

KAIKŌURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING

Date:	25 October 2023
Time	9.30am
Location	Totara, Council Chambers

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 27 September 2023 page 2
4. Review of Action List page 4
5. Matters of Importance to be raised as Urgent Business -
6. Works and Services Monthly BAU Report page 5
7. Close Meeting

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON
WEDNESDAY 27 SEPTEMBER 2023 AT 9.01 AM AT TOTARA, COUNCIL
CHAMBERS, 96 WEST END, KAIKOURA**

PRESENT: Councillor K Heays (Chair), Mayor C Mackle, Deputy Mayor J Howden, Councillor J Diver, Councillor V Gulleford, Councillor T Blunt, Councillor R Roche, Councillor L Bond

IN ATTENDANCE: D Clibbery (Senior Manager Operations), W Doughty (Chief Executive Officer – via MS Teams), Olga Joensuu (Technical Services Manager), Becky Makin (Executive Officer-Minutes)

1. **APOLOGIES** Nil
2. **DECLARATIONS OF INTEREST** Nil
3. **CONFIRMATION OF MINUTES**

3.1 Works & Services Committee meeting minutes dated 6 September 2023

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 6 September 2023.*

Moved: Deputy Mayor J Howden

Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

4. **REVIEW OF ACTION LIST**

The Action List was noted by the Committee:

- The public tour of the transfer station will be held once the power meter has been installed.

5. **MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS** Nil

6. **WORKS AND SERVICES MONTHLY BUSINESS AS USUAL (BAU) REPORT**

Council Officers O Joensuu and M Russell joined the table to answer any questions from elected members. They clarified that the streetlight on the walkway up to Deal Street is being replaced with bollard lighting along the walkway. These have been ordered and comply with dark sky standards.

Councils are now able to apply for subsidy through Waka Kotahi for the maintenance of walkways and footpath renewals identified in their three-year programme and District Plan. At this stage the subsidy doesn't apply for new footpaths (unless there is a safety benefit) but does apply for walkway lighting.

To satisfy Audit New Zealand's KPIs, all customer service requests (CSRs) are being recorded whether that be compliments, service requests or complaints.

O Joensuu clarified that the cost for the footpath improvements were higher than expected due to the price of concrete significantly increasing, and extra work required for vehicle crossings and variations.

RESOLUTION

That the Committee receives this report.

Moved: Deputy Mayor J Howden

Seconded: Councillor L Bond

CARRIED UNANIMOUSLY

There being no further business, the meeting closed at 9.11 am.

CONFIRMED _____ Chairperson

Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

UNCONFIRMED MINUTE

**WORKS & SERVICES COMMITTEE
ACTIONS ITEMS AS AT 19 OCTOBER 2023**

OPEN ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
	Opening of transfer site/public tour/Councillor Tour	DC/MR		Public official opening to be held once power meter has been installed.

CLOSED ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
	Bay Paddock Road – flooding issues	DC	-	Update provided in the September BAU report.

UNCONFIRMED MINUTES

Report to:	Works and Services Committee
Date:	25 October 2023
Subject:	Works and Services BAU Report
Prepared by:	D Clibbery - Senior Manager Operations
Input sought from:	M Russell – Works Manager B Apperley - Three Waters Engineer J Prentice – Roading Engineer M Way – Contracts Administrator O Joensuu – Technical Services Manager
Authorised by:	W Doughty – Chief Executive Officer

1. PURPOSE AND ORIGIN

This report provides an overview and status update on works and services activities.

2. RECOMMENDATIONS

It is recommended that the Council receives this report for information.

3. GENERAL

Recorded customer service requests and applications for the last month are shown in the tables below. As at 06 October 14 of these requests remained live, and none were overdue for completion. All urgent were closed in timely manner.

Period 16 September to 6 October 2023			Currently All Open	W&S Applications	Approved
Type Subtype	Routine	Urgent			
Footpaths \ Feedback/Suggested Improvement-Footpaths	4			Traffic Management Plans	0
Footpaths \ Footpath Pothole or Poor Surface	2			Overweight Permits	32
Harbour \ Feedback/Suggested Improvement-Harbour	1			Before U Dig Permits	8
Property \ Airport General	1			Vehicle Crossing	5
Property \ Feedback/Suggested Improvement-Property	3			3 Water Connections	2
Property \ Memorial Hall	5				
Property \ Pensioner Flats	2		1		
Property \ Vandalism/Damage - Property	1				
Reserves \ Cemetery - general enquiry	10				
Reserves \ Reserves - miscellaneous	8		4		
Reserves \ Vandalism/Damage - Reserves	2				
Roads \ Feedback/Suggested Improvement-Roading	5		3		
Roads \ Maintenance Improvement Roads	2		1		
Roads \ Poor Service - Roading			1		
Roads \ Vegetation	1		2		
Sewerage \ Feedback/Suggested Improvement-Wastewater	2				
Sewerage \ Sewer Odour	2				
Stormwater \ Flooding onto Property			1		
Stormwater \ Maintenance	1				
Streetlights \ Streetlight - Light Out	1				
Toilets \ Maintenance/Safety Improvement-Toilets	2				
Waste \ Feedback/Suggested Improvement-Waste	3				
Waste \ Rubbish Lying Around	1				
Water \ Feedback/Suggested Improvement-Water	2				
Water \ Low Water Pressure	1		1		
Water \ No Water	1	2			
Water \ Water Connection Issue or Enquiry	4				
Water \ Water Leak	1	1			
Water \ Water Not Clear		1			
Water \ Water System Maintenance	1				
Total	65	4	14		

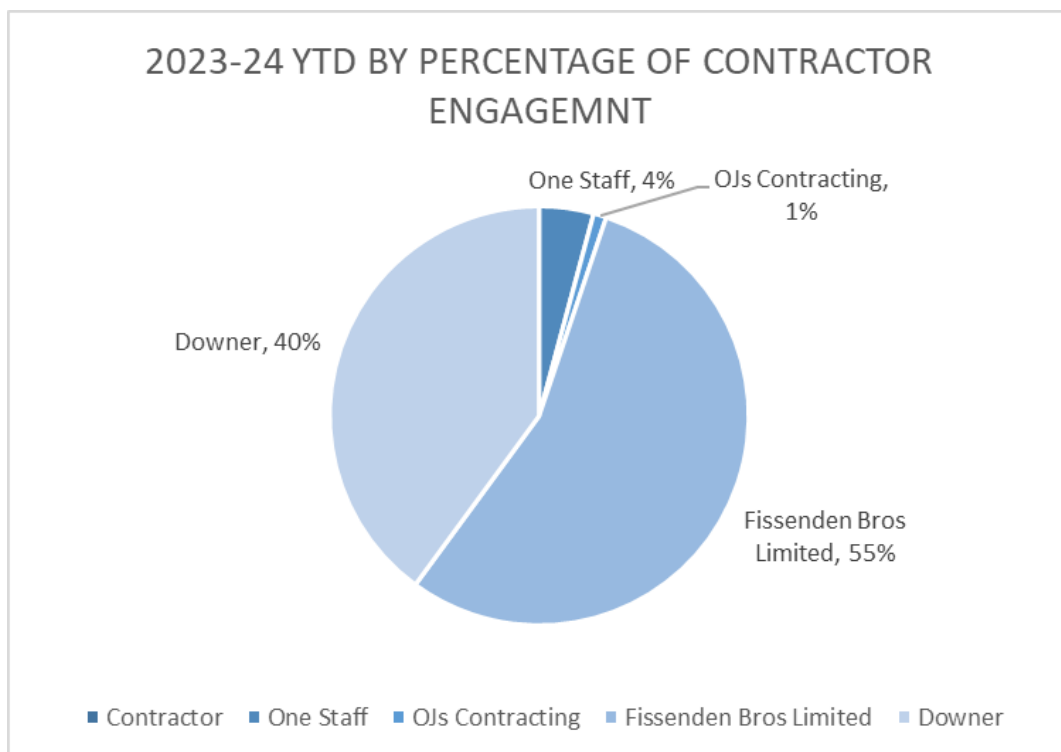
4. ROADING

Road Maintenance Contract

During September the main focus was on the Ludstone Road Area Wide Treatments (AWT) along with potholes and edge marker pegs. There were a few incidents with the high wind where trees and signs were blown over.

We have completed the unsealed metalling of Dairy Farm Road, Blunts and Scott's Road plus the last of the Beach Road footpath.

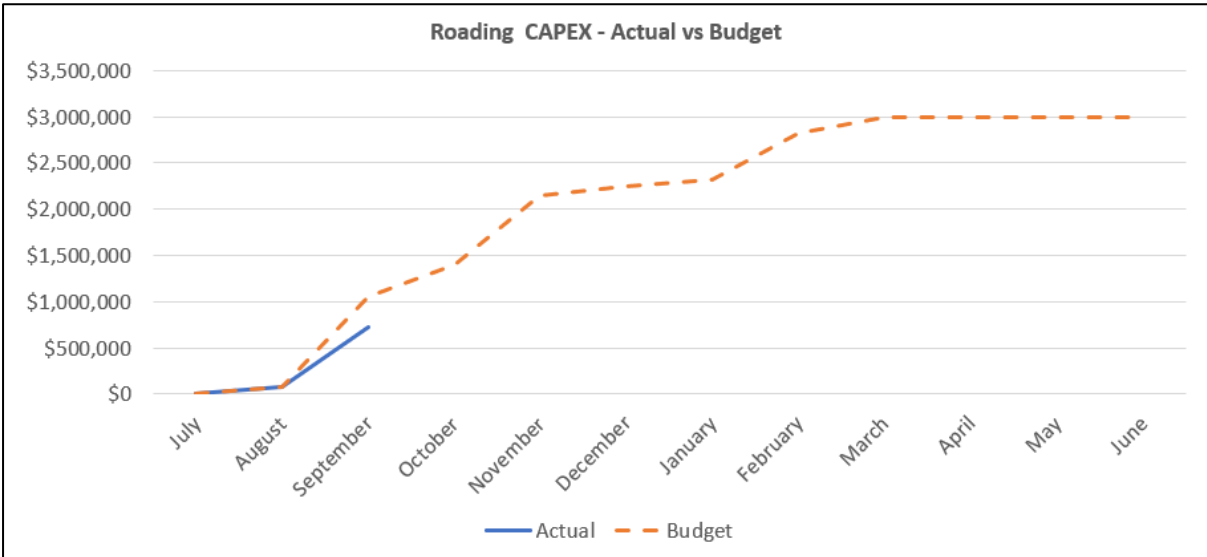
Allocation of the Roading contractor engagement for the financial year to September 2023 is shown in the following chart. The high proportion of work undertaken by Fissenden Bros is due to their undertaking of the Ludstone Road AWT works.



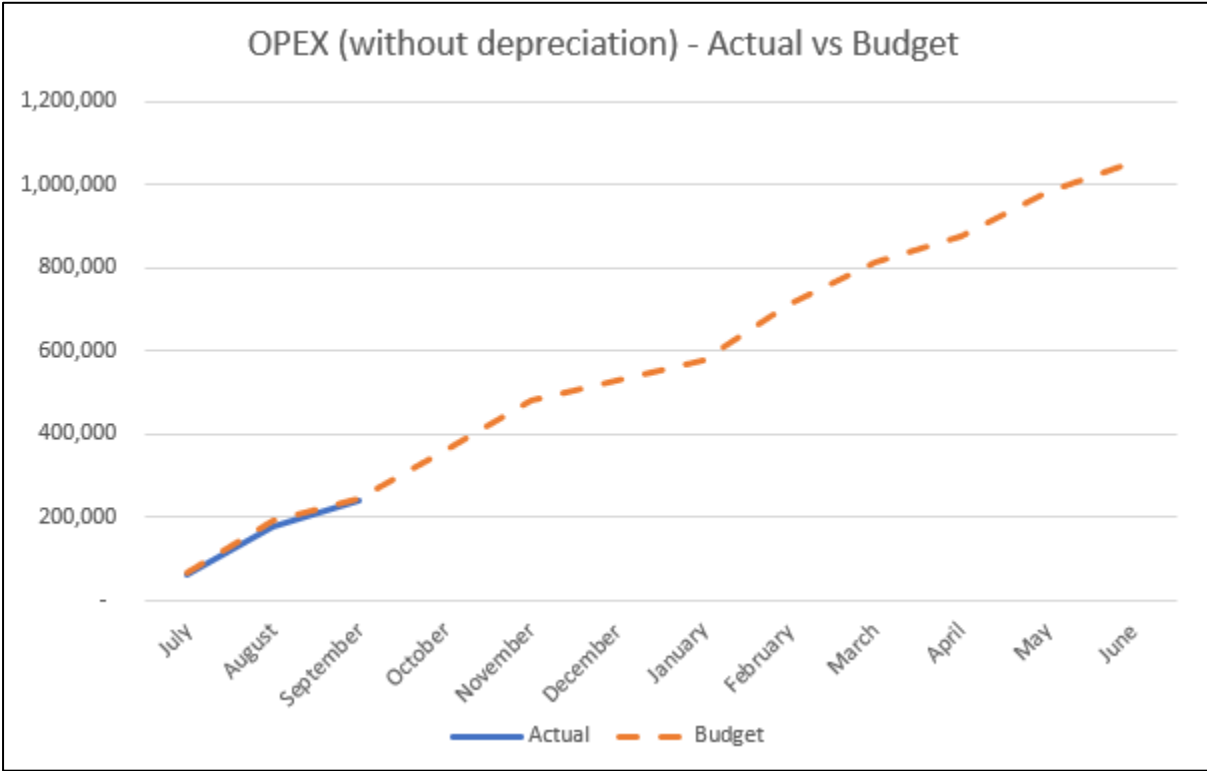
Expenditure

The NZTA claim for September amounted to \$494,614.00, which aligns closely with the average monthly budget of \$483,530.00.

The total capital expenditure (Capex) for September reached \$651,466.00, with the majority of this amount allocated to the completion of unsealed road renewals and area wide treatment works.



In terms of OPEX spending, September saw an expenditure of \$287,513.45 closely aligning with the budgeted amount of \$304,219.



Focus Areas for the next 3 months:

- Completion of Ludstone Road Area Wide Treatments (AWT)
- Preseal repairs
- Reseal programme
- Vegetation Control
- Maintenance patrols
- Continue building programme of works for OPEX and CAPEX for LTP.
- Continuing grading and vegetation control
- Puhi Puhi and Blue Duck dropouts

Metalling of Unsealed Roads

The 2023/24 FY metalling programme has been completed, delivering excellent value for the invested funds. This was through producing the metal close to the roads that require renewals and going out to tender to get competitive rates. Mark Fissenden has completed the production for the metal at the Linton area which has also helped to ease the gravel pressure on the Linton Bridge.

Nigel Ross has carted and laid the product on Dairy Farm Road, Blunts and Scott's Road. Approximately 21% of the unsealed roading networks have been successfully renewed in this program of works.



Photo 1: Metalling Blunts Road

Footpath Improvements

Nigel Ross Contracting has completed the last section on Beach Road (number 147 to Gillings Lane). The remaining works are some tidy up around some driveways and finishing of the properties entrance ways.

The constructed concrete paths align with previously agreed-upon service levels, but their costs exceeded expectations, necessitating the utilisation full portion of the current year's budget allocation to complete planned works from the previous year. Further challenges around SH1 are compounded by high costs related to traffic management.

Despite these higher costs It is proposed to press ahead with construction of further concrete footpaths in accordance with the programme for this year previously proposed by the footpath improvement working group, but it appears that further discussion will be essential for the 10-year footpath plan moving forward.

We anticipate an opportunity to enhance cost-effectiveness in the footpath improvement program with our upcoming 3-year block of NZTA funding as we can now claim subsidies on footpath renewals, allowing us to extend the local share further.

The extent to which NZTA will approve such subsidy may however be dependent on the path material proposed. Whilst NZTA representatives have indicated that whilst they recognise that concrete paths potentially offer good value in the long term because of their longer lives, they are nevertheless considered to be something of a luxury, and hence funding preference may be given to other lower cost path materials.

Ludstone AWT

Downer has neared completion of the overlay works at Ludstone Road. There has been a large amount of work done to correct the shape of the road to ensure a smooth drive. Works is expected to be fully finished by mid October.



Photo 2: Overlay Ludstone Road



Photo 3: Truck roll over

Health & Safety and Environmental Issues

There have been two reported accidents/incidents and one near miss for the month of September;

BG Contracting: Wing mirror on the loader was damaged by a tree branch, by the DOC office. Replacement ordered and installed.

- Rock Control reported that one of their lifting eyes were damaged. Was picked up in a pre-start. Has been replaced.
- Downer: A trailer rolled over on the Ludstone Road AWT on the 11th of September.

No injuries were incurred with any of the incidents.

The incidents are being investigated by the contractors and any findings will be provided to Council staff.

Asset Management

No changes from previous report.

IAF Kaikoura Western Developments Project:

The construction of the Shared User Path project has commenced and tracking along with programme still for the section from Vicarage Views entrance to opposite to St Joseph School crossing in Ludstone road completed before Christmas. This section included the completion of the embankment works and soil nail installation under the Kiwirail Bridge 104, the Mt Fyffe Road widening and trenching and cable installations for Mainpower and Chorus.



Photo 4: Shared user path (SUP) preparation works in Ludstone Road.



Photo 5: Soil nail installation under the KiwiRail Bridge 104

5. 3 WATERS

Central Government Reform

Policy effects from the change of Government on 14 October are not expected to be defined for at least a month. KDC staff have continued to provide information to the National Transition Unit and have continued verification of data assembled by the NTU.

NTU resources are still available until at least early November. As noted last month, KDC staff have commenced reviews and updating of KDC's 3W asset registers and asset management plans. The NTU has also begun their own versions of 3W AMPs. KDC staff are working with staff from the NTU's consultants to make the most of the information that KDC has previously provided and of the work the NTU has done.

3 Waters Technical Regulator (Taumata Arowai)

A review of the Kaikoura urban water supply source risk management plan and drinking water safety plan will be completed in October. Reviews of drinking water safety plans for KDC's smaller schemes will follow.

An independent drinking water assessor has provided a draft report on a review of drinking water compliance for all KDC's water schemes, to report to the Auditor General's office. The draft report showed the need for further information to demonstrate compliance. The final report is currently expected in late October.

Compliance data and information on water network environmental performance measures for 2022/23 were uploaded to Taumata Arowai.

Environment Canterbury

ECan lodged four abatement notices in June 2023, three related to the wastewater treatment plant and one to KDC's stormwater consent for the Kaikoura township. KDC and Stantec staff have been working through the agreed action plans. Stantec's report on their independent technical review of activities at the plant was provided and no major technical concerns were identified. Development of information is under way for replacement resource consents for the wastewater treatment plant site.

Stormwater sampling that had been waiting for some months for a rainfall event was carried out in late September. Testing showed contaminant levels under half the trigger limits that could require action.

The ballpark overall estimate including consultant costs, ECan costs, sampling and testing and physical works remains at \$200,000.

Water Supply Operations

All water supply schemes have continued to provide water quality in compliance with quality assurance rules. Daily flow volumes have continued to increase with recent warmer weather.

Reminder communications will be put out this month on wise outdoor water use (with the messages being let lawns go to sleep over summer and water gardens well every second evening.) KDC's water supply bylaw allows for metering of properties where wasteful outdoors use occurs.

The archaeological authority process for replacement of a 230m length of water main in the grass berm beside Beach Road has shown up the need for Waka Kotahi permission as landowner. This permission is being chased so IWK can get under way as soon as possible.

Flow restrictor surveys for the Fernleigh scheme and the old Suburban scheme are being completed as IWK staff resources and access allow.

Stormwater Operations

No significant rainfall events occurred since the last report. Some minor maintenance activities have been identified at Ocean Ridge to maintain outflow capacity from the detention and treatment wetland area.

Development Planning

Advice continued on 3 waters aspects of resource consent and building consent applications. The monthly work volume was smaller than in previous months.

Assessments of onsite stormwater detention systems are now being required for all urban developments. Requests for onsite soakage systems are being very carefully reviewed for long term performance and for possible overflows and local flooding during design level storm events.

Development in the area on the Flats that was served by the previous Suburban trickle feed scheme is being tracked. Parts of the pipe network may require upsizing over the next two to three years.

An investigation of current capacities and future requirements for water, wastewater and stormwater systems related to the Vicarage Views and Ocean Ridge developments has shown requirements for upgrading. Information from this will be used in updating KDC's 3W asset management plans and the Long Term Plan.

Customer Service and Work Tracking

The processes for recording and verifying service response times were again discussed with Audit. As noted last month, processes are now in place and response time reporting is not expected to be an issue for the 2023-24 year.

Focus areas for next three months

- Continued involvement with the National Transition Unit and Taumata Arowai
- Working through the wastewater and stormwater action plans with ECan
- Completion of flow restrictor surveys and updating of associated rating records
- Ongoing support for development planning

6. PARKS RESERVES AND PROPERTIES

- Work has started on the removal of the Pines above the Racecourse buildings and is progressing well and will be completed by the last week of October. There will be on going work required to remove the gorse. All replanting will be done with smaller natives. Work to remove gorse and lupins further along the bank towards the South Bay intersection is continuing as time allows.



Photo 6: Racecourse Tree Felling Area

- The Civic Building will undergo a wash and clean of the exterior. Playground and reserves maintenance continues with finer weather allowing more time for painting and grass repairs in some areas.

- Confirmation of the amount of funds required for the Community court rebuild, should be known in the next week.
- The Decking on the South Bay jetty is programmed to be replaced in November as well as one of the boarding platforms on the Wakatu Quay Wharf. Work will be undertaken by Council staff and will be programmed to ensure minimal disruption to users.
- Work on the Link Pathway continues with the contractors having boxed and poured over 350 metres of concrete path. Work will continue back towards Killarney Street over the coming weeks. Work is progressing on Heritage assessment for the Fyffe Quay and work is progressing on the final details for tenders of the other sections.



Photo 7: Link Pathway

7. SOLID WASTE

Landfill

A final draft version of the landfill closure plan and ongoing operations plan was discussed with ECan staff. The discussion included consenting of the current composting, transfer and resource recovery operations that are not covered under the existing consents. The planned next steps include getting long term site wide consents, then carrying out closure completion works, followed by after care and monitoring. As noted last month, construction of the remainder of the cap is still planned to commence in 2024 after winter, subject to ECan approval and resource consents.

Transfer Station

The construction of the new shop area is underway. Once construction is complete, we will look at sealing the adjacent remaining unsealed areas.

Environment Canterbury have expressed concern regarding the potential effects of gas from the proposed landfill site, in particular in regard of the building being constructed on the site, and have requested that KDC obtains an expert assessment of such effects.

Whilst the associated risks appear to be low It has been agreed that construction of the shop is not to be completed until the gas assessment has been undertaken.



Photo 8: Re-Use Shop Construction

8. COMMUNITY OUTCOMES SUPPORTED

The outcomes below are being supported.



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



Environment

We value and protect our environment



Future

We work with our community and our partners to create a better place for future generations