

KAIKŌURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING

Date:	26 April 2023
Time	9.30am
Location	Totara, Council Chambers

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 29 March 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

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON
WEDNESDAY 29 MARCH 2023 AT 9.09 AM AT TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKOURA**

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

IN ATTENDANCE: W Doughty (Chief Executive), D Clibbery (Senior Manager Operations), J Prentice (Roading Engineer), Becky Makin (Executive Officer)

1. **APOLOGIES** Nil
2. **DECLARATIONS OF INTEREST** Nil
3. **CONFIRMATION OF MINUTES AND REVIEW OF ACTION LIST**

3.1 Works & Services Committee meeting minutes dated 22 February 2023

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 22 February 2023, subject to correction “Stormwater overfills in West end” to “Stormwater overfills in Ocean Ridge” (first bullet point under Item 4).*

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

4. **REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted that both actions were closed.

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

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

The CSR reporting has been updated to include the range of matters being referred. Council staff advised that four CSR's have exceeded their timeframes. The CEO will follow up internally on the CSR customer feedback process.

The following verbal updates were provided:

- **Roading Expenditure** – the reseal of Ludstone Road will commence shortly. Council staff predict combined opex and capex will be over budget by \$200k by year-end.
- **Footpaths** – four sections of footpaths will be advertised for tender this week. The outcomes from the Footpath Working Group had been circulated to Elected Members for comment and approval due to the timeframes for progressing work, and responses were received from five Councillors.

Councillor J Diver voiced his objection to being asked for approval via email rather than being brought to meetings.

- Clarence Valley Access update – The Chair referred this part of the discussion to the Council Public Excluded Session due to commercial sensitivities.
- IAF reseal – Green Lane and Red Swamp will be resealed as part of the work, and 60 meters back from intersection.
- Heavy rain has caused damage to Blue Duck and Puhī Puhī Road, works will cost circa \$100k at each location. The Roothing Engineer has approached Waka Kotahi to see if it classifies as emergency work and is eligible for a higher FAR subsidy. The remaining will be funded from KDC’s emergency roading fund.
- Three Waters – heavy rainfall caused issues with the Kincaid Scheme and consideration is being given to an alternative source.
- Link Pathway – Cultural input areas have been identified additional funding may be required for the finishes. Council staff will engage with the Footpath Working Group over the plans.
- Transfer Station completion timeframe remains May 2023.
- The Roothing Engineer is working with ECAN on gravel extraction approvals for the Linton and Wiffin. Councillor T Blunt will include the engineer on his discussions with farmers around building stock banks.
- The contract for sweeping the Norfolk Pines is part of Downers level of service and the pine needles will be getting cleared this week, any issues are to go via the Roothing Engineer.

A query was raised on when the water was last aged. Councillor T Blunt would follow up with the Water Zone Committee. Previous reports from that committee had indicated that the water was slightly younger (**ACTION**).

It was noted that Ludstone Lane is a private lane and not KDC’s responsibility to fix the potholes. Mt Fyffe car park needs repair, this is DOC’s responsibility. The Chief Executive will raise with DOC (**ACTION**).

RESOLUTION

That the Committee receives this report.

Moved: Councillor K Heays

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

There being no further business, the meeting closed at 9.47am

CONFIRMED

Chairperson

Date

**WORKS & SERVICES COMMITTEE
ACTIONS ITEMS AS AT 20 APRIL 2023**

OPEN ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
1	Follow up with WaterZone Committee when water was last aged	T Blunt / B Makin	-	Next Committee meeting on 28/04/2023

CLOSED ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
	Mt Fyffe car park – raise with DOC	W Doughty	-	Raised at DOC Management Meeting on 05/04/23 – with DOC to look into

Report to:	Works and Services Committee
Date:	26 April 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
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

THAT the Council receives this report.

3. GENERAL

The W&S team continues to be very busy, with a number of significant projects, demands associated with the water reforms and the Technical Services Manager away on maternity leave.

Recorded customer service requests and applications for the last month are shown in the tables below. As at 14 April only 11 of these requests remained live, and none were overdue for completion. This reflects a continuing trend of improved performance in this area.

Period 18 March to 14 April 2023				Currently All Open
Type	Subtype	Routine	Urgent	
Harbour	Damaged or Dangerous Slipway Surface	1		
Property	Pensioner Flats	1		
Reserves	Cemetery Mowing & Maintenance	1		
Reserves	Reserves - miscellaneous	1		
Reserves	Walkways Maintenance	1		
Roads	Abandoned Vehicle	1		
Roads	Feedback/Suggested Improvement-Roading	2		2
Road	Maintenance Improvement Roads			1
Roads	Illegal Parking	1		
Roads	Pothole/Poor Road Surface	5		
Roads	Road Flooding / Drains Blocked			1
Roads	Roading Sign/Marking Maintenance	1		
Roads	Vegetation	1		3
Stormwater	Blocked Drain	1		1
Stormwater	Feedback/Suggested			2
Streetlights	Streetlight - Light Out	1		
Toilets	Feedback/Suggested Improvement-Toilets	1		
Waste	Rubbish Lying Around	3		
Water	Feedback/Suggested			1
Water	Low Water Pressure		1	
Water	Water Connection Issue or Enquiry	1		
Water	Water Leak	7		
	Total	30	1	11

W&S Applications	Approved
Traffic Management Plans	2
Overweight Permits	31
Before U Dig Permits	12
Vehicle Crossing	4
3 Water Connections	2

4. ROADING

Road Maintenance Contract

March has seen more signage renewals and replacements around the district along with sealed pavement maintenance along Mt Fyffe Road as part of the approved programme of works.

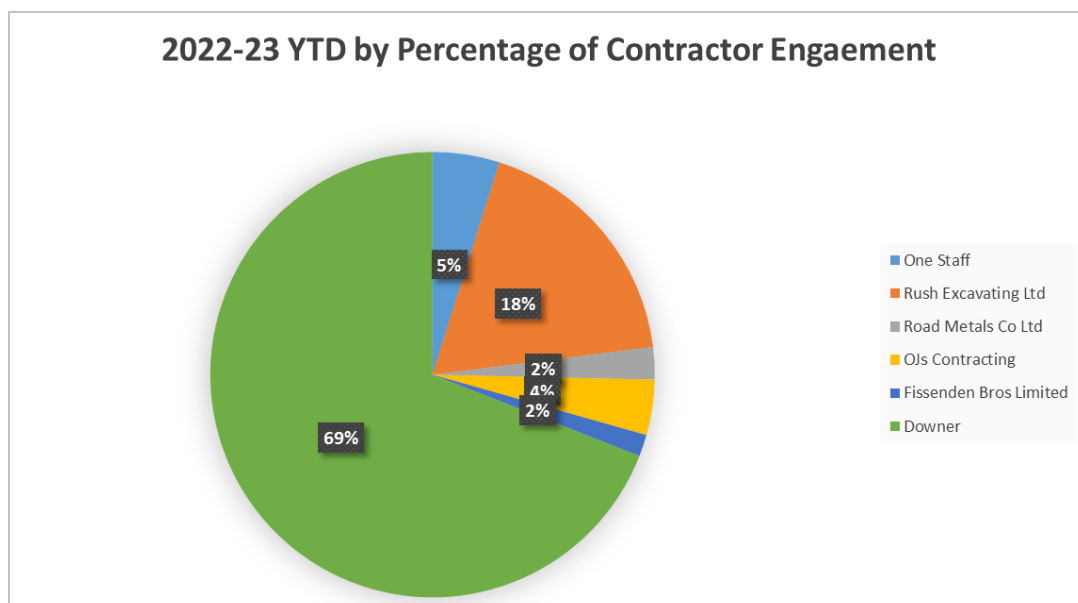
The Jordan Stream ford on Puhī Puhī Road was rebuilt after a recent heavy rain event washed it out. The largest rocks from the surrounding area have been used in an attempt to provide a more resilient structure.

The other main work activities undertaken in March were:

- Routine maintenance – potholes, edge break, sign replacements, detritus pickup, rubbish pickup
- Continued signage replacement works - (this was based off the night time signage audit)
- Stabilisation patches along Mt Fyffe Road



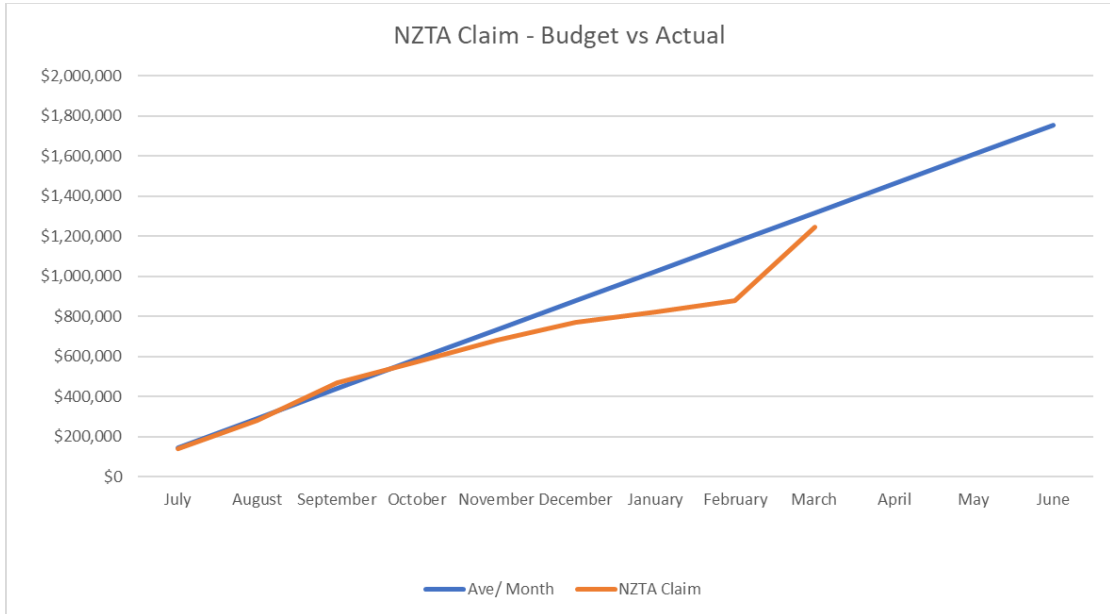
Allocation of contractor engagement for the financial year to March 2023 is shown in the following chart. The total year to date market share after March's work for Downer is at 69% for the 2022 to 2023 period.



Expenditure

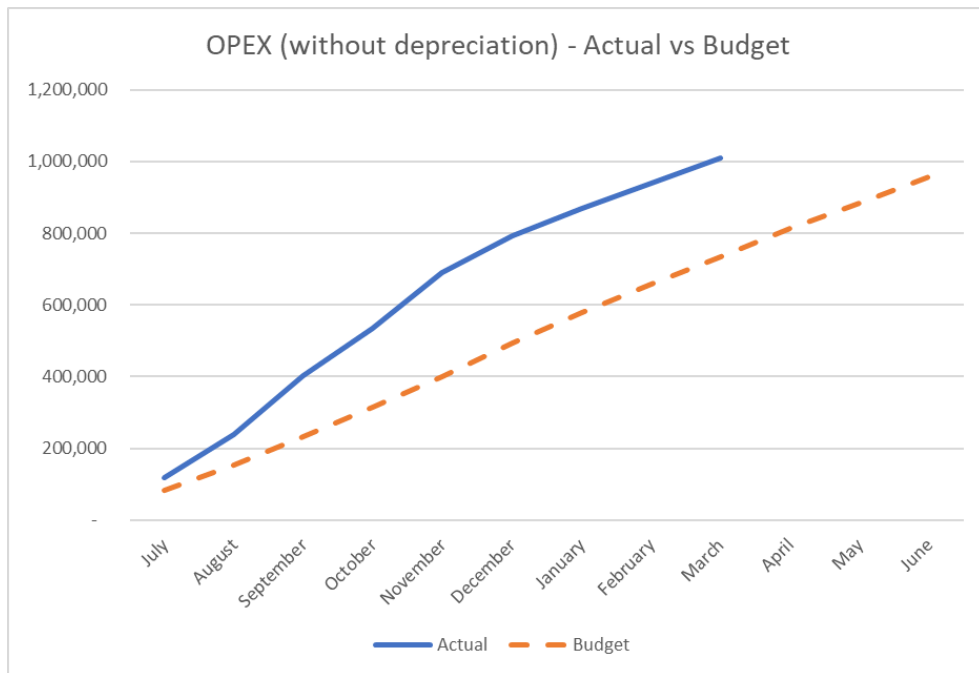
The NZTA claim for March was \$365,488, which is much higher than the expected average budgeted monthly amount of \$146,117 due to the inclusion of HEB’s claim from the reseal programme.

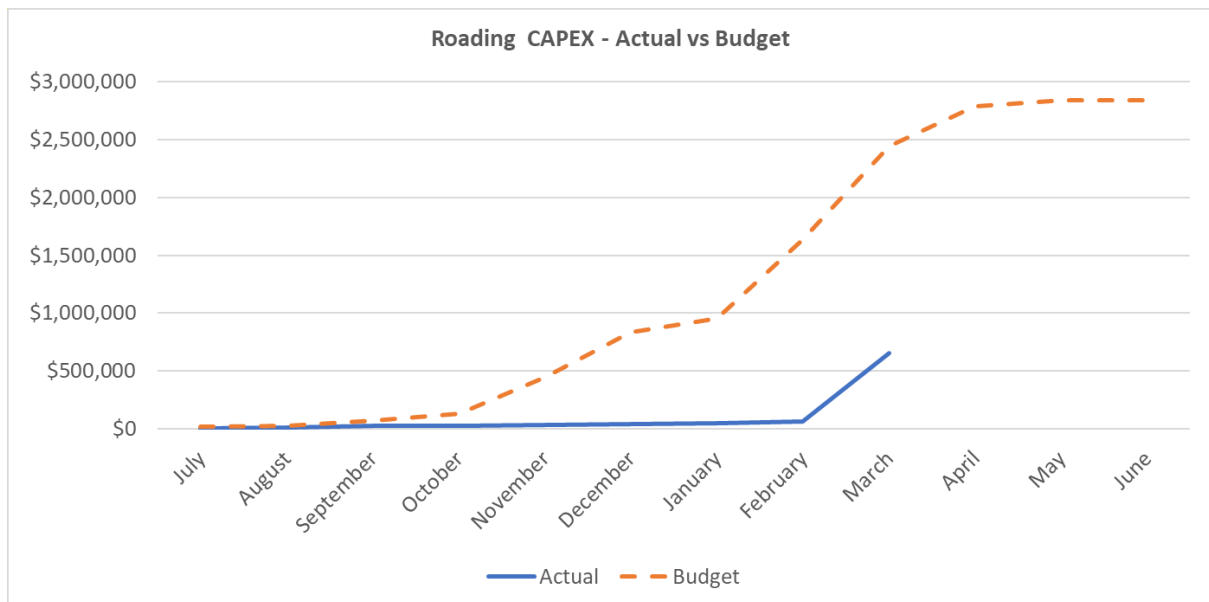
The graph below shows the cumulative year to date NZTA claim against budget. As can be seen this more substantial monthly claim for March has brought the overall year’s claim close to the projection.



Opex and Capex for the year to date are shown in the following graphs. Expenditure continues to follow the previous trend, with Opex remaining elevated due to high expense at the start of the year and Capex low, but expected to rise quickly during the remainder of the financial year as the Ludstone Road pavement rehabilitation and footpath works occur.

It had been hoped that Opex might have been brought more closely in line with budget as the year progressed, but the unusually wet weather has contributed to an ongoing need for maintenance works.





Focus Areas for the next 3 months:

- Sign renewal and replacements
- Pavement repairs – Yarmouth and Killarney Streets
- Unsealed road metalling (worst areas)
- Area wide pavement treatment for Ludstone Road
- Continuing grading and vegetation control
- Linemarking – remark of faded areas

Metalling of Unsealed Roads

As noted previously there is a backlog of unsealed roads requiring application of additional metal, but there have been challenges due to high costs associated with transporting metal to some of these roads from existing sources.

The current plan is to spend most of this year’s remaining budget allocation for unsealed road metalling on developing new stockpiles of metal at the Linton Creeks and Wiffens (Kekerengu) Bridges and applying this metal to the roads in the new financial year.

A limited quantity of metal from existing sources is however to be applied shortly to the worst sections of road to hold them over the winter.

Footpath Improvements

Tenders have been invited for first year of the programmed works. These tenders close on the 26th of April and will help gauge how much work can be done within the allocated budget.

The works are as follows:

- Beach Road number 147 to Gillings lane (250m)
- Esplanade – Margate to Ramsgate (230m)
- Churchill St East side new path (190m)
- Kiwi Street (West Side) (120 m)

Downer are also to conduct some repairs of existing footpaths, in particular on southern sections of Beach Road

Health & Safety and Environmental Issues

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

Puhi Puhi and Blue Duck Road drop outs

The slip under the road at Puhi Puhi has further slumped increasing the urgency of getting repairs completed.



The picture on the left is from the 5th of April 2023 and the photo on the right is from the 9th of April. There has been a loss of a little more of the road and cracks are present which suggest that further losses of width may shortly occur.

Further investigation has indicated that the costs of repairs may be significantly higher than was at first estimated because of the considerable heights of the slip faces, with Puhi Puhi Road being 27 metres above the river at the slip location, hence requiring very substantial earthworks.

Talks are under way between ECan and Waka Kotahi around consenting and funding for these works.

Clarence Valley Access Project

Discussions are continuing between KDC staff and consultants with ECan in respect of the consenting challenges, and there is increasing concern regarding the effect that the associated delays may have on the project.

Infrastructure Acceleration Fund Project

The area wide pavement treatment on Ludstone Road has now commenced starting with the drainage works. The roading contractor started later than was planned but is confident in being finished by mid May.

A tender document has been prepared for the path works, but awarding of these works remains dependent on the outcome of the consenting process for the Vicarage Views subdivision.

5. THREE WATERS

Central Government Reform

Government announced a number of changes to their 3 Water Reform programme on 13 April.

An increase from 4 to 10 regional entities was announced. Kaikōura would become a small part of a 14 Council Canterbury entity, with that entity having a significant overall forward workload and increased costs. The economies of scale promised earlier by the Government would not be fully realised.

The Government withdrew the second part of the short term “better off” funding package. This would however have been funded by entity borrowing, then eventually repaid by increased water charges.

The 13 April changes also included an extension of the “go live” date for the entities from 1 July 2024 to as late as 2026. This will mean Council having to consider an additional two years’ asset ownership, planning, operations and funding as part of the long-term plan and annual plans. KDC staff are working with the IWK 3 Waters team to develop programmes of essential and high priority works for the next two to three years.

Although the planned entity “go live” date was extended, the pace of actions for the National Transition Unit has not slowed and KDC staff have continued their provision of information on operations, assets and finances. Hurunui DC staff, who provide shared IT support to KDC, are assisting with the transfer of KDC’s geospatial data.

3 Waters Technical Regulator (Taumata Arowai)

Information was provided to Taumata Arowai in March to support lifting of the long-standing boil water notice on the East Coast scheme, and approval has now been received to do, meaning that such notices now no longer remain on any of our water supplies.

Comments are however still awaited from Taumata Arowai on the draft water supply source risk management plans and drinking water safety plans that were lodged by KDC in November 2020.

Water Quality and Quantity

There have not been any significant wet weather events since the March report. All water supply schemes have continued to provide water in compliance with the Taumata Arowai quality assurance rules, as demonstrated by independent sampling and testing.

Daily flow volumes are reducing as expected with the onset of autumn weather and reduced garden irrigation. Flow through the urban scheme Mackles treatment plant peaked at 5,000 cubic metres/day in February. The flow had reduced to 2,600 cubic metres/day by mid-April, close to the typical winter low of 2,200.

Water supply was shut down to approximately 50 households on Churchill Street and in Whitby Place for approximately 3 hours on 20 March, for repair of a leak on an asbestos cement (‘AC’) main connected to the Fords reservoirs. The root cause was failure of a rubber seal ring in a pipe joint. Increasing numbers of bursts caused by leaching out of the cement have been common elsewhere, but Kaikōura’s water and ground conditions do not appear to cause significant leaching. The joint ring failure was typical of failures that have occurred about one to two times a year since the 2016 earthquake repairs were completed. That failure rate may increase slowly over the next few years, but it appears that replacement of these pipes is less urgent than was previously believed, and some further deferral of these replacements may be appropriate.

Kincaid water source options were reviewed on site with the scheme committee. Groundwater is unlikely to be a suitable replacement for the present Waimangarara gallery (under river) source. The current most promising option is to rebuild the gallery downstream rock bund for greater resistance to flood flows. Treatment option investigations have continued with equipment suppliers. The aim is full compliance with the Taumata Arowai quality assurance rules, including after rainstorms, to limit supply outages. A higher powered ultraviolet light disinfection unit that can treat more turbid water is one option. The ballpark cost estimate for that and associated instrumentation is \$120,000. Feasibility will be confirmed by testing water after the next significant storm.

IWK's completion of GPS surveys of supply restrictors have been on hold pending updating of software by the suppliers of KDC's GPS unit. As noted earlier, the surveys will show variances between observed restrictors and council records, including unauthorised connections, and corrections will need to be made. Customers will be advised of the consequences, including costs, of any further unauthorised changes.

Stormwater

As noted earlier, there were no significant storms since the last report. A targeted investigation is under way on the pit (sump) and swale systems in Ocean Ridge, with a particular objective being to address surface flooding issues at the end of Swyncombe Place.

Development Planning

Advice was provided in relation to 3 waters aspects of the Vicarage Views subdivision resource consent application and on other smaller applications.

KDC's Infrastructure Acceleration Fund work stream has a developer-funded 3 waters component related to providing for the effects of the planned Ocean Ridge and Vicarage Views developments on KDC's water, wastewater and stormwater systems. An investigation brief was developed by KDC staff along with the developer's adviser and the consulting firm Stantec, who have substantial network knowledge from their earthquake rebuild work. A fee offer was negotiated and KDC information is being assembled for a May start.

Customer Service and Work Tracking

Auditable 3 waters customer service request (CSR) and complaints tracking is required by KDC and IWK for reporting against their key performance indicators. Auditable work tracking is required to support IWK's invoicing to KDC. These tracking requirements rely on information from multiple sources. Those sources include calls and visits to KDC during normal hours, calls to IWK 24/7, alarms and other information 24/7 from the three telemetry systems to KDC and IWK staff, and KDC and IWK staff to staff communications. IWK has to generate a job sheet for every job as an auditable basis for invoicing. A combination of the KDC CSR system and the ADAPT asset management work order package has been tried. That combination did not have the capacity to provide the required tracking and invoice support and was subject to ongoing IT connectivity issues. A simpler shared spreadsheet-based system is now being developed between KDC and IWK, with advice from Audit NZ. The ADAPT system is likely to still be required for transfer of asset management information to the geospatial database.

Focus areas for next three months

- Continued involvement with the National Transition Unit for three waters reform
- Completion of the 2022/3 capital works identified in the annual plan, which include renewals of sections of water main on Beach Road, replacing the reservoir roof at Ocean Ridge, replacing wastewater chambers at South Bay, replacing the pump variable speed drives at the Mackles supply and installing a chlorine analyser at the Peketa treatment plant
- Obtaining reliable information against which key performance indicators can be assessed
- Completion of flow restrictor surveys and updating of associated rating records
- Support for development planning

6. PARKS AND RESERVES

The Racecourse corner will have the old man pine stumps ground down next month and prices are being sought for the removal of some of the pines overhanging the track down to the Racecourse from SH 1. Maintenance on all the reserves and Playgrounds has been a focus of both the Parks and reserves contractor and KDC staff with the district expecting many visitors over the long weekends. General maintenance on all community buildings continues with no major works planned.



Link Pathway

A contract to refurbish and widen the 450 metre length of existing timber boardwalk between Jimmy Armers Beach and Point Kean went out to tender on 20 April as a first stage of physical works for this project. Current timber surfaces are being replaced with a composite grating and the walkway is being widened to 1.8 metres from the current 1.0 metre.

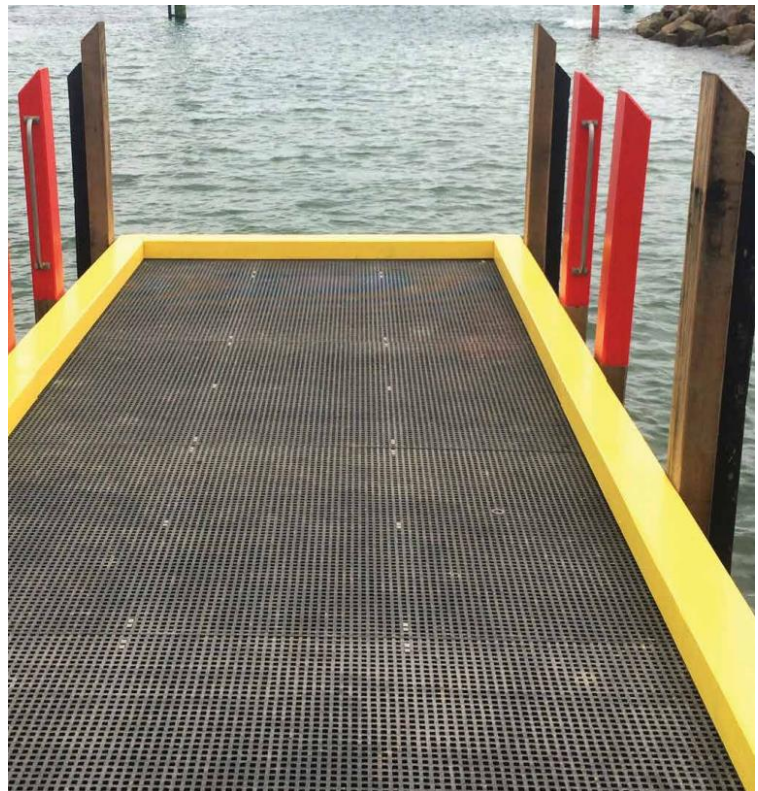


Current boardwalk above and example of GratEX below. Our use will have plain timber rather than yellow edges.

A contract for sealing of the lookout area has also been awarded and works are expected to commence in late April. Work on Dempseys track also continues as weather permits.

A short trial section of path with sections of different surface types including asphalt, two colours of concrete and Jakmat filled with different materials will very shortly be constructed adjacent to the Esplanade, the primary purpose of which will be for Council to obtain feedback from the public in respect of their preferred form of surface for the long stretches of path that are to be constructed between the Memorial Gardens and Avoca Street.

It is considered essential that there is a high level of public satisfaction with the chosen surface before construction of the main sections of the pathway commences.



7. COUNCIL BUILDINGS AND FACILITIES

The long-awaited sealing of the Pensioner common parking area will start in the coming weeks. This was possible with the help of the first tranche of Better Off funding. Audits of the pensioner units have been completed by the Councils Community Development Coordinator which identified some minor repairs needed. All identified issues will be dealt with over the coming weeks.

Future leased sites have been marked out at the Airfield with a number of enquires received from possible tenants.

With FENZ relocating their rural fire equipment to their new building, Council's works team has reclaimed use of the fire shed at the Tar Depot, which was much needed as a replacement for the very dilapidated shed that this team has previously operated from.

Quotes have been received for upgrading of the West End and Beach Road public toilets, and for the construction of a toilet in Churchill Park.

8. SOLID WASTE

Transfer Station

Work on the new Transfer Station is continuing with the top concrete slab being poured in the coming week. Boxing for the lower slab will get underway as soon as the top is completed. This will enable the setup of the compactor and the smaller weighbridge that the container unit sits on. Quotes have been received and a contract awarded for sealing of the access road and work will begin shortly.

It is currently expected that the transfer station will become functional in May.



Landfill Closure

A specialist consultant has been engaged to prepare a final closure plan for the Kaikōura landfill site, and additional data, in particular a topographic survey of the site, is currently being sought to support this.

Resource Consents

Environment Canterbury has raised a number of concerns regarding potential non-compliance with resource consent conditions for the landfill and resource recovery centre sites following a visit by their staff in March.

Most of the issues raised are considered to be most practically addressed as part of the site reconfiguration and landfill closure process and are matters that had not previously been raised by

ECan, even though they would have been in place during previous ECan inspection visits.

Efforts will however be made to promptly address some of these issues.

9. COMMUNITY OUTCOMES 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