

**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 4th 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.

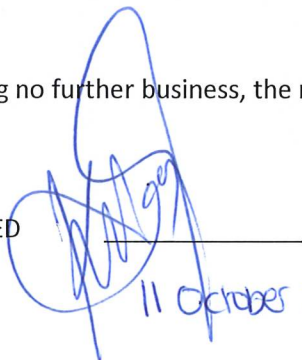
Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

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

CONFIRMED



Chairperson

11 October 2023 Date

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

OPEN ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
	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

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
	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 th August 2023
	Bay Paddock Road – flooding issues	D Clibbery	-	Update provided in the BAU report.