

**KAIKŌURA DISTRICT COUNCIL  
WORKS AND SERVICES COMMITTEE MEETING**

<b>Date:</b>	25 September 2024
<b>Time</b>	9.30 am
<b>Location</b>	Totara, Council Chambers

**AGENDA**

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 28 August 2024 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 28 AUGUST 2024 AT 9.00 AM AT TOTARA, COUNCIL CHAMBERS, 96  
WEST END, KAIKOURA**

**PRESENT:** Councillor K Heays (Chair), Mayor C Mackle, Councillor V Gulleford (by MS Teams), Councillor T Blunt, Councillor J Diver

**IN ATTENDANCE:** W Doughty (Chief Executive Officer), P Kearney (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), B Makin (Executive Officer-Minutes)

**KARAKIA**

**1. APOLOGIES**

Apologies were received from Councillor R Roche and Deputy Mayor J Howden.

Moved: Councillor K Heays

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

**2. DECLARATIONS OF INTEREST Nil**

**3. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 31 July 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 31 July 2024*

Moved: Councillor T Blunt

Seconded: Councillor J Diver

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted.

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

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

Council staff provided an update on the NZTA footpath subsidy applied for. NZTA have indicated funding of one third the requested amount, \$252k over three years. Once the NZTA board has confirmed their final decision a report will be brought to the council on options available. The Roothing Engineer will be in contact with the footpath working group to discuss the prioritised programme.

It was brought to the council staff's attention that the standard of the footpaths on Whitby Place and Churchill Street needs attention, they are lifting and not level. Council staff will investigate (**ACTION**). The footpath on Whitby Place was not part of the footpath programme and because leftover asphalt was used to make the path, there was no significant cost to the Council.

Council staff would confirm where the gravel for the road is being sourced from by the roading contractor (**ACTION**). Councillor T Blunt suggested that Road Metals is approached to utilise the shingle in the Kowhai.

The Waiiau Toa/Clarence River access was highlighted on page 8 of the Agenda. A request to increase the budget and sunset clause is likely following discussions with NZTA. Council staff are looking to bring a report at the September Council meeting.

It was confirmed that the unsealed roads will be re-graveled in Spring. The tender was awarded yesterday, and the contractor is providing a work programme. The Mayor had received compliments from the public on the roads that have been re-shingled. Council staff have not planned on installing any more plastic roadside markings other than replacing those broken or at culverts.

**RESOLUTION**

*That the Committee receives this report for information.*

Moved: Councillor L Bond  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

**7. CLOSE OF MEETING**

There being no further business, the meeting closed at 9.20am.

CONFIRMED \_\_\_\_\_ Chairperson

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 19 SEPTEMBER 2024**

**OPEN ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	Provide chlorine sample results	D Clibbery/ Councillor J Diver	Ongoing	Councillor J Diver and D Clibbery to discuss.
2	Put programme together of 4-5 projects for Scouts visit for easter 2025	W Doughty/ D Clibbery	Easter 2025	M Russell looking at opportunities.
3	Whitby Place/Churchill Street footpaths lifting/not level	O Joensuu	September 2024	Update to be provided at meeting
4	Confirm where the gravel is being sourced from by the roading contractor	O Joensuu	September 2024	Update to be provided at meeting

UNCONFIRMED

<b>Report to:</b>	<b>Works and Services Committee</b>
<b>Date:</b>	25 September 2024
<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 – Roothing Engineer M Way – Works & Services 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

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 of 15<sup>th</sup> September, 2 of these requests remained live for further action. The urgent requests had been completed and closed at the time of preparing this report.

Period 19 August to 15 September 2024			Currently Open
Type Subtype	Routine	Urgent	
Footpaths \ Feedback/Suggested Improvement-Footpaths	1		
Footpaths \ Maintenance/Safety Improvement-Footpaths	1		
Property \ Pensioner Flats	2		
Reserves \ Cemetery - general enquiry	3		
Reserves \ Reserves - miscellaneous	2		
Reserves \ Reserves Mowing	1		
Roads \ Feedback/Suggested Improvement-Roothing	6		
Roads \ Maintenance Improvement Roads	1		
Roads \ Road Flooding / Drains Blocked	1		1
Roads \ Speak to a Roothing Engineer/ Manager	6		1
Streetlights \ Streetlight - Light Out	1		
Toilets \ Toilets Not Clean	1		
Water \ Water Connection Issue or Enquiry	4		
Water \ Water Leak	3	1	
<b>Total</b>	<b>33</b>	<b>1</b>	<b>2</b>

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

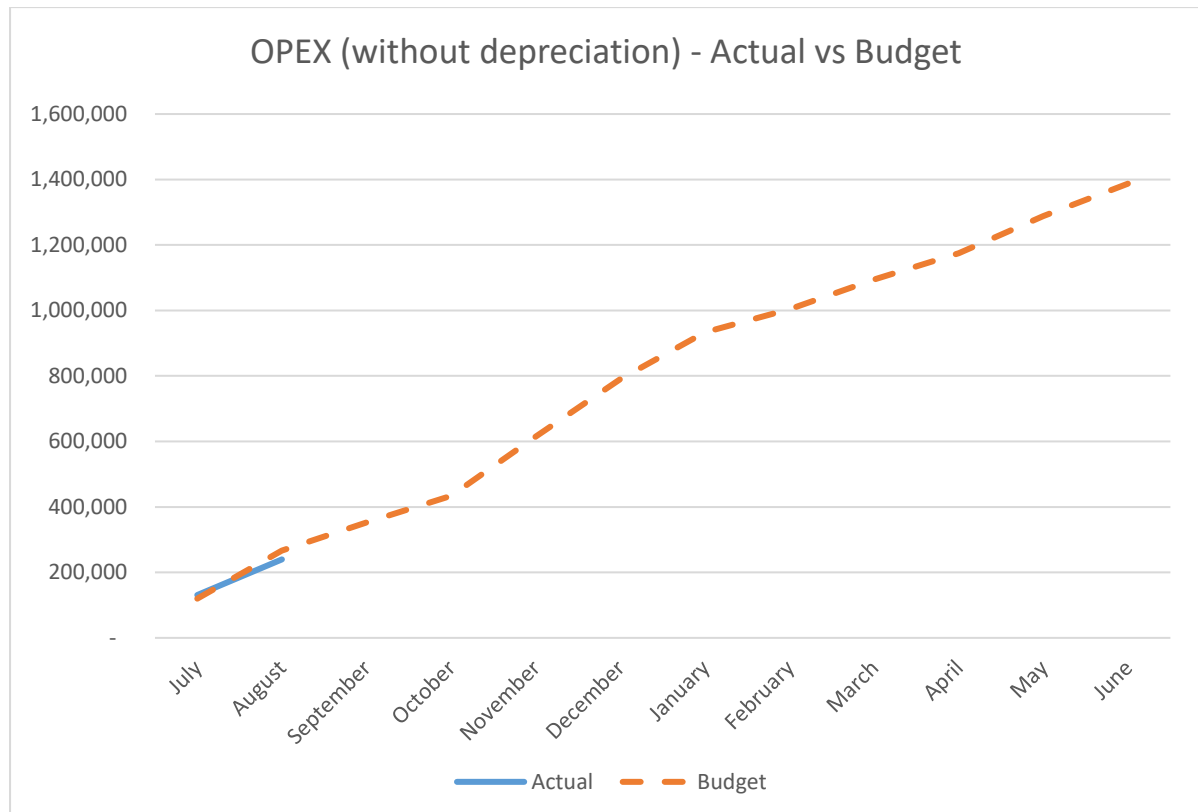
#### 4. ROADING

##### Road Maintenance Contract

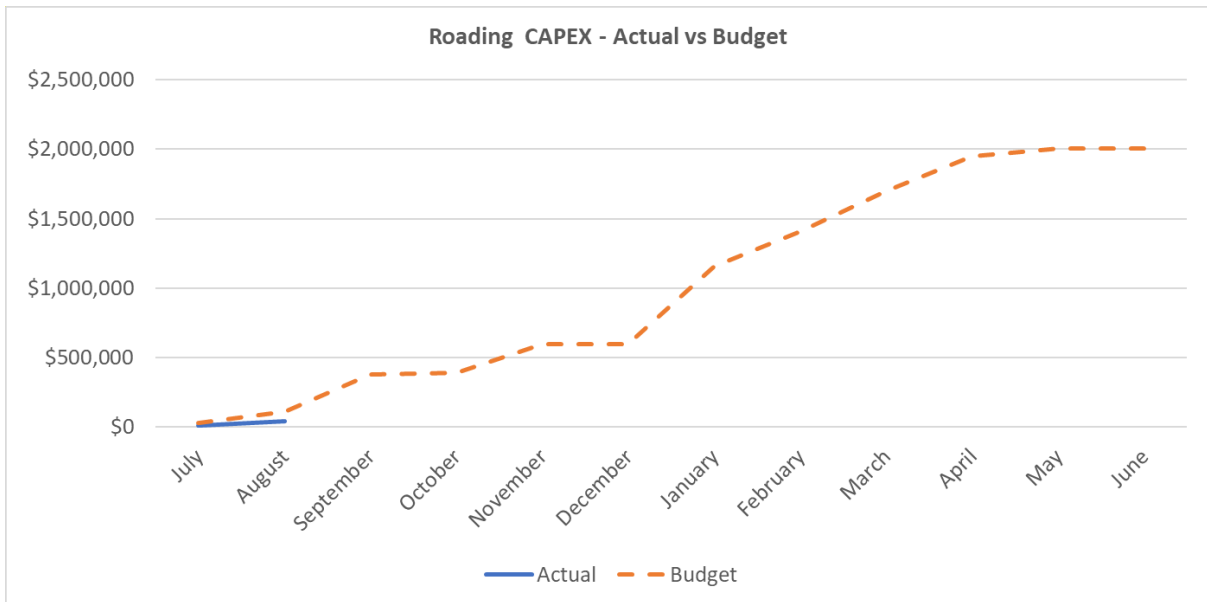
August was a cooler month with works being focused towards drainage and unsealed road maintenance. There was spot metalling completed at Clarence and Kekerengu plus shoulder and swale clearing at Postman's, Mt Fyffe and Rorrison's Road.

##### Expenditure

The monthly OPEX spend amounted to \$108,868 which was lower than the forecasted spend of \$146,711. We will continue to use Downers updated forecast to predict the OPEX spend throughout the year.



Total CAPEX spend for August amounted to \$41,040, which is below the budgeted figure of \$80,000. This variance is primarily due to the planned metalling work at Clarence using less material than anticipated. Wet weather conditions prevented trucking operations, limiting the amount of material delivered to the site. The remaining work is scheduled to be completed in the coming months as weather conditions improve.



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

- Pre-seal repairs programming for next year’s reseal sites.
- Maintenance patrols
- Continuing grading and spot metaling
- Unsealed road renewals
- Pavement renewal programme – Mt Fyffe Road
- Reseal programme
- Avoca St drainage renewals
- Continue 3 months rolling programme

**Footpath Improvements**

The next three-year footpath renewal programme is to be agreed with the Footpath Improvement Working Group. This year’s footpath renewal programme is scheduled to be completed first quarter of the next calendar year.

The subsidy budget for footpath renewals from NZTA has come in significantly lower than expected. KDC had requested a total of \$944,000 for the next three years (FY 2024-2027), including maintenance and renewals. However, we have unfortunately received only \$252,000, which represents a substantial 73% reduction from the requested amount.

Given the need for footpath renewal work and the apparent support for such work from the community it is suggested that the previously proposed extent of the renewal program is retained, with the shortfall in NZTA subsidy being compensated by a corresponding increase of local share funding. This is discussed further in a separate report.

**Health & Safety and Environmental Issues**

Health & Safety has been monitored on site with the Link Pathway project concrete wall construction with the new contractor. It was observed that the site lacked compliant traffic management, leading pedestrians to navigate through the active work area and along the life lane in conjunction with ongoing construction activities. Workers were observed frequently accessing the life lane directly from the busy road without adequate safety precautions. This issue was addressed with the main contractors. However, it was noted that they have yet to implement compliant traffic management and have not submitted a plan for approval specific to this project. As a precautionary measure, all work within the road corridor has been halted until satisfactory traffic management protocols are established and additional on-site safety measures are implemented.

### **Killarney footpath**

The project is now complete and fully operational.



### **Swan Creek Bridge**

Swan Creek Bridge has once again sustained damage from a vehicle collision. A police report has been filed, and all repair works related to the incident will be cost recoverable.

Repairs are currently underway to realign the recently replaced section of the bridge rail and straighten the remaining rail. Additionally, recent line marking has been installed as a preventative measure to mitigate future collisions. Further investigation is being conducted into the potential replacement of the current rail system with a guard rail for enhanced safety.





### **Hawthorne Overlay**

As of the date of this report, Downer has completed the sealing of driveways and the topsoiling of the shoulders at the site. Some areas of rutting and a pothole have been observed, which will require repair prior to the second coat reseal. The rutting is likely a result of carrying out the work during the wet weather period, which has contributed to the weakening of the underlying surface and reduced compaction effectiveness. These areas are being closely monitored, and repairs will be completed before proceeding with the second coat reseal.

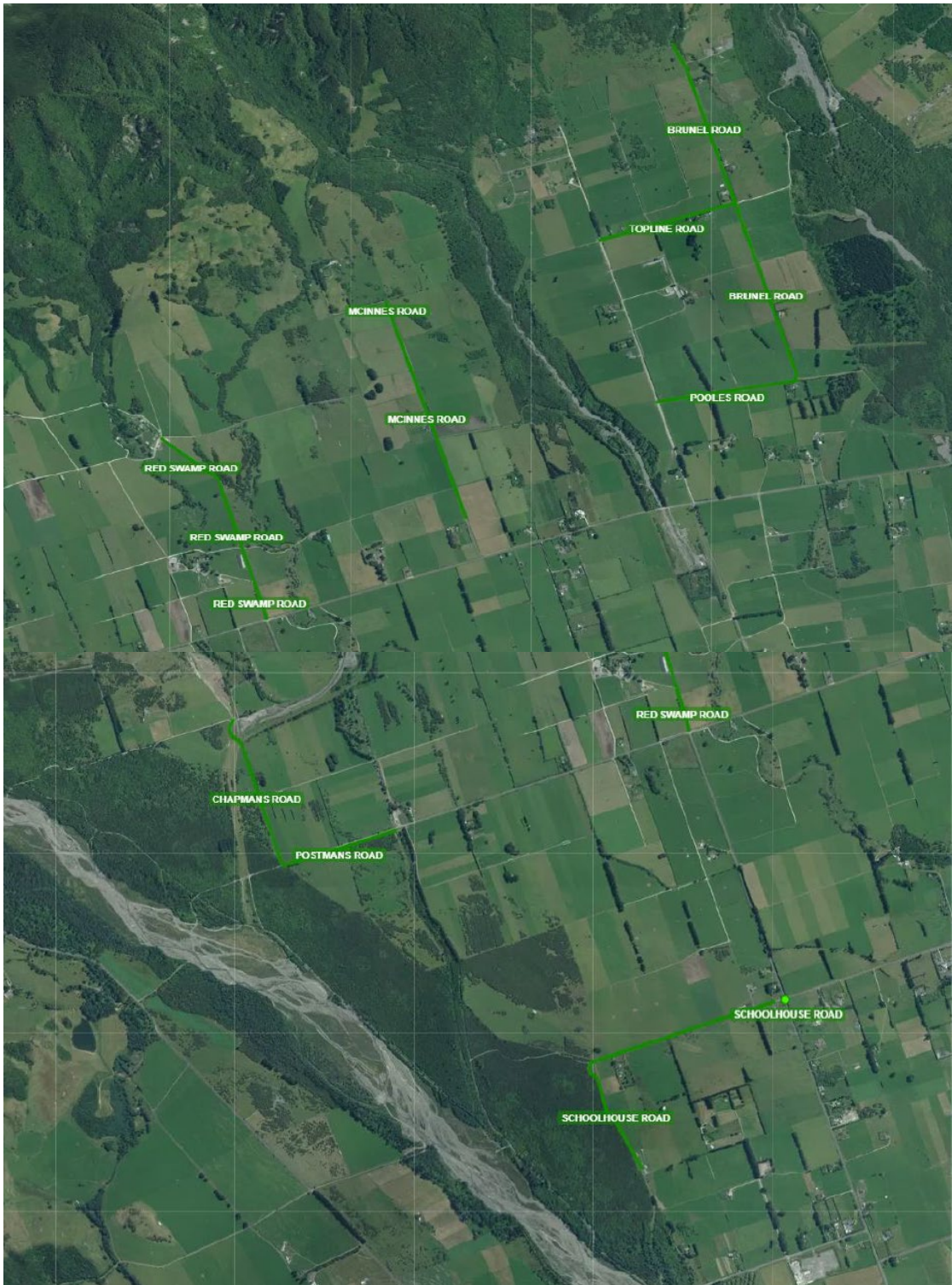


### **Unsealed Road renewals**

Nigel Ross was the successful tenderer for the unsealed pavement renewal contract. He is programmed to have the works completed by the end of September. The contractor has completed a door knock letting the effect residents know the plan for the works. In accordance with the programme for this years unsealed road renewals, the following roads are scheduled for completion:

- BRUNELLS ROAD
- CHAPMANS ROAD
- MCINNES ROAD
- POOLES ROAD
- POSTMANS ROAD
- RED SWAMP ROAD
- SCHOOLHOUSE ROAD
- TOPLINE ROAD
- CLARENCE VALLEY ROAD (completed by Downer)
- SILVER SPRING (completed by Downer)

The proposed renewal sections are shown on the following plans.



### **Waiiau Toa/Clarence River Access Project**

With the estimated cost for the revised form of the project exceeding the budget previously approved by NZTA there has been discussion with the agency regarding the way forward.

NZTA have indicated that KDC should make application to the agency for an increase of the approved budget and an extension of the sunset date for this funding. This application will be referred to the NZTA Board for a decision, which may not be made until early November.

There is no certainty that Council's application will be approved, but the agency has however given approval for work towards the acquisition of the necessary resource consents and land to continue in the interim.

### **Jordan Stream Bridge**

The temporary bailey bridge is in place and functioning well. Further exploration of long-term stream crossing options now needs to be undertaken.

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

The contractor has finished with the physical works of the Shared User Path construction (SP2) on Ludstone Road (from SH1 to St. Joseph School crossing). The footpath is now completed. The car parks outside the bowls club have been re-marked at the correct angle.

Procurement has begun to prepare a road and bridge design for access over the Main North Line (MNL) from Greenlane to Ocean Ridge residential development.

Capacity upgrading requirements in respect of wastewater and water supply for the Vicarage Views and Ocean Ridge developments have been identified and is being referred the IAF governance group for approval.



## **5. 3 WATERS**

### **Local Water Done Well**

A new 3 waters technician role has been created and filled by a suitably experienced local person.

This, together with technical support from Waimakariri District Council, is intended to ensure that Council's water services continue to operate effectively following the forthcoming departure of Council's 3 Waters Engineer, Bruce Apperley, until some form of alternative delivery arrangement is implemented under central government's Local Waters Done Well program, which will probably occur sometime next year

### **Taumata Arowai**

Drinking water safety plans are to be updated before end December 2024. At this stage staff resources are expected to allow for that to be done inhouse.

### **Environment Canterbury**

ECan lodged four abatement notices with KDC in June 2023.



KDC action on one, for stormwater, has been completed subject to ECan signoff.

Progress has continued on resolving the three notices related to the wastewater treatment plant (WWTP) and work is on schedule for KDC to make applications for new site wide WWTP consents by end November 2024. KDC, IWK and Food and Health Services are continuing to gather supporting data.

The new oxidation pond aerator (see below) has improved the pond's performance and made it more consistent, increasing the likelihood of getting consents with suitable site-specific conditions.

### **Water Supplies**

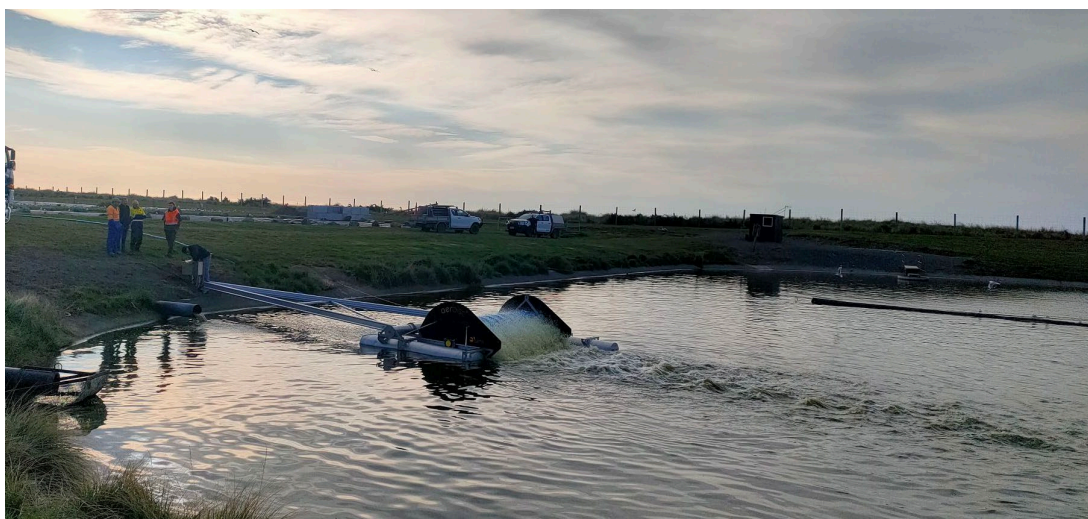
Water supply schemes have generally continued to provide water quality and continuity in compliance with quality assurance rules.

Ultra violet light reactor performance at Fernleigh gradually degrades as iron compounds in the raw water discolour the sleeves around the UV light tubes. Additional valves are being added to simplify maintenance cleaning, as part of the 3 waters 2024-25 capital works program.

### **Wastewater Operations**

A new disc aerator was installed at the inlet of the oxidation pond (see image below) as part of the 3 waters 2024-25 capital works program. This 7.5kW unit has double the efficiency of the previous 4.6 kW machine.

The smaller, much less efficient, 3.3 kW bubble aerator has been turned off and held in reserve. The net result is almost double the aeration with reduced power consumption, and more consistent dissolved oxygen readings at the pond outlet. A dissolved oxygen consent condition is expected as part of the new resource consents.



### **Wastewater treatment plant Aerdisc aerator**

One third of the approximately 40 initial trade waste consent familiarisation visits have now been carried out. Responses have generally been positive.

### **Stormwater**

No significant rainfall events occurred since the last report.

### **Development Planning**

Advice has continued to be provided on 3 waters aspects of resource consent and building consent applications, including a draft application by the developer for the Ocean Ridge Ingles Drive Highgate subdivision.

### **2024-25 Capital Works Programme**

After a competitive bidding process a contract is being let to IWK for replacement of 575m of asbestos cement water main on Takahanga Terrace between Deal St and Torquay St. KDC and IWK staff have almost completed defining multiple work streams of minor replacements and upgrading works.

### **Focus areas for next three months.**

- Continuing the abatement action plans and consent applications
- Continuing the 2024-25 capital works programme
- Ongoing support for development planning
- Developing a technical support package with Waimakariri District Council

### **Parks and Reserves**

The extra seasonal maintenance work has started in preparation for the coming summer season with KDC staff spending a lot of time spraying gorse and lupin in several areas around the district. The two piles of slash from the tree removal above the Racecourse will be removed in the second week of October. The remainder of the picnic tables around town will also be water blasted and re-stained.

### **Airport**

Interest in and the signing of lease by a new private tenant that intends building a hanger on the airfield site will trigger a Part 157 application to the CAA. The Part 157 requirement is due to the addition of a building to the Airfield.

A new lease has been drawn up by the council solicitor for the Kaikoura Aero Club and includes the extra land in front of their hanger that they wish to lease.

### **Pensioner Units**

Unit 6 has now become vacant and will require painting, carpets and vinyl replacement. We will also look at installing double glazing in this unit as it is one of the last units with the steel windows. A new clothesline was installed for unit 2. Spouting repairs and cleaning are scheduled for the coming month as well as general spring maintenance.

### **South Bay Harbour**

Work will start over the next month on repairing some of the broken bollards and we will be continuing with the replacement of the decking on the South Bay jetty. The commercial boat parking area has been graded and had potholes repaired. Extra chip has been added in the centre area to help with the rainwater runoff. Over the next month we will be water blasting around the toilet and concrete area before the arrival of the first cruise ship of the season.

### **Link Pathway Construction**

Work is completed on the pathway between the Memorial Gardens and the Skatepark. The section around Fyffe Quay is ready for concrete. Other areas to be completed are some existing paths that require widening, topsoil and grass seeding, and this work will start in the coming weeks as weather permits.



### **Public Toilet Upgrades**

Planning is well advanced for the upgrading of the public toilets at West End, Mill Road and the installation of the new toilet in Churchill Park. It is intended that all the new facilities will be functional by the end of November.

### **6. SOLID WASTE**

Services continue to operate well.

The reconfiguration of the Resource Recovery Centre is now complete.

Recovery of landfill closure and transfer station costs from refuse disposal revenues has commenced, with a first payment to be made to Council by IWK in October for the months of July, August and September.

PDP consultants continue to work towards obtaining necessary ECan consents and approvals for the operation of the RRC and the final closure of the landfill.

## 7. 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