

**KAIKOURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE  
MEETING HELD ON WEDNESDAY 26 SEPTEMBER 2018, AT COUNCIL  
CHAMBERS, 96 WEST END, KAIKOURA.**

***AGENDA***

***1. Apologies***

***2. Declarations of Interest***

***3. Minutes to be confirmed***

***page 2***

- 29 August 2018***

***4. Works and Services Monthly Report – BAU***

***page 7***

# MINUTES OF KAIKOURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 29 AUGUST 2018, AT COUNCIL CHAMBERS, 96 WEST END, KAIKOURA.

**PRESENT:** Councillor D Millton (Chair), Mayor W Gray, Councillors J Howden, N Pablecheque, L Bond, T Blunt, C Harnett, C Mackle  
**IN ATTENDANCE:** A Oosthuizen (Chief Executive Officer) J Gapper (Committee Secretary)

**DECLARATIONS OF INTEREST:**  
Councillors Mackle and Millton

**1. MINUTES TO BE CONFIRMED:**  
Works and Services minutes 25 July 2018 and 29 June 2018.

***Moved by Councillor Pablecheque, seconded by Councillor Bond and resolved that the minutes of the Works and Services Committee meeting held 25 July 2018 and 29 June 2018 be confirmed as a true and accurate record. Unanimous.***

**2. JIMMY ARMERS TOILET BLOCK REPLACEMENT:**  
The Works and Services Manager was in attendance to present this item.

Under the procurement policy and strategy KDC should be going out for 3 tenders. Options are either a;

- modular unit, or
- build from scratch which would require design etc.

Exeloo do a modular unit which would fall within budget. The current monthly hire facility would be returned, site improvement made and the new modular could be placed. A pay to use option could be something to look into at a later date. The life expectancy of the Exeloo would be as per the building act.

***Moved by Mayor Gray, seconded by Councillor Pablecheque and resolved that the Works and Services Committee report be received and agree to the recommendation;***

- ***That Exeloo Ltd be directly engaged for supply and installation of a toilet unit for the Jimmy Armers Beach site, subject to negotiation of acceptable contract conditions and price. Unanimous***

### **3. AIRPORT TERMINAL REPAIR REPORT:**

Seeking Council approval to go outside the procurement policy of the 3 tender process and engage a local company Logic Construction who have the knowledge to repair this type of building and negotiate the price directly with them. They are specialised in repairing this type of construction. The building will need to comply and engineers will be involved.

It has been established that the Terminal is in the correct place at this point and time and in the years to come. If/when the airport grows Council can re-visit.

***Moved by Councillor Millton, seconded by Councillor Howden and resolved that the Works and Services Committee receives this report and agree to the recommendation;***

- ***That Logic Construction Ltd be directly engaged for repair of the Kaikoura Airport terminal building earthquake, and***
- ***That Logic Construction Ltd be engaged on the basis of an open book cost plus contract to provide a priced schedule of works, consent exemption documentation and undertaking the works subject to a fixed cost cap of \$150,000. Quotes exceeding the cap would need approval by Council. Unanimous.***

### **4. WORKS AND SERVICES MONTHLY REPORT:**

#### **Roading:**

DOWNERS had been appointed and operating for just under 2 months. They had completed inspections and provided findings. The first 6 months is to establish a payment schedule going forward.

Some of the unsealed roads need more gravel to be properly maintained. This would prevent pot holes after rain events etc. Earthquake and storms put restraints on the budget so maintenance had not been kept up.

The condition of some road signage was very poor. NZTA do an audit every 2 years and our technical audit found some issues with the current signage which could affect speed limits as not considered enforceable due to being old and faded. NZTA will provide a report which support DOWNERS findings therefore signs and road markings are a priority.

The programme will be sorted with the expectation of getting it right first time round with projected funds to the end of the year.

Council would still need to find out local share in the first instance and it there is no likelihood of any savings in the roading budget. If we go over budget it will need to come back to Council. Things will move between activities. The road maintenance programme budget of \$1.6m is very tight.

Overall, the roading budget is split 3 way, earthquake, Business as usual and NCTIR.

### **3 Waters:**

Peketa works had been completed and the boil water notice lifted. The works included and interim treatment plant, upgrades to the pump and it is now chlorinated.

Others areas had not changed other than Ocean Ridge's liner had been repaired and testing is being carried out. Three clear tests required before the Medical officer will lift the boil water notice.

ECCO is still under boil water notice with a meeting arranged for the 25th September with the ECCO committee, Medical Officer and Council to attempt to get it classified as rural, outline a safety plan and make it compliant.

Suburban and Kincaid remain the same and are included in the Three Year Plan budget.

All Water Safety Plans are approved except ECCO which is on hold pending discussions.

### **Parks and Reserves, Buildings and Facilities:**

Looking at walkways pre tourist season to make sure they are accessible and functional.

**Memorial Hall**, an application to Lotteries for funding had been made, once it is known how much is available the work will be prioritised. It would be best to do all the works at one stage as the earthquake repairs were minor.

**Cuddon Building**, currently obtaining prices so we can prioritise the work required. It is intended that the same contractor will work on both buildings. Will be working with regulatory to make bring the building up to code in the first instance. The initial budget of \$200,000 was for the essential repairs with no detailed investigation.

A concern was raised about over capitalising compared to the cost of a new build however this had already been agreed to and if it exceeded the \$200,000 budget then it was to come back to Council. It was confirmed that

only essential work to make it compliant and fix the immediate issues with the asset was to be completed.

The return on this investment was the return to the community rather than financial when you consider who the OpShop funds are dispersed to.

A discussion was had around funding with confirmation that an application had been put forward to Environment and Heritage for \$800,000 where Council would need to contribute one third.

Currently in consultation with Scout Hall user groups. Not expecting to get an outcome with funding until mid-next year.

**Pool,** A Oosthuizen is concerned about the tight timeline to make a decision by December along with the funding timeline. There is a need to pull the pool programme together and work on a timeline. We owe it to the community to progress this so require working with the sports and leadership team. There are three different options/groups and there is a lot of work to get this off the ground. Council need to bring all groups together, establish costs and determine how we fundraise.

**Waste Minimisation:**

Applied to ECan for the balance of funding for Innovative Waste Kaikoura and received some additional funding which was a surprise. There is no impact on the Three Year Plan as it is 100% funded. Tight on time frame but have until December.

Hazardous waste shed is on order and they now have a landfill compactor. Looking to appoint an experienced operator to work both the digger and the compactor.

**5. AIRPORT HANGAR APRON:**

The purpose of this report is to seek approval to construct a concrete apron area, helicopter operating pad and associated works at Council's airport hangar. Rotor wash will not be an issue as this will have a separate area.

A discussion was held on who should be funding this addition. If you consider fifty fifty funded, ownership of the overall assets becomes diluted. If the operator provides the addition they would expect a rent reduction. If Council provide the addition there would be no issues and it would form part of the facility being rented out.

Currently dealing with the issue of the damages against the construction contractor. The claim included loss of rental. The facility will be back to full rental once operational.

CAA have put on some deadlines that they require and that we need to deliver. S157 application. Aero club want their planes under cover hence the new building as part of agreement. CAA identified some areas of issue and suggested the need to amalgamate all the users and put in the one s157

application as they were concerned about the number of operators now using the airport.

***Moved by Councillor Pablecheque, seconded by Councillor Harnett and resolved that Council receives this report and agrees to the recommendation that;***

- a) Council receives this report and***
- b) Subject to Civil Aviation approval, quotes be sought for construction of a concrete apron area, helicopter operating pad and associated works***
- c) The cost of works be funded by loan with loan repayments via increased lease rental. Unanimous***

***There being no further business the meeting finished 10:15am***

***Moved by Councillor Millton, seconded by Councillor Bond and resolved that the meeting move back into the Kaikoura District Council Meeting Agenda.***



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**To:** Works and Services Committee

**Date:** 19 September 2018

**Subject:** Works and Services Monthly Report - BAU

**Prepared by:** Chris Gregory  
Manager

**Authorised by:** Angela Oosthuizen  
Chief Executive

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**PURPOSE AND ORIGIN:**

The purpose of this report is to provide the Committee with a monthly overview and status update on business as usual (BAU) activities.

Works and services includes:

- maintenance and operation of the local roading and footpath network and associated infrastructure (bridges, signs, street lights, road marking, barriers etc)
- maintenance and operation of 3 waters networks and schemes
- operation of recycling, waste minimisation and solid waste disposal
- maintenance of reserves, parks and toilets
- maintenance of community facilities
- maintenance of airport and harbour infrastructure

**RECOMENDATION:**

That the Works and Services Committee receives this report.

**ROADING:**

**Road Maintenance Contract**

Downer submitted their proposed programme for September that has been reviewed and approved.

The programme includes:

- General maintenance to depressions and potholes on NCTIR haul roads on the Kaikoura Flats
- Surface repairs on Esplanade
- Earthquake remedial works on Esplanade

During the month the following roads were addressed:

***Potholing:***

Red Swamp Rd, Ludstone Rd, Esplanade.

***Sweeping:***

Kowhai Ford, Red Swamp

***Grading:***

Skevingtons and completed first cycle on unsealed roads.

***Other:***

Wharekiri Stream Crossing.



## **THREE WATERS:**

### **Water Supply**

#### *Boil Water Notice Update*

Boil water notices (BWN) are put in place when there is an elevated risk of contamination of the supply or routine testing results show that acceptable limits for contaminants have been exceeded.

At the date of this report BWNs are in place for the Ocean Ridge, Kaikoura Suburban and the East Coast (Clarence) Supply Schemes.

Ocean Ridge BWN was put in place on 27 December 2017. East Coast BWN and Suburban BWN have been in place since the November 2016 earthquake.

The details around each of these follows.

#### *Suburban Kaikoura Water Supply*

No change

#### *East Coast Water Supply*

No change

#### *Ocean Ridge Water Supply*

Testing of the supply has confirmed that the repairs have been successful. An application has been made to the Canterbury DHB to approve lifting the BWN

### **Water Safety Plans**

WSPs are required for each scheme. This status of work for all schemes is as follows:

- Oaro - approved
- Ocean Ridge - approved
- Kaikoura Urban – approved
- Kincaid – approved
- Peketa – approved
- Fernleigh – approved
- Kaikoura Suburban – approved
- East Coast Rural – on-hold pending discussions on future options

A meeting has been arranged for 25 September between the East Coast Committee, Medical Officer of Health, Councillors, Staff and Council advisors to discuss the future options for management and operation of the scheme and the improvements required to achieve compliance and develop a WSP.

### **Scheme Performance**

All schemes are performing well with no significant supply issues.

### **Wastewater System**

#### *Scheme Performance*

No issues

### **Stormwater Systems**

#### *Scheme Performance*

No issues

## **PARKS AND RESERVES, BUILDING AND FACILITIES**

### **Parks and Reserves**

No operational issues.

A replacement toilet and shower block for Jimmy Armers beach has been ordered. This is due to be commissioned before Christmas.

### **Buildings**

#### **Memorial Hall**

Detailed design is under way. Construction is scheduled to begin in the second quarter of 2019.

#### **Cuddon Building**

The building's earthquake prone status is under review, to confirm the required scope and timing of physical works. Construction is still scheduled to begin in the second quarter of 2019.

#### **Scout Hall**

Works requirements are being defined.

### **Wharves and Jetties**

No significant operational issues have been reported.

### **Kaikoura Airport**

An application to CAA for approval of operational layout changes is being prepared. This will be discussed with operators before lodging it. A revised Aeronautical Information Publication (AIP) will be provided for pilots.

The contractor for repair of the terminal is preparing an offer for approval.

Actions to get remedial works to Council's hangar carried out have continued. A meeting of the parties and a set of practical actions have been proposed.

### **Community Pool**

A workshop with Council is being planned for October, as part of the process towards December decisions.

## **WASTE MINIMISATION**

### **Waste and Recycling Centre**

Work has commenced on the final design of the improvements and engaging a contractor to undertake the site development. In parallel prices have been secured for specific standalone items such as the kiosk, waste oil unit and HazMat storage.

It is envisaged that site works will commence in mid-October.

### **Landfill**

The compact and digger have been put to good work recovering some salvageable materials and applying cover to large areas of the landfill. This has improved the state of the landfill significantly and allowed more efficient operations to occur going forward.

## **CONTEXT:**

**Policy:** n/a

**Legislation:** As required by Section 77 of the LGA the recommendation is the most appropriate.

### **Community Outcomes:**

- Quality Water and Wastewater Systems
- Safe, Efficient Transport Network
- Environmental Protection and Enhancement

- Affordable Access to Quality Community Facilities
- Ensuring appropriate rebuild of the Council owned facilities and infrastructure to ensure ongoing Levels of Service are achieved.

