

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 26 FEBRUARY 2025 AT 9.09 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), J Prentice (Roading Engineer), 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 27 November 2024**

**RESOLUTION**

*THAT the Council:*

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

Moved: Mayor C Mackle  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted:

- Item 1 – The Chief Executive will follow up with Councillor J Diver in the absence of a Senior Manager Operations.
- Item 2 – Councillor T Blunt commented that he has liaised with M Russell around a list of projects for the scout group volunteer work. This includes projects such as vegetation clearance on tracks and painting handrails. Councillor T Blunt has suggested that the volunteers contact the cycle club.
- Item 3 – The decking on the South Bay jetty is almost complete.
- Item 4 – A safety report has been received on the compactor at the transfer station and M Russell is working through what actions need to be taken with Innovative Waste Kaikōura.

**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**

It was noted that the footpath tenders close in two weeks covering Bayview to Churchill Street to Hastings Terrace and the concrete on Beach Road to the Mediterranean Hotel. A good response has been received and one local contractor has applied directly. The team are working on a communications plan for residents.

It was clarified that the Link Pathway is a shared user pathway, however increased signage will be put up to encourage cyclists to use the cycle land on the road. Currently, people are parking in the cycle lane on the Esplanade and the regulatory team will begin to enforce the overlay cycle lane once lines are completed by Fulton Hogan this week.

The Chief Executive would provide feedback on the repair of the old wharf (**ACTION**).

The 3 Waters Engineer would clarify if there is stormwater from recent rainfall events coming into the sewer system and whether it is causing any issues for the waste water operator (**ACTION**).

#### **RESOLUTION**

*That the Committee receives this report for information.*

Moved: Councillor R Roche

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

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

There being no further business, the meeting closed at 9.30 am.

CONFIRMED

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Chairperson

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 13 MARCH 2025**

**OPEN ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	Provide chlorine sample results	W Doughty / Councillor J Diver	Ongoing	Councillor J Diver and W Doughty to discuss.
2	Put programme together of 4-5 projects for Scouts visit for easter 2025	W Doughty/ M Russell Councillor T Blunt	Easter 2025	M Russell suggests opportunities (Painting handrails & cleaning up of town walkways and tracks), projects such as vegetation clearance on tracks. Councillor T Blunt has suggested that the volunteers contact the cycle club.
3	Clarify the timetable for the decking on South Bay jetty	M Russell	December 2024/ January 2025	Almost complete.
4	H&S of compactor at transfer station – update to be provided	D Clibbery / M Russell	Ongoing	Independent report received from Colin Read senior safety engineer from Teg Risk and Safety Services re: to install a physical barrier to improve H&S. M Russell is working through the report & actions with IWK.
5	Provide feedback on the repair of the old wharf	W Doughty	31 March	
6	Clarify if there is stormwater coming into the sewer system and if it is causing any issues for the waste water operator	M Davis	31 March	

**CLOSED ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Clarify if the fence work along Churchill Street will be finished before Christmas.	O Joensuu	December 2024	Completed