

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

Date:	30 October 2024
Time	9.30 am
Location	Totara, Council Chambers

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 25 September 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 25 SEPTEMBER 2024 AT 9.08 AM AT TOTARA, COUNCIL
CHAMBERS, 96 WEST END, KAIKOURA**

PRESENT: Councillor K Heays (Chair), Mayor C Mackle, Councillor V Gulleford, 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 an apology for lateness was received for Councillor L Bond.

Moved: Councillor T Blunt
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

2. DECLARATIONS OF INTEREST Nil

3. CONFIRMATION OF MINUTES

3.1 Works & Services Committee meeting minutes dated 28 August 2024

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 28 August 2024*

Moved: Councillor K Heays
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

4. REVIEW OF ACTION LIST

The Action List was reviewed by the Committee and noted:

- Whitby Place/Churchill Street footpaths lifting/not level – Council staff advised that the majority of the pathway was completed with spare asphalt from the Kilarney Street works but confirmed the final quality is below standard. The contractor will undertake spot repairs on the worst sections and credit back the costs for the original work. It would be too costly to rip up the pavement and start again.
 - Confirm where the gravel is being sourced from by the roading contractor – This is sourced from the Kowhai Road and Waimangarara River.
 - Scout Projects – Councillor T Blunt will liaise with M Russell on what is being organised by the Council.
-

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

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

Councillor K Heays invited elected members to join him on the site visits next month with O Joensuu and B Apperley, Monday before the Council meeting at 1pm.

Councillor Diver questioned if we have an unsealed road sealing strategy. O Joensuu explained that the Infrastructure Strategy /budgets do not include work to seal any unsealed roads and there is no subsidy and funding in from NZTA in the next 3year NLTP for sealing unsealed roads. The focus in the infrastructure strategy has been to prioritise the reseal work required for existing sealed roads. This maybe something to consider in the next LTP.

B Apperley explained the Environment Canterbury abatement notices and tabled a presentation at the meeting on the Wastewater Treatment Plant, or note:

- Discharge from the wastewater treatment plant is naturally filtered through the sand exits under the beach. Little electricity is used as sunlight acts as a natural filtration.
- The lagoon did not have consent to discharge the sludge onto the site therefore this is discharged into the oxidation points. Council staff are in the process of getting consents with Environment Canterbury.
- Council is on track to lodge new consents by the end of the year and is working well with Environment Canterbury.

Council staff will clarify the timetable for the decking on South Bay jetty (**ACTION**).

RESOLUTION

That the Committee receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor T Blunt Tony

CARRIED UNANIMOUSLY

7. CLOSE OF MEETING

There being no further business, the meeting closed at 9.38 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

	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/ Councillor T Blunt	Easter 2025	M Russell looking at opportunities. Councillor T Blunt to liaise with M Russell.

CLOSED ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
	Whitby Place/Churchill Street footpaths lifting/not level	O Joensuu	September 2024	Completed - Update provided at September meeting
	Confirm where the gravel is being sourced from by the roading contractor	O Joensuu	September 2024	Completed - Update provided at September meeting
	Clarify the timetable for the decking on South Bay jetty	M Russell	October 2024	Clarification - Replacing rusted part of the jetty prior to Labour Day.

Report to:	Works and Services Committee
Date:	30 October 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 – Roothing 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 month are shown in the tables below. As of 18th October, 4 of these requests remained live for further action. The urgent requests had been completed and closed at the time of preparing this report.

Period 16 September to 18 October 2024			Currently Open
Type Subtype	Routine	Urgent	
Footpaths \ Feedback/Suggested Improvement-Footpaths	1		
Harbour \ Pay and Go machine issues	1		
Property \ Pensioner Flats	1		
Reserves \ Cemetery - general enquiry	1		
Reserves \ Cemetery Mowing & Maintenance	1		
Reserves \ Reserves - miscellaneous	1		
Reserves \ Walkways Maintenance	1		1
Roads \ Feedback/Suggested Improvement-Roothing	2		1
Roads \ Maintenance Improvement Roads	1		
Roads \ Pothole/Poor Road Surface	1		
Roads \ Roothing Sign/Marking Maintenance	4		
Roads \ Speak to a Roothing Engineer/ Manager	4		
Streetlights \ Streetlight - Light Out	1		
Toilets \ Maintenance/Safety Improvement-Toilets	2		1
Toilets \ Toilets Blocked	2		
Waste \ Feedback/Suggested Improvement-Waste	1		1
Waste \ Rubbish Lying Around	2		
Water \ Feedback/Suggested Improvement-Water	2		
Water \ No Water	3		
Water \ Water Leak	2	1	
Total	34	1	4

W&S Applications	Approved
Traffic Management Plans	11
Corridor Access Requests	3
Overweight Permits	5
Before U Dig Permits	19
Vehicle Crossing	2
3 Water Connections	1

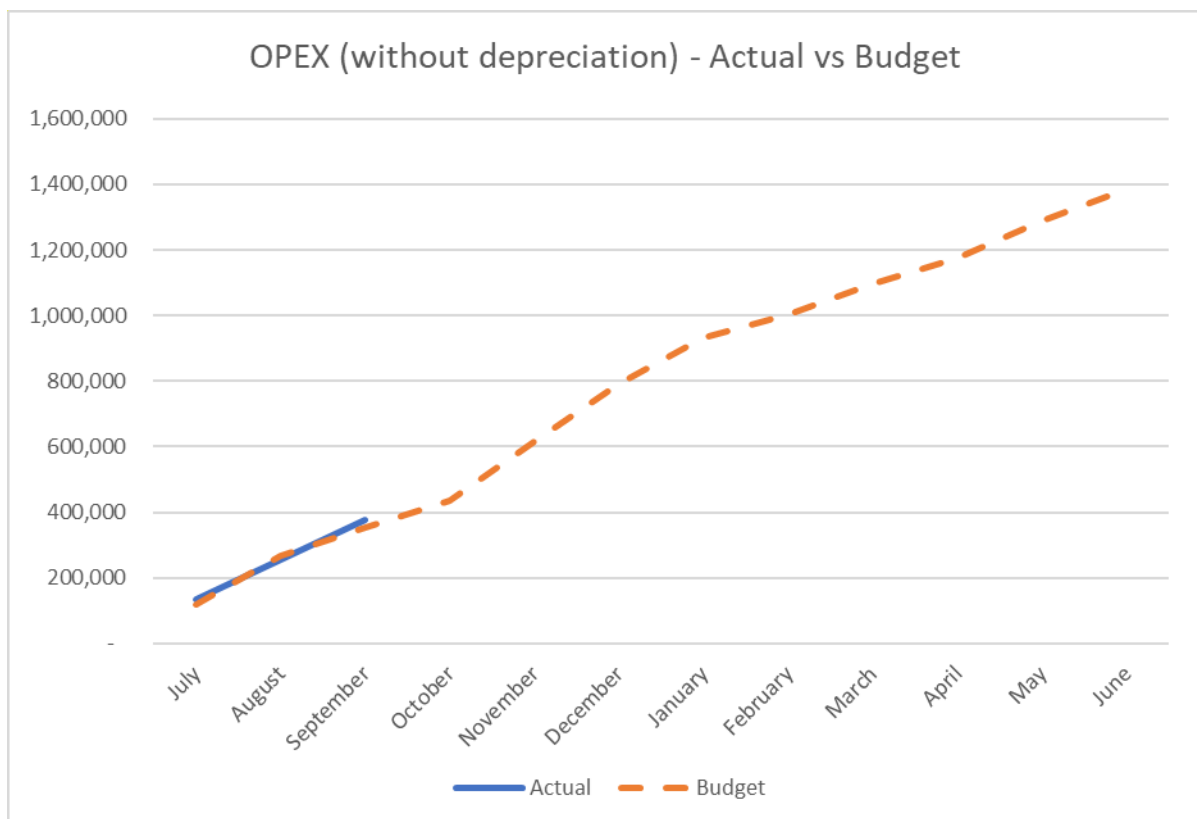
4. ROADING

Road Maintenance Contract

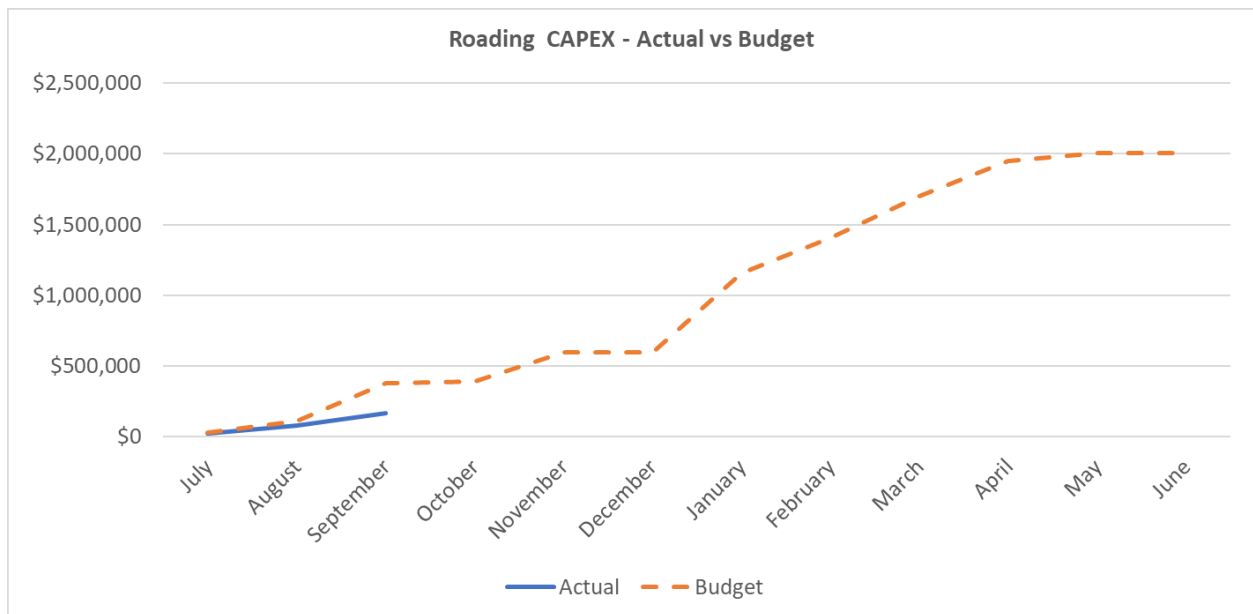
September was a quieter month for Roading operational expenditure, with only a few small drainage works completed. Some unsealed metalling renewals were carried out around the Kaikoura Flats, using approximately 2,500 m³ of material.

Expenditure

The monthly operational expenditure (OPEX) amounted to \$124,953, which is higher than the forecasted spend of \$86,070. This increase is due to the installation and hire costs associated with the Jordan Stream Bailey Bridge, which were charged to this budget. These costs will be journalled under the Capital Projects with the correct job coding.



Total capital expenditure (CAPEX) for September amounted to \$84,503, which is below the budgeted figure of \$266,648. This variance is primarily due to the Jordan Stream Bailey Bridge not being charged under CAPEX, the planned unsealed pavement renewals being under budget, and some drainage works being deferred until November. The actual expenditure to the forecasted is expected to balance out in the coming months.



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 – works currently out to tender
- Avoca St drainage renewals
- Killarney Kerb renewal
- Continue 3 months rolling programme

Footpath Improvements

This year’s footpath renewal programme is scheduled to be completed during the first quarter of the next calendar year.

The proposed three year renewal priority programme has been shared with the footpath improvement working group and there appears to be general satisfaction with this and the recent progress that has been made. The works for the 2024/25 year are planned to be tendered out in January. The deficit in NZTA funding will be balanced by additional local share ensuring that the entire programme can be completed.

Health & Safety and Environmental Issues

No health and safety events have been recorded for September.

Mt Fyffe Road Overlay

Downer have been awarded the Mt Fyffe Road area wide treatment works, comprising shoulder widening, rock retaining walls, pavement overlay and chip sealing. The works aim to widen the road to a consistent 6.3m seal width plus decrease the ride roughness on Mt Fyffe Road from the Schoolhouse Road 700m south to the concrete cow crossing. Works are planned to start in October and be finished by the end of November.



Unsealed Road renewals

Nigel Ross has completed the unsealed renewals programme they laid 2500m³ of new materials on the roads and cleared the water channels, improving drainage. Works ran smoothly with little impact on the residents. The works resulted in a more resilient unsealed road.



Postman's Road left Brunel's Road Right

Waiau Toa/Clarence River Access Project

Work towards applications for resource consent and acquisition of the required land has continued, but significant uncertainties and risks remain.

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.

Pattle Delamore Partners has been engaged to model the river flow. This will help to determine the potential effects of the different bridge replacement options.

IAF Kaikoura Western Developments Project:

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

Following approval by the Governance Group further design and procurement work will be undertaken for the Ocean Ridge connection.

5. 3 WATERS

Staffing

Mark Davis has now started work as 3 Waters Technician on a 12 month fixed term. He will be Council's key person for the operational delivery of these services following the retirement of Bruce Apperley at the end of this year.

Local Water Done Well

Staff from Waimakariri District Council and KDC have continued discussions on the scope of interim shared service support to cover the period until alternative delivery arrangements are put in place under central government's Local Waters Done Well program. A joint meeting of relevant staff from KDC and WDC is scheduled for 7 November in Kaikōura to further discuss these interim arrangements.

Discussion is continuing at a senior staff level regarding potential long term alternative delivery arrangements, with the Waimakariri, Hurunui and Kaikōura councils having provided technical and financial information on the 3 water services of the individual councils, upon which consideration of possible joint delivery options can be based.

Taumata Arowai

Staff made a submission in support of planned changes to the Small Water Supplies rules. The changes were generally simplifications and clarifications.

Environment Canterbury

ECan lodged four abatement notices with KDC in June 2023. KDC action on one, for stormwater, has been completed. ECan signoff is still awaited. Work remains on schedule for KDC to make applications for new site wide WWTP consents by 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.

Water Supplies

Quality and Continuity

Water supply schemes have generally continued to provide water quality and continuity in compliance with quality assurance rules. The latest chemistry check round has confirmed that source water quality is excellent for all KDC schemes, as can be expected from the high volumes flowing through from the mountain and hill catchments, and the low intensity of development. As an example, the nitrate concentration at Peketa is 11% of the current NZ maximum allowable value (MAV) or 22% of the expected future value.

ECan Compliance

Water source flow rate and volume data are collected every minute from 8 flow meter sites, translated to 15-minute periods and provided to ECan as part of consent compliance. The East Coast source bore flow rate has been slightly over the consented limit (4.9 l/s compared to 4.5). This rate has been reduced to provide technical compliance. There is still more than sufficient daily volume to meet peak

summer demand. Daily take volumes on the Fernleigh scheme were over the consented limit last summer. Recent leak repairs and corrections to illegal connections are expected to have corrected this.

Wastewater Operations

The new aerator at the wastewater plant is providing positive dissolved oxygen results to support the new consent applications.

Initial trade waste consent familiarisation visits have been temporarily suspended until staff resources are available.

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 3W Capital Works Programme

Waimangarara River Intake

This intake supplies up to 10 litres/second to the Kincaid water supply scheme and also provides up to 45l/s for summer irrigation, as a compensation flow related to the original acquisition of the urban scheme Mackles bores. The river carries high concentrations of fine sediment during storm flows. The gravel filter layers had become clogged since the intake was last rebuilt in 2017, so it could no longer provide summer peak flow. IWK and local subcontractors brought in screened gravel, excavated down to the intake pipe as shown in the photo below, then rebuilt the system.



Takahanga Terrace Water Main Replacement

By the meeting date IWK and local subcontractors will be over 75% complete on replacement of an asbestos cement water main on Takahanga Terrace between Deal St and Torquay St. Work from the Deal Street intersection past the Takahanga marae was carried out under full archaeological and cultural supervision. No artifacts were found.



Hawthorne Road and Gillings Lane Sewer Pump Stations Electrical Upgrading

The Kainga Ora Infrastructure Acceleration Fund governance group has agreed that the IAF 3 waters programme is to include upgrading of pumps and electrical systems at the Hawthorne Road and Gillings Lane sewer pump stations.

This work, with an agreed budget of \$770,000 and an estimated cost of \$675,000 has been added to the KDC 3 waters capital works programme with the full cost being met by the subdivision developer.

Pumps have been ordered and prices have been invited for upgrading of the associated electrical systems.

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
- Drinking water safety plans to be updated before end December 2024

6. PARKS RESERVES AND PROPERTIES

Parks and Reserves

The piles of slash from the tree removal above the Racecourse have been mulched for use in the gardens around the district.

Bark chip and a tidy up of the playgrounds and pensioner unit gardens took place as part of the KDC staff development day as well as a sausage sizzle lunch, shared with our elderly residents.

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 interest are welcome to attend.

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

We will be installing double glazing in unit 6 while it is vacant as it is one of the last units with the steel windows. This will be done in the new year due to time delays with having the windows manufactured. Spouting repairs and cleaning are scheduled for the coming month as well as general spring maintenance.

South Bay Harbour

Work has started on the replacement of the decking on the South Bay jetty with installation of new bearers to support the decking. The new decking is being precut in the council yard ready for install. 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.

Link Pathway Construction

The section around Fyffe Quay is ready for sealing and once complete we can start to install the handrails. Other areas to be completed are some existing paths that require widening, topsoil and grass seeding.

Public Toilet Upgrades

The demolition of the West End toilet is complete. Work on the placement of the new facility will start on Monday 28th October. Timelines previously provided to council show the program is on track. The new toilet for Churchill Park and the extra 2 cubical unit for the Northen entry will be put in place in the same week. It should be noted that the 2 smaller facilities will not be connected to sewer and water until after the West End is completed and open for use.



7. SOLID WASTE

Services continue to operate well.

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.

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