

KAIKŌURA DISTRICT COUNCIL WORKS AND SERVICES COMMITTEE MEETING

Date:	24 April 2024
Time	9.30 am
Location	Totara, Council Chambers

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes to be confirmed dated 27 March 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 MARCH 2024 AT 1.01 PM 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 L Bond and Councillor R Roche.

IN ATTENDANCE: W Doughty (Chief Executive Officer), P Kearney (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), O Joensuu (Technical Services Manager), M Russell (Works Manager), Becky Makin (Executive Officer-Minutes)

1. **APOLOGIES** Nil
2. **DECLARATIONS OF INTEREST** Nil
3. **CONFIRMATION OF MINUTES**

3.1 Works & Services Committee meeting minutes dated 28 February 2024

RESOLUTION

THAT the Council:

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

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

4. REVIEW OF ACTION LIST

The Action List was noted by the Committee and the following update was noted:

- Provide a maintenance cost comparison of different surface treatments for Killarney Street – this action is completed, and costs provided.

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

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

An error was highlighted on page 6 of the report where ‘total CAPEX for January amounted to \$199,9926’ should be ‘\$199,926’.

D Clibbery addressed the query from Councillor J Diver previously raised around 3waters compliance and reporting of water quality tests and confirmed that all tests’ results were zero for e-coli. Councillor J Diver clarified his request for the report from Food & Health on e-coli and chlorine levels taken at the source and end of the line as the ratepayer’s complaint was around the taste of the water. Council staff will provide some chlorine sample results, but will not include detailed results as an ongoing item in the report as it’s too time consuming to collate from the data. **(ACTION)**.

The footpath section on Ludstone Road will be tar sealed in the next two weeks. This part of the footpaths wasn't included in the original IAF contract but due to savings this is now possible.

Council staff confirmed that Stephen Horrell had been advised of the outcome of the presentation to the Council in February. Deputy Mayor J Howden and Councillor T Blunt had responded to him. It was agreed for queries to elected members relating to Works & Services are to be streamlined through the Chair and to encourage ratepayers to use the Customer Services Request process.

The Chair and D Clibbery would look at arranging site visits as work progresses in the W&S space **(ACTION)**

RESOLUTION

That the Committee receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

There being no further business, the meeting closed at 1.23pm.

CONFIRMED _____ Chairperson
Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

**WORKS & SERVICES COMMITTEE
ACTIONS ITEMS AS AT 18 APRIL 2024**

OPEN ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
1	Provide chlorine sample results	D Clibbery	April/May 2024	Ongoing – to be provided.
2	Arranging site visits	D Clibbery/ Councillor K Heays	Ongoing	Sites to be identified.

UNCONFIRMED MINUTE

Report to:	Works and Services Committee
Date:	24 April 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 – Roading 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 at 15th April, 20 of these requests remained live for further action. All urgent requests were closed in a timely manner.

Period 16 March to 15 April 2024			Currently Open
Type Subtype	Routine	Urgent	
Footpaths \ Maintenance/Safety Improvement-Footpaths	2		1
Footpaths \ Poor Service - Footpaths			1
Property \ Facilities Require Cleaning	1		1
Property \ Memorial Hall	4		
Property \ Pensioner Flats	2		
Reserves \ Cemetery - general enquiry	5		
Reserves \ Cemetery Broken Headstone/Grave Issue	3		1
Reserves \ Reserves - miscellaneous	3		1
Reserves \ Trees Need Pruning	2		2
Reserves \ Walkways Maintenance	2		2
Roads \ Feedback/Suggested Improvement-Roading	18		5
Roads \ Maintenance Improvement Roads	1		1
Roads \ Parking Payment Disputes	1		
Roads \ Poor Service - Roading	1		
Roads \ Roading Sign/Marking Maintenance	2		3
Roads \ Vegetation	1		
Sewerage \ Sewer System Fault - Overflow		1	
Stormwater \ Blocked Drain	1		

Toilets \ Feedback/Suggested Improvement-Toilets	2		2
Waste \ Feedback/Suggested Improvement-Waste	2		
Water \ Low Water Pressure	2		
Water \ Water Leak	1		
Total	56	1	20

W&S Applications	Approved
Traffic Management Plans	3
Corridor Access Requests	4
Overweight Permits	0
Before U Dig Permits	10
Vehicle Crossing	2
3 Water Connections	1
GoGet Engineering Checks	6

4. ROADING

Road Maintenance Contract

The month of March was focused to the unsealed grading and pavement repairs.

The Puhi Puhi Valley Road Dropout repair works continue, now within 5m from the top, works are progressing steadily.

Negotiations with Downer for the extension of KDC's addendum to the North Canterbury Network Outcomes Contract (NCNOC) are continuing.

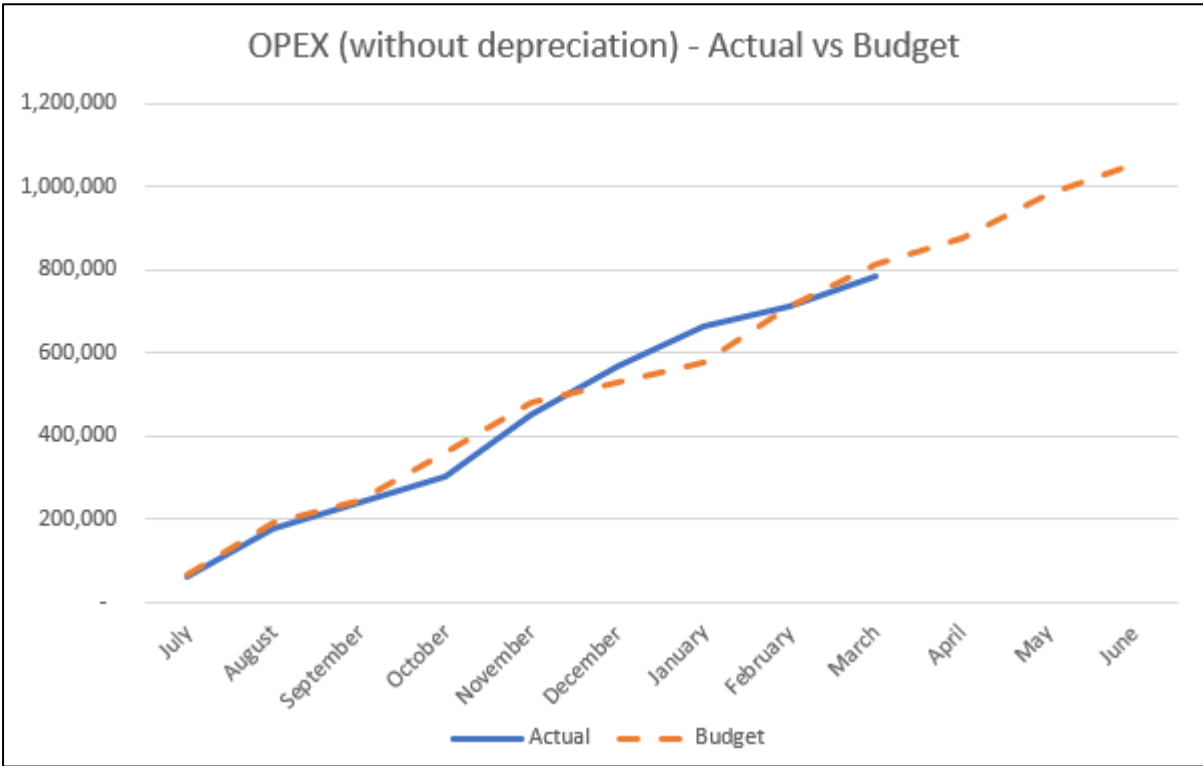
Agreement has been reached on the routine operational components of the contract, with only some issues relating to capital works remaining to be resolved.

A complication and has been recent communication from NZTA to Downer suggesting that the agency are now only proposing a 17-month extension for NCNOC, rather than the 2 or 3 years that was initially discussed.

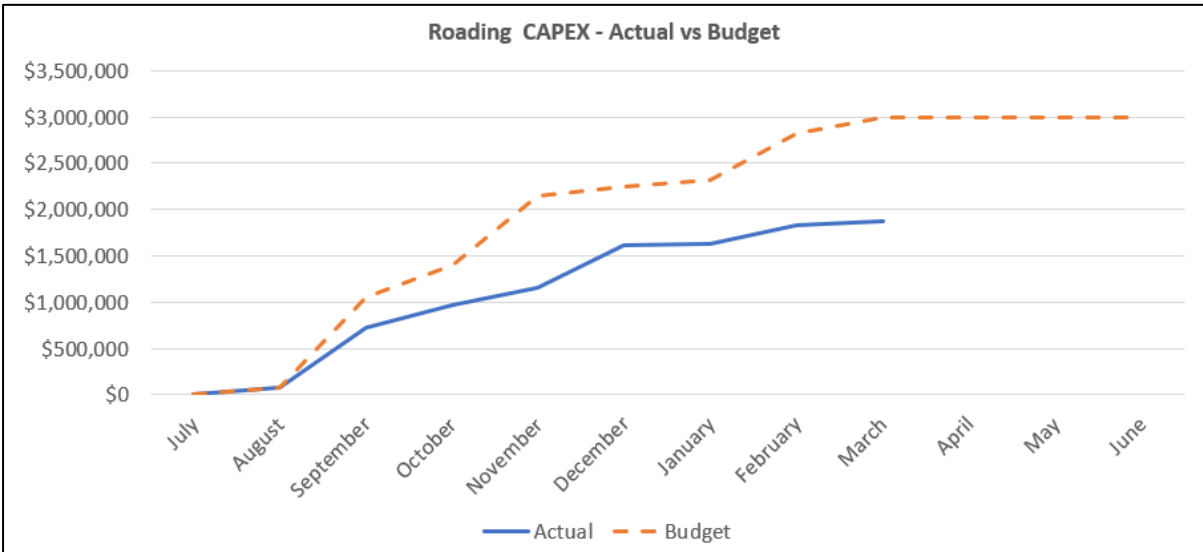
Whilst such a change should not affect what Council need to do in respect of the contract at this time it will bring forward the need for consideration of what should be done after the current NCNOC ends.

Expenditure

The monthly OPEX spend amounted to \$74,015, this was below the budgeted amount of \$101,809. Consequently, the total spends to date to less than \$26,919 under budget. This is due to the planned grading round required a lot less than usual due to the recent unsealed renewals and some other planned works being deferred to April when the focus is on finishing the Puhi Puhi drop out.



Total CAPEX for January amounted to \$50,307. Allocated for works completed at the Puhi Puhi drop out and footpath works.



Focus Areas for the next 3 months:

- Pre-seal repairs programming for next years reseal sites
- Maintenance patrols
- Continuing grading and spot metaling
- Finish Puhi Puhi and Blue Duck dropouts
- Mt Fyffe Road metalling
- Ellerton Valhalla overlay
- Hawthorne Road overlay
- Drainage works.
- Inspection and condition rating for bridges and signage
- Killarney footpath construction

Footpath Improvements

No change from last report. Works are planned to start in April.

The plan for the footpaths programme is for Council staff to directly manage delivery of the works in the two sections below, engaging contractors to execute the physical works.

- Beach Road (Gillings Lane to no.205)
- Esplanade (Brighton Street to Ramsgate Street)

The intention of this approach is to strengthen Council's oversight of the program and ensuring a higher level of quality in the executed works. The anticipated completion date for these works is late April.

Puhi Puhi Valley Road - Drop Out

The stage 1 works are completed within the expected budget for the first stage at Puhi Puhi Valley Road. The initial phase involved the installation of a bottom layer of rocks, comprising a 2m x 2m trench filled with river rocks. Subsequently, the bank is being reconstructed in layers, incorporating wrapped geogrid with chimney drains between the river material and the existing slope. Currently, the bench sits approximately 5m above the existing ground level, which will at least provide protection against further river erosion of the toe of the slope.

The stage 2 of the works has been started and are well under way. This final section is expected to be completed by the end of April. This work will see the remaining of the slope backfilled with the river material and geogrid layers. Additionally, any remaining boulders will be strategically placed around the temporary access ramp, sight rails will be reinstalled along the road section, table drains will be cleaned to ensure direct runoff to disposal areas further downslope and site tidied up.





Torquay and Esplanade Intersection

Downer has neared completion of the works at the intersection upgrade. There has been a delay due to the availability of asphalt which is booked for end of April. The intersection is open again and is working as designed.



Link pathway (roading sections)

The remaining section of roading works at Fyffe House and by the skate park are programmed to be completed before the end of the sealing season.

The final section of asphalt footpath will be completed by Mid-April.

Proposed Pedestrian 'Zebra' Crossings

No change from last month's report. Works are planned to be completed by end of April.

Health & Safety and Environmental Issues

There have been no reported accidents /incidents for February.

Killarney school crossing

An investigation has started into an additional crossing point at the school exit on Killarney Street. If works undertaken, they will tie into the planned angle parking.

The plan would be roughly as per below specifications the final location of the crossing would be worked out on site with input from the school.



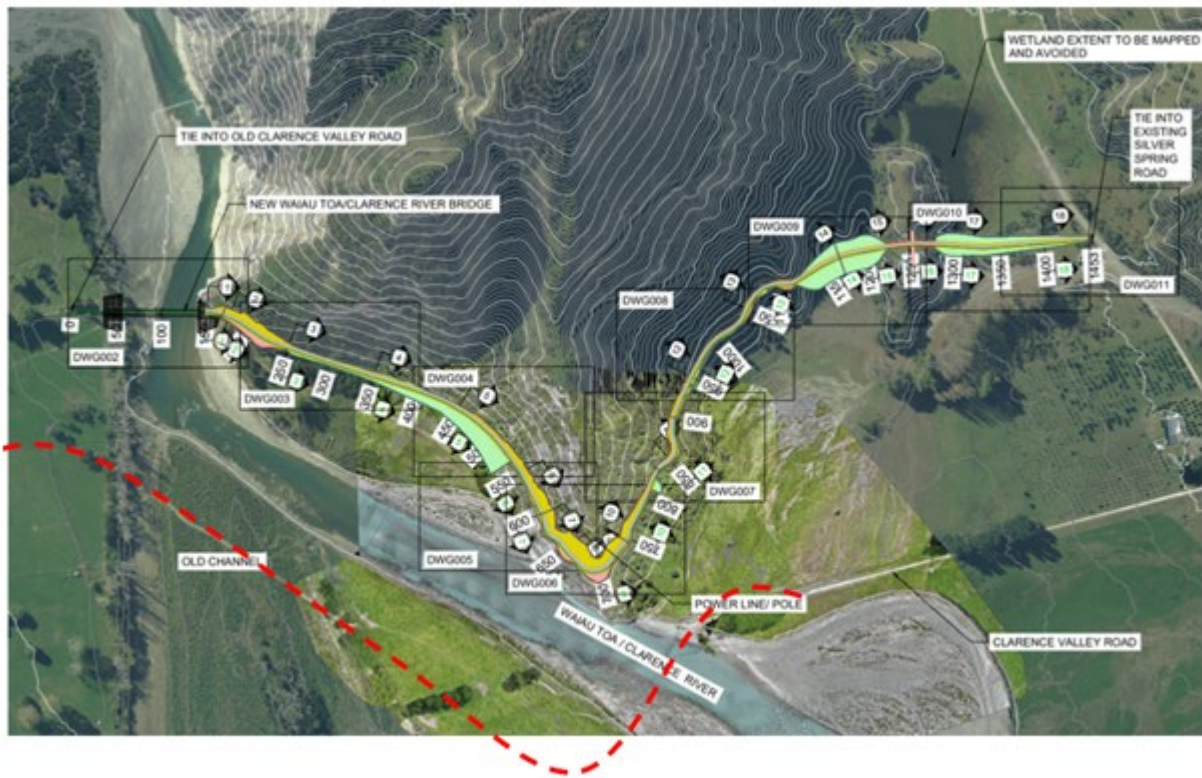
Note height on diagram is 75mm but this would be reduced to 50mm.

Asset Management

Downer will continue to inspect the bridges, railing and undertake a nighttime audit of the signage reflectively and condition.

Waiau Toa/Clarence River Access Project

The geotechnical survey of a potential route over Jacob's Hill to this former bridge site has been undertaken and has suggested that construction of a road along this route – shown overleaf – is feasible and potentially affordable from a geotechnical perspective.



Road Alignment to Original Bridge Site proposed by CSL
(with approximate Option 2 alignment also shown in red)

Because the conclusion of this survey has been encouraging it is now proposed to conduct further investigation and preliminary design work, upon which a cost estimate for a project to construct a bridge at the old bridge might be based.

This would however be a very significant change of project scope, and approval from NZTA is to be sought before any of this further work is undertaken.

IAF Kaikoura Western Developments Project:

Relatively little work was completed in March, with the next significant stage being commencement in April of the procurement process for the Green Lane railway bridge.

Financial information to date is as follows:

<i>Overall Project Spent to Date LTD:</i>	<i>\$1.722M</i>	
<i>Overall Forecasted Project Spent FY 23/24:</i>	<i>\$1.6M</i>	
<i>Total revised budget for completion:</i>	<i>\$14.1M</i>	
		<i>Claimed to date:</i>
<i>Kainga Ora Contribution:</i>	<i>\$7.8M</i>	<i>\$ 898,769</i>
<i>Developers Contribution:</i>	<i>\$6.1M</i>	<i>\$ 786,931</i>
<i>KDC Contribution:</i>	<i>\$0.174M</i>	<i>\$ 36,575</i>
<i>Total</i>	<i>\$14.1m</i>	<i>\$1,722,275</i>

5. 3 WATERS

Taumata Arowai had sought annual compliance data summaries for all water schemes by the end of February 2024, but nationally the two major database providers, one of which is WaterOutlook, told Taumata Arowai that this was not achievable. Taumata Arowai subsequently indicated that further time will be allowed. WaterOutlook has generated most of the reports for KDC.

Environment Canterbury Abatement Notices

ECan lodged four abatement notices with KDC in June 2023 with deadlines of 30 November. Three of the notices were related to the wastewater treatment plant (WWTP) and one to KDC's stormwater consent for the Kaikoura township.

KDC, IWK and Food and Health Services are continuing to gather data to support the wastewater consenting work package. This is currently on target for KDC to make applications for new site-wide consents by end November 2024.

IWK has continued to periodically transfer liquid from the wastewater treatment plant (WWTP) anaerobic lagoon to the main oxidation pond. This has maintained freeboard in the lagoon.

Information including the absence of odour complaints related to the WWTP was provided to the consenting package air quality expert. A site visit was held on 16 April. No significant concerns were raised. The rural setting and presence of odour generating agricultural activities were noted. A number of practical mitigation measures were identified for use if odour ever becomes an issue. The air quality expert will independently contact landowners near the WWTP to confirm whether they have any concerns KDC is unaware of.

Information related to the WWTP was also provided to the consenting package groundwater expert. This will lead to confirming effects on groundwater and the adjacent ocean.

Water Supplies

Water supply schemes have continued to provide water quality in compliance with quality assurance rules, as confirmed by treatment plant data, site checks and independent sampling and monitoring.

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A March meeting has been scheduled with the Kincaid scheme committee to review scheme performance and seek capital works approvals.

A request has been made by a Councillor for the results of all individual water samples taken by Food and Health Ltd to be presented to Council on a monthly basis.

Staff believe that such detailed information is a matter for management rather than governance, and that most councils provide only periodic summaries of water quality data to their elected members rather than raw data.

Whilst staff would prefer to explore the potential for some form of summarised water quality reporting, it is recognised that Council can determine the form of data it wishes to receive.

Wastewater Operations

Three locations where odour concerns have been reported are currently being dealt with.

The concerns are intermittent rather than continuous. Some may be caused by sewer gases from KDC's sewer mains exiting through private property vent stacks. One odour complaint is under investigation with the property owner concerned. The vent stack on another nearby private property will be modified by adding a non-return valve to allow air in but prevent odour escaping. Reports of occasional odour that may be related to the Mill Road pump station site are being received and logged. The pump station odour treatment system was repaired, dealing with a source of severe odour.

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.

Focus areas for next three months

- Continuing the wastewater and stormwater action plans with ECan
- Ongoing support for development planning

6. PARKS, RESERVES AND PROPERTIES

KDC staff have completed the install of the new RSA flagpole in the gardens and reset some of the pavers.

New plinths and a new rose garden plot have been constructed at the cemetery.

Drain blockages in the West End toilet has continued to cause problems. This is due to the very high usage in the last couple of months and a very old system. This will be alleviated with the installation of the new toilets.

The proposed new toilets are discussed in a separate report.

Airport

A new ADSB automation system (Automatic Dependent Surveillance-Broadcast) is to be installed at the Airfield in the coming months. The old AIMMS system has become very unreliable for monitoring the airspace and landing fees. The new system has already been installed at a number of airports and airfields around the country.

Kaikoura Council are hosting a, **Work Together, Stay Apart: A seminar for aerodrome users**. This safety seminar is being run in conjunction with the CAA safety team.

Pensioner housing

Unit 3 has now been vacated and will require a repaint, carpet replacement, a new toilet and system as well a new bench top to be installed.

South Bay Harbour

The lighting upgrade has been completed in the Marina toilets at South Bay. Prices are being confirmed for the toilet and system replacement.

The slipway pay terminal for fees has been replaced and payment is currently being monitored by our regulatory staff.

Link Pathway Construction

The composite decking around the Norfolk Pines is completed and we have started working on back filling around the pathway with topsoil ready for replanting of the grassed areas. The Limestone edging along the Pathway is being completed with the new mix of Limestone and white cement working well. Boulders and timber wheel stops will be used in some areas to stop vehicles parking on the grass and pathway.

The design for the Skate Park to the Gardens is completed, with a plan to tidy and rebuild parts of the old concrete wall and add a macrocarpa top board for seating. The path will be completed with composite decking in most sections. Wheel stops will be installed to ensure vehicles park well back from the decking when parking.



7. SOLID WASTE

Services continue to operate well.

The new re-use shop building has been completed and the only substantial work that remains to finish the planned reconfiguration of the Resource Recovery Centre is to seal the remaining unsealed areas around the new shop and the relocated recycling yard.

Quotes for this work are currently being invited from local contractors.

8. COMMUNITY OUTCOMES SUPPORTED

The outcomes below are being supported.



Development

We promote and support the development of our economy



Environment

We value and protect our environment



Future



Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose

We work with our community and our partners to create a better place for future generations