

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

<b>Date:</b>	27 November 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 30 October 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 30 OCTOBER 2024 AT 9.02 AM AT TOTARA, COUNCIL CHAMBERS,  
96 WEST END, KAIKOURA**

**PRESENT:** Councillor K Heays (Chair), 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)

**KARAKIA**

**1. APOLOGIES**

Apologies were received from Mayor C Mackle.

Moved: Councillor V Gulleford

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

**2. DECLARATIONS OF INTEREST Nil**

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**3. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 25 September 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 25 September 2024*

Moved: Councillor T Blunt

Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted.

- Decking on South Bay Jetty – this was scheduled to be completed prior to Labour Day but has been delayed. Council staff will confirm if this has been completed.

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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**

The Council's current Three Waters Engineer is retiring in December 2024 and a replacement Three Waters Technician has been recruited. The interim shared service for Local Waters Done Well means that Waimakariri District Council will cover other aspects of an engineer role, such as reporting to Taumata Arowai (water regulator for NZ).

It was confirmed that KDC own the water supply at Ocean Ridge.

Council staff are working with IWK on the compactor safety at the transfer station and will provide an update next month (if available) (**ACTION**).

Councillor J Diver clarified that from memory the Mackles Bore agreement is hereditary, and not for lifetime of the owner.

A comment was raised that there was still some slash remaining that needed to be removed from the racecourse. Council staff would follow up (**ACTION**).

**RESOLUTION**

*That the Committee receives this report for information.*

Moved: Councillor K Heays  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

**7. CLOSE OF MEETING**

There being no further business, the meeting closed at 9.17 am.

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

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 24 OCTOBER 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	October 2024	
4	H&S of compactor at transfer station – update to be provided	D Clibbery / M Russell	November/ December 2024	

**CLOSED ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Remaining slash to be removed at racecourse	M Russell	November 2024	CSR raised by Executive Officer – now falls under operations

<b>Report to:</b>	<b>Works and Services Committee</b>
<b>Date:</b>	27 November 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 – Facilities Manager B Apperley - Three Waters Engineer J Prentice – Roding Engineer M Way – Operations Administrator O Joensuu – Operations Delivery Manager Mark Davis – 3 Waters Technician
<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 19<sup>th</sup> November, 9 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 October to 17 November 2024			Currently Open
Type Subtype	Routine	Urgent	
Footpaths \ Footpath Pothole or Poor Surface	1		
Footpaths \ Maintenance/Safety Improvement-Footpaths	1		
Harbour \ Maintenance/Safety Improvement-Harbour	1		1
Reserves \ Cemetery Mowing & Maintenance	1		1
Reserves \ Reserves - miscellaneous	3		1
Reserves \ Reserves Mowing	1		1
Reserves \ Trees Need Pruning	1		
Reserves \ Walkways Maintenance	1		1
Roads \ Feedback/Suggested Improvement-Roding	3		
Roads \ Pothole/Poor Road Surface	1		
Roads \ Roding Sign/Marking Maintenance	4		2
Roads \ Speak to a Roding Engineer/ Manager	1		
Toilets \ Maintenance/Safety Improvement-Toilets	2		
Toilets \ Toilets Not Clean	1		
Toilets \ Vandalism/Damage - Toilets	1		
Waste \ Feedback/Suggested Improvement-Waste			1
Waste \ Rubbish Lying Around	1		
Water \ No Water	2		
Water \ Water Connection Issue or Enquiry	1		1
Water \ Water Leak	4		
<b>Total</b>	<b>31</b>	<b>0</b>	<b>9</b>

W&S Applications	Approved
Traffic Management Plans	15
Corridor Access Requests	3
Overweight Permits	0
Before U Dig Permits	12
Vehicle Crossing	0

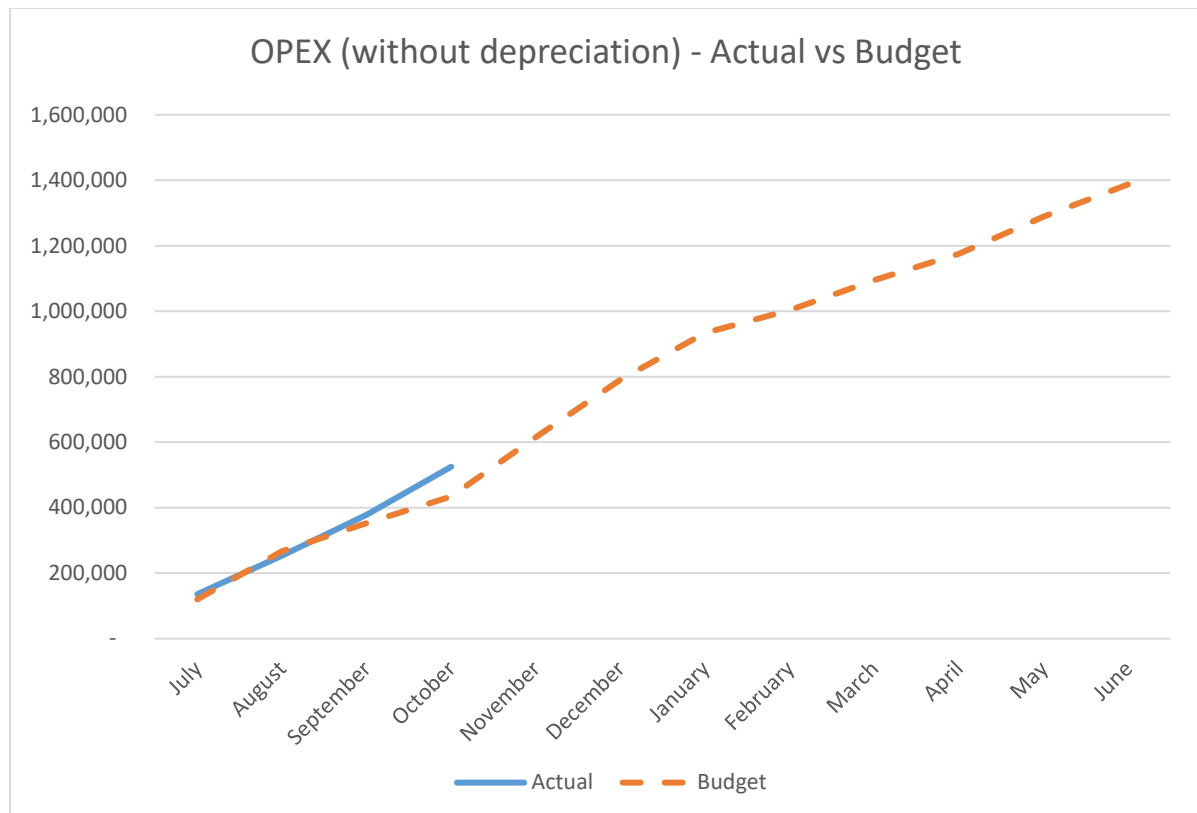
#### 4. ROADING

##### Road Maintenance Contract

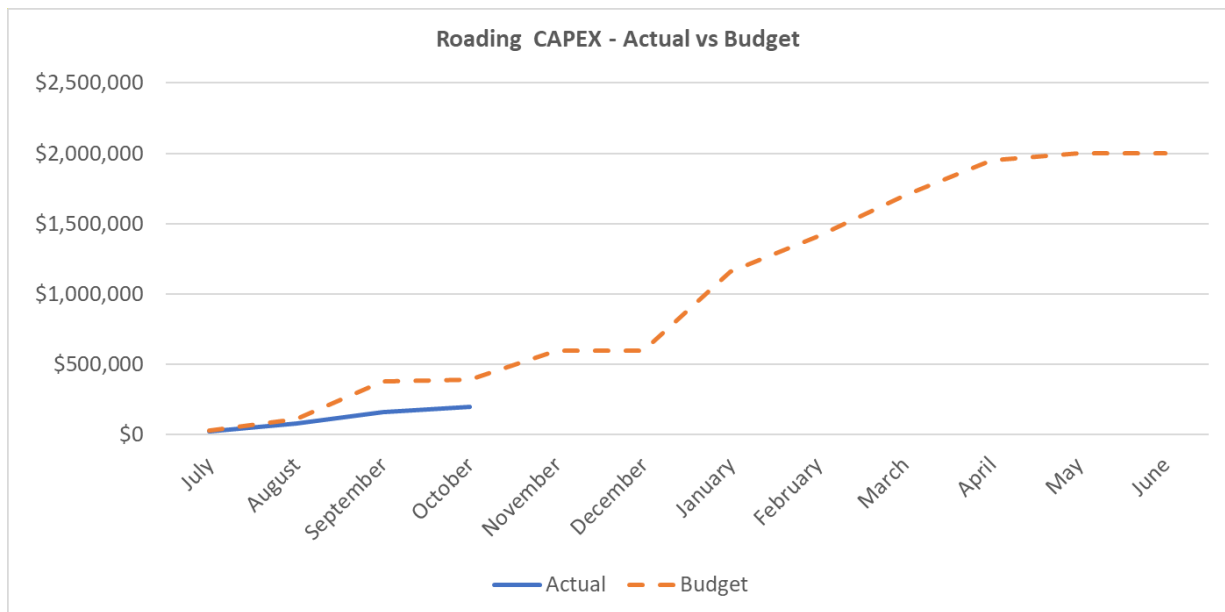
October was a busy month with a large amount of Pre-seal repairs being completed. These repairs targeted the pavement failures / uneven surfaces within the 2024/25 pavement reseal sites. There were also some old earthquake concrete footpath repairs completed at Ocean Ridge.

##### Expenditure

The monthly operational expenditure (OPEX) amounted to \$146,340, which is higher than the forecasted spend of \$81,637. This increase is due to the accelerated spend on pre-seal repairs. This will result in a lower spend in December.



Total capital expenditure (CAPEX) for October amounted to \$32,601, which is slightly above the budgeted figure of \$15,000. This brings the total current year to date variance to \$195,780 below budget. This is due to two programmed drainage jobs (Killarney V channel and Lower Ward St drainage) being programmed later in the financial year.



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

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

**Footpath Improvements**

No change from last report. This year’s footpath programme is programmed to be completed around March / April.

**Health & Safety and Environmental Issues**

No health and safety events have been recorded for October.

**Mt Fyffe Road Overlay**

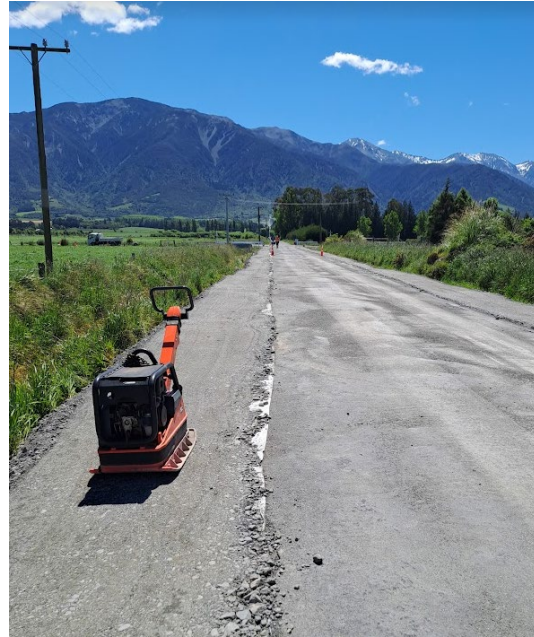
As of the date of this report Downer has started the works on Mt Fyffe Road. In order to get a consistent 6.3m sealed width there have been two locations requiring rock armouring. This was allowed for in the schedule as a provisional sum.

**Waiiau Toa/Clarence River Access Project**

Work continues towards acquisition of the necessary resource consents and land, and an outcome is awaited from Council’s application to NZTA for a further extension of the value and duration of subsidised funding.

**Jordan Stream Bridge**

Hydraulic modelling of potential permanent crossing options is expected to be completed by mid December, after which it should be possible select a preferred crossing type.



### **Reseal programme**

The reseal programme has been tendered out with the tender closing on the 15<sup>th</sup> of November. The following roads is programmed to be resurfaced.

- Esplanade
- Austin Street
- Hawthorne Road
- Ludstone Road
- Yarmouth Road

Once a contract is entered with the successful contractor a programme of works will be put to the public.

### **IAF Kaikōura Western Developments Project:**

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

Further professional services work will be undertaken with the recent approval of the governance papers. The focus can now shift to finalising the detailed design for the Ocean Ridge connection. Additionally, progress is being made on the flood protection project and the upgrade of the wastewater network.

Upgrading of the KDC wastewater network is proceeding on track. More powerful pumps have been ordered for the Hawthorne Road and Gilling Lane pump stations. These are expected to be delivered and installed in February 2025. Tenders for upgrades to the electrical and control systems close on 25 November. These upgrades are scheduled to be made and commissioned using the existing pumps. Fine tuning will then be carried out once the new pumps are installed. The current estimate at completion remains at \$675,000 pending letting of an electrical and control contract. The initially agreed budget was \$770,000 to be met by the developer.

## **5. 3 WATERS**

### **Local Water Done Well**

Engineering staff from Waimakariri District Council (WDC) and KDC met in Kaikōura on 7 November to review current capabilities and forward workload, visit the urban water and wastewater treatment sites and discuss the scope of interim shared services. The key outcome was that WDC are open to



requests from KDC for professional services as and when required, at lower rates than consultancy firms. This offer is expected to cover at least the period until Councils make decisions on delivery arrangements under central government's Local Waters Done Well program.

### **Taumata Arowai**

Updating of water source risk management plans and drinking water risk management plans is underway, with a target date of 6 December 2024 for providing drafts to Taumata Arowai.

### **Environment Canterbury**

ECan lodged four abatement notices with KDC in June 2023. ECan signoff for one related to stormwater is still awaited. Applications for new site wide wastewater treatment plant (WWTP) consents are on track to be made on 22 November 2024, ahead of the planned date of end November 2024. Those applications are expected to allow ECan to sign off the three current wastewater abatement notices and replace them with three abatement notices to cover the consent processing period. A consenting period of approximately 6 months is then expected. This allows for an initial ECan review of the applications, provision of any additional information ECan may ask for, peer review by independent experts, an ECan staff report, finalising consent conditions and issuing of consents. The abatement notices are then expected to be cancelled.

### **Water Supplies**

#### **Quality and Continuity**

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

### **Wastewater Operations**

KDC receives and treats stock truck effluent transported from the SH1/SH70 dump point to the WWTP anaerobic lagoon. Volumes are recorded and transport, treatment and disposal costs are invoiced to ECan. Cost shares are then back charged via ECan to NZTA and to local authorities across the Canterbury region through a long-standing agreement. ECan is currently reviewing that agreement. KDC staff have noted that almost all stock transport is through the Kaikōura district rather than from it, so the cost share back to KDC should be minimal.

IWK has continued to manage sludge levels at the WWTP anaerobic lagoon to limit the risk of needing to temporarily remove and store sludge until the site wide consents are issued.

A replacement officer has been employed by KDC's regulatory section and trade waste consent familiarisation visits are expected to recommence in early 2025.

### **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. A land ownership issue in respect of a proposed stormwater discharge basin for the Kaikōura Business Park development is currently being investigated.

## **2024-25 3W Capital Works Programme**

### **Takahanga Terrace Water Main Replacement**

IWK and local subcontractors completed replacement of an asbestos cement water main on Takahanga Terrace between Deal St and Torquay St. The lower Takahanga Terrace length was then handed over to Downer for kerb and channel replacement without risk of damage to the AC pipe, followed by sealing.

Concrete in the Hawthorne Road, Churchill Street and other sewer pump stations has been corroded by sewer gases. Repairs at Hawthorne Road have been budgeted for this financial year. Several suitably experienced contractors have visited both of the Hawthorne Road and Churchill Street sites. Tenders are being called for both sites as separable portions, with final scope depending on cost vs. budget.

**Focus areas for next three months.**

- Working with ECan on any queries related to abatement notices and consent applications
- Continuing the 2024-25 capital works programme
- Ongoing support for development planning
- Drinking water safety plans to be updated before mid-December 2024

**6. PARKS RESERVES AND PROPERTIES**

**Parks and Reserves**

Council staff have been working on the areas around the new toilets in town, building ramps and removing unwanted gardens etc. Work will begin in next week, focusing on the preparation for the Christmas holiday period.

**Airport**

KDC are once again hosting the CAA Circuit Certainty Seminar in early December. This is the final seminar in the series. Any councillors that are interested are welcome to attend.

**Pensioner Units**

Spouting cleaning has been completed and a few minor repairs will take place in the coming week.

**Link Pathway Construction**

Topsoil and grass seed has been laid in the most needed areas along the Esplanade with other more works to be completed in the new year. Watering is being done every second day or as required until the new grass is established. Boulders are being placed from Gooches Beach to Torquay Street to stop vehicles driving onto the pathway. Work is also about to start on the Jimmy Armers area between Fyffe Quay and the Lions Walkway. The section around Fyffe Quay is ready for sealing and once complete we can start to install the handrails.

**Public Toilet Upgrades**

The installation of the toilets has gone well. The West End and the northern entry toilets are now operational. We are just finalizing the plan to hook up the sewer and water supply to Churchill Park with the hope for this is to be completed by Christmas. We are also looking at solar power for this toilet building as an alternative to running a separate power supply.

The remaining concrete area at the Westend Toilet will be completed as soon as Chorus deal with the cabling at the front by the footpath. Other works around the toilet areas will happen as staff time allows such as new concrete paths etc.

The temporary toilet will be removed during the week starting the 25th of November after completion of the Hui-a-lwi.





## Forestry

Harvesting of the South Bay Forest is progressing well after a slow start. As of the week starting 18 November 12 truckloads of logs have been loaded out. Most of these logs were of very good quality.

Short walkovers by an archaeologist have been arranged for when there is one in Kaikōura, although so far no items of interest have been found. Logging staff have spoken with a few members of the public re-entering the area, but overall, there have been few issues. They have also increased the signage around the site and safety messages have been reiterated to the public by radio and social media.



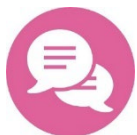
## 7. SOLID WASTE

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.

An independent safety advisor is to be engaged to identify what measures may be needed to address safety issues at the compacter.

## 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