

KAIKŌURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING

Date:	28 August 2024
Time	9.30 am
Location	Totara, Council Chambers

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 31 July 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 31 JULY 2024 AT 9.28 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

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

1. KARAKIA

2. APOLOGIES

Apologies were received from Mayor C Mackle and Councillor L Bond.

Moved: Councillor R Roche
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST Nil

4. CONFIRMATION OF MINUTES

3.1 Works & Services Committee meeting minutes dated 26 June 2024

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 26 June 2024.*

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

5. REVIEW OF ACTION LIST

The Action List was reviewed by the Committee and the following update noted:

- The purpose of the concrete blocks was clarified as safety separation for pedestrians. There are not solid to allow water to drain off as curb and channel has not been added to this section.

6. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS Nil

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

D Clibbery highlighted that the expenditure on roading is as per projected budgets on page 5 of the Agenda. June was a busy month with a lot of progress being made on the roading and footpath programmes for example Hawthorn Road and Killarney Street.

The temporary bailey bridge has been installed at Jordan Stream and positive feedback has been received from the residents. It was clarified that the cost of the bridge is in the capex budget and the team indicated that there are more costs to come. Total costs for the bridge lease per annum is approximately \$30k.

A discussion was held on the infrastructure capacity on Hawthorn Road and Gillings Lane. Additional capacity to accommodate Ocean Ridge/Vicarage Views will be funded by the developer. It was clarified that no further capacity upgrades would be required in the short to medium term. Although the developer will not be paying maintenance the Council would receive the additional rating income from the new houses.

The Infrastructure Strategy has also signaled that additional capacity is needed at Mill Road for electricity/power. It was clarified that the pumping capacity at Mill Road is not close to capacity and the pipe is large enough/ capable. The issue at Mill Rd is one of redundancy and storage capacity with a power failure. The Council has mobile generators and one of the options Council Officers would recommend is to have a permanent generator on the site.

D Clibbery highlighted the independent water technical audit on page 10 of the Agenda, in particular the positive feedback on the quality of compliance and data collection. How far we have progressed over the last few years and how advanced we are compared other small councils.

Regarding the Link Pathway; Council staff received confirmation that there was no cultural or historical issues for the concrete wall at Jimmy Armers. Work is progressing on the last two main sections.

The South Bay Forestry Reserve archeological assessment was discussed. This would be the third rotation of the forest and the forestry consultant had proposed to use the same skid tracks previously used. Six tree stumps needed to be removed for access. The Runanga had been made aware of the harvest, however, following last minute concerns, Council staff initiated a walk-over with an archeologist to ensure that correct protocols were followed for the removal of the tree stumps. The archeologist concluded that the South Bay Forest Reserve was a cultural landscape with potentially significant sites, this information differed to what was in KDC's District Plan. The archaeologist indicated that this would not stop the harvest but would cause a delay. Next steps are to wait for a preliminary assessment and discuss the implications of the delay with the contractor. Councillor J Diver highlighted that any land occupied pre-1900 requires an archeological walkover under the Heritage Act regardless of previous harvesting etc. He also indicated that iwi hold silent files that local authorities are not privy to.

RESOLUTION

That the Committee receives this report for information.

Moved: Councillor K Heays
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

8. CLOSE OF MEETING

There being no further business, the meeting closed at 10.02 am.

CONFIRMED _____ Chairperson

Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

**WORKS & SERVICES COMMITTEE
ACTIONS ITEMS AS AT 22 AUGUST 2024**

OPEN ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
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.

CLOSED ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
	Clarify the purpose of the concrete blocks outside St Joseph's School	D Clibbery / J Prentice	July 2024	Clarified at June meeting – safety for pedestrians

UNCONFIRMED MINUTE

Report to:	Works and Services Committee
Date:	28 August 2024
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 – Works & Services Administrator O Joensuu – Technical Services Manager
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. RECOMMENDATION

It is recommended that the Council receives this report for information.

3. GENERAL

Recorded customer service requests and applications for the last two months are shown in the tables below. As of 18th August, 4 of these requests remained live for further action. The urgent requests had been completed and closed at the time of preparing this report.

Customer Service Requests	17/6 to 21/7/24			22/7 to 18/8/24		
	Routine	Urgent	Open	Routine	Urgent	Open
Footpaths \ Feedback/Suggested Improvement-Footpaths	1					
Footpaths \ Footpath Pothole or Poor Surface				2		
Footpaths \ General inquiry				2		
Footpaths \ Maintenance /Safety			1			
Footpaths \ Maintenance/Safety Improvement-Footpaths				1		
Harbour \ Feedback/Suggested Improvement-Harbour				1		
Harbour \ Fees & charges	1					
Harbour \ Pay and Go machine issues				1		
Property \ Feedback/Suggested Improvement-Property	1					
Property \ Memorial Hall	3			3		
Property \ Pensioner Flats	1			1		
Property \ Vandalism/Damage - Property	1					
Reserves \ Broken Playground Equipment	2					
Reserves \ Cemetery - general enquiry	4			1		
Reserves \ Reserves - miscellaneous	5					
Reserves \ Walkways Maintenance	1					
Roads \ Feedback/Suggested Improvement-Roading	2		2	3		1
Roads \ Maintenance Improvement Roads	2			2		
Roads \ Pothole/Poor Road Surface	6					
Roads \ Road Flooding / Drains Blocked					1	
Roads \ Roading Sign/Marking Maintenance	2					
Roads \ Speak to a Roading Engineer/ Manager	12			3		
Roads \ Vegetation				1		
Streetlights \ Streetlight - Light Out				1		
Toilets \ Feedback/Suggested Improvement-Toilets	1					
Toilets \ Maintenance/Safety Improvement-Toilets			1	1		2
Toilets \ Poor Service - Toilets				1		1
Toilets \ Toilets Blocked	2					
Toilets \ Vandalism/Damage - Toilets	1					
Waste \ Rubbish Lying Around				1		
Waste \ Feedback/Suggested Improvement-Waste	1					
Water \ Feedback/Suggested Improvement-Water	4			1		
Water \ Low Water Pressure				1		
Water \ No Water		1				
Water \ Poor Service - Water				1		
Water \ Speak to Water engineer	4					
Water \ Water Connection Issue or Enquiry	1			2		
Water \ Water Leak	1			3		
Water \ Water Outage Enquiry	1					
Water \ Water System Maintenance	1			1		
Total	61	1	4	34	1	4

W&S Applications Approved			
	17/6 to 21/7/24	22/7 to 18/8/24	
Traffic Management Plans	7		5
Corridor Access Requests	4		0
Overweight Permits	2		0
Before U Dig Permits	21		16
Vehicle Crossing	3		1

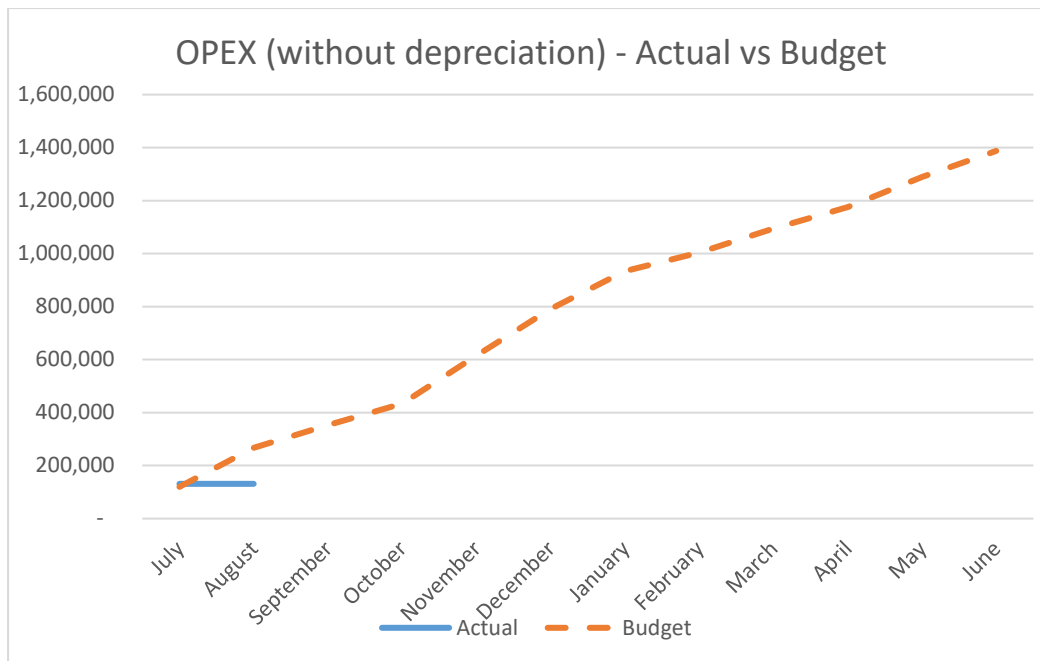
4. ROADING

Road Maintenance Contract

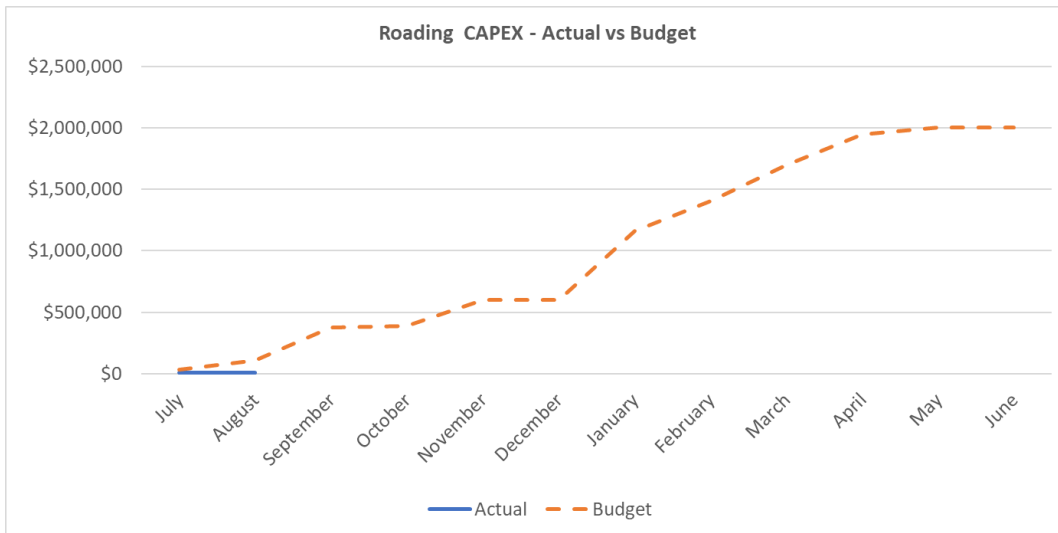
July has been a busy month with numerous physical works being undertaken and completed. A full network grading round was undertaken, the new speed signage was installed, and final repairs on Bay Paddock Road were completed.

Expenditure

The monthly OPEX spend amounted to \$131,211. The forecasted OPEX budget for the remainder of the year has not been updated to reflect Downer's forecasted maintenance program. This will be provided in next month's report.



Total CAPEX spend for July amounted to \$10,822. This was under the budgeted amount of \$30,000. This was due to some planned culvert renewals being completed in June, allowing us to schedule them before the financial year ended



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
- Avoca 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.

Proposed Pedestrian ‘Zebra’ Crossings

As of the date of this report the linemarking has been installed on the crossings.

Health & Safety and Environmental Issues

A Downer vehicle was damaged after getting stuck in a swale at the Blue Duck. No members of the public were involved, and an incident report has been filed.

Killarney footpath

Line marking has been completed and the kerb separators will be installed by the end of August.

Speed Management Plan

All the signs have been installed around town.

Asset Management

No change from last month’s report.



Bay Paddock Swales

Downer has completed the final repairs to the damage caused by regular flooding along Bay paddock Road. This involved the reshaping of the grass verge swale and the installation of a concrete swale from Koura Bay Road.

Hawthorne Overlay

Downer has sealed the carriageway but still has to finish sealing the driveways, soil and grass the edges and complete some other minor works.

Unsealed Road renewals

The tender is out for the renewal of the unsealed road surfacing, with tenders closing on 23rd August. This year's unsealed road renewals include the following roads:

- BRUNELLS ROAD
- CHAPMANS ROAD
- MCINNES ROAD
- CLARENCE VALLEY ROAD
- SILVER SPRING
- POOLES ROAD
- POSTMANS ROAD
- RED SWAMP ROAD
- SCHOOLHOUSE ROAD
- TOPLINE ROAD

Waiau Toa/Clarence River Access Project

The preferred contractor (Concrete Structures Ltd) have completed their 50% design exercise for option 1C (reconstruction of a bridge at the original site and a new connecting road across Jacob's Hill) and have provided an associated price estimate.

This estimate exceeds the funding envelope that is currently approved by NZTA, and discussion is to take place with NZTA in the near future regarding the way forward.

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 expect the final line markings.

Safety issues have been highlighted regarding the line marking of angled parking in front of the bowls club, which was sprayed at a 65-degree angle instead of the intended 45-degree angle. This has resulted in the parking spaces being too short, causing longer vehicles to intrude into the live lane. The issue will be remediated as soon as possible with temporary line marking before permanent marking can be completed.

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 being referred the IAF governance group for approval.

Financial information to date is as follows:

<i>Overall Project Spent to Date LTD:</i>	<i>\$2.14M</i>
<i>Overall Forecasted Project Spent FY 24/25:</i>	<i>\$7.29M</i>
<i>Total revised budget for completion:</i>	<i>\$13.69M</i>



5. 3 WATERS

Taumata Arowai

Proposed changes to nation-wide wastewater standards are being monitored. At this stage the changes appear to be focussed on discharges to fresh water and unlikely to affect KDC. (Treated effluent from KDC’s wastewater treatment plant (WWTP) discharges through sand filter beds, mixes with large volumes of groundwater under the site and moves out under the beach into the ocean.)

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.

Independent Drinking Water Assessment

An independent drinking water assessor (Matt Molloy) visited Kaikoura, reviewed the last 12 months of KDC's electronic monitoring and manual sampling and testing data and reviewed onsite treatment and data gathering practices. His report concluded that:

- Overall, the results show a trending improvement across the smaller supplies
- While the Kaikoura treatment plant only complied 75% of the time this was due to technical issues (lack of UV data continuity) rather than unsafe water. This is a data quality issue not a water safety issue, and all alarms were in operation during the time. Looking at the historical trends compliance would have been closer to 95% with the missing data
- Suitable residual disinfection levels were present in the drinking water zones the majority of the time and all microbiological monitoring in the zone was met (with the exception of 2 missed samples by the courier)
- KDC will identify water supply upgrades and improvements through their Water Safety Plans and seek funding through the Annual Plan process to further manage the risks to the water supplies

As advised previously the drinking water assessor commented that whilst KDC still has some compliance issues it is in a much better position than many other councils, which have real water safety issues.

Environment Canterbury

ECan lodged four abatement notices with KDC in June 2023. Actions on one, for stormwater, have been completed and ECan signoff is awaited. Good progress has continued on resolving the three notices related to the wastewater treatment plant (WWTP). 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 runanga has been kept up to date and has not expressed any concerns

Water Supplies

Water supply schemes have generally continued to provide water quality and continuity in compliance with quality assurance rules. Chlorine levels at the Kincaid treatment plant vary with pumped flows and some data points were below the treatment plant data rules. Plant levels have been adjusted upwards. Chlorine levels in the distribution network have continued to be compliant.

As advised previously, a number of delays by the independent laboratory's courier service resulted in samples being late to the laboratory, resulting in bacteriological tests being invalid. KDC has changed to a different laboratory services provider.

Wastewater Operations

IWK has repaired the grinder pump in the wastewater treatment plant (WWTP) anaerobic lagoon. That pump transfers liquid and some solids to the main oxidation pond, and freeboard in the lagoon is steady for now. Planning is in place for partial removal of material from the lagoon to temporary dewatering and storage bags if required before the expected new consents are issued.

Initial trade waste consent familiarisation visits have recommenced. The online consent application form is being finalised.

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.

2024-25 Capital Works Programme

The 3W capital works programme is now under way for the 2024-25 financial year. A new aerator is scheduled for installation in the wastewater treatment plant oxidation pond in the last week of August. That will provide double the aeration capacity with slightly increased power input and assist with consent compliance. Tenders have been received for replacement of 575m of asbestos cement water main. IWK and KDC staff are working together to define multiple work streams of minor replacements and upgrading works.

Focus areas for next three months.

- Ensuring continuity for KDC's 3 waters services
- Continuing the abatement action plans and consent applications
- Continuing the 2024-25 capital works programme
- Ongoing support for development planning

6. PARKS, RESERVES AND PROPERTIES

Parks and Reserves

The replacement of some of the older wooden seating, due to rotten boards, along the Esplanade is almost complete with thanks to the Kaikoura Lions club. All the memorial plaques on the old seats have been refitted to the new seating.

The Kaikoura Cycle Club made the offer to do some maintenance work on Toms Track, replacing the mesh on the bridge and decking areas. Materials have been provided by Council.

Airport

The new ADS aircraft monitoring and voice recording system has now been installed and is operating well with a much better recording, activity in the Kaikoura area.

Town Cameras and Security

5 new cameras have been installed around the district as part of an upgrade of the district and town camera system. This was achieved with funds available from the Better off funding.

The Civic building has also undergone an upgrade of some of its security systems.

South Bay Harbour

The ramp fee payment machine is running again after being unusable due power issues. Payment of ramp fees will be monitored by our regulatory team. All our parking payment machines are solar powered, and the location of the Ramp machine receives very little sunlight over the Winter period. Backup batteries are now available to swap out should we have power failures in the future.

Link Pathway Construction

Work is close to completion on the pathway section between the Memorial Gardens and the Skatepark. This has included creating a better layout of the parking opposite the Memorial Hall area

The tender for the Fyffe Quay section was awarded to LMC Building and Construction and is progressing as planned. Other areas to be completed are some existing metalled paths that require widening, topsoil and grass seeding, and that work will start in the coming weeks.



With all of the core physical path works now nearing completion, consideration now needs to be given to how the remaining funding available for the project (in the order of \$300,000) would be best used.

7. SOLID WASTE

Services continue to operate well.

The relocation of IWK's water services yard to the former recycling centre area is now largely complete, though some building compliance issues were encountered in respect of the relocation of buildings.

PDP consultants have made an initial visit to the Resource Recovery Centre and former landfill site to commence their work towards obtaining necessary ECan consents and approvals for the operation of the RRC and the final closure of the landfill.

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