

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

<b>Date:</b>	29 May 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 24 April 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 24 APRIL 2024 AT 9.12AM 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 L Bond and Councillor R Roche.

**IN ATTENDANCE:** W Doughty (Chief Executive Officer), P Kearney (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), O Joensuu (Technical Services Manager), M Russell (Works Manager), Becky Makin (Executive Officer-Minutes)

**1. APOLOGIES Nil**

**2. DECLARATIONS OF INTEREST Nil**

**3. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 27 March 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 27 March 2024.*

Moved: Mayor C Mackle

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was noted by the Committee and noted.

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

Councillor T Blunt raised the Scouts coming to Kaikōura in 2025.

Mayor C Mackle raised South Bay slipway safety.

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

Council staff highlighted the road maintenance contract on page 6 of the Agenda noting that the current North canterbury NOC is likely to only be extended for up to 18mths. NZTA are looking at alternative models going forward. There is no indication that councils will be required to use the NZTA model going forward, however, the Council would need to undertake a Section 74A review and consider all options sooner than expected.

It was noted that the Runanga have indicated in writing their support for a replacement bridge at the original Clarence/Waiiau Toa bridge site. Council staff are liaising with the one landowner around access. A detailed update is included in the Agenda on pages 10-11.

It was clarified that the raised pedestrian crossing on the Esplanade was removed as per the report to the Committee in March. Work is still ongoing there. Legal provisions for pedestrian crossings are only required on State Highways.

M Russell confirmed that 8 service requests (page 5 of the Agenda) were closed off this morning. The Council receives many requests relating to land that the Council is not responsible for, and these get referred to the appropriate government department e.g. DOC, Environment Canterbury.

The streetlight on the walkway up to Deal Street (behind the Civic Centre) will be replaced next week and the old pole removed. Bollard lighting is proposed.

D Clibbery would confirm with the Planning Manager if sealing the top of Mt Fyffe Road was a condition with the developer of the subdivision (**ACTION**).

Councillor K Heays provided an update on the South Bay harbour noting that new hazard lights have been installed around the seawall and the old lights on houses/garages would be removed.

The team were thanked for their quick responses to CSRs submitted by Councillor L Bond and Councillor R Roche.

## RESOLUTION

*That the Committee receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

The meeting moved back to item 7. Matters of importance to be raised as urgent business.

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## 5. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS

Councillor T Blunt advised that 120 Scouts are coming to Kaikoura for Easter 2025 and looking for community service work. It was agreed for Council staff to put together a programme of 4-5 different projects for consideration (**ACTION**).

Mayor C Mackle raised the recent incident at the South Bay slipway and asked the Council staff to check signage includes some wording around there being 'no children in vehicles' and capture other hazards. Councillor K Heays suggested that the Harbour Masters Office may have some signage (**ACTION**).

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There being no further business, the meeting closed at 9.33am.

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

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 29 APRIL 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	April/May 2024	Ongoing – to be provided.
2	Arranging site visits	D Clibbery/ Councillor K Heays	Ongoing	Sites to be identified.
3	Confirm with Matt if metaling on top of Mt Fyffe Road was part of the conditions	D Clibbery	28 May	
4	Put programme together of 4-5 projects for Scouts visit for easter 2025	W Doughty/ D Clibbery	Easter 2025	
5	Improve signage at slipways – children in vehicles not allowed /other hazards	M Russell	Asap	

<b>Report to:</b>	<b>Works and Services Committee</b>
<b>Date:</b>	29 May 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:

- 1) 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 20<sup>th</sup> May, 16 of these requests remained live for further action. All urgent requests were closed in a timely manner.

Period 15 April to 20 May 2024			Currently Open
Type Subtype	Routine	Urgent	
Footpaths \ Feedback/Suggested Improvement-Footpaths	2		
Footpaths \ Maintenance/Safety Improvement-Footpaths	1		1
Footpaths \ Poor Service - Footpaths			1
Harbour \ Feedback/Suggested Improvement-Harbour	2		
Property \ Memorial Hall	5		
Reserves \ Cemetery - general enquiry	1		
Reserves \ Cemetery Broken Headstone/Grave Issue	1		1
Reserves \ Poor Service - Reserves	1		1
Reserves \ Reserves - miscellaneous	7		2
Reserves \ Vandalism/Damage - Reserves	1		
Reserves \ Walkways Maintenance	1		1
Roads \ Feedback/Suggested Improvement-Roothing	12		5
Roads \ Maintenance Improvement Roads	2		2
Roads \ Poor Service - Roothing	1		
Roads \ Roothing Sign/Marking Maintenance	3		
Stormwater \ Maintenance	1		
Streetlights \ Maintenance/Safety Improve-Streetlights	1		
Streetlights \ Streetlight - Light Out	1		1
Toilets \ Toilets Blocked	1		1
Waste \ Feedback/Suggested Improvement-Waste	5		
Water \ Poor Service - Water	1		
Water \ Water Leak	2		
<b>Total</b>	<b>52</b>	<b>0</b>	<b>16</b>

W&S Applications	Approved
Traffic Management Plans	4
Corridor Access Requests	2
Overweight Permits	1
Before U Dig Permits	17
Vehicle Crossing	1
3 Water Connections	0
GoGet Engineering Checks	6

#### 4. ROADING

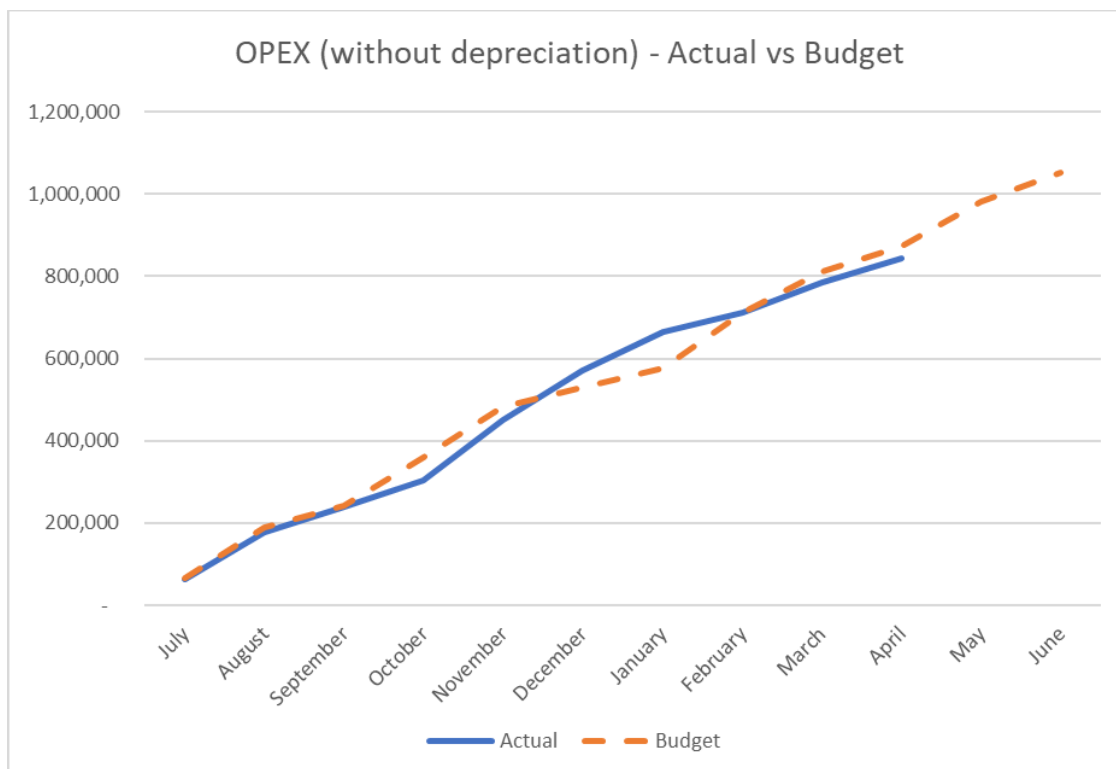
##### Road Maintenance Contract

The month of April was mainly focused on finished the Puhi Puhi Valley Road drop out which has now been finished.

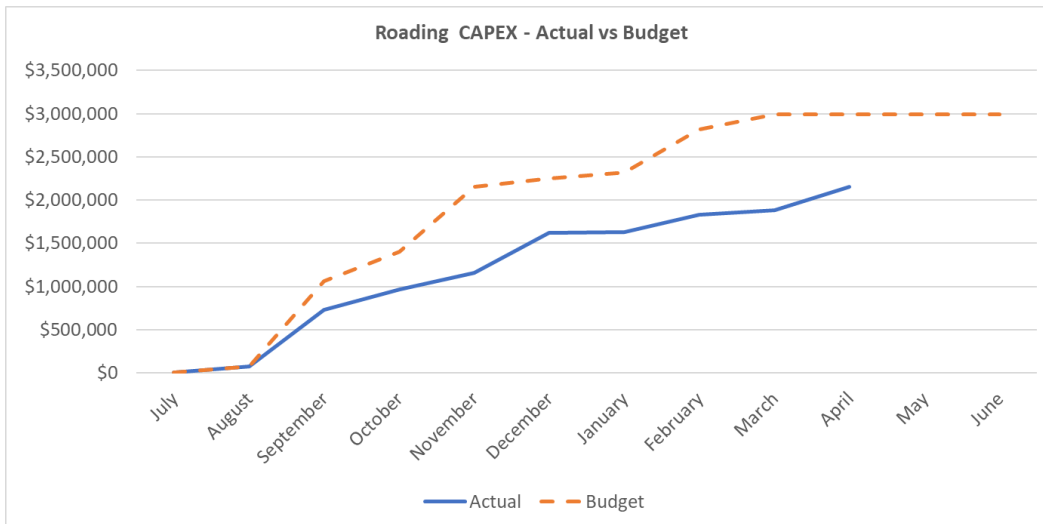
NZTA has extended the NOC contract for an interim 2-month period from 1 May 2024 to 1 July while the current negotiation with Downer for a longer extension until 30 September 2025 is going.

##### Expenditure

The monthly OPEX spend amounted to \$58,841 which is slightly below the budgeted amount of \$61,781. Overall, the total spends to date is \$28,876 under total year's budget.



Total CAPEX for April amounted to \$270,972. This was mainly works completed at the Puhi Puhi Valley Road slip repairs, footpath renewal works and part of the material costs for the Blue Duck slip repairs.

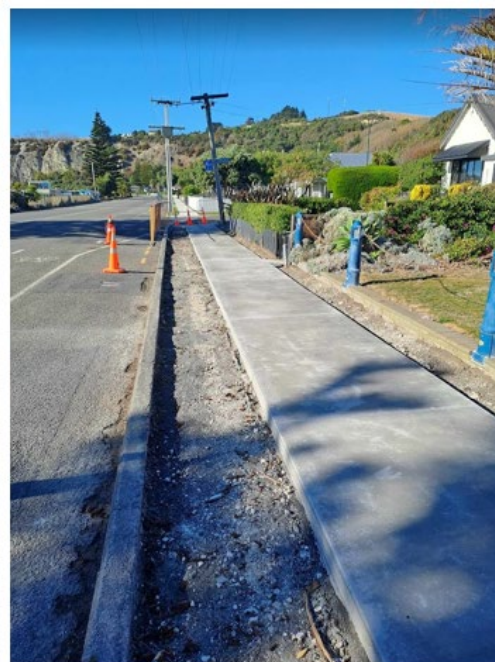
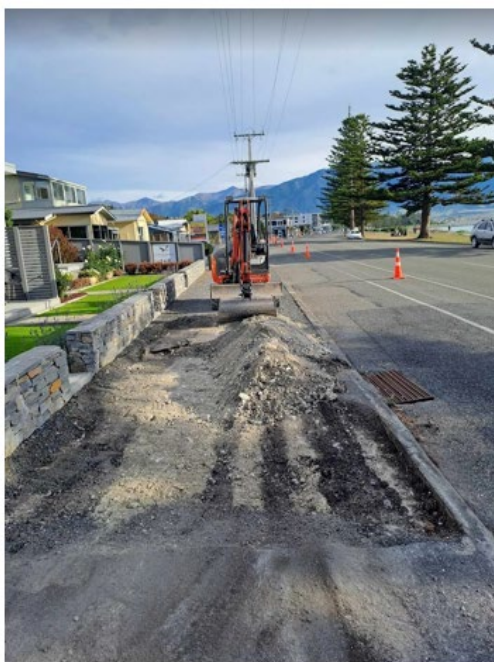


**Focus Areas for the next 3 months:**

- Pre-seal repairs programming for next year’s reseal sites.
- Maintenance patrols
- Continuing grading and spot metaling
- Finish Blue Duck dropouts.
- Mt Fyffe Road metalling
- Ellerton Valhalla overlay
- Hawthorne Road overlay
- Drainage works.
- Inspection and condition rating for bridges and signage
- Killarney footpath construction
- Beach Road footpath construction

**Footpath Improvements**

At the time of preparing this report works on concrete footpaths along Esplanade from Brighton Street to Ramsgate Street have been completed and the next section of concrete footpath along Beach Road is almost complete. These works have again been managed directly by KDC staff and the quality of work appears very satisfactory.





### **Puhi Puhi Valley Road – Under Slip repairs**

The stage 2 of the works has been completed. This work has seen the remaining of the slope backfilled with the crushed river material between geogrid layers. Additionally, the remaining boulders have been strategically placed around the temporary access ramp. Sight rails have been reinstalled along the full road section and the table drains have been cleaned to ensure direct runoff to disposal areas further downslope.





### **Blue Duck – Under Slip Repairs**

The materials have been ordered for the works and the works is expected to be completed by May. The design for the repair is a mass block retaining wall using magnum stone blocks. This method allows the road to have one lane open reducing the effect on residents.

### **Torquay and Esplanade Intersection**

Downer has completed the works at the intersection. However, due to some ponding issue, a new sump will be installed at the pedestrian cutdown.

### **Proposed Pedestrian ‘Zebra’ Crossings**

No change from last month’s report. Works are planned to be completed by the end of May.

### **Health & Safety and Environmental Issues**

There have been no reported accidents /incidents for February.

### **Asset Management**

No change from last month’s report.

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

Approval has been received from NZTA for the preferred contractor for this project to conduct further investigation of the potential construction of a new bridge at the old bridge site.

This further investigation is expected to take approximately 6 weeks and is intended to provide an estimated price for this alternative option.

As has been stated previously a commitment to construction of a new bridge at the old site has not yet been made, and any such commitment will be dependent on technical and financial factors.

### **Jordan Stream Bridge**

As suggested by NZTA an independent structural assessment of all KDC’s road bridges has recently been completed.

This assessment has resulted in a recommendation that the Jordan Stream bridge on Puhi Puhi Road is closed to all vehicles because in the bridge engineer’s opinion multiple defects make it unsuitable to carry even the very light vehicles (less than 1500kg) to which the bridge has previously been restricted.

In response to this vehicle access to the bridge will be prevented, with all vehicles instead being required to cross the stream via the ford.

Council recognises that because the ford will be impassible in some conditions the closure of the bridge will have an adverse effect on residents of the upper section of Puhi Puhi Road.

It is currently believed that it is unlikely that the existing bridge can be restored to a serviceable condition, and council staff are therefore investigating other potential options to provide a reliable crossing of the stream.

Because the weight restriction on the bridge was previously set so low (at 1500kg it is less than the weight of most modern Utes and medium sized cars) and the primary means of crossing the stream is intended to be the ford, KDC staff believed that there was not urgency to close the bridge, which had also not been assessed as unsuitable for this use following the 2016 earthquake.

It had however also been recognised that the future of the bridge should be reassessed, with Council's 2024/34 Infrastructure Strategy recommending that a decision on the future of it should be made in 2026/27.

The bridge engineer's recommendation does however create a need for that decision making to be accelerated. The necessary financial provision will be recommended for the final LTP.

The decision to be made must take account of the particular circumstances (including that the ford is intended to be the primary means to cross the stream) and the construction of a new bridge is not the only option that needs to be considered.

In the interim Council will endeavour to ensure that the ford is quickly repaired if damaged in a heavy rainfall event.

Because the Jordan Stream catchment sometimes receives heavy rainfall when other lower areas do not, residents have been asked to immediately inform Council if they observe that the ford requires repair following such an event, as in the past feedback has not always been promptly provided.

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

The contractor will continue with the physical works of the Shared User Path construction (SP2) in Ludstone Road (from SH1 to St. Joseph School crossing) in early May, in conjunction with Main power works. This will involve generally 3m wide shared pathway, installing new kerb and channel, realigning drainage, and landscaping (See APPENDIX A). Works are expected to be completed by end of June.

Additionally, 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.

Financial information to date is as follows:

<i>Overall Project Spent to Date LTD:</i>	<i>\$1.837M</i>
<i>Overall Forecasted Project Spent FY 23/24:</i>	<i>\$1.6M</i>
<i>Total revised budget for completion:</i>	<i>\$14.1M</i>

## **5. 3 WATERS**

### **Taumata Arowai**

The 3 Waters regulator, Taumata Arowai, has commenced their review of drinking water safety plans for KDC's smaller water supply schemes, starting with Kincaid. They have also signalled their requirement that Councils including Kaikoura will provide 3W environmental performance data in 2024-25. While much of the data is already available and some is already being provided to ECan, the response will take up staff time. Canterbury Councils and ECan are working to coordinate responses to minimise the staff time needed.

### **Environment Canterbury**

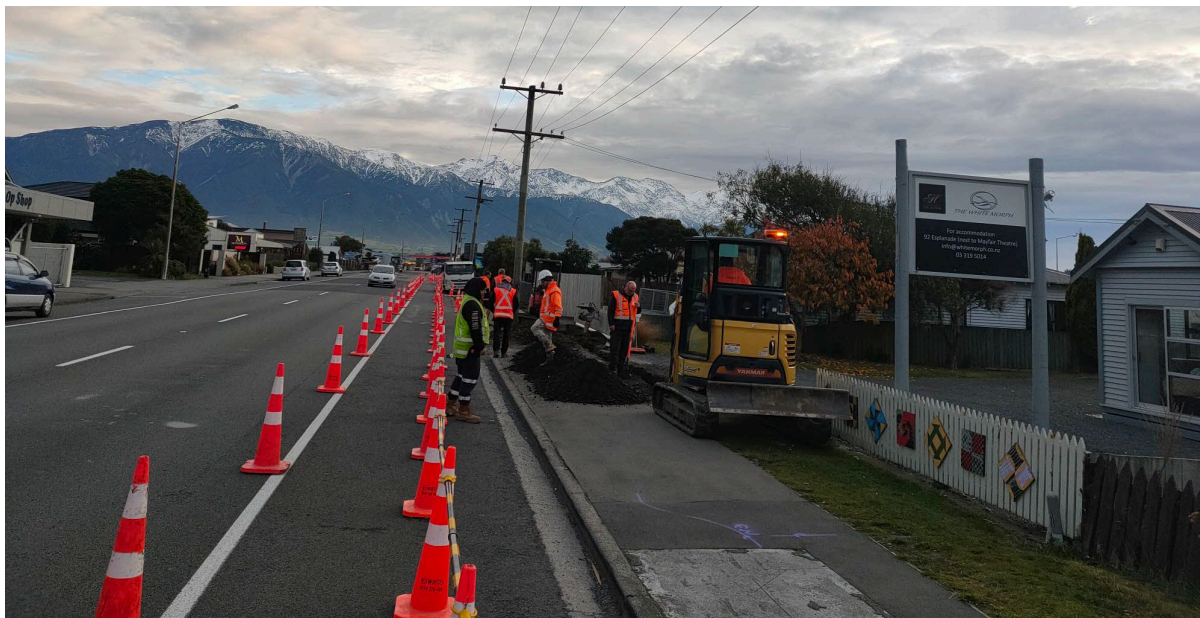
ECan lodged four abatement notices with KDC in June 2023 with deadlines of 30 November. Three of the notices were related to the wastewater treatment plant (WWTP) and one to KDC's stormwater consent for the Kaikoura township. ECan staff are expected to visit on 23 May to review progress on the action plans.

Work is on target 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. A science - based consenting work package has commenced. This will lead to confirming effects on groundwater and the adjacent ocean.

## Water Supplies

Water supply schemes have continued to provide water quality and continuity in compliance with quality assurance rules, as confirmed by treatment plant data, IWK site checks and independent sampling and monitoring by Food and Health Services Ltd.

A new water main and new property laterals for 10-32 Beach Road were laid by Total Water Ltd under NZTA SH1 traffic control and with full archaeological and cultural supervision. There was one archaeological find that caused a very slight delay. The new connections will be lived in during the first week of June.



The 2023\_24 capital works programme includes two Kincaid scheme projects that will be carried over to the 2024\_25 financial year. The Kincaid scheme committee is reviewing supply risk reduction options provided by KDC staff. Repair of the Waimangarara River intake has been held off until September to avoid winter high flows.

A review of existing water meters is under way to identify meters which have passed over 4,000 cubic metres. These are likely to be under reading and losing revenue. The result will inform the 2024-25 capital works reticulation programme.

Council staff are updating email and phone contacts registers for all water supply schemes to help with speedy advice to consumers, e.g. if there is a prolonged supply outage.

## Wastewater Operations

IWK has continued to periodically transfer liquid from the wastewater treatment plant (WWTP) anaerobic lagoon to the main oxidation pond. This has maintained freeboard in the lagoon and there is no urgent need for desludging.

Monthly wastewater sampling for ESR was commenced as part of their nationwide drugs in wastewater programme.

Two locations off Gillings Lane where odour concerns have been reported are currently being dealt with. The vent stack on one private property has been modified by adding a non-return valve. If this is successful a similar valve will be added at the other property.

Liquid waste disposal operations and contracts are being reviewed to help ensure revenue is being gathered to offset wastewater treatment and disposal costs.

Trade waste consents for food and other businesses are being pursued so grease traps etc are managed properly, sewers and treatment plant processes are protected, and treatment costs are charged on a user-pays basis.

### **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**

A detailed capital works programme is being developed for the 2024-25 financial year. The aim is to have the programme underway from 1 July.

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

- Continuing the wastewater and stormwater action plans with ECan
- Finalising the 2024-25 capital works programme Ongoing support for development planning

## **6. PARKS, RESERVES AND PROPERTIES**

Lighting Bollards have been installed along the path from Deal Street to West End. The old light pole will be removed in the coming weeks.

The order has been placed with Exeloo for the new double cubical toilet for the Northern Entrance, a single unit for Churchill Park and a 10 cubical Toilet block for the replacement of the West End block.

### **Airport**

A new ADSB automation system (Automatic Dependent Surveillance-Broadcast) is to be installed at the Airfield in the coming months.

Kaikoura Council are hosting a, **Work Together, Stay Apart: A seminar for aerodrome users**. This safety seminar is being run in conjunction with the CAA safety team. A request has been received from the CAA to run a second one in October. The six-monthly user group meeting was held earlier this month.

### **Pensioner housing**

Unit 3 has now been repainted inside, a new pantry and laundry cupboard installed along with a new benchtop, carpet, and drapes. We will be repainting the outside of the windows of this unit as weather permits.

### **South Bay Harbour**

Replacement decking for the jetty at South Bay is planned for July. Water blasting of the slipway continues as and when required.

## Link Pathway Construction



The Limestone edging along the Pathway will be completed this week.

Work will begin on the area between the Memorial Gardens and the Skatepark over the next two weeks. This will include Composite Decking, repairs to the old concrete wall, wheel stops and minor landscaping. Wheel stops are to be installed at the end of Yarmouth Street.

The last major area of works, from the old wharf to Jimmy Armers will be going to tender this coming week.

## **7. SOLID WASTE**

Services continue to operate well.

There has been some discussion with IWK regarding the government requirement for Councils to provide recycling services for a specific minimum range of products.

Amongst these materials is paper, which had until recently not been recycled by IWK. Services have however now been expanded to include this.

Ground works and preparation has been completed around the shop area with sealing to be completed this week. Once this is done all IWK's services will then relocate to the new area.





## 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

## APPENDIX A: Kaikoura District Council Western Development Shared Use Path Separable Portion 2

