

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 27 NOVEMBER 2024 AT 9.02 AM AT TOTARA, COUNCIL  
CHAMBERS, 96 WEST END, KAIKOURA**

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

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

1. **APOLOGIES** Nil

2. **DECLARATIONS OF INTEREST** Nil

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3. **CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 30 October 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 30 October 2024*

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

**CARRIED UNANIMOUSLY**

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4. **REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted:

- Decking of South Bay Jetty – M Russell has scheduled this as part of the maintenance works, the work has been delayed whilst the team were focused on the opening of the West End toilet.
- Compactor at IWK – An independent Health and Safety review is being undertaken managed by IWK to confirm the best way to address the issue.

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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 advised the traffic management issues on State Highway 1 (roadwork at the entrance to West End) have been resolved by NZTA as this was within their roading corridor. KDC officers spoke to NZTA but had no control to enforce action. The traffic lights were leading to extremely long delays and they changed this to manual control the next day.

Council staff clarified that:

- Downer has started the work on Mt Fyffe Road resealing.
- The consent application for the wastewater treatment plant has now been lodged.

- The team are to finalise the landscaping plan at West End toilets. Chorus has yet to move their junction box before the last of the concrete can be poured.

The South Bay Forestry harvest is going well with only several public access issues.

Council staff advised that the larger slash will be mulched by the contractor. The quality of the timber is better than expected and there are some trees not suitable for harvest that could be a resource for the Lions Club wood. There is a legal requirement that the area is not safe for general access for a period of time after the harvest.

In terms of the harvest costs and revenues, the process has a fixed costs and what is left out of the revenue comes back to Council, such as better timber selling at a better price. The process is transparent in terms of both costs and revenues. Tasman are managing the process and will provide all the information to the Council at the end of the harvest.

O Joensuu would clarify if the fence work along Churchill Street will be finished before Christmas.

#### **RESOLUTION**

*That the Committee receives this report for information.*

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

#### **7. CLOSE OF MEETING**

There being no further business, the meeting closed at 9.22 am.

CONFIRMED

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Chairperson

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 12 DECEMBER 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/ Councillor T Blunt	Easter 2025	M Russell looking at opportunities. Councillor T Blunt to liaise with M Russell.
3	Clarify the timetable for the decking on South Bay jetty	M Russell	December 2024/ January 2025	Scheduled for before Christmas.
4	H&S of compactor at transfer station – update to be provided	D Clibbery / M Russell	Ongoing	Independent advice to be sought to install a physical barrier to improve H&S.
5	Clarify if the fence work along Churchill Street will be finished before Christmas.	O Joensuu	December 2024	Advise Councillor J Diver.