

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

Date:	Wednesday 26 February 2025
Time	9.30 am
Location	Totara, Council Chambers

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 27 November 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 27 NOVEMBER 2024 AT 9.02 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), P Kearney (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), B Makin (Executive Officer-Minutes)

1. APOLOGIES Nil

2. DECLARATIONS OF INTEREST Nil

3. CONFIRMATION OF MINUTES

3.1 Works & Services Committee meeting minutes dated 30 October 2024

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 30 October 2024*

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

4. REVIEW OF ACTION LIST

The Action List was reviewed by the Committee and noted:

- Decking of South Bay Jetty – M Russell has scheduled this as part of the maintenance works, the work has been delayed whilst the team were focused on the opening of the West End toilet.
- Compactor at IWK – An independent Health and Safety review is being undertaken managed by IWK to confirm the best way to address the issue.

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

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

Council staff advised the traffic management issues on State Highway 1 (roadwork at the entrance to West End) have been resolved by NZTA as this was within their roading corridor. KDC officers spoke to NZTA but had no control to enforce action. The traffic lights were leading to extremely long delays and they changed this to manual control the next day.

Council staff clarified that:

- Downer has started the work on Mt Fyffe Road resealing.
- The consent application for the wastewater treatment plant has now been lodged.

- The team are to finalise the landscaping plan at West End toilets. Chorus has yet to move their junction box before the last of the concrete can be poured.

The South Bay Forestry harvest is going well with only several public access issues.

Council staff advised that the larger slash will be mulched by the contractor. The quality of the timber is better than expected and there are some trees not suitable for harvest that could be a resource for the Lions Club wood. There is a legal requirement that the area is not safe for general access for a period of time after the harvest.

In terms of the harvest costs and revenues, the process has a fixed costs and what is left out of the revenue comes back to Council, such as better timber selling at a better price. The process is transparent in terms of both costs and revenues. Tasman are managing the process and will provide all the information to the Council at the end of the harvest.

O Joensuu would clarify if the fence work along Churchill Street will be finished before Christmas.

RESOLUTION

That the Committee receives this report for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

7. CLOSE OF MEETING

There being no further business, the meeting closed at 9.22 am.

CONFIRMED

Chairperson

Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

**WORKS & SERVICES COMMITTEE
ACTIONS ITEMS AS AT 20 FEBRUARY 2025**

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/ M Russell Councillor T Blunt	Easter 2025	M Russell suggests opportunities (Painting handrails & cleaning up of town walkways and tracks). Councillor T Blunt to liaise with M Russell.
3	Clarify the timetable for the decking on South Bay jetty	M Russell	December 2024/ January 2025	Update to be provided at the meeting.
4	H&S of compactor at transfer station – update to be provided	D Clibbery / M Russell	Ongoing	Independent advice to be sought to install a physical barrier to improve H&S. Colin read senior safety engineer from Teg risk and safety services will be conducting and audit on equipment and operational area Wednesday the 22 nd January. Update to be provided at the meeting.
5	Clarify if the fence work along Churchill Street will be finished before Christmas.	O Joensuu	December 2024	Completed

Report to:	Works and Services Committee
Date:	26 February 2025
Subject:	Works and Services BAU Report
Prepared by:	O Joensuu – Operations Delivery Manager
Input sought from:	M Russell – Facilities Manager J Prentice – Roding Engineer Mark Davis – 3 Waters Technician G McHerron – Operations Administrator
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 31st January, only 3 of these requests remained live for further action. The urgent requests had been completed and closed at the time of preparing this report.

Period 22nd December 2024 to 31st January 2025				Currently Open
Type Subtype		Routine	Urgent	
Footpaths \ Footpath Sign/Marking Maintenance		1		
Harbour \ Pay and Go machine issues		1		
Property \ Facilities Require Cleaning		1		
Property \ Feedback/Suggested Improvement-Property		1		
Property \ Memorial Hall		1		
Property \ Property Maintenance Required		2		
Property \ Vandalism/Damage - Property		1		
Reserves \ Poor Service - Reserves		1		
Reserves \ Reserves - miscellaneous		4		
Reserves \ Reserves Mowing		1		
Reserves \ Trees Need Pruning		1		
Reserves \ Vandalism/Damage - Reserves		2		
Reserves \ Walkways Maintenance		2		
Roads \ Abandoned Vehicle				1
Roads \ Feedback/Suggested Improvement-Roding		3		
Roads \ Illegal Parking		3		1
Roads \ Parking Payment Disputes		1		
Roads \ Poor Service - Roding		1		
Roads \ Speak to a Roding Engineer/ Manager				1
Streetlights \ Feedback/Suggested Improve-Streetlights		1		
Streetlights \ Streetlight - Light Out		1		
Toilets \ Feedback/Suggested Improvement-Toilets		3		
Toilets \ Maintenance/Safety Improvement-Toilets		3		
Toilets \ Toilets Blocked		1		
Toilets \ Toilets Not Clean		3		
Toilets \ Vandalism/Damage - Toilets		1		
Waste \ Rubbish Bins Overflowing		1		
Water \ Feedback/Suggested Improvement-Water		1		

Water \ Low Water Pressure		1		
Water \ Poor Service - Water		1		
Water \ Water Leak		5		
	Total	49	0	3

W&S Applications	Approved
Traffic Management Plans	3
Corridor Access Requests	4
Overweight Permits	0
Before U Dig Permits	10
Vehicle Crossing	1
3 Water Connections	3

4. HEALTH & SAFETY AND ENVIRONMENTAL ISSUES

No health and safety events have been recorded for December and January.

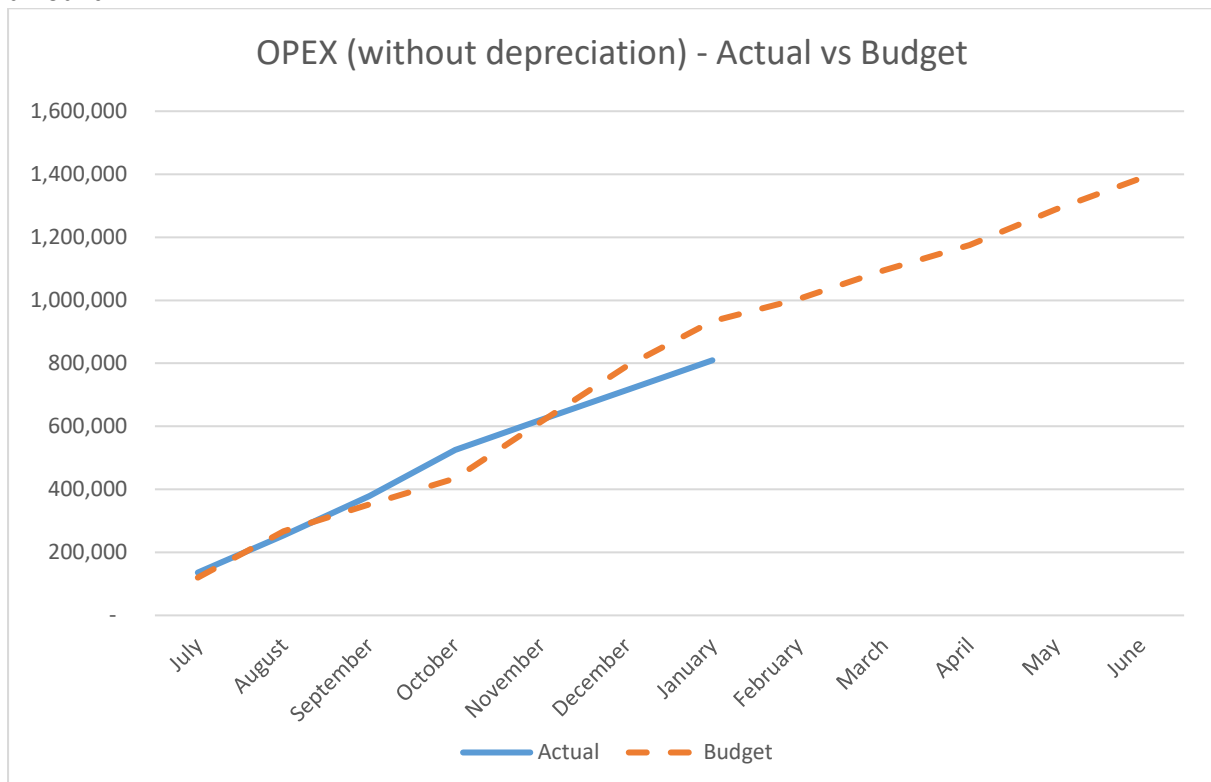
5. ROADING

Road Maintenance Contract

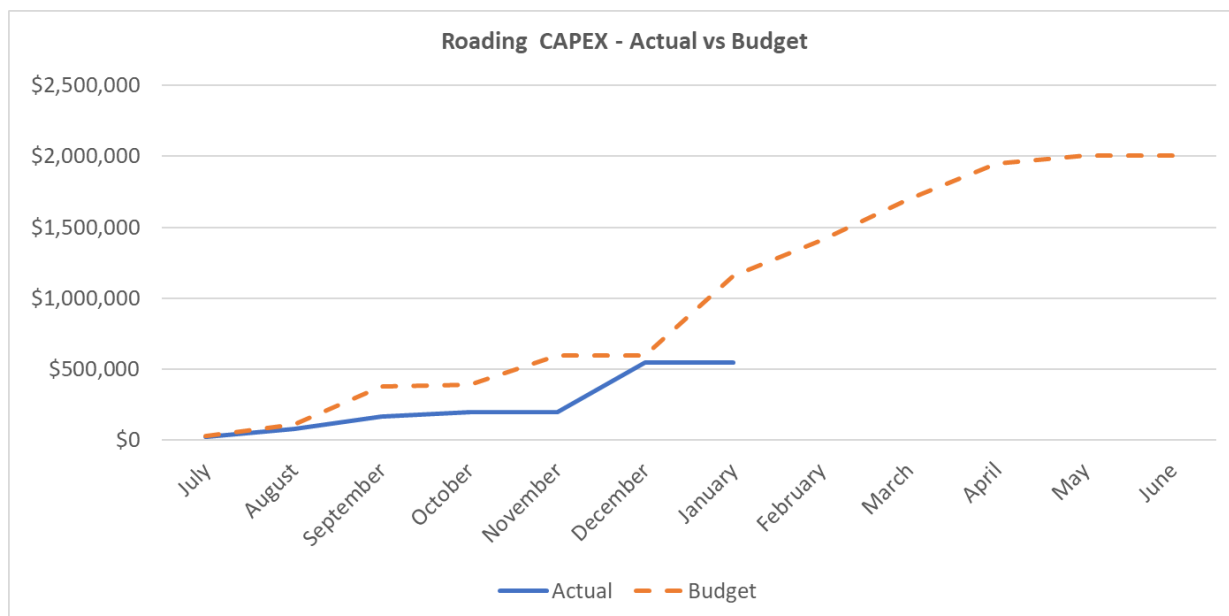
November and December were busy months with many pre-reseal repairs conducted, along with grading, weed spraying, and the practical completion of the Mt Fyffe Road AWT and the Killarney kerb renewal.

Expenditure

The monthly operational expenditure (OPEX) for December and January amounted to \$188,579 which is lower than the forecasted spend of \$319,044. This brings the current OPEX spend to \$124,315 under budget. This is planned to catch up towards the end of the year to align closer with the budgeted amount.



The total capital expenditure (CAPEX) for December and January amounted to \$353,210, which is less than the budgeted amount of \$561,542. This brings the year to date variance to \$611,262 below budget. The variance is primarily due to the reseal program, originally scheduled for completion in December, now expected to finish in February. The completion of the works in February will bring the forecast just under the allowed budget line.



Focus Areas for the next 3 months:

- Pre-seal repairs programming for next year’s reseal sites.
- Maintenance patrols
- Continuing grading and spot metaling
- Reseal programme – (Fulton Hogan)
- Avoca St drainage renewals
- Continue 3 months rolling programme
- Footpath renewal programme
- Network linemark update

Footpath Improvements

No change from last report. This year’s footpath programme is programmed to be completed around March / April. A request for tenders were advertised in February and closes in early March.

Mt Fyffe Road Overlay

Downer has completed the granular overlay of a section Mt Fyffe Road. This has improved the ride quality of the road and widened the road to allow for vehicles to pass much safer. In order to gain the extra, widen a large amount of shoulder works was undertaken involving undercutting and rebuilding combined with rock armouring. A total of 4,410m2 was overlaid which is 0.56% of the sealed network.



Reseal programme

This year reseal programme has been awarded to Fulton Hogan. The following roads are scheduled for resurfacing. By the time of this report, work on these sections is already well underway.

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

These roads were selected for resurfacing due to the deterioration of their sealed surfaces, which have aged and started to fail over time, leading to potential safety concerns and reduced quality of the road network.

Killarney kerb renewal

Downer has recently finished renewing 211 meters of new V-channel along the Killarney cutting. This replacement was necessary due to damage and aging of the previous kerb and channel, which allowed moisture to seep into the pavement, leading to structural failures. The new kerb not only addresses these issues but also accommodates slightly wider roads, benefiting the passage of oversize vehicles that frequently use this road.



Waiau Toa/Clarence River Access Project

The process for applying for resource consents for the new bridge and road location is progressing. Preliminary discussions with Environment Canterbury suggest no significant technical barriers. The consent applications are anticipated to be lodged by beginning of March.

An independent review of the pricing offered by the preferred contractor for the road construction has been completed. Negotiations are ongoing between the estimator and contractor to refine the pricing.

Land acquisition processes are ongoing to secure the necessary land required for the project.

The presentation to the NZTA Board regarding KDC's request for a funding increase and time extension has been postponed to April.

Jordan Stream Bridge

The temporary Bailey bridge is now in place and functioning effectively. Further investigation into long term stream crossing options is needed and will be presented at the March Council meeting.

Pattle Delamore Partners has been engaged to model the river flow, which will assist in evaluating the potential impacts of various repair options.

IAF Kaikoura Western Developments Project:

Procurement is progressing for the preparation of a road and bridge design for access over the Main North Line (MNL) from Greenlane to the Ocean Ridge residential development. This is anticipated to be awarded in the second half of 2025.

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 February 2025. Tenders for upgrades were received in November; the winning contractor is underway with building the new switchgear and cabinetry. These upgrades are scheduled to be made before the end of March. The current estimate at completion remains at \$675,000 pending letting of an electrical and control contract. The initially agreed budget was \$770,000. This is fully funded by the developer through development contributions.

6. 3 WATERS

Water services delivery

Engineering staff from Waimakariri District Council (WDC) and KDC met in Kaikoura 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.

Compliance

Taumata Arowai

Updating of water source risk management plans and drinking water risk management plans is now under way, each document is around 90 pages long and are being brought completely up to date with the requirements of Taumata Arowai. These are being prioritised through the scheme's populations, with Kaikoura Urban having been completed and submitted in early January and Kincaid nearing completion. Ocean Ridge next to be updated, all safety plans are expected to be completed by April 2025.

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 were made in November 2024. A consenting period of approximately 6 months is expected with feedback from ECan received requesting additional information. New consents are expected to be issued around June – July 2025

Water Supplies

Quality and Continuity

During the holiday period the Kincaid Scheme encountered an extended period of high rainfall leading to high turbidity, which meant that a precautionary boil water notice had to be issued to ensure continued supply for all scheme users on the 29th of December 2025. Testing was undertaken as per Taumata Arowai rules, and the notice was lifted on the 30th of January 2025 after 3 consecutive clear tests were received from the scheme's reticulation. Following this event a review of current processes and procedures is underway, looking at how events like this can be managed better in the future.

Wastewater Operations

Rapid Infiltration Basins at WWTP

With higher-than-expected rainfall over the holiday period the wastewater treatment plants rapid infiltration basin encountered some issues with allowing enough treated effluent through them. This is caused by years of slow build up and compaction of the infiltration layers at the base of the basins. IWK have begun remediation of the beds with a completion date expected to be mid-February. The basins maintenance is now included in a rotating 3 yearly maintenance programme to ensure they are always in an operational state to limit future potential issues.

Trade Waste

Trade Waste site visits are expected to resume late March, with an aim to ensure all trade sites are compliant.

Stormwater

No significant stormwater 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

Austin Street Submain Installation

IWK has been informed to install a new water submain along Austin Street to service the western properties. The existing galvanised service laterals were installed under the road and had begun to fail, causing KDC to excavate and repair the road service. The cost of the entire submain is the same as 3-4 repairs including sealing reinstatement, meaning an overall saving of maintenance moving forward for this area.



Toby Box Upgrades

IWK will be undertaking upgrades to toby boxes and valves in any area that footpath renewals are going to be completed, this will be happening over the next month. Planning has been put in place to start replacing tobies in this financial year for next year's footpath renewals as well, to avoid any delays to footpath construction due to toby replacement.

Hawthorn and Churchill Streets Sewer Pumpstation Corrosion Repairs

Tenders have been closed for these repairs and a contractor with suitable experience and track record has been awarded the contract for repairing both structures. Work is expected to take place in early March, being completed in about 3 weeks total and adding around 50 years to the life expectancy of these structures.

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 April 2025
- Review of Kincaid precautionary boil water notice

- Review of boil water procedures

7. PARKS RESERVES AND PROPERTIES

Parks and Reserves

Council staff had several callouts over the Christmas period which were mainly for wastewater, plumbing issues in the older toilets and illegally dumped rubbish. Staff have also spent time on maintenance of the Civic building and Memorial Hall during the Christmas close.

Harbour

Most of the decking on the South Bay slipway has been replaced. The steps and bollard repairs will be completed when the slipway is less busy. We currently have an issue with silt build up approximately 28 metres out from the end of the slipway. This is currently under investigation and a plan will be implemented for removal.

Airport

We have had a big issue with rabbits at the Airfield this year. Staff have placed bait stations around the area and repaired parts of the grass runway. General maintenance issues have been dealt with as they occur. The 6 monthly user group meeting is to be scheduled.

Pensioner Units

Two units are currently vacant and have had general maintenance completed. Unit 6 has been repainted and had new carpet and vinyl installed. New tenants are due to occupy in the coming weeks.

Link Pathway Construction

Work has started 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

All new toilet facilities worked well over the Christmas period with only a few issues. These were fixed by council staff and are covered under warranty. Chorus have finally been on site and completed the work required for us to complete the concreted area at the front of the West End toilet. Once this is completed, we start working on the rest of the Landscaping.

The toilet at the South Bay Marina has been totally replumbed. Work will continue in the coming weeks to repaint and install new cisterns in the disabled and Men's toilet.

The Racecourse toilet block have also had new cisterns installed in some of the toilets and will require some pan replacements.

Forestry

Harvesting of the South Bay Forest is close to completion. A final walk over with the Archaeologist is booked for the 14th February. The final clean-up of the cycle track will take place next week and is hoped the track will then be fully opened.

Discussions are taking place with the Lions re moving the remaining firewood logs to a suitable area for the use in the community. More cleaning up will be required once the plans are in place for the future of the reserve area.

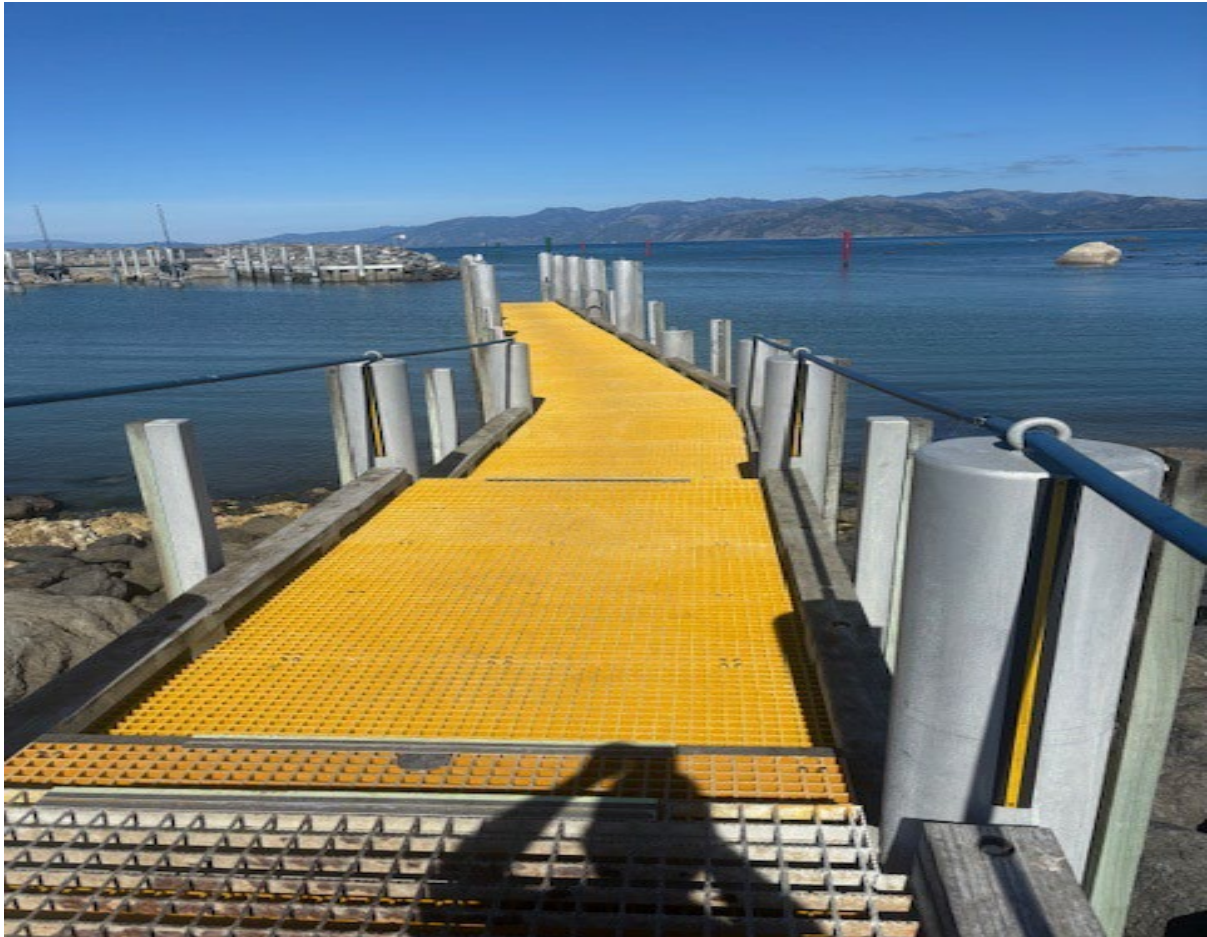
The remaining brush has been cleared away from the main tracks but will not be removed entirely as part of this initial work. The intention is to develop a masterplan/landscape plan for the area once consultation on the reserve management plan has been completed. A supporting action plan will be developed that can be implemented over time. The remaining brush will provide some initial cover until further work is undertaken.

Any final revenue from the harvest will be retained for reinvestment into the area.

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 external safety audit has been carried out by TEG Risk & Sustainability Services Ltd of the compactor area which has identified and confirmed some risk areas. Recommendations and actions from this report are currently underway.



New boardwalk on the public jetty



Fyffe quay link pathway surface preparation.



West end toilets

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