

## KAIKŌURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING

<b>Date:</b>	27 September 2023
<b>Time</b>	9.30am
<b>Location</b>	Totara, Council Chambers

### AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 6 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 6 SEPTEMBER 2023 AT 9.07 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 T Blunt, Councillor R Roche, Councillor L  
Bond  
Councillor V Gulleford (online – MS Teams)

**IN ATTENDANCE:** W Doughty (Chief Executive), D Clibbery (Senior Manager Operations),  
Olga Joensuu (Technical Services Manager), Becky Makin (Executive  
Officer)

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

**3.1 Works & Services Committee meeting minutes dated 26 July 2023**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 26 July 2023.*

Moved: Councillor K Heays

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

---

**4. REVIEW OF ACTION LIST**

The Action List was noted by the Committee. The Councillor tour of the transfer station was held on 4<sup>th</sup> August and an official public opening/information day will be held in due course.

---

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

---

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

The Bay Paddock Road drainage issues are included in the report on page 8 and 9. Since the report was published, Council staff have committed to carrying out the work on the private land to resolve the damage to the council road, which will save in ongoing maintenance costs. To move the drainage, the work would include relocating a fence (on the private land).

The Link Pathway tender on page 14 was noted. The intention from the outset for the project was to use local contractors for delivery where possible. It is good to see that being achieved with this tender. General discussion around social procurement and use of local contractors. Local contractors response to tenders continues to be varied. One reason may be the level of documentation required for more complex projects. Consideration is being given as to how to raise awareness of contract requirements for local contractors. This has been tried in the past but it could be timely to review.

It was noted that there are 23 open Customer Service Requests (CSRs). A new process is being trialed this month in order to try to capture everything coming into the organisation as a CSR. An implementation plan will be developed following the results of the trial period. This is aimed at addressing Audit concerns.

A lot of positive feedback has been received to date on the sections of footpath renewals. The Footpath Working Group had asked for the grass berm to be put in place as part of the specification. Parking on the berms on Beach Rd will need to be addressed.

The Waterzone Committee has asked what the emergency plan is to power the Mackles Bore if diesel runs out in another event and if there is an opportunity to have a solar backup. The current strategy is to isolate and keep the bore as an emergency reserve that can be used for the community. It is a high pressure bore and so water should still be able to flow.

**RESOLUTION**

*THAT the Committee receives this report.*

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

There being no further business, the meeting closed at 9.31 am.

CONFIRMED

\_\_\_\_\_

Chairperson

Date

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 11 SEPTEMBER 2023**

**OPEN ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Opening of transfer site – official public opening/info day	D Clibbery/ M Russell		Public official opening to be held in due course

**CLOSED ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Follow up with WaterZone Committee when water was last aged	T Blunt / B Makin	-	To be tabled to the meeting
	Opening of transfer site Councillor Tour	D Clibbery/ M Russell		Held 4 <sup>th</sup> August 2023
	Bay Paddock Road – flooding issues	D Clibbery	-	Update provided in the BAU report.

<b>Report to:</b>	<b>Works and Services Committee</b>
<b>Date:</b>	27 September 2023
<b>Subject:</b>	Works and Services BAU Report
<b>Prepared by:</b>	D Clibbery - Senior Manager Operations
<b>Input sought from:</b>	M Russell – Works Manager B Apperley - Three Waters Engineer J Prentice – Roading Engineer M Way – Contracts Administrator O Joensuu – Technical Services Manager
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

### 1. PURPOSE AND ORIGIN

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

### 2. RECOMMENDATION

That the Council receives this report for information.

### 3. GENERAL

This is a shorter than usual report because of the relatively brief period between this and the previous Works and Services Council meeting.

Recorded customer service requests and applications for the last month are shown in the tables below. As at 15 September 20 of these requests remained live, and none were overdue for completion.

Period 19 August to 15 September 2023			Currently
Type Subtype	Routine	Urgent	All Open
Footpaths \ Footpath Pothole or Poor Surface			1
Footpaths \ Maintenance/Safety Improvement-Footpaths	1		
Harbour \ Maintenance/Safety Improvement-Harbour	1		
Property \ Feedback/Suggested Improvement-Property	2		
Property \ Memorial Hall	5		
Property \ Pensioner Flats	3		
Reserves \ Cemetery - general enquiry	6		
Reserves \ Reserves - miscellaneous	5		4
Reserves \ Trees Need Pruning	1		1
Roads \ Feedback/Suggested Improvement-Roading	3		1
Roads \ Maintenance Improvement Roads	2		1
Roads \ Poor Service - Roading	1		1
Roads \ Road Flooding /Drains Blocked			1
Roads \ Roading Sign/Marking Maintenance	3		1
Roads \ Vegetation	1		3
Sewerage \ Feedback/Suggested	4		1
Sewerage \ Poor Response/Service - Wastewater	1		1
Sewerage \ Sewer Odour	1		
Stormwater \ Feedback/Suggested Improvment-Stormwater	1		
Stormwater \ Flooding onto Property			1
Toilets \ Toilets Blocked	1		
Water \ Feedback/Suggested Improvement-Water	5		1
Water \ No Water	1		
Water \ Water Connection Issue or Enquiry	1		
Water \ Water Leak	3		2
<b>Total</b>	<b>52</b>	<b>0</b>	<b>20</b>

W&S Applications	Approved
Traffic Management Plans	1
Overweight Permits	60
Before U Dig Permits	18
Vehicle Crossing	0
3 Water Connections	2

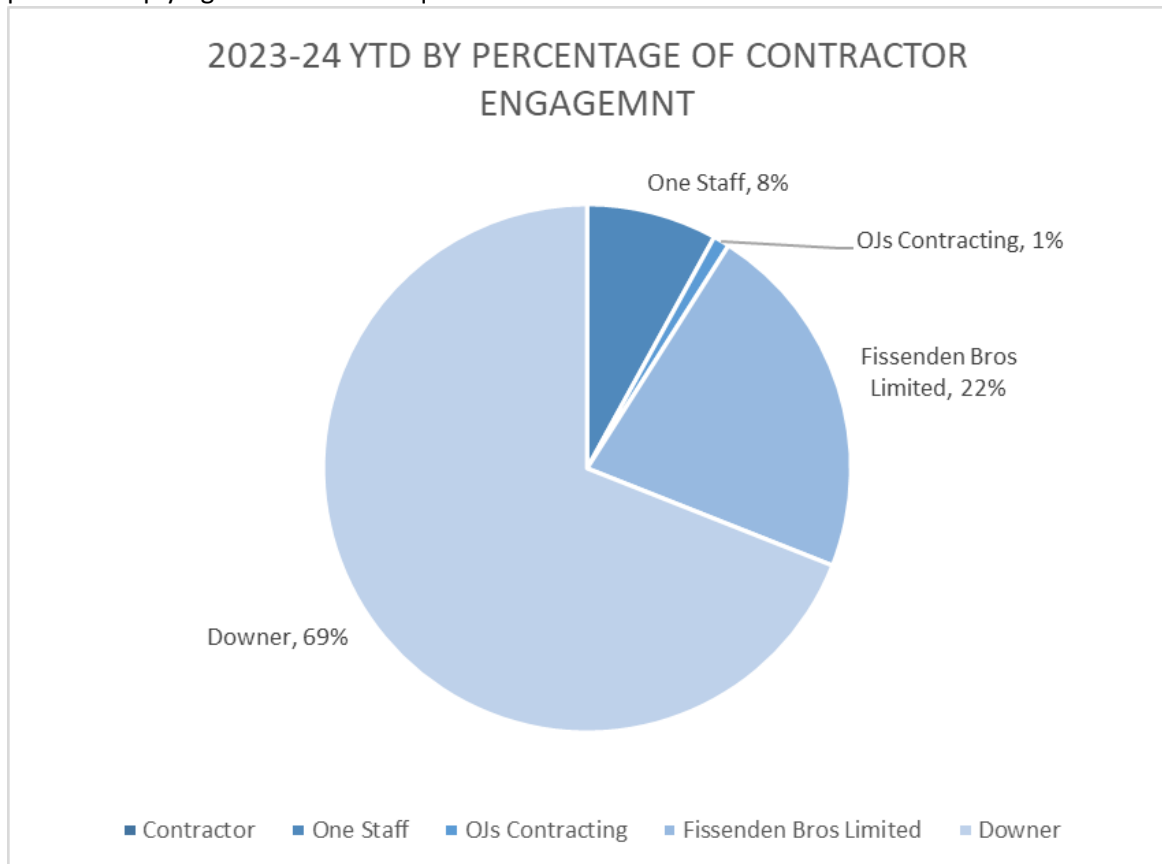
#### 4. ROADING

##### Road Maintenance Contract

In August, the primary maintenance tasks carried out included:

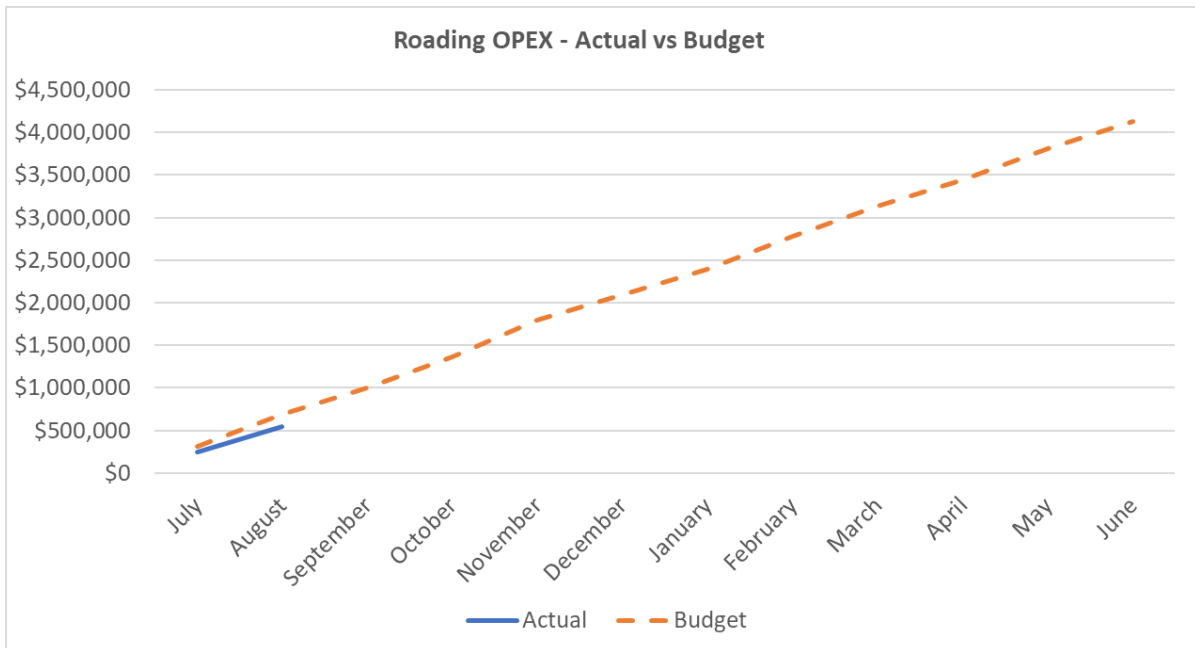
- Routine maintenance – potholes, edge break, sign replacements, detritus pickup - (list can be provided on request)
- Unsealed Roads – Grading round was completed this month.

Allocation of contractor engagement for the financial year to August 2023 is shown in the following chart. The total year to date market share after August's work for Downer is at 69% for the 2023 to 2024 period complying with contract requirements for market share with local Kaikoura subcontractors.

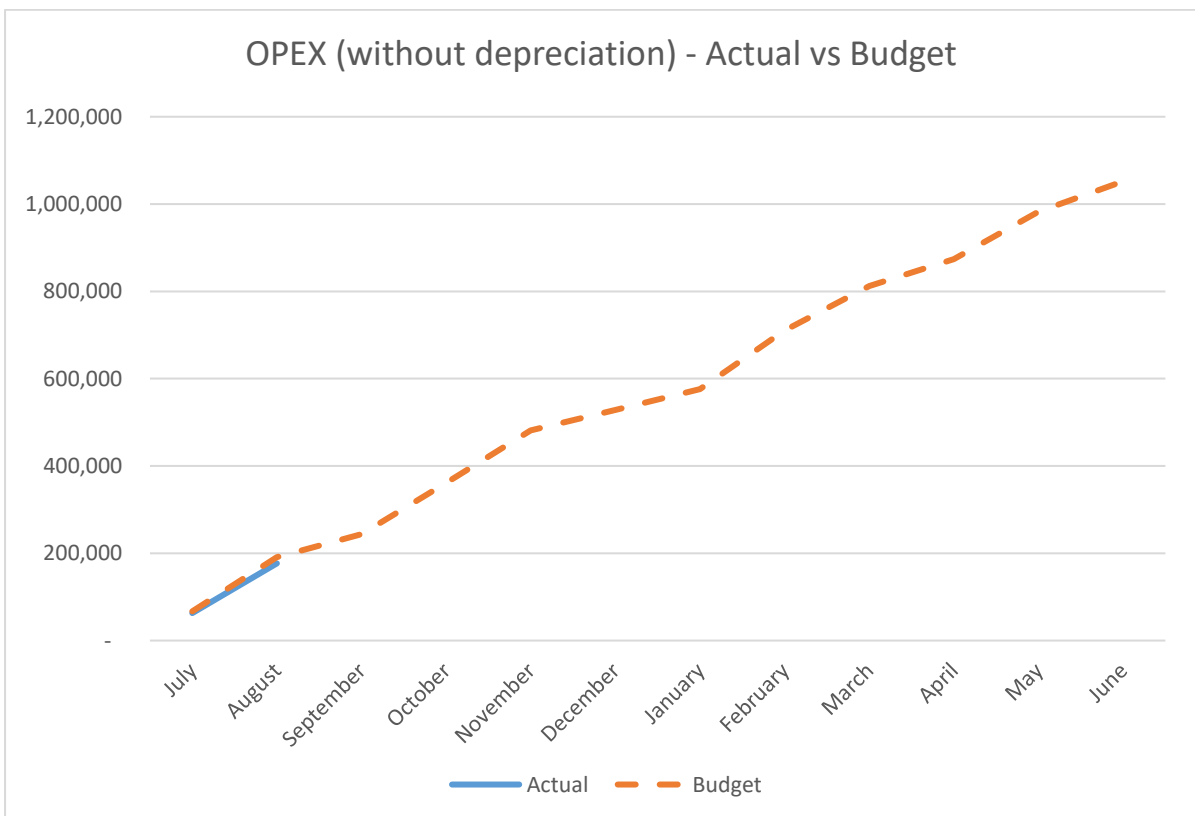


##### Expenditure

The NZTA claim for August was \$154,921.00 which is slightly lower than the average budgeted monthly amount of \$161,177. This shows we are on track as shown on below graphs.



In terms of OPEX spending, August saw an expenditure of \$113,798 closely aligning with the budgeted amount of \$123,789. The Capex spend for July was \$76,780 with majority of this work being footpath renewals.



**Focus Areas for the next 3 months:**

- Completion of Ludstone Road Area Wide Treatments (AWT)
- Vegetation Control
- Maintenance patrols
- Complete unsealed road metalling in Kekerengu and Inland Roads.
- 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**

As previously noted, there exists a backlog of unsealed roads requiring application of additional metal. However, there have been challenges due to high costs associated with transporting metal to some of these roads from existing sources. To address this issue, metal processing has been initiated at Wiffen's and Linton Creeks, enabling us to re-metal the necessary roads in close proximity.

Tenders to produce the maintenance metal have been closed at 4pm Wednesday 23<sup>rd</sup> of August 2023. The work commenced immediately after the contracts have been awarded, with completion targeted for early October.



*Photo 1: Gravel extraction at Linton Creek*



*Photo 2: Kekerengu Valley Road.*

### **Footpath Improvements**

Nigel Ross Contracting has completed the works at Churchill Street, and the section on Beach Road (number 147 to Gillings Lane) is almost complete at the time of preparing this report.

The paths that have been constructed are considered to be very good, but their cost was higher than expected, requiring much of the current years budget allocation to be used to complete the works planned for the previous year.

Despite this it is still proposed to undertake the further footpath improvements that the working group had proposed for the current year, in effect accelerating the expenditure of the 10 year footpath works budget that Council had approved as part of the last LTP.

This financial year footpath programme is to be completed early next year (January – February 2024) and will be as follows:

- Bay View Street (no.28 to no.41)
- Beach Road (Gillings Lane to no.205)
- Esplanade (Brighton Street to Ramsgate Street)



An opportunity to obtain greater 'bang for buck' in the footpath improvement program will hopefully come from our next 3 year block of NZTA funding since it is understood that we are now able to claim subsidy on footpath renewals, which will allow the local share to be stretched much further.

Working group members are also strongly supportive of increased local share funding of footpath improvement in the forthcoming LTP.

#### **Bay Paddock Road Drainage Issue**

A contractor has been engaged to undertake the diversion of stormwater on private property. Once this work is completed repairs will then be carried out on the damaged road shoulders.

#### **Health & Safety and Environmental Issues**

No health and safety or environmental issues were reported this month.

#### **Incident Response**

No Incidents were reported this month.

#### **Asset Management**

No changes from previous report.

#### **Puhi Puhi and Blue Duck Road land slides**

As per previous report.

#### **Clarence Valley Access Project**

Tenders for the design and construction of the bridge closed on 11 September and evaluation is currently underway. It is intended that a decision on the preferred contractor will be made in early October.

Environment Canterbury has advised that Council's application for resource consents for the bridge project will be subject to limited notification, with 5 affected parties given the opportunity to make submissions. It is expected that a decision on the application will be made in November.

The sorting of rocks on a private property for use in the project has been completed, which has provided the required quantity of smaller sizes (typically 300kg to 800kg) indicated to be required. These rocks do however only make up around 40% of the total quantity of rocks indicated to be needed, and other different sources will have to be obtained for the remaining 60% of larger rocks.

#### **IAF Kaikoura Western Developments Project:**

The Area Wide Pavement treatment on Ludstone Road has been partially completed up to the intersection with Mt Fyffe Road. The remainder of the work to Red Swamp Road is now on hold over the winter period and will recommence in September, starting with the drainage works.

The contract for the Shared User Path has started the physical works on site under Kiwirail Bridge 104 and on the embankments with the installation of soil nail. This work will comprise altogether 63 soil nails with shotcrete over the embankments.

The construction of the Shared User Path project has commenced physical work on site, including works under the Kiwirail Bridge 104. This phase involves the installation of 63 soil nails along with the application of shotcrete over the embankments to enable the benching for the footpath.



*Photo 3: Bench excavation under KR104*



*Photo 4: Soil Nail locations marked out on the embankment for KR104*

## **5. 3 WATERS**

### **Central Government Reform**

KDC staff have continued to provide information on operations, assets and finances to the National Transition Unit, and have continued verification of data assembled by the NTU. NTU momentum appears to have reduced in the lead up to the October election.

KDC staff have commenced reviews and updating of KDC's 3W asset management plans. The current KDC versions are dated 2021. Information that was provided to the NTU is also being used for our updating.

### **3 Waters Technical Regulator (Taumata Arowai)**

KDC staff are working with Taumata Arowai staff on a review of the Kaikoura urban water supply source risk management plan and drinking water safety plan.

An independent drinking water assessor has been working on a review of compliance information for all KDC's water schemes, to report to the Auditor General's office. The assessor has requested further information and the report is currently expected in early October.

### **Consenting Issues**

KDC staff and consultants have been working through the agreed action plans that were created in response to the previous abatement notices issued for the wastewater treatment plant. Further wastewater performance information has been provided to ECan. Development of information is under way for replacement resource consents for the wastewater treatment plant site. Stantec's report on their independent technical review of activities at the plant is due 22 September. No major technical concerns have been identified.

The ballpark overall cost estimate for the works and consents required to address the matter raised in the abatement notices, including consultant costs, ECan costs, sampling and testing and physical modifications remains at \$200,000.

Stormwater sampling and testing has been arranged and is now waiting for a significant storm to occur.

## **6. SOLID WASTE**

### **Transfer Station**

The new transformer for supply of power to the Transfer Station is due to be installed on the 21<sup>st</sup> September.

The Transfer Station is now operating and while there were some minor issues with the initial operation these have been largely sorted.

KDC have purchased a Hook Truck for moving the empty and filled capsules around the site. This ensures that full containers are being transported to Kate Vally Landfill, reducing transport costs. The building consent for the new shop area has been issued and construction is underway. Once shop construction is complete, we will look at sealing the remaining unsealed areas.

### **Landfill**

The consultant's report on landfill closure planning has been finalised, and copies have been provided to ECan and IWK. The consultant's recommendations are in line with expectations and the works required for implementation appear relatively modest, but final approval lies with ECan.

## **7. PARKS RESERVES AND PROPERTIES**

Work is continuing in Goochs Beach Playground. A new slide has been ordered along with some new equipment. Council staff are currently producing children's picnic tables from the recycled timber from the Lions walkway at Point Keene. These will be placed in several of the playground areas in the district.

Many of the Old Man Pines will be removed in the coming weeks from behind and above the Trotting Club buildings at the Racecourse. Work to remove gorse and lupins further along the bank towards the South Bay intersection is continuing as time allows.

Work has started on the annual clean-up of the reserves which includes tiding the hedges and grass repairs and weed spaying where required.

The new parking machines for the West End carpark and South Bay slipway have been installed. These machines are much easier to use with the screens much easier to read.

Council staff are working on pricing for the Community court rebuild to identify total funding requirements. This includes sealing, fencing, and lighting.

Corrosion in an area of the roof on the Memorial Hall has created issues which will have a temporary repair completed over the coming month. Because of the extent of corrosion consideration will however need to be given to a possible replacement of the of the main roof in the next few years.



Link Pathway

The Tender for laying 1150 lineal metres of concrete pathway has been awarded and work has started on the sections between Killarney Street and the Esplanade / Torquay Street intersection. Though it has only just commenced, this work appears to be going well.

Tenders for construction of other roadside sections of the link pathway along the Esplanade and Avoca Street and the upgrading of the Esplanade / Torquay Street intersection are being invited from 21 September with a closing date for tenders of 9 October.

Work is also progressing on heritage assessment for the section of pathway along Fyffe Quay.

**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