

**REPORT OF THE WORKS AND SERVICES COMMITTEE MEETING  
HELD AT 9.06AM ON WEDNESDAY 17 SEPTEMBER 2014 AT  
GATEWAY MOTEL CONFERENCE ROOM, 16 CHURCHILL STREET,  
KAIKOURA.**

**PRESENT:** Councillor G Harmon (Chair), Councillors T Blunt, J Diver, C Mackle, D Millton, D Morgan.

**IN ATTENDANCE:** G Essenberg (Acting Chief Executive Officer/ Operations and Maintenance Manager), S Syme (Committee Secretary).

**APOLOGIES:** Mayor W Gray, Councillor J Howden  
***Moved by Councillor Diver, seconded by Councillor Millton and resolved that apologies be accepted.***

**1. OPERATIONS AND MAINTENANCE MANAGERS REPORT**

**Kaikoura Urban Water**

The Operations Manager advised there was a 14% increase in water use in August and there had been a 15% increase in July. The contractors had been asked to investigate what the cause could be.

**Kincaid Water Supply**

Work was being undertaken on intake in the Waimangarra River. This had been damaged during the heavy rain in June.

***Councillor Blunt entered the meeting at 9.08am.***

It was noted the costs of the work would be charged to the scheme even though the scheme acted as a backup supply to the urban water supply. Councillor Harmon felt the allocation of costs needed to be looked into. The Operations Manager advised the supply was a back up for the town however it was very rarely used.

**Public Toilets**

As of 1 October 2014 the cleaning of the public toilets would be undertaken by Innovative Waste Kaikoura. It was noted Innovative Waste was owned by Council. The Operations Manager advised when looking to allocate contracts an assessment was made regarding whether the contractor could do the job and whether it would be a good deal for Council. It was requested that an explanation regarding the process for allocating the contract be provided at the next meeting.

***Moved by Councillor Harmon, seconded by Councillor Mackle and resolved that the Operations and Maintenance Manager's report be received.***

## **2. DETERMINING THE APPROPRIATE LEVEL OF ASSET MANAGEMENT PRACTICE**

The Operations Manager advised in due course he would be working on Activity Management Plans. These were key plans for how Council managed its assets and services. Plans were currently in place for roading, wastewater and stormwater and a draft was in place for parks and reserves. These plans would be the basis for work in the Long Term Plan. Agreement was required on the level of detail which would be included in the Plans. There were several levels of detail which were;

- Minimum – dealing with whatever came through the door
- Core – know business and expenditure and provide an estimation what would be needed in the future
- Intermediate
- Advanced – optimize expenditure in the long term across generations.

Council needed to consider what benefits there were from putting additional efforts into providing a higher level of detail. Or whether there was enough confidence that enough variables had been taken into account to obtain a very good outcome. Other considerations were; was there a large or small risk if Council got it wrong, were assets in good or bad shape and what did ratepayers really expected from Council.

The Operations Manager had, using a number of processes, assessed what was considered an appropriate level for each of the asset areas. Even though it was suggested the plans be at either a core or minimum level he advised he was not saying more information should not be included if it was available. In doing the assessment the Operations Manager had undertaken a comparison with other districts. District wide risk factors had been considered and an Asset Management Maturity Index had been prepared. Councillor Millton enquired if biosecurity risk had been considered. He suggested biosecurity would fit with high wind, tsunami and climate change. It was agreed biosecurity would be added to the risk factors.

The Operations Manager advised the Asset Management Plan were living documents and they would be brought to Council for consideration. He advised if Council decided there were items which were unaffordable or Council wished for a higher level of detail then Council would direct the Operations Manager to change the Activity Management Plan. The Maturity Index provided information on what Council could expect to see in a plan at each of the detail levels. Councillor Millton noted Council needed to be careful it did not ignore maintenance of infrastructure.

***Moved by Councillor Mackle, seconded by Councillor Diver and resolved that the report “Determining the Appropriate Level of Asset Management Practice” be adopted.***

*There being no further business the meeting closed at 9.41am.*