

## KAIKŌURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING

<b>Date:</b>	Wednesday 26 March 2025
<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 26 February 2025 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 6
7. Close Meeting

**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

---

**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**

---

**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

---

**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

\_\_\_\_\_

Chairperson

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

UNCONFIRMED

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 20 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	Ongoing
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	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.
--	--	--	--	---

**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

UNCONFIRMED

<b>Report to:</b>	<b>Works and Services Committee</b>
<b>Date:</b>	26 March 2025
<b>Subject:</b>	Works and Services BAU Report
<b>Prepared by:</b>	O Joensuu – Operations Delivery Manager
<b>Input sought from:</b>	M Russell – Facilities Manager J Prentice – Roading Engineer Mark Davis – 3 Waters Technician G McHerron – Operations Administrator
<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 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 28<sup>th</sup> February, only 6 of these requests remained live for further action. The urgent requests had been completed and closed at the time of preparing this report.

<b>Period 1st February 2025 to 28th February 2025</b>			<b>Currently Open</b>
<b>Type Subtype</b>	<b>Routine</b>	<b>Urgent</b>	
Reserves \ Poor Service - Reserves	1		
Reserves \ Reserves - miscellaneous	4		1
Reserves \ Reserves Mowing	3		
Reserves \ Trees Need Pruning			1
Reserves \ Vandalism/Damage - Reserves	2		
Reserves \ Walkways Maintenance			1
Roads \ Feedback/Suggested Improvement-Roading			1
Roads \ Pothole/Poor Road Surface	1		
Roads \ Roading Sign/Marking Maintenance	1		
Roads \ Speak to a Roading Engineer/ Manager	1		1
Streetlights \ Feedback/Suggested Improve-Streetlights	2		
Streetlights \ Streetlight - Light Out	1		
Toilets \ Maintenance/Safety Improvement-Toilets	1		
Toilets \ Toilets Not Clean	1		
Waste \ Rubbish Lying Around	2		
Water \ No Water	1		
Water \ Speak to Water engineer			1
Water \ Water Leak	5		
<b>Total</b>	26	0	6

W&S Applications	Approved
Traffic Management Plans	5
Corridor Access Requests	6
Overweight Permits	2
Before U Dig Permits	17
Vehicle Crossing	0
3 Water Connections	2

**4. HEALTH & SAFETY AND ENVIRONMENTAL ISSUES**

No health and safety events have been recorded for February.

**5. ROADING**

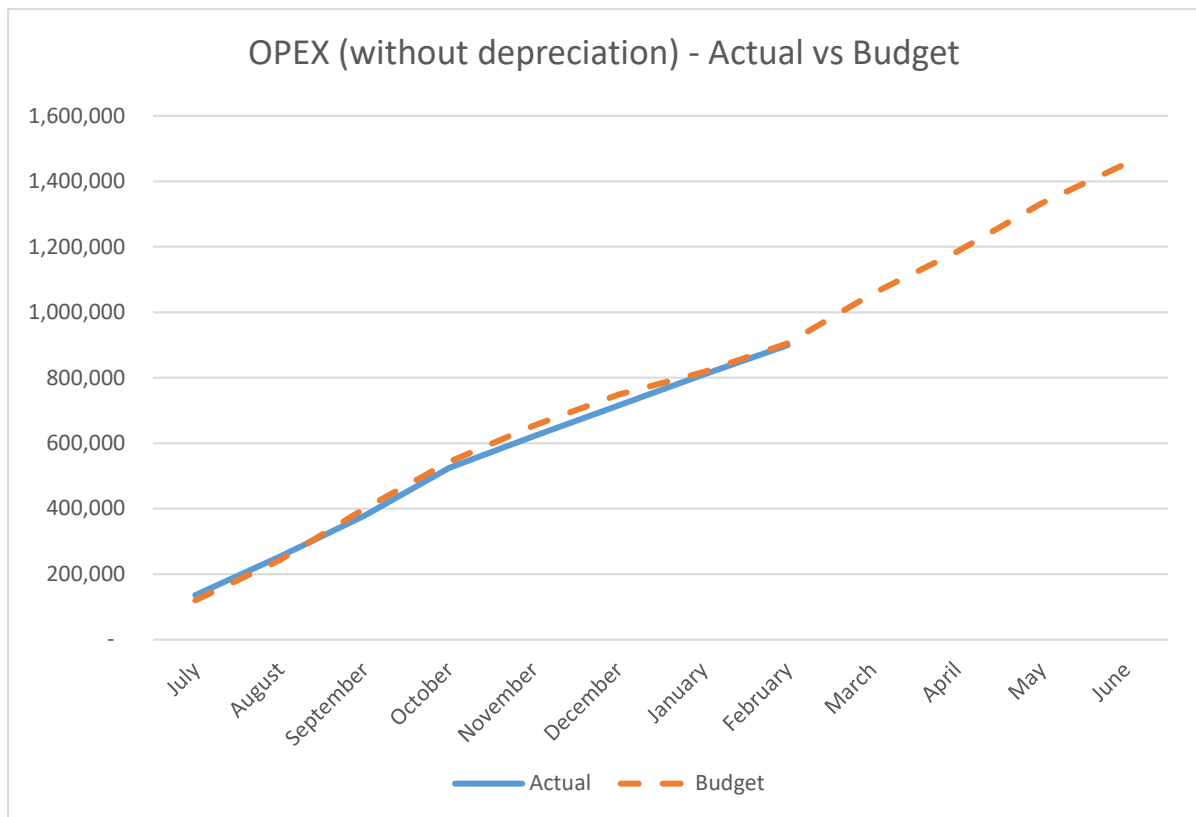
**Road Maintenance Contract**

February was a busy month with a large amount of line marking being completed around intersections and other high-risk areas, the last of the Preseal repair were also completed.

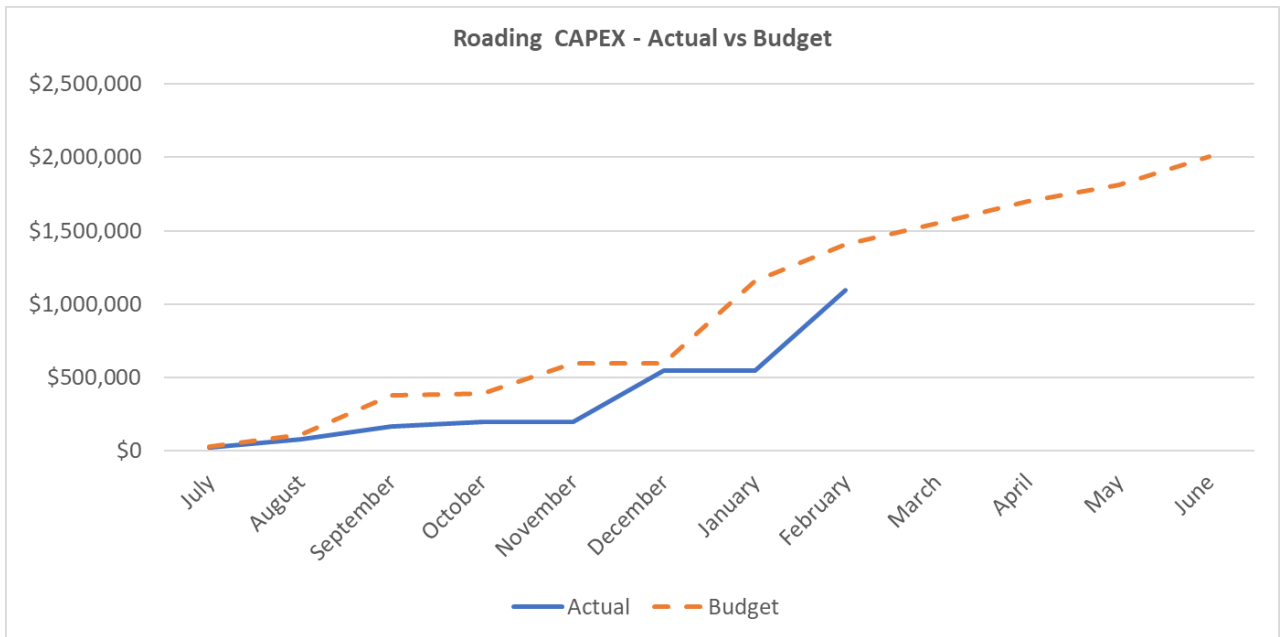
Fulton Hogan completed the reseal programme around town and did some extra line marking as part of the link pathway.

**Expenditure**

The monthly operational expenditure (OPEX) for February amounted to \$89,797 which is slightly higher than the forecasted spend of \$88,203. This brings the current OPEX spend to \$5,693 under budget.



The total capital expenditure (CAPEX) for February was \$547,993, exceeding the budgeted amount of \$247,850. This variance is primarily due to the completion of most of the reseal program in February. As a result, the year to date variance stands at \$311,118 below budget. The current variatiance is largely contributed to the Jordan Stream project, which had \$300,000 allocated in the budget for this financial year but has not yet been started.



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

- Maintenance patrols
- Continuing grading and spot metaling
- Complete reseal programme – (Fulton Hogan)
- Avoca and Lower Ward St drainage renewals
- Continue 3 months rolling programme
- Footpath renewal programme
- Network line marking update

**Footpath Improvements**

The tender for the footpath renewal programme was submitted for open tender. There was a mix of asphalt and concrete paths. The tender closed on the 11<sup>th</sup> of March and is still under review. The sites being completed are:

- Bayview No 0 to 5
- Bayview St 10 to 40
- Bayview St 1 to Fyffe Ave
- Bayview No33 - 37
- Churchill St from Bayview ST to Davidson Tce
- Churchill St from Hastings St to No 86
- Beach Road No 205 to top of town.

Works are expected to be completed by the end of April pending tender review.

**Reseal programme**

This year reseal programme was completed by Fulton Hogan. The following roads where resurfaced:

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



The works were run smoothly with minimal disruption to the public. These works resurfaced a total of 57,128 m<sup>2</sup> of road. This equates to 7.2% of the total sealed road network.



*Photo 1: Resurface completed on Esplanade Road*

#### **Puhi Puhi Jordan Stream ford repair**

Downer completed the repairs of the ford at Jordan Stream which had washed out in the recent heavy rain. This allows oversize vehicle that cannot pass over the bailey bridge access.



*Photo 2: Repairs done in Jordan Stream Ford crossing*

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

Resource consents for a new bridge at the old site were lodged with Environment Canterbury on the 12<sup>th</sup> March. Written approval from Runanga was not received ahead of submission and so the consent will require at least limited notification.

Land acquisition processes are ongoing to secure the necessary land required for the project. This is likely to be the critical path for the project schedule.

An independent review of the pricing offered by the preferred contractor for the road construction has been completed. The estimators are finalising the report, and the outcomes will be discussed with NZTA.

There remains a significant risk around continued NZTA funding support for this project, given the sunset clause on the original funding was extended to June 2025. NZTA will be reporting to their board in May.

### **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 this month's Council meeting.

Pattle Delamore Partners (PDP) 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 preparing a road and bridge design for access over the Main North Line (MNL) from Greenlane to the Ocean Ridge residential development.

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 have arrived and are ready for installation. Tenders for upgrades were received in November; the successful contractor is underway with building the new switchgear and cabinetry. These upgrades are scheduled to be made before the end of March, with both the electrical upgrades and pumps being stalled by mid-April. The initially agreed budget was \$770,000. This is fully funded by the developer through development contributions.

## **6. 3 WATERS**

### **Local Water Done Well**

The preferred options have been discussed and presented, with public consultation set to begin on 20<sup>th</sup> March 2025 until 23<sup>rd</sup> April. Following hearings and deliberation, Council will make a final decision at the 28<sup>th</sup> May meeting in order that a Water Service Delivery Plan can be finalised and approved by central government by 3<sup>rd</sup> September. More information in regard to the consultation can be found at the following location:

<https://www.kaikoura.govt.nz/footpaths-roads-water/water-services/local-waters-done-well>

### **6.1 COMPLIANCE**

#### **Taumata Arowai**

The updating of water source risk management plans and drinking water safety plans is ongoing. Both the Urban and Kincaid drinking water safety plans have been completed, with the Ocean Ridge plan currently underway. Taumata Arowai has reviewed the Urban plan, providing positive feedback. These plans are being prioritized based on the schemes' populations and risk profiles.

Annual reporting for all schemes has been completed, with 26 reports submitted to Taumata Arowai in accordance with the reporting rules. This marks the first successful round of full annual reporting submitted by KDC, ensuring compliance with Taumata Arowai's requirements.

## **Environment Canterbury**

ECan issued four abatement notices to KDC in June 2023. Currently, ECan is reviewing one of these notices, specifically related to stormwater signoff, which is still pending. Applications for new site-wide wastewater treatment plant (WWTP) consents were submitted in November 2024. The consent process is expected to take approximately 6 months, with ECan requesting additional information. KDC is working closely with both ECan and consultants to address the RFI questions. The new consents are still anticipated to be issued around June to July 2025.

### **6.2 WATER SUPPLY**

#### **Quality and Continuity**

No major issues have been encountered on any schemes.

### **6.3 WASTEWATER OPERATIONS**

#### **Rapid Infiltration Basins at Waste Water Treatment Plan**

The reinstatement of the Rapid Infiltration Basins (RIB) has been completed, and they are now operating as expected.

#### **Trade Waste**

Site visits for Trade Waste are scheduled to resume in late March, with the goal of ensuring all trade sites are compliant.

### **6.4 STORMWATER**

No significant stormwater events occurred since the last report.

### **6.5 DEVELOPMENT PLANNING**

Advice has continued to be provided on 3 waters aspects of resource consent and building consent applications.

### **6.6 CAPITAL WORKS PROGRAMME 2024-25**

#### **Austin Street Submain Installation**

IWK have now completed this section of submain the old lateral connections have been disconnected and reinstated with new ones.



*Photo 3: Austin St submain 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 start on the 24<sup>th</sup> of March and is expected to take 2 weeks to complete.

### **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
- Continuing with monthly reporting to Taumata Arowai

## **7. PARKS RESERVES AND PROPERTIES**

### **Parks and Reserves**

Council staff have been doing extra scrub cutting and cleaning up of older areas of the old Cemetery. The reserve area at the rear of the cemetery has been mowed and cut back. The stairs to the viewing platform have had a rebuild and camera brackets, designed by Larry Field from the Dark Sky Trust, fitted to the top rail for star gazing. This was part of the better off fund allocated to the Lookout reseal.

### **Harbour**

Staff spent a day last month cleaning up and removing some of the gardens in the harbour area. More will be completed over winter. We are currently water blasting the boat ramp every few weeks to remove algae build up at the bottom of the ramp.

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 but have managed to reduce the number with the use of bait stations. Staff are checking the grass runway every few days and filling any holes that have appeared.

### **Pensioner Units**

All units are now occupied. Work will continue over the coming months on repainting of some of the outside areas.

### **Link Pathway Construction**

Work is almost completed Jimmy Armers area between Fyffe Quay and the Lions Walkway. The section around Fyffe Quay has been sealed and work will now begin on a handrail along some areas. Once this area is completed, we will move on the Memorial gardens end of the pathway, deal with the garden path flooding issues and make the northern entrance (I-site end) to the gardens more accessible. Topsoil and grass seed will resume in May.

### **Public Toilet Upgrades**

Concrete work on the West End frontage has been completed with footpath cobbles reinstated. Work is about to start on the rest of the landscaping of the area. This will include the cosmetic repairs to the bridge, water blasting of the amphitheatre and repair of the cracks. The Northern entry old toilet block is also having a freshen up with new pipe work and it is being painted to match the new one. The toilet at the South Bay Marina has been totally replumbed. The install new cisterns in the disabled and Men's toilet is now complete, and these toilets are open to the public again. The exterior of this block will also be repainted.

### **Forestry**

Harvesting of the South Bay Forest is now complete. A final walk over with the Archaeologist has been completed with a report pending. The final clean-up of the cycle track has taken place and is once again open for use.

The Kaikoura Lions have received several loads of firewood logs for the community. More cleaning up will be required once the plans are in place for the future of the reserve 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. Work has started with the drilling of a series of holes to confirm gas levels and the testing of water run off which will take place over the coming month.



*Photo 4: Link Pathway at Fyffe Quay*



*Photo 5: Toilet block at the Top End*



Photo 6: Toilet operational at South Bay Marina

## 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