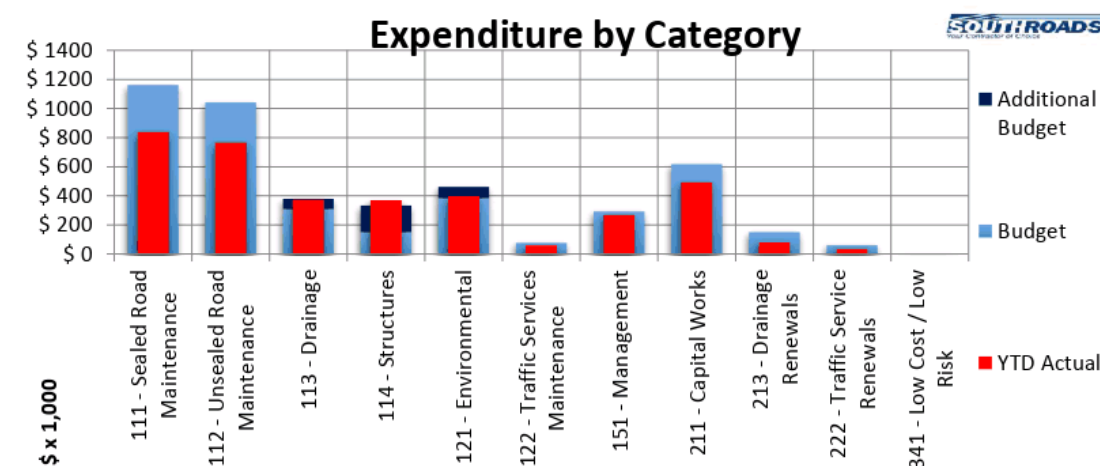
IDENTIFIED RISK & STRATEGY UPDATE	
Risk 1- Largs Street (Wallacetown)	
Slip has occurred during the recent flooding, Council discussing with Consultants the best solution.	
Risk 2 - Townships stormwater	
We have started the sucker truck up as a two man sump cleaning operation, but it would be fair to say we need to start cleaning out the gutters of the large leaf fall especially in Winton.	

April saw us again operating essential services in the COVID 19 lockdown. The weather for April was pleasant to say the least, with a good spell of warm temperatures. For the most part of April saw us operating 2 x 2man crews, these crews are taking care of rubbish, addressing any dangerous potholing, edge break, repairing signs, clearing vegetation and dealing with any RFS's that may come in. Managers operating at 80% at home. All sites that were under TMS have had the signs placed on wooden posts, to lessen the amount of site checking. The last 3 days of the month saw a return to full strength staff numbers all be it, having to work under the COVID separation controls and other requirements. Auditing is showing that our staff are responding well and are complying with these new regulations. The drainage crew have a lot of work in front of them and we are arranging additional resource to complete some of the larger jobs i.e. Winton Spar Bush Culvert job. The pre mix crew is still in Waimea and again I think we will need to assess additional pre mix resource to ensure we get every thing completed on time. The 4th round of mowing is back on. Due to the lock down there was significant damage to gravel roads due to Agricultural Vehicles, Milk Tankers and other trucks, we have an additional grader on the network and have started spot-metalling. Rubbish crews are operating at normal capacity with the cyclic crews doing unsealed and sealed road assessments and maintenance and addressing the issues that were identified during lock down

ALLIANCE EFFECTIVENESS & EFFICIENCY					
Sealed Network Achievement of Programme - 2020/21 Pre-Reseal Repairs					
Activity	20/21 Repairs	Apr-20	YTD	Remaining	% Completed
Depressions (m2)	7,455	-	403	7,052	5%
Edge Breaks (m)	9,015	-	297	8,718	3%
Dig Outs (m2)	-	-	-	-	0%
Stabilising (m2)	2,175	-	978	1,197	45%
Sites	133	-	75	58	56%
Kilometres	66	-	15	51	22%
Unsealed Network Achievement of Programme					
Activity	Budget	Apr-20	YTD	Remaining	% Completed
Metalling (m3)	22,000	1,157	16,100	5,900	73%
Grading (KM)	4,800	188	3,563	1,237	74%
Structures - Maintenance - Joint Alliances					
Activity	Quantity	Apr-20	YTD	Remaining	% Completed
Consultants List	18	1	18	0	100%
Bridge Inspections	833	31	498	335	60%

FINANCIAL COMMENTARY

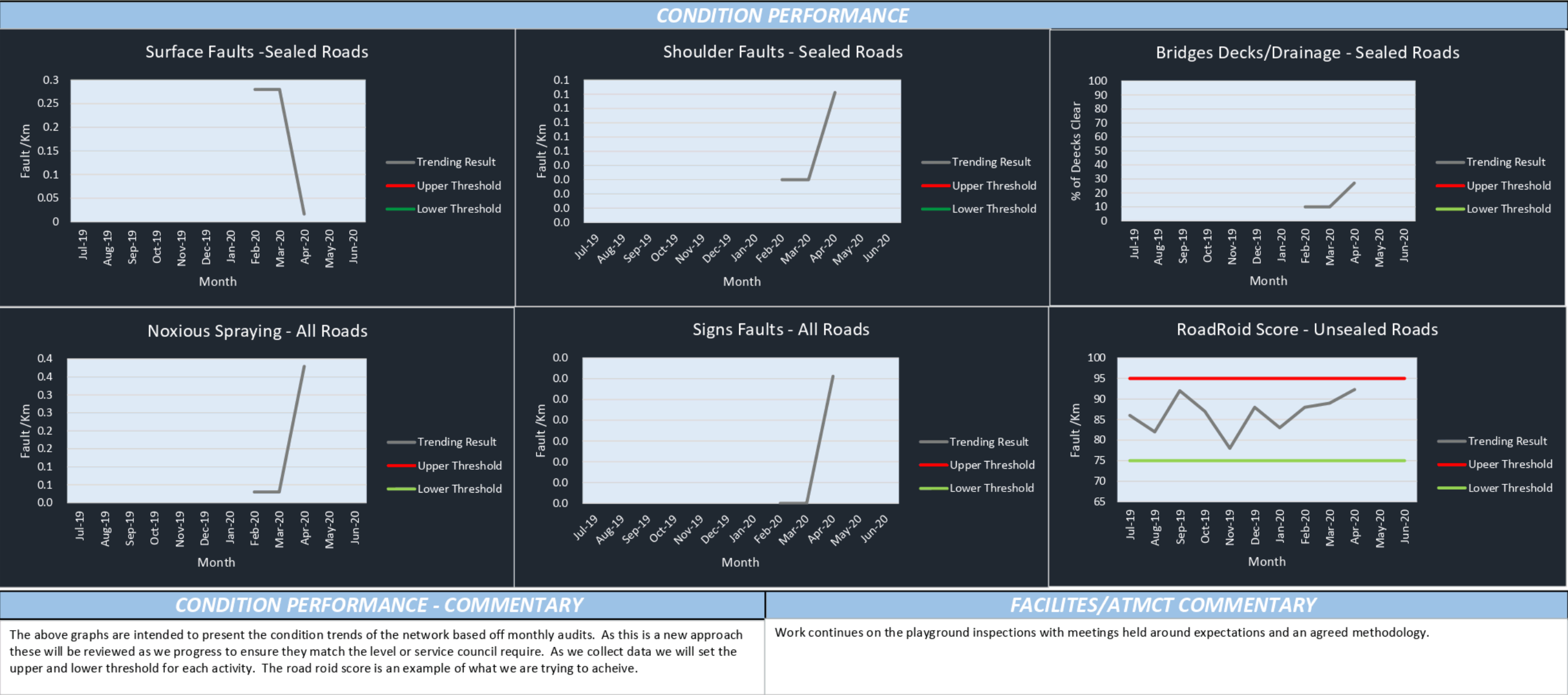
Covid-19 has seen a major reduction in maintenance activity for April. We began the month with two cyclic crews and finished the month with a full compliment operating. A review and forecast of where the Alliance will occur early in May.



FINANCIAL SUMMARY

	Annual \$	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Original Total Cost Estimate	\$ 4,241,512	\$ 346,249	\$ 346,249	\$ 343,030	\$ 362,138	\$ 362,138	\$ 347,429	\$ 356,852	\$ 331,877	\$ 344,517	\$ 367,011	\$ 367,011	\$ 367,011
Actual Claim		\$ 344,801	\$ 539,943	\$ 366,451	\$ 356,192	\$ 373,358	\$ 365,881	\$ 366,902	\$ 440,291	\$ 557,235	\$ 236,714	\$ -	\$ -
Year to Date Budget	\$ 3,837,765	\$ 346,249	\$ 692,498	\$ 1,035,528	\$ 1,397,666	\$ 1,759,804	\$ 2,107,233	\$ 2,634,085	\$ 3,026,294	\$ 3,470,754	\$ 3,837,765	\$ 4,204,776	\$ 4,571,787
Actual Claim YTD	\$ 3,947,769	\$ 344,801	\$ 884,744	\$ 1,251,195	\$ 1,607,387	\$ 1,980,745	\$ 2,346,626	\$ 2,713,528	\$ 3,153,820	\$ 3,711,055	\$ 3,947,769	\$ 3,947,769	\$ 3,947,769
Variance YTD	-\$ 110,004												

Additional Funds provided - Gill Road Slip, Flooding Event & Bridge Repairs



Central Alliance - Summary Report May 2020



CUSTOMER AND COMMUNITY GOVERNANCE		
Requests for Services	May-20	YTD
General Requests for Road Service (RFS's)	32	715
Road Service Requests completed on time	30	638
Road Service Requests completed on time %	94%	89%

HEALTH AND SAFETY		
	May-20	YTD
Lost Time Incident (pass/fail >1)	-	1
Medical Treatment Intervention (pass/fail >1)	-	1
Near Hits Reported (pass/fail <5)	2	49
Site Safety & Traffic Management Audits completed (pass/fail <5)	7	65
Site Safety & Traffic Management non-compliances (pass/fail >1)	-	-

PERFORMANCE SCORECARD		
KEY RESULT AREA	WEIGHTING	SCORE
Financial - YTD	10%	10%
Customer and Community Governance	10%	9%
Health & Safety	20%	15%
Alliance Effectiveness & Efficiency	40%	40%
Pre-Reseal Repairs (75% 1st Oct, 90% 15th Nov, 100% 1st Dec).	10%	10%
Metalling Achievement	10%	10%
Grading Achievement	10%	10%
Rework (pass/fail 1)	10%	10%
Network Condition ** To be confirmed	20%	20%
Overall Score	100%	94%

IDENTIFIED RISK & STRATEGY UPDATE	
Risk 1- Largs Street (Wallacetown)	
Slip has occurred during the recent flooding, Council discussing with Consultants the best solution.	
Risk 2 - Townships stormwater	
We have started the sucker truck up as a two man sump cleaning operation, but it would be fair to say we need to start cleaning out the gutters of the large leaf fall especially in Winton.	

May saw us still operating under the COVID umbrella, this posed some restrictions on how we operated and to be fair I feel the Alliance as a whole, has adapted really well.

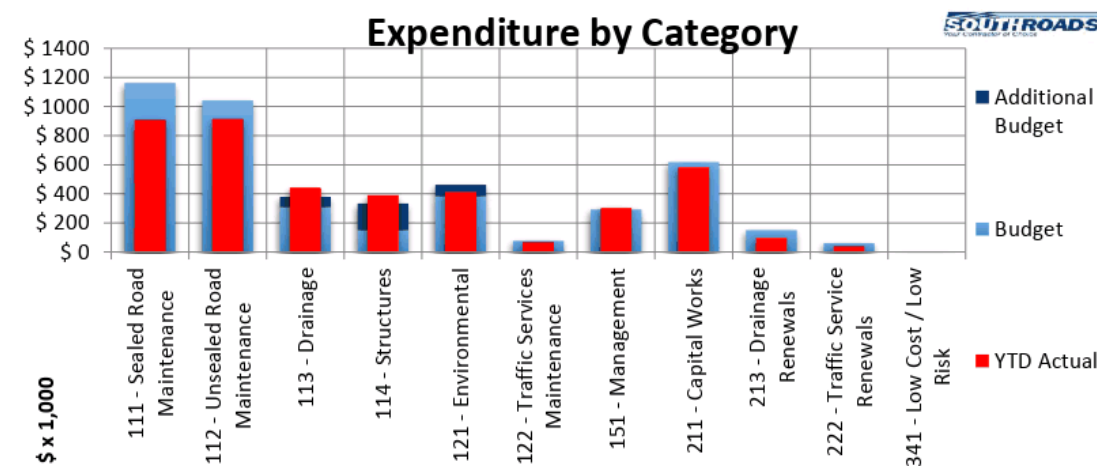
The weather was quite mild and saw good completion of works especially on the drainage front. Wink is retiring, his last day is Friday 5th of June, he promised he would clean up the jobs that were on his famous board. There will be a farewell for Wink and Tony Mortimer who have both retired when Jacinda gives us the green light for a get together. Also on the drainage front Winton Spar Bush culvert replacement is programmed to start 29 June, letters to residents will go out 10 days prior.

Maintenance Bulk Metaling is completed and we are carrying on with Spot metalling, the Metaling programme for 20-21 season has been developed and will be presented in the near future.

The Excavation crew has nearly completed the water channel cleaning for the reseals and will then be concentrating on the dig outs on sealed and unsealed roads. Tree trimming/removal is ongoing with Otautau and Lynch Rd identified large wildings will be complete in June. Mowing and Township spraying is complete. Sump cleaning is at 97% complete and we are now starting to clean gutters.

We will be starting low shoulders Mid-June as well as raising service covers.

ALLIANCE EFFECTIVENESS & EFFICIENCY					
Sealed Network Achievement of Programme - 2020/21 Pre-Reseal Repairs					
Activity	20/21 Repairs	May-20	YTD	Remaining	% Completed
Depressions (m2)	7,455	-	403	7,052	5%
Edge Breaks (m)	9,015	-	297	8,718	3%
Dig Outs (m2)	-	-	-	-	0%
Stabilising (m2)	2,175	-	978	1,197	45%
Sites	133	-	75	58	56%
Kilometres	66	-	15	51	22%
Unsealed Network Achievement of Programme					
Activity	Budget	May-20	YTD	Remaining	% Completed
Metalling (m3)	19,500	2,950	16,303	3,197	84%
Grading (KM)	4,800	503	4,277	523	89%
Structures - Maintenance - Joint Alliances					
Activity	Quantity	May-20	YTD	Remaining	% Completed
Consultants List	18	0	18	0	100%
Bridge Inspections	833	111	609	224	73%

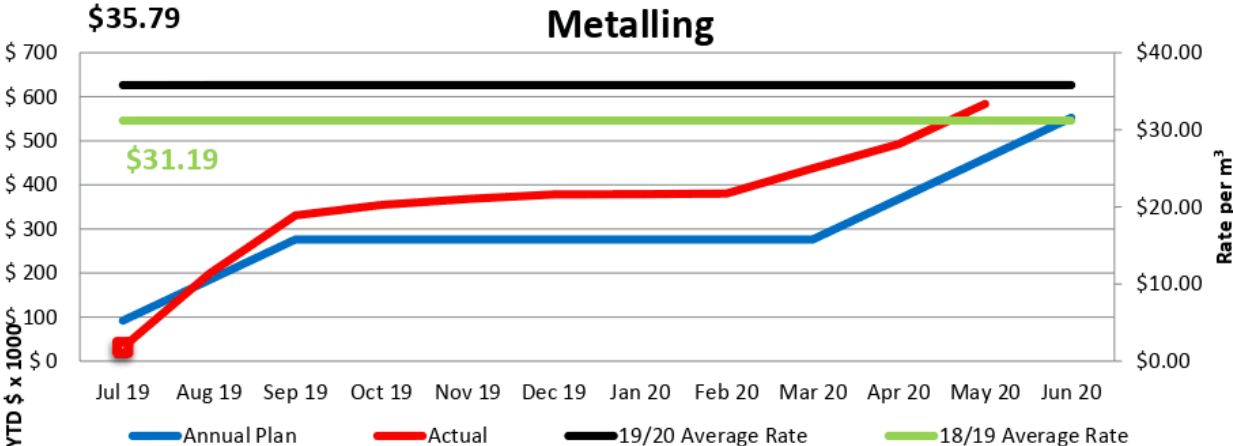
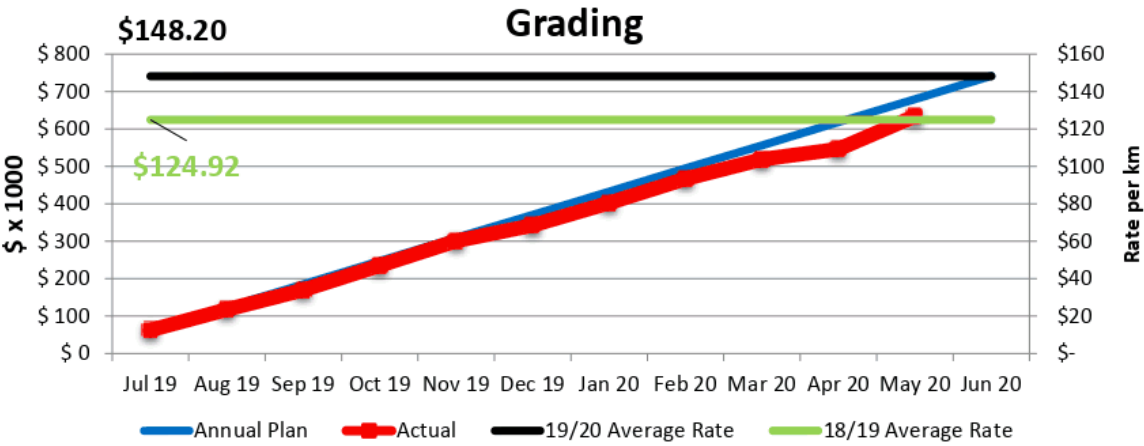
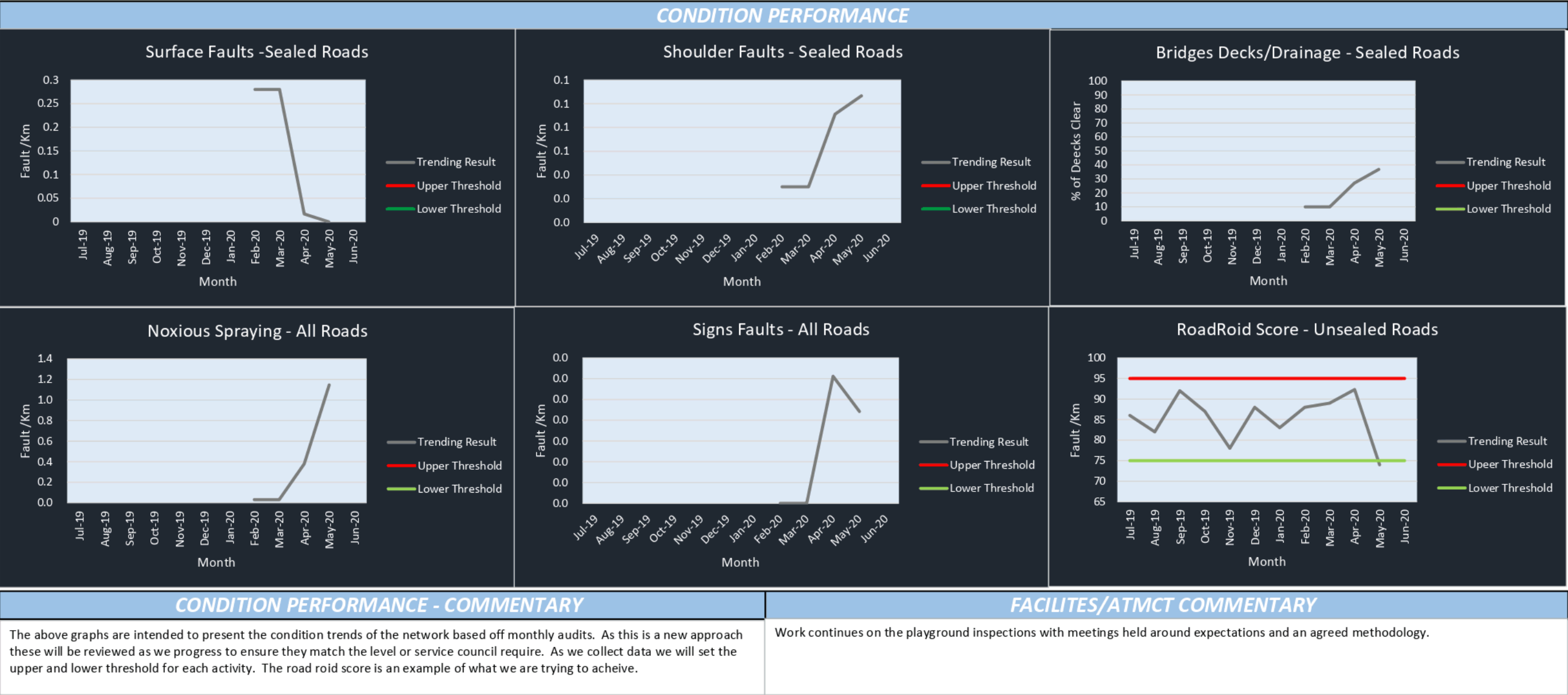


FINANCIAL COMMENTARY

A full compliment of staff were operating on the network under Covid-19 Level Two. An additional grader has been put to use on the Central network. We are currently tracking on budget and expect to finish the year on Budget.



FINANCIAL SUMMARY													
	Annual \$	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Original Total Cost Estimate	\$ 4,241,512	\$ 346,249	\$ 346,249	\$ 343,030	\$ 362,138	\$ 362,138	\$ 347,429	\$ 356,852	\$ 331,877	\$ 344,517	\$ 367,011	\$ 367,011	\$ 367,011
Actual Claim		\$ 344,801	\$ 539,943	\$ 366,451	\$ 356,192	\$ 373,358	\$ 365,881	\$ 366,902	\$ 440,291	\$ 557,235	\$ 273,936	\$ 511,149	\$ -
Year to Date Budget	\$ 4,204,776	\$ 346,249	\$ 692,498	\$ 1,035,528	\$ 1,397,666	\$ 1,759,804	\$ 2,107,233	\$ 2,634,085	\$ 3,026,294	\$ 3,470,754	\$ 3,837,765	\$ 4,204,776	\$ 4,571,787
Actual Claim YTD	\$ 4,496,141	\$ 344,801	\$ 884,744	\$ 1,251,195	\$ 1,607,387	\$ 1,980,745	\$ 2,346,626	\$ 2,713,528	\$ 3,153,820	\$ 3,711,055	\$ 3,984,991	\$ 4,496,141	\$ 4,496,141
Variance YTD	-\$ 291,365	Additional Funds provided - Gill Road Slip, Flooding Event & Bridge Repairs											





Summary Report – April 2020



PERFORMANCE

EFFECTIVENESS	RFS	Number of Sign RFS's	monthly	0	
		Total number received since last report cycle (Excluding Signs)	monthly	12	
		# Not completed on time within the required timeframe	monthly	1	
		# Customers contacted (where possible)	monthly	10	
		# Non-performance related - where we provide customer support (e.g. farmers mess, incident response etc.)	Monthly	0	
		RFS Contract Management Resource (hours)	monthly	3	
	CONDITION RATING	Field Audit	monthly	New system under trial	
		Monthly score Card (under trial)	Annual	NA	YTD Ave 89%
	PROGRAMME	Activity Calendar	Quarterly	All on track	

PEOPLE / CULTURE	TEAM SAFETY	Medical Treatment Intervention - #	monthly	0	1
		Lost Time Injury - #	monthly	0	0
		Near Miss/OFI - #	monthly	0	32
		Site Safety Audits	As completed	0	
	TEAM HEALTH / AMT	Satisfaction - 3 monthly measure	Quarterly	95%	
		Team Harmony - 3 monthly measure	Quarterly	98%	
	ROAD USER SATISFACTION	SDC survey, as completed	As completed	0	0
		# complaints (not normal RFS) vs. compliments	Monthly	0 Complaints 0 Compliments	2 Complaints 5 Compliments

A once in a lifetime month with the Government enforced lock down, the only work carried out under level 4 by this team (apart from Admin including RFS management) was toilet cleaning, Rubbish bin emptying and every other day road inspections.

On the 20th April the grading team did restart work in anticipation of the government going to level 3 the following week – this gave us a slight head start on roads that were deemed as “unsafe”.

The last week of April has seen all team members back at work under after proving to ourselves, staff and council that we could do it safely - fortunately for us we had taken 95% of our systems (job instructions & reporting) to electronic mobile formats during the first 3 months of this year so keeping staff mostly in their own bubble has been relatively easy for this team.

We had been well up with all of our planned work – even after the March floods, so this lock down will not put us too far behind – the last of the flood repairs work will be completed in the first weeks on May and the weather will determine if we get the last 2 weeks of the Stabi repair season completed or not, if not they will be held over winter until spring. Then it's on to our planned winter work.

RFS's have been very quiet with those that have been phoned back having it explained to them that we will only attend if it is something we would be expected to attend on the likes of Xmas day – this approach has been well received.

PROGRESS

Item	Completed	Comments
Non-Reseal Stabi's Budget 4,000m2	534m2 mth 4,591 m2 YTD	Included 1141m2 Flood repair work
Metalling Budget: 13,797m3	30m3 mth, 10,122 m3 YTD	10,290m3 programmed, additional Budget now approved
Grading Budget: 3,800km	166 km mth, 3,154 km YTD	Behind budget for mth but YTD good & roads are coping
Verge Spraying Budget: 1,800km	0 km mth 1,557 km YTD	3 weeks work left
Noxious Spraying Budget: 1,313km	0 km mth 529 km YTD	Stewart Island completed
Bridge Repairs Budget \$82,317	\$3,500 mth \$47,755 YTD	\$ exclude Evans Road /Scrubby Hill, routine program now received
Drainage Repairs Budget 30km watertable	5.6km water table	

20 / 21 - Pre Reseal Repairs

Activity	Original Prog Qty	Comp Qty	Remaining Qty
Depressions (Levelling) m²	165m2	0	91m2
Edge Breaks/low shoulder m	6903m	0	6833m
Clear watertables m	700m	0	700m
Stabilisation m²	1670m2	1327m2	744m2
Texturising/flushing	270m2	0	240m2
Hi Lipping m	3312m	0	3312m
0 of 41 Sites Completed - 00%		0km of 38km Completed - 00%	

RAMM Update

SDC Roading team update needed

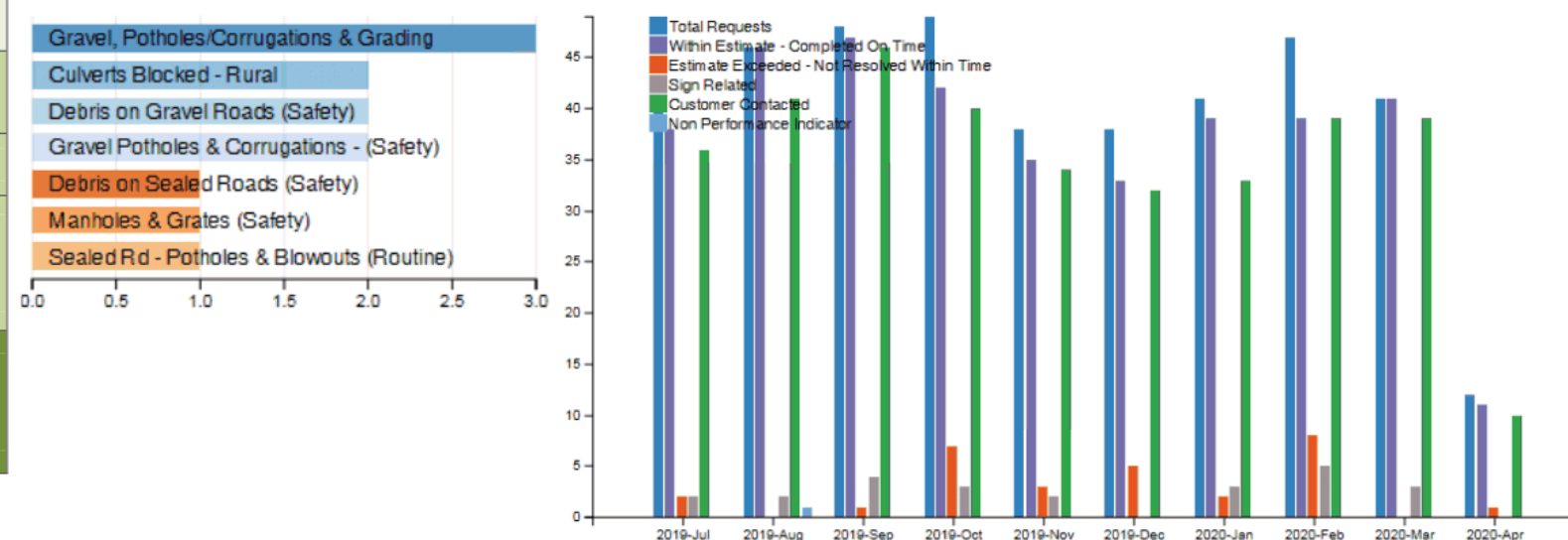
RISK & STRATEGY UPDATES NB NO CHANGE HERE FROM JUNE REPORT

Identified Risks	Update
Roads Waikawa Curio Bay Otta Seal	Major rock protection work completed to protect against tidal wash, however the Otta seal continues to break break up – In holding pattern now – more gravel spread at start of Dec until Council decides what they want to do with the seal.
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 43KMD). at \$30K/km this represent \$1.3M risk (worst case) – action – to follow up on agreement and update RAMM

SUPERVISOR – CUSTOMER RELATIONS

Very quiet this month with no comments to add

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



FINANCIAL REPORT

The claim for the month was \$107,015.44
Year to date expenditure is \$3,301,021.98

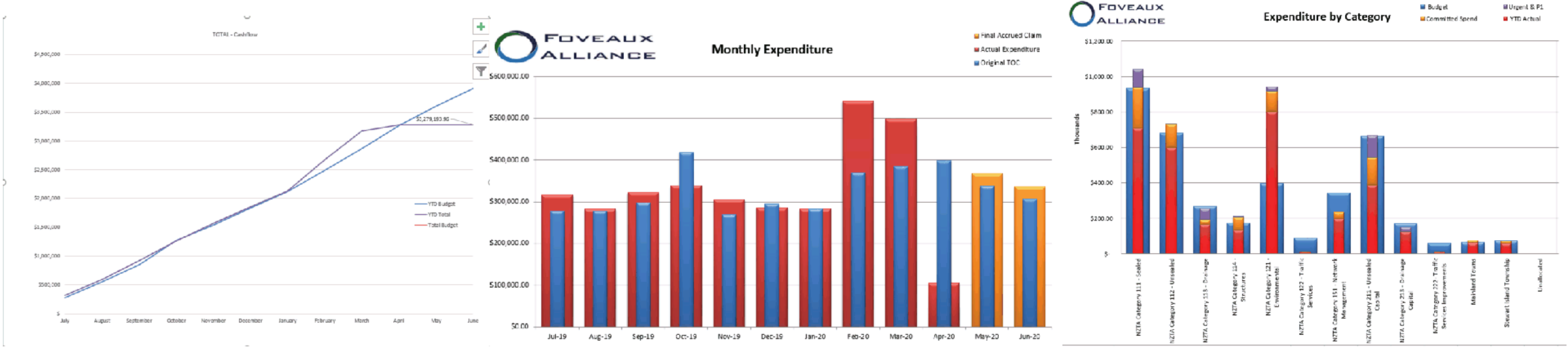
GOLD STR INITIATIVES

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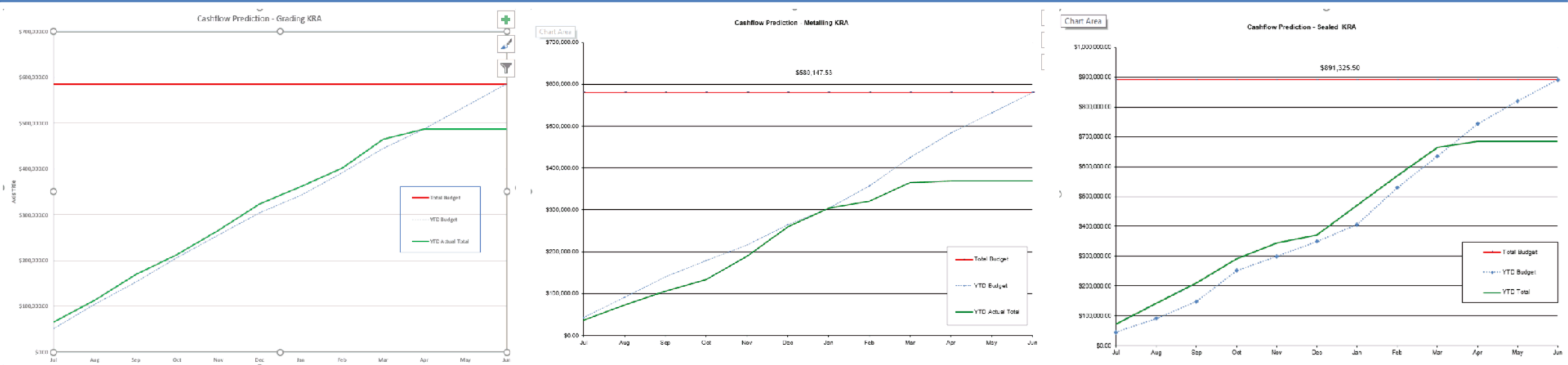
AMT ACTIONS

1. Next year's budgets over the next few months

FINANCIAL GRAPHS



KEY PERFORMANCE INDICATOR GRAPHS





Summary Report – May 2020



PERFORMANCE

EFFECTIVENESS	RFS	Number of Sign RFS's	monthly	2	
		Total number received since last report cycle (Excluding Signs)	monthly	12	
		# Not completed on time within the required timeframe	monthly	0	
		# Customers contacted (where possible)	monthly	14	
		# Non-performance related - where we provide customer support (e.g. farmers mess, incident response etc.)	Monthly	0	
		RFS Contract Management Resource (hours)	monthly	8	
	CONDITION RATING	Field Audit	monthly	New system under trial	
		Monthly score Card (under trial)	Annual	NA	YTD Ave 89%
	PROGRAMME	Activity Calendar	Quarterly	All on track	

PEOPLE / CULTURE	TEAM SAFETY	Medical Treatment Intervention - #	monthly	0	1
		Lost Time Injury - #	monthly	0	0
		Near Miss/OFI - #	monthly	5	37
		Site Safety Audits	As completed	8	
	TEAM HEALTH / AMT	Satisfaction - 3 monthly measure	Quarterly	95%	
		Team Harmony - 3 monthly measure	Quarterly	98%	
	ROAD USER SATISFACTION	SDC survey, as completed	As completed	0	0
		# complaints (not normal RFS) vs. compliments	Monthly	0 Complaints 1 Compliments	2 Complaints 6 Compliments

An extremely busy month for the team after a full return on the 28th April from Lock down.

Completion of the last Flood repair site and our Verge spray program was a great effort. Unfortunately our mill used for Pavement Stabi repairs suffered catastrophic failure at the start of May, the worst repairs on Invercargill Gorge Road were repaired using a shallow digout and AC method while the remaining one weeks work will be picked up on the other side of winter with our "wash up" run.

A large month on Gravel application sees our program largely completed with the last 1400m3 planned for June.

The team is now focused on Edgebreak / low & high shoulder pre-seal repairs for the winter period. The last month of the financial year will see additional resource in our Civil team complete the last of the Bridging work that was planned for the March period but was delayed due to flooding, Our Bi-annual tree cut through the Catlins area and our Noxious spray program continue.

Budgets will also need confirm for next year and planning for addition toilet cleaning and the adoption of Councils current cleaning staff will be the management team's focus for June.

PROGRESS

Item	Completed	Comments
Non-Reseal Stabi's Budget 4,000m2	257m2 mth 4,848 m2 YTD	Included 1141m2 Flood repair work
Metalling Budget: 13,797m3	3,807m3 mth, 13,929 m3 YTD	10,290m3 programed, additional Budget now approved
Grading Budget: 3,800km	481 km mth, 3,635 km YTD	On plan again
Verge Spraying Budget: 1,800km	401 km mth 1,958 km YTD	Complete for the year
Noxious Spraying Budget: 1,313km	189 km mth 718 km YTD	Behind due to wet summer – will go 1 mth into new year
Bridge Repairs Budget \$82,317	\$3,400 mth \$51,100 YTD	\$ exclude Evans Road /Scrubby Hill, routine program now received
Drainage Repairs Budget 30km watertable	5.6km water table	

20 / 21 - Pre Reseal Repairs

Activity	Original Prog Qty	Comp Qty	Remaining Qty
Depressions (Levelling) m²	165m2	0	45m2
Edge Breaks/low shoulder m	6903m	5900m	4197m
Clear watertables m	700m	0	700m
Stabilisation m²	1670m2	1333m2	676m2
Texturising/flushing	270m2	0	240m2
Hi Lipping m	3312m	1642m	2005m
0 of 41 Sites Completed - 00%		0km of 38km Completed - 00%	

RAMM Update

SDC Roading team update needed

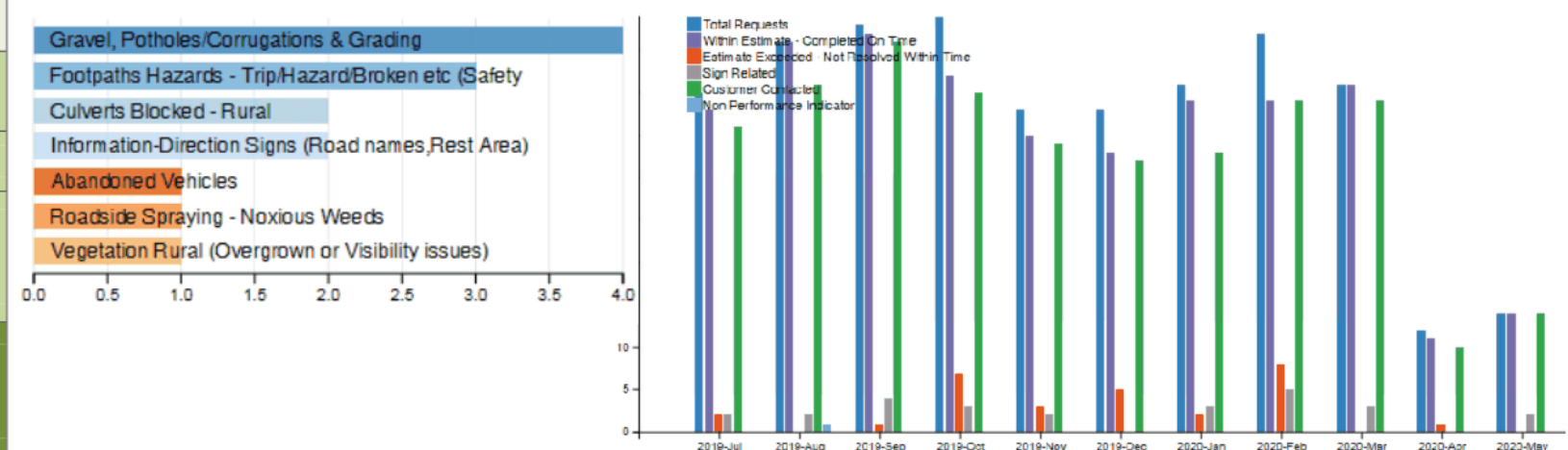
RISK & STRATEGY UPDATES NB NO CHANGE HERE FROM JUNE REPORT

Identified Risks	Update
Roads	
Waikawa Curio Bay Otta Seal	Major rock protection work completed to protect against tidal wash, however the Otta seal continues to break break up – In holding pattern now – more gravel spread at start of Dec until Council decides what they want to do with the seal.
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 43KMD). at \$30K/km this represent \$1.3M risk (worst case) – action – to follow up on agreement and update RAMM

SUPERVISOR – CUSTOMER RELATIONS

Another quiet month – vegetation complaints about neighbours and "over grading" a road were the highlights

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



AMT ACTIONS



1. Next year's budgets over the next few months

Expenditure by Category

Legend: Budget (Blue), Committed Spend (Orange), YTD Actual (Red)

Category	Budget (Thousands)	Committed Spend (Thousands)	YTD Actual (Thousands)
NZTA Category 113 - Shared	950	100	800
NZTA Category 121 - Unreserved	680	50	700
NZTA Category 115 - Drainage	270	10	200
NZTA Category 114 - Structures	180	10	160
NZTA Category 121 - Environmental	400	50	950
NZTA Category 122 - Traffic Services	80	0	0
NZTA Category 121 - Network Management	350	20	210
NZTA Category 113 - Unreserved Capital	670	100	550
NZTA Category 115 - Drainage C20-201	170	10	150
NZTA Category 122 - Traffic Services Improvements	50	0	0
Midland Towns	70	10	50
Stewart Island Township	60	10	40
Unallocated	0	0	0

The image displays three line charts, each representing a different type of cashflow prediction: Grading KRA, Metalling KKA, and Sealed KRA. Each chart plots three data series over a 12-month period from July to June: Total Budget (red solid line), YTD Budget (blue dotted line with diamond markers), and YTD Actual Total (green solid line). The Y-axis for all charts is labeled 'Amount' and represents values in AUD Thousands.

- Cashflow Prediction - Grading KRA:** The Y-axis ranges from \$0.00 to \$600,000.00. The Total Budget is a constant red line at \$500,000.00. The YTD Budget and YTD Actual Total lines start at approximately \$50,000.00 in July and rise steadily to meet the Total Budget by June.
- Cashflow Prediction - Metalling KKA:** The Y-axis ranges from \$0.00 to \$700,000.00. The Total Budget is a constant red line at \$500,147.53. The YTD Budget and YTD Actual Total lines start at approximately \$40,000.00 in July and rise to meet the Total Budget by June.
- Cashflow Prediction - Sealed KRA:** The Y-axis ranges from \$0.00 to \$1,000,000.00. The Total Budget is a constant red line at \$891,325.50. The YTD Budget and YTD Actual Total lines start at approximately \$50,000.00 in July and rise to meet the Total Budget by June.

Services and Assets Programme Report

Record No: R/20/5/12333

Author: Trudy Saunders, Contracts and Projects Administrator

Approved by: Matt Russell, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

Summary

- 1 CAMMS Project tracks all Services and Assets projects. This report seeks to update the status of these projects to this Committee.
- 2 Please see attached report for your information.

Recommendation

That the Services and Assets Committee:

- a) **Receives the report titled “Services and Assets Programme Report” dated 17 June 2020.**

Attachments

- A Services and Assets Programme Report as at 26 May 2020 [↓](#)



Services and Assets Programme Report

Date: 26/05/2020

Prepared by: Trudy Saunders, Nick Hamlin

Southland District Council
Te Rohe Pōtae o Murihiku

PO Box 903
15 Forth Street
Invercargill 9840

0800 732 732
sdc@southlanddc.govt.nz
southlanddc.govt.nz



Executive Summary

The Services and Asset management team continue to look for improvement in our systems and have this month updated the reporting structure to better capture all the current activities, risks, programme movements and cost forecasts associated with the delivery of the capital works programme. This report will continue to be developed as the organisation works through the financial integration between CAMMS and Finance. This month a manual data capture has been completed to give Council a greater overview of the capital works programme.

In regards to the Capital works programme now that we are in level 2 it has allowed all major projects to restart along with any new works to be scoped and prepared for tender over the coming months. The Te Anau waste water project and bridge replacement packages will now start ramping up given recent approvals and completion of design.

The total effect of the Covid 19 pandemic is still to be realised in the longer term but in the short term the management team have completed a full risk review of all live contracts and made allowances against those risks.

Activity overview

1. Completed projects in the last month include

- Otapiri Gorge road rehabilitation
- Replacement of the SDC tower bock roof
- Athol rail project.

2. Projects due to start in construction over next 2 months

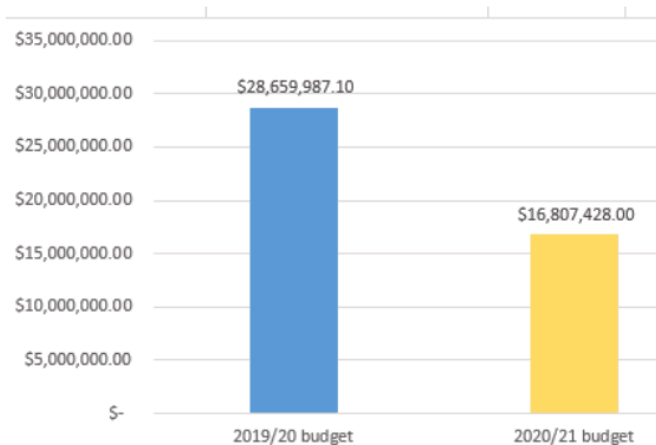
- Te Anau Waste water processing plant into design of the MF plant and construction of the SDI field
- Te Anau watermain replacements on Quintin drive
- Regional footpath replacements multiple stages
- Waste water pond fencing
- SDC office development

3. Core Improvement Projects underway

- Capital works contracts review including payment terms, special conditions and process mapping of progress claims and reporting periods
- Improvement on Financial reporting on forecasts and completed to date

A detailed overview is supplied below in the 3 new graphs covering Capital Forecasts, Risks, Major carry over projects and contract effects of Covid 19

Total Budgets for Projects by Financial Year



Current Works Programme spend and estimated Forecast Final

The following table captures programme data from CAMMS and reconciles it with the finance project sheets to provide an overview of works programme vs actual spend to date and estimates the year end forecast with major changes during the programme year.

Activity	Commercial Infrastructure	Community Facilities	Transport and Rooding	Water and Waste services	Totals
Total Capital works Programme	95,169	1,394,854	7,674,721	19,495,243	28,659,987
19/20 Total Annual Plan budget including carry forwards and unbudgeted expenditure approved to date	509,802	2,384,220	1,673,059	18,825,109	23,392,190
Total Forecast movements to date	- 428,802	- 930,202	- 395,060	- 4,195,133	- 5,949,197
Current approved budget to date	81,000	1,454,018	1,277,999	14,629,976	17,442,993
Actual costs to 30th April 2020	29,506	835,522	3,289,212	10,555,484	14,709,724
Estimated Year end forecast	50,000	1,000,000	4,000,000	12,000,000	17,050,000
Estimated cost to complete	20,494	164,478	710,788	1,444,516	2,340,276

Clarifications

- The \$28,659,987 is the Total works programme detailed in CAMMS and includes a number of works programmes that go across multi years – specifically the bridge replacements and Te Anau waste water project
- The \$23,392,190 is the original Annual plan budget and includes any carry forwards and current approved unbudgeted expenditure.
- Current Approved budget includes all approved forecast movements to date.
- Estimated year end forecast is the value estimated left to spend in the current operational year – estimates are based on current works completed to date plus any forecast spend per month

Services and Assets Activities

The Activities captured in this report relate to the following – works outside this are reported by other Council Activities.

Commercial Infrastructure includes:

Airport and SIESA

Community Facilities includes:

Cemetery, Community Centres, Community Housing, Council Facilities offices and buildings, Parks and Reserves, Public Toilets, Water Structures

Waste and Water activities includes:

Stormwater, Waste Water, Drinking water, Resource Consents renewals

Transport and Roading includes:

Community Footpaths, Bridges, Road Rehabilitations, Kerb and Channel replacements and walking tracks

2019-20 Works programme major changes overview

The Following summarises the major projects that will have highest carry forward changes to the 2019-20 works programme

- Te Anau waste water project
- Te Anau watermain replacement Quintin drive
- Southern and Northern Bridge packages
- Monowai and Waghorn road bridges

Covid-19 Programme affects

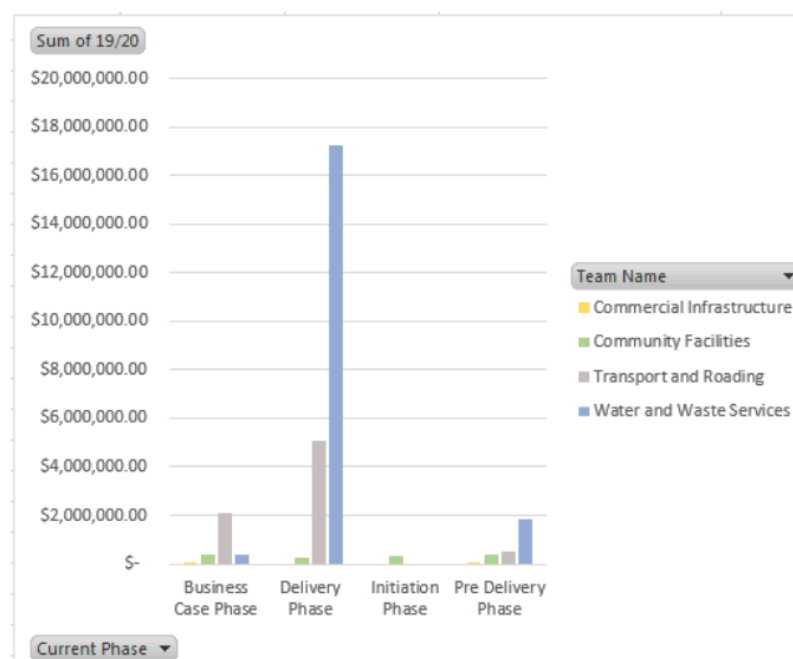
The impacts of the Covid-19 lock down has affected ten to fifteen Capital Works projects with an estimated cost risk of \$285,000 and potential programme delays of 4 – 5 weeks.

Capital Works Programme critical Risk graph

SDC Works programme Key Risks					<table><tr><th colspan="2" rowspan="2"></th><th colspan="5">Consequence</th></tr><tr><th>Negligible 1</th><th>Minor 2</th><th>Moderate 3</th><th>Major 4</th><th>Catastrophic 5</th></tr><tr><th rowspan="5">Likelihood</th><th>5 Almost certain</th><td>Moderate 3</td><td>High 10</td><td>Extreme 15</td><td>Extreme 20</td><td>Extreme 25</td></tr><tr><th>4 Likely</th><td>Moderate 3</td><td>High 8</td><td>High 12</td><td>Extreme 16</td><td>Extreme 20</td></tr><tr><th>3 Possible</th><td>Low 2</td><td>Moderate 6</td><td>High 9</td><td>High 12</td><td>Extreme 15</td></tr><tr><th>2 Unlikely</th><td>Low 2</td><td>Moderate 4</td><td>Moderate 6</td><td>High 8</td><td>High 10</td></tr><tr><th>1 Rare</th><td>Low 1</td><td>Low 2</td><td>Low 3</td><td>Moderate 4</td><td>Moderate 5</td></tr></table>			Consequence					Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	Likelihood	5 Almost certain	Moderate 3	High 10	Extreme 15	Extreme 20	Extreme 25	4 Likely	Moderate 3	High 8	High 12	Extreme 16	Extreme 20	3 Possible	Low 2	Moderate 6	High 9	High 12	Extreme 15	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5
		Consequence																																														
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Likelihood / Impact (Likelihood x Impact = Risk Score)																																																
Red	(15-25)	Extreme																																														
Orange	(8-12)	High																																														
Yellow	(4-6)	Moderate																																														
Green	(1-3)	Low																																														
Ref No.	Works Programme Risks	RISK FACTORS Post mitigation			Mitigation Actions																																											
		Likelihood	Impact	Risk Score																																												
1	Covid 19 contract claims	3	2	6	All contracts have had a legal review and SDC have prepared a system to work through all contract claims																																											
2	Covid 19 Level 4 and 3 Delays	3	2	6	Current delays are restricted to 4-5 weeks, all suppliers are back operating at good capacity																																											
3	Covid 19 Supply issues	4	3	12	Early engagement with our suppliers is currently being undertaken to understand this full extent - SDC will then work with suppliers to look at alternative supply options on a case by case basis																																											
4	Current 19-20 Programme delays	3	2	6	Projects are regularly being reviewed against programme and were possible if projects are delayed other projects are advanced																																											
5	Health and Safety	2	3	6	All projects have had updated Health and safety plans completed before any works were to resume after the Level 4 lock downs - all contractors and suppliers have been compliant with the regulations and checks are being undertaken																																											
6	Budgets and cost control	3	3	9	Currently all projects within the works programme are tracking within the approved budgets, projects are reviewed monthly against budgets and PDT is actively engaged with the Activity Managers on assisting with scoping and budget preparations with up coming works																																											
7	Resources	3	2	6	At present there hasn't been any issue with availability of resources but as more companies make layoffs SDC staff are monitoring the key suppliers and using as many local trades and companies as possible																																											

2019-20 by Activity and Phase

Sum of 19/20	Column Labels				
Row Labels	Commercial Infrastructure	Community Facilities	Transport and Rooding	Water and Waste Services	Grand Total
Business Case Phase	\$ 50,000.00	\$ 411,640.00	\$ 2,096,605.00	\$ 384,375.00	\$ 2,942,620.00
Delivery Phase		\$ 287,743.00	\$ 5,045,627.63	\$ 17,239,120.02	\$ 22,572,490.65
Initiation Phase		\$ 342,074.00	\$ -	\$ -	\$ 342,074.00
Pre Delivery Phase	\$ 45,169.00	\$ 353,397.45	\$ 532,488.00	\$ 1,871,748.00	\$ 2,802,802.45
Grand Total	\$ 95,169.00	\$ 1,394,854.45	\$ 7,674,720.63	\$ 19,495,243.02	\$ 28,659,987.10



Major Projects

Water and Waste

Activity Name	Current Phase	Code	Project Name	19/20 Budget	20/21 Budget
Waste Water	Delivery Phase	P-10155	Te Anau Waste Water Treatment Plant	\$ 12,819,852.00	\$ 7,270,531.00
Water Supply	Delivery Phase	P-10257	Te Anau- Water Mains Quintin Mokoroa Renewal	\$ 1,518,000.00	\$ 500,000.00
Water Supply	Pre Delivery Phase	P-10256	Otautau- Water Main Replacement north of bridge	\$ 1,425,000.00	\$ 475,000.00

Rooding

Activity Name	Current Phase	Code	Project Name	2019/20 budget
Roads and Footpaths	Business Case Phase	P-10369	2019/20 Bridge replacement programme - Northern	\$ 1,544,121.00
Roads and Footpaths	Delivery Phase	P-10327	Otapiri Gorge Road Rehabilitation	\$ 1,100,000.00
Roads and Footpaths	Pre Delivery Phase	P-10329	2019/20 Bridge replacement programme - Southern	\$ 1,610,182.00

Please note that the bridge programmes have now been split into 19 separate projects for individual bridges.

Activity by Status – 2019-20

Community Facilities

	Monitor		Off Track		On Track		Total Count of Project Current Progress Performance	Total Sum of 19/20
Community Facilities	1	\$ -	6	\$ 107,436.00	9	\$ 442,687.45	16	\$ 550,123.45
Community Housing			1	\$ -			1	\$ -
Parks and Reserves			4	\$ 79,002.00	4	\$ 105,000.00	8	\$ 184,002.00
Public Toilets	1	\$ 61,320.00	3	\$ 588,095.00	3	\$ 11,314.00	7	\$ 660,729.00
Grand Total	2	\$ 61,320.00	14	\$ 774,533.00	16	\$ 559,001.45	32	\$ 1,394,854.45

Projects in progress but may be affected by Covid 19 and carried forward to 2020/21

- Replacement toilets at Wyndham Camping ground
- flying fox at Tuatapere
- Kitchen upgrade at Limehills community centre

Projects now on hold

- Te Anau CCTV at the request of the CB.
- Monkey Island toilets – waiting on land exchange agreement. Will be carried forward to next year.

Water and Waste

	Column Labels						Total Count of Project Current Progress Performance	Total Sum of 19/20
	Monitor		Off Track		On Track		Traffic Light	
Solid Waste					3	\$ -	3	\$ -
Storm Water	1	\$ 12,834.00			2	\$ -	3	\$ 12,834.00
Waste Water	3	\$ 13,218,453.02	4	\$ 518,556.00	11	\$ 933,135.00	18	\$ 14,670,144.02
Water Supply	2	\$ 652,410.00	4	\$ 686,402.00	15	\$ 3,473,453.00	21	\$ 4,812,265.00
Grand Total	6	\$ 13,881,697.02	8	\$ 1,204,958.00	31	\$ 4,406,588.00	45	\$ 19,495,243.02

Work on the Te Anau Wastewater SDI upgrade is progressing on a number of fronts. Work is ongoing on design of the MF plant and SDI field packages and with both having undergone Value Engineering in early 2020. Reports were prepared to Finance and Assurance and Council requesting unbudgeted expenditure to complete these work packages and award contracts for physical works subject to further value engineering were approved by Council in April/May 2020.

The Contract for the wastewater pipeline and Otatau watermain renewal are now underway again post lockdown with some residual carryover anticipated into the following financial year. The Te Anau watermain contract has been awarded but it is not likely significant work will be undertaken by year end. The Lumsden watermain project is in a similar position due to access at present.

Roading

	Monitor	N/A	Off Track	On Track	Total Count of Project Current Progress Performance Traffic Light	Total Sum of 19/20
Roads and Footpaths	8 \$ 1,061,808.60	2 \$ 314,745.54	7 \$ 1,045,077.58	35 \$ 5,253,088.91	50	\$ 7,674,720.63
Grand Total	6 \$ 1,061,808.60	2 \$ 314,745.54	7 \$ 1,045,077.58	35 \$ 5,253,088.91	50	\$ 7,674,720.63

Projects in progress

- Southern Bridge replacement package Northern bridge replacement package
- Lake Monowai Road canal bridge contract awarded and works due to commence in late June.

Projects completed

- Otapiri Gorge Road rehab
- Tokanui Gorge Road rehab

Design phase

- Investigation and option analysis for Waghorn Bridge is currently underway. The options being investigated are, full replacement, suitable upgrade and alternative access road.
- Following approval at the previous Service and Assets Committee meeting, the reduced scope of works for the Fortrose Otara Road seal widening project is being finalised for pricing and delivery.
- Investigation and evaluation of heavy duty maintenance requirements for the Monowai Suspension bridge will be recommending after being put on hold during the lock down period.

Commercial Infrastructure

	N/A	Off Track	On Track	Total Count of Project Current Progress Performance Traffic Light	Total Sum of 19/20
Stewart Island Electricity Supply Authority	1 \$ 30,000.00		2 \$ 51,169.00	3	\$ 81,169.00
Te Anau Airport		1 \$ 14,000.00		1	\$ 14,000.00
Grand Total	1 \$ 30,000.00	1 \$ 14,000.00	2 \$ 51,169.00	4	\$ 95,169.00

Powernet will be providing a report this includes an assessment of components which will inform future maintenance strategy and capital works programme. This information will then be included in the Activity Management plan as part of the next LTP.

Te Anau Manapouri Airport capital works projects, generally associated with maintaining Part 139 certification are to be cancelled or deferred. Most projects, such as security fencing, were conceived on a risk or future demand basis and are not critical to maintaining certification status. The helipad project currently off-track is likely to be deferred due to Covid-19 and a desire to minimise expenditure wherever possible.

Projects by Location 2019-20

Row Labels	Count of 19/20	Sum of 19/20_2
Ardlussa	9	\$ 1,186,856.31
District	12	\$ 1,089,442.62
Fiordland	21	\$ 15,666,222.00
Northern	10	\$ 831,064.06
Oraka -Aparima	9	\$ 634,063.00
Oraka-Aparima	3	\$ 689,764.78
Oreti	15	\$ 1,886,049.20
Southland	1	\$ 162,725.00
Stewart Island/Rakiura	13	\$ 514,014.00
Stewart Island Rakiura	2	\$ 50,000.00
Tuatapere - Te Waewae	5	\$ 549,398.00
Tuatapere-Te Waewae	4	\$ 1,172,395.08
Waihopai Toetoe	13	\$ 1,611,582.00
Waihopai-Toetoe	8	\$ 951,131.05
Wallace - Takatimu	5	\$ 1,665,280.00
Wallace-Takitimu	1	\$ -
Grand Total	131	\$ 28,659,987.10

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

Recommendation

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

C8.1 Contract 20/01 - Award of contract for Fiordland and Southland District Council Offices Cleaning

C8.2 Stewart Island Electrical Supply Authority Management and Service Agreement for the Provision of Power Supply to Stewart Island/Rakiura (Contract 12/23) - Three Month Extension

C8.3 Te Anau Wastewater Scheme Update to Committee 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
Contract 20/01 - Award of contract for Fiordland and Southland District Council Offices Cleaning	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.
Stewart Island Electrical Supply Authority Management and Service Agreement for the Provision of Power Supply to Stewart Island/Rakiura (Contract 12/23) - Three Month Extension	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.
Te Anau Wastewater Scheme Update to Committee	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.