

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 26 MARCH 2025 AT 9.01 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), O Joensuu (Operations Delivery Manager), 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 26 February 2025**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 26 February 2025.*

Moved: Deputy Mayor J Howden

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted:

- Item 2: The action is completed as the scouts have been organised for Easter.
- Item 4: M Russell will circulate the report received on the compactor which includes recommendations that Council staff suggest are completed (**ACTION**).
- Item 5: M Russell explained that the broken beams towards the South side are at risk of bringing down the wharf in another storm. Archaeological authority has been given to remove the wharf in one piece so they can test the timber. The timeframe for this would be within the next two months. The asset is listed as a strategic asset in the Significant & Engagement Policy and the team will at the requirements for public consultation (**ACTION**).

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**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**

O Joensuu advised that she has been providing unsuccessful contractors with debriefs to assist them with future tenders as our local contractors are not providing sufficient information for the non-price attributes for tenders.

It was noted that the upgrade to Hawthorn Road and the pump station are part of the IAF programme of works.

The toilets at the harbour will be painted over winter. Further work will be undertaken in West end to provide screening, seating and landscaping. The amphitheatre will also be renovated to make the area more appealing, by replacing the grass in artificial grass and installing shade sails. The Link Pathway handrail work around Fyffe Quay and the gardens is aimed to be completed over the next few months.

The final walkover of the South Bay Forest Reserve has been completed with the archaeologist with no concerns raised.

#### **RESOLUTION**

*That the Committee receives this report for information.*

Moved: Councillor R Roche  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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

There being no further business, the meeting closed at 9.24 am.

CONFIRMED

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Chairperson

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 08 APRIL 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	Clarify the timetable for the decking on South Bay jetty	M Russell	December 2024/ January 2025	Almost complete.
3	Provide feedback on the repair of the old wharf	W Doughty	End of April	Listed as a strategic asset in Significance & Engagement Policy – look at processes.

**CLOSED ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Put programme together of 4-5 projects for Scouts visit for easter 2025	W Doughty/ M Russell Councillor T Blunt	Easter 2025	Completed - programme in place for Easter.
	H&S of compactor at transfer station – update to be provided	M Russell	Ongoing	Completed and report circulated. In hands of operations team and IWK to carry out suggested recommendations.
	Provide feedback on the repair of the old wharf	W Doughty	31 March	Ongoing
	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	Confirmed - we do currently experience some infiltration into the sewer from stormwater during high rainfall events, but this is within expected limits and doesn't affect the overall performance of the wastewater system. KDC's wastewater network hasn't encountered any overflow issues due to this. Innovative Waste perform regular checks of the network during these events to trace any

				ingress of stormwater and make repairs as needed. Comprehensive CCTV surveying was undertaken as part of the earthquake rebuild and shows that Kaikoura's wastewater network is very good condition.
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UNCONFIRMED