

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

<b>Date:</b>	31 January 2024
<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 29 November 2023 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 29 NOVEMBER 2023 AT 9.30 AM AT TOTARA, COUNCIL  
CHAMBERS, 96 WEST END, KAIKOURA**

**PRESENT:** Mayor C Mackle (Chair), Deputy Mayor J Howden, Councillor J Diver, Councillor V Gulleford, Councillor T Blunt, Councillor R Roche, Councillor L Bond, Councillor K Heays

**IN ATTENDANCE:** P Kearney (Acting Chief Executive Officer), 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 25 October 2023**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 25 October 2023.*

Moved: Deputy Mayor J Howden

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was noted by the Committee and the following updates were noted:

- Opening of transfer site/public tour/Councillor Tour – Agreed to remove as no longer relevant.

A discussion was held regarding the drift track and the following updated was provided by Councillor J Diver:

- A formal meeting was held with the organiser of Drift Kaikoura. The organiser is investigating the requirements for running formal drift events and would come back with a proposal on how events could operate safely and respectfully. A meeting will then be arranged with the working group. Meanwhile the residents have been fully informed.
- LINZ confirmed that they own the land, any leases would need to be through them however as entry onto the land is through the Council Reserve, the Council has the responsibility to ensure the issue is resolved.

Council Officers confirmed they will remove the rubbish if it's not taken away by the organiser/users soon.

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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**

Council Officers D Clibbery, O Joensuu and M Russell joined the table to answer any questions from elected members.

It was highlighted that the report contains information on the Waiiau Toa / Clarence Access project and there is a separate report in the Council Public Excluded meeting.

Positive feedback has been received from the community on the Link Pathway. The old Lion’s Boardwalk is complete and the concrete sections on Torquay Street/old Lion’s Pool are being poured this week. Either hardwood or composite decking will be installed around the Norfolk Pines to allow light and water into the ground. Council Officers advised that the Norfolk Pines are around 120 years old, and they have a life expectancy of approximately 150 years (a report on the trees is available on the Council’s website).

It is anticipated that the works on Bay Paddock Road will be completed by Christmas.

Mayor Mackle left the room at 9.50 am and reentered at 9.55 am.

Council Officers are looking to re-establish the Footpath Working Group and re-visit the programme due to an increase in the cost of materials. The footpath work on Beach Road will continue in early 2024.

It was clarified that the temporary watermain on Beach Road that was put in after the earthquake will be replaced from West End to Top10 (this runs down the grass edge by the property boundaries).

**RESOLUTION**

*That the Committee receives this report.*

Moved: Councillor K Heays  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

There being no further business, the meeting closed at 10.00 am.

CONFIRMED \_\_\_\_\_

Chairperson

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 25 JANUARY 2024**

**OPEN ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	Drift Track Working Group	M Russell/ D Clibbery/ Councillor Diver Councillor Roche	Ongoing	Closed off the track. Organiser investigating the requirements for running formal drift events. A meeting will then be arranged with the working group.

**CLOSED ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Opening of transfer site/public tour/Councillor Tour	DC/MR		Closed - Agreed no longer relevant.

<b>Report to:</b>	<b>Works and Services Committee</b>
<b>Date:</b>	24 January 2024
<b>Subject:</b>	Works and Services BAU Report
<b>Prepared by:</b>	D Clibbery - Senior Manager Operations
<b>Input sought from:</b>	M Russell – Works Manager B Apperley - Three Waters Engineer J Prentice – Roading Engineer M Way – Contracts Administrator O Joensuu – Technical Services Manager
<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. Because the Christmas / New Year break was in the reporting period the scope of this report is less than is usual.

### 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 19 January 7 of these requests remained live, and none were overdue for completion. All urgent requests were closed in a timely manner.

Period 17 November 2023 to 19 January 2024			Currently Open
Type Subtype	Routine	Urgent	
Communications & Engagement	1		1
Footpaths \ Feedback/Suggested Improvement-Footpaths	5		
Footpaths \ Footpath Pothole or Poor Surface	1		
Footpaths \ Maintenance/Safety Improvement-Footpaths	1		
Footpaths \ Poor Service - Footpaths	1		
Harbour \ Feedback/Suggested Improvement-Harbour	1		
Property \ Airport General	1		
Property \ Feedback/Suggested Improvement-Property	7		
Property \ Memorial Hall	3		
Property \ Pensioner Flats	1		
Property \ Property Maintenance Required	4		
Reserves \ Cemetery - general enquiry	10		
Reserves \ Cemetery Mowing & Maintenance	1		
Reserves \ Reserves - miscellaneous	8		
Reserves \ Reserves Mowing	1		
Reserves \ Walkways Maintenance	5		1
Roads \ Feedback/Suggested Improvement-Roading	19		
Roads \ Maintenance Improvement Roads			1
Roads \ Poor Service - Roading	1		
Roads \ Pothole/Poor Road Surface	6		
Roads \ Roading Sign/Marking Maintenance	3		
Roads \ Vegetation	2		1
Sewerage \ Feedback/Suggested			1
Sewerage \ Sewer Odour	2		1
Sewerage \ Sewer System Fault - Overflow		1	
Stormwater \ Blocked Drain	1		1
Stormwater \ Feedback/Suggested Improvmt-Stormwater	2		
Streetlights \ Feedback/Suggested Improve-Streetlights	1		
Streetlights \ Maintenance/Safety Improve-Streetlights	2		
Streetlights \ Streetlight - Light Out	1		
Toilets \ Feedback/Suggested Improvement-Toilets	1		
Toilets \ Maintenance/Safety Improvement-Toilets	9		
Toilets \ Toilets Blocked	1		
Toilets \ Toilets Not Clean	1		
Toilets \ Vandalism/Damage - Toilets	2		
Waste \ Feedback/Suggested Improvement-Waste	1		
Waste \ Recycling service enquiry	1		
Waste \ Rubbish Lying Around	3		
Water \ Feedback/Suggested Improvement-Water	1		
Water \ Low Water Pressure	1		
Water \ No Water	5		
Water \ Water Connection Issue or Enquiry	2		
Water \ Water Leak	10		1
<b>Total</b>	<b>128</b>	<b>1</b>	<b>7</b>

W&S Applications	Approved
Traffic Management Plans	0
Overweight Permits	1
Before U Dig Permits	22
Vehicle Crossing	1
3 Water Connections	11

additional to the approved roads

#### 4. ROADING

##### Road Maintenance Contract

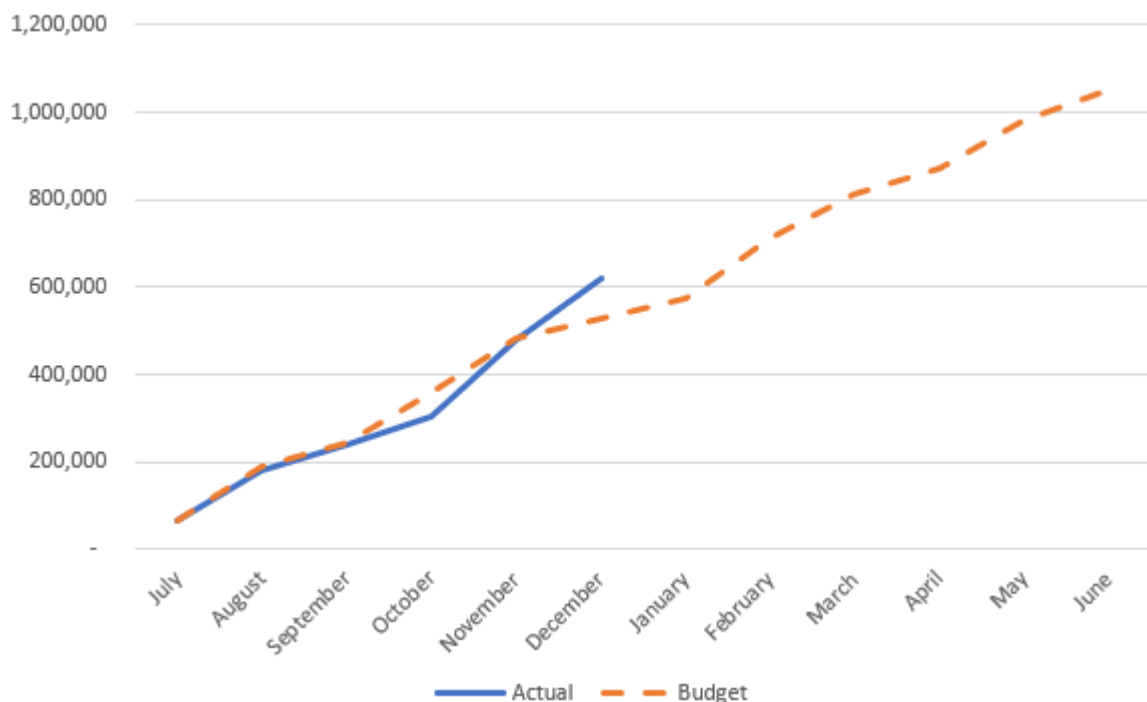
The months of November and December proved to be highly productive, marked by the successful completion of the annual reseal program.

Maintenance contractor Downer also completed a large amount of pre-seal repairs at various reseal sites. An essential undertaking during this period was the clearance of the overgrown drain at the commencement of Mt Fyffe Road. The overgrown drain at the start of the Mt Fyffe Road was cleared into the existing ECan drains, a preventive measure aimed at averting flooding issues beneath the rail bridge on Mt Fyffe Road South.

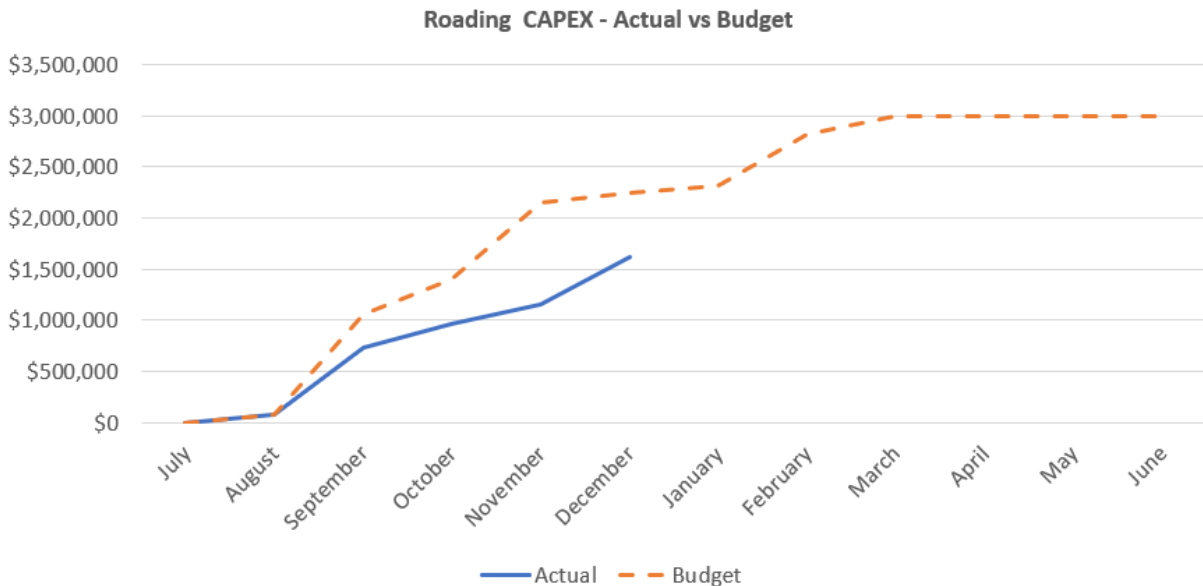
##### Expenditure

The NZTA claims for November and December amounted to \$217,735 and \$328,664 respectively. These figures exceed the average monthly budget of \$161,177 but help balance out the lower expenditures from previous months. The increase is attributed to the completion of some Opex works in previous months, which were not claimed by Downer and are now reflected in the November claim. Additionally, we have expedited certain maintenance work due to resource availability.

OPEX (without depreciation) - Actual vs Budget



The total Capital expenditure (Capex) for November and December was \$190,467 and \$464,310 respectively with the majority of this amount allocated to the completion of reseals. Expenditure was well under the forecast figure due to slip repair works at Puhi Puhi Valley and Blue Duck being held up for resource consent and cultural values assessment. It is expected that this delay will be caught up in the following months.



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

- Preseal repairs for Y1, Y2 and Y3
- Maintenance patrols
- Continue building programme of works for OPEX and CAPEX for LTP.
- Continuing grading and spot metaling
- Urban weed spray
- Puhi Puhi and Blue Duck dropouts
- Mt Fyffe metalling
- Drainage works

**Footpath Improvements**

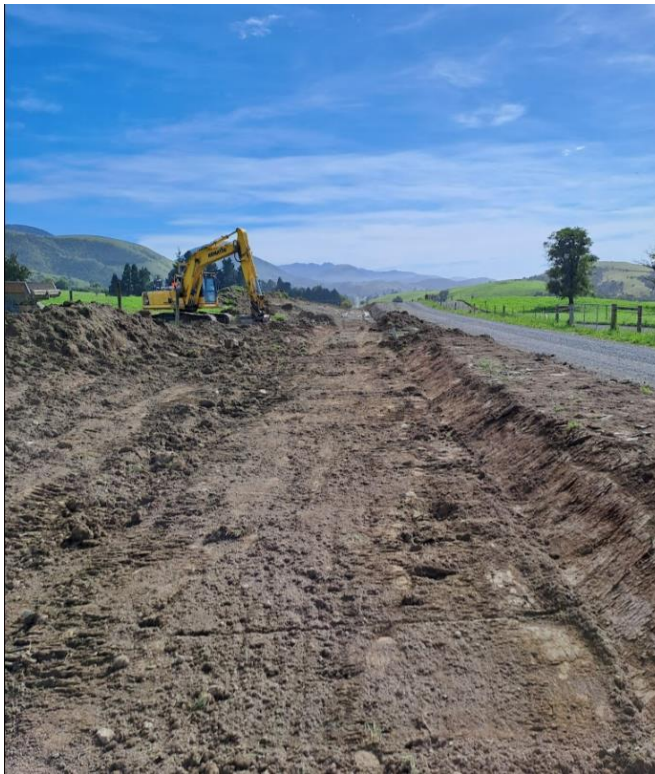
The plan for the footpaths programme is for Council staff to directly manage delivery of the works in the two sections below, engaging contractors to execute the physical works.

- 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.

**Bay Paddock Road Drainage Issue**

The contractor has finished 90% of the works at Bay Paddock Road. Once the grass has struck and settled in then the contractor will open up the start of the new drain on private land upstream so that runoff can be directed into Harnett's Creek and not along Koura Bay Road.



Drainage works at Bay Paddock Road

**Link pathway**

The road sections for the link pathway have progressed well. The footpath from Fyffe House to the Torquay intersection is now sealed except for a small section at the end. The preparation works were completed by Downer and Owen Jellyman and the surfacing by Surfacing Solutions.



New surfacing at Avoca left and new rock retaining wall right





The construction of the pedestrian courtesy crossings over the Esplanade which connect to the Link Pathway is also nearing completion. These courtesy crossings are slightly raised above the road surface, in a similar manner to those in the West End. The primary intent of this is to improve pedestrian safety by making the crossing points well defined and lowering vehicle speeds in their vicinity.

A secondary objective is to contribute towards creating a general lower vehicle speed environment along the Esplanade, where recent surveys have indicated that a significant proportion of vehicles are exceeding the 50kph speed limit.

The Esplanade, Avoca Street and Fyffe Quay all have high pedestrian volumes including both numerous locals and tourists and are therefore considered to be environments where the safety of these pedestrians is particularly important.

This form of pedestrian crossing is encouraged by NZTA, and financial their subsidy is applicable to these works.



The remaining roading sections of the Link Pathway are expected to be completed by the end of January, pending the outcome of some unplanned drainage repairs on Avoca Street.

Work on the remaining off-road sections along the Esplanade has restarted following the contractor's holiday break. The section from the Skate Park to the Sudima is to be completed with Concrete and Futurewood composite decking around the Norfolk Pines. Edging further along the Pathway towards Goochs Beach will be completed over the coming weeks. The design and planning for the final pathway sections is underway.

### Reseal programme

Over late November and early January Fulton Hogan completed the KDC reseal programme. They completed over 54,831 m<sup>2</sup> of reseals along 7.1km of lane length. This equates to 7% of the total sealed road network area.



Reseal of Kotuku St, South Bay left and Makura Road, Goose Bay right

This completed programme has helped to reduce the amount of reseal backlog.

### Health & Safety and Environmental Issues

There has been one reported accident/incident for the month of November and up to date December.

- IAF Kaikoura Western Development Project: Contractors labourer tripped on loose ground and strained an ankle. However, no medical intervention or lost time required.

### Asset Management

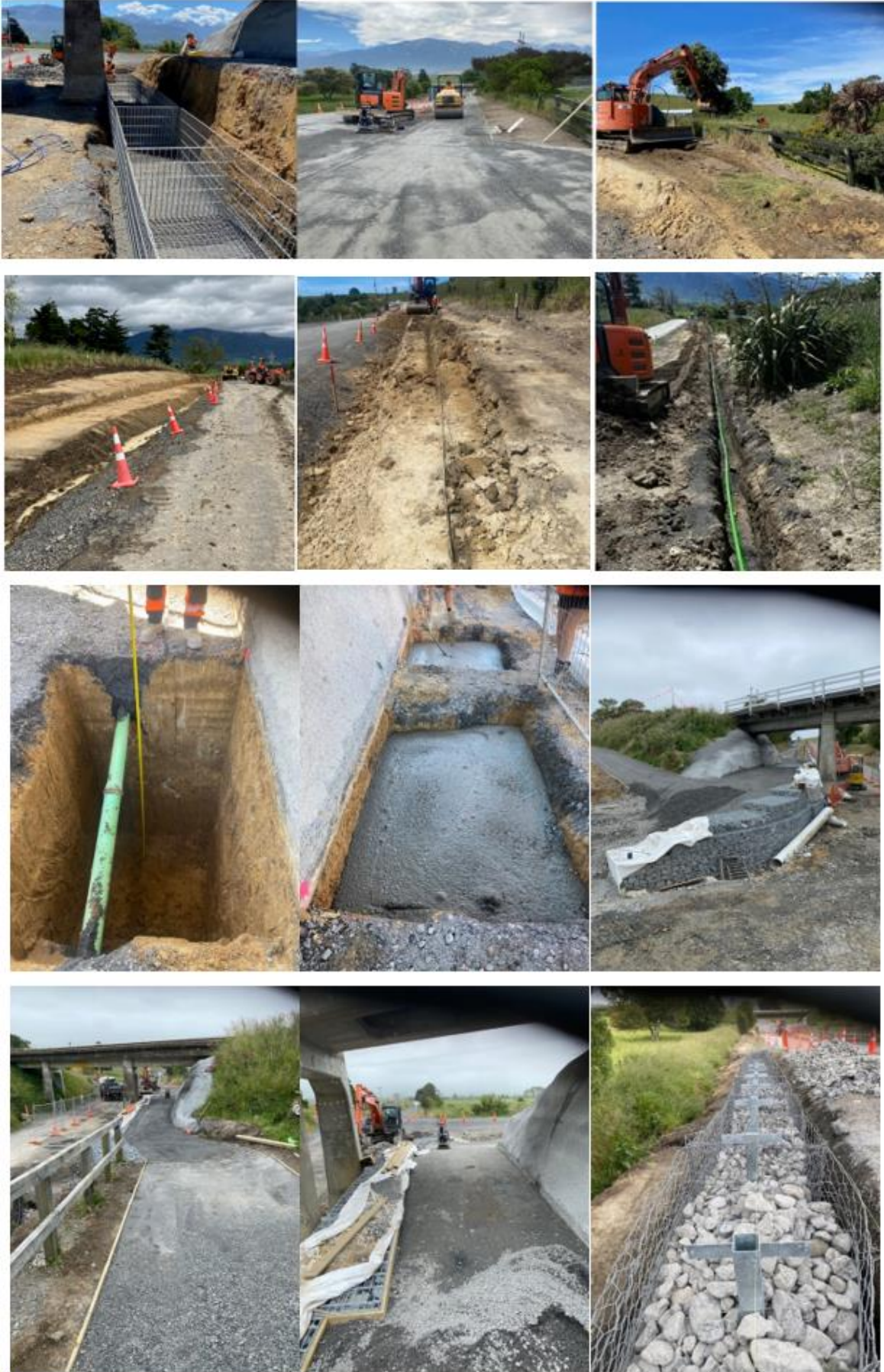
No changes from previous report.

### IAF Kaikoura Western Developments Project:

The construction of the Shared User Path (SUP) project has commenced and tracking along with programme. Key milestone achieved for November / December were:

- Shotcrete face to soil nail stabilised wall completed
- The rock box retaining walls are nearing completion
- The mass concrete bridge stabilisation has been completed .
- The AC seal under the bridge is booked in for early next year (Jan 2024).
- Lowering existing telecommunication cables to accommodate future Vicarage Road entrance and western embankment.
- Form SUP along Mt Fyffe Road
- Excavate Western shoulder to subgrade
- Sub-contractors on-site:
  - Bruce Ensor Builders – hand rails
  - Nigel Ross Contracting – dry hire of roller

SUP Progress photos for November / December



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

Activities have largely been on hold awaiting further discussions with Te Runanga o Kaikoura representatives.

A geotechnical engineer has however been requested to give some further consideration to a potential reestablishment of access to the former bridge site.

## **5. 3-WATERS**

### **3 Waters Technical Regulator (Taumata Arowai)**

As noted in earlier reports, compliance requirements in the Drinking Water Quality Assurance Rules for KDC relate to technical and monitoring requirements rather than correcting unsafe conditions. Funding to improve systems and monitoring is being sought through the long term plan process.

An update of the Kaikoura urban water supply source risk management plan and drinking water safety plan is expected to be sent to Taumata Arowai in February. DWSP reviews for KDC's smaller schemes will follow in 2024.

### **Environment Canterbury**

After an ECan site visit in February 2023, 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. Action plans were agreed with ECan and KDC staff have continued to work through the actions with ECan staff. KDC wrote to ECan before 30 November noting progress to date against the agreed steps and asking for an extension to December 2024, primarily to allow new consents to be applied for related to the WWTP abatement notices. ECan responded in late December 2023 asking for stormwater and odour management reports, which have now been sent to ECan, and KDC staff expect the extension to be granted.

The costs for resolving the abatement notices include consultant fees, ECan staff time, sampling and testing and physical works. The ballpark overall estimate for these works has been \$300,000, but it is very much dependent on decisions by ECan and recent discussions with ECan and consultants suggest that the cost might be higher than this, possibly closer to \$400,000. Most of the increase is to allow for independent reviews and reporting by suitably qualified and experienced experts to increase the likelihood of ECan granting consents.

The anaerobic lagoon that receives stock truck effluent, septic tank waste and grease trap waste is expected to need at least partial desludging before December 2024, to avoid overflows. ECan has stated that sludge and associated liquids must not be discharged to land on site until consents are in place. Offsite disposal would cause significant, currently unbudgeted, costs. IWK has continued to transfer liquid from the lagoon to the main oxidation pond. This has dewatered the sludge and significantly reduced the level. Incoming loads (primarily stock truck effluent) and lagoon levels will continue to be monitored.

### **Water Supplies**

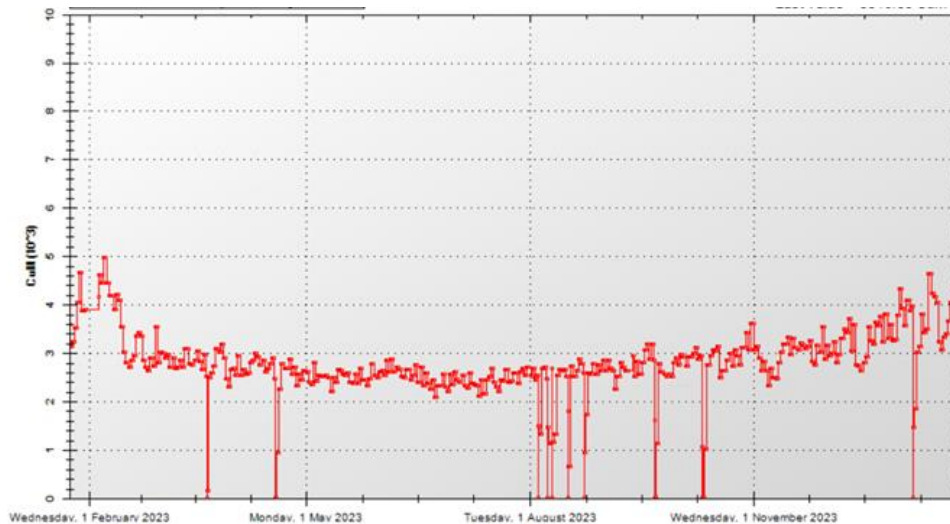
All water supply schemes have continued to provide water quality in compliance with quality assurance rules, as confirmed by treatment plant data and independent sampling and monitoring. Data gaps related to radio communications outages are being corrected.

There is no need for water use restrictions at this stage, which is very positive compared to the difficulties other towns and cities are facing. Reminder communications on wise outdoor water use appear to have been successful. Daily summer flow volumes have been similar to those at this time last year, as shown in the example graph below for the urban scheme. Drive over checks are continuing. Grassed areas are generally not being irrigated. Unmetered irrigation is however occurring on public areas, e.g. at the racecourse, which contributes to the annual loss rate of approximately 30%

including leakage. KDC's water supply bylaw allows for metering of properties where wasteful outdoors use occurs. No such private properties have been identified yet this season.

Replacement of a 230m length of water main in the grass berm beside Beach Road by IWK is to commence on 12 February. Archaeological and cultural monitoring processes are in place and business owners and occupants have been advised.

The Kincaid Waimangarara river gallery intake gravel pack is to be rebuilt before winter to remove silt build up. This was last done in 2017.



Daily Water Takes from Mackles – Last 12 months.

### **Wastewater Operations**

Several odour complaints were received over the Christmas/ New Year period. These are under investigation with the property owners concerned. As found previously, the solutions may be simple on-property vent improvements rather than KDC site changes.

### **Stormwater**

No significant rainfall events occurred since the last report and swale works are under way at Ocean Ridge.

### **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**

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

## **6. PARKS, RESERVES AND PROPERTIES**

December was a very busy month for the maintenance team with a lot of work done on ensuring that all public areas for the town were at their best for what has become a very busy summer season. Over the Holiday period we were called out to several issues mainly dealing with illegal dumping of rubbish and broken or blocked toilets.

Unfortunately, there has been an increase in vandalism of the public toilets over the last few months creating additional work and expense to rectify.

### **Pensioner housing**

Maintenance is continuing with the tidy up of unit 2 which has now been vacated. Spouting is booked to be cleaned and the new heat pumps will be installed, early February.

### **South Bay Harbour**

The jetty requires some of the bollards to be repaired. The decking will be replaced over the coming months. All work will be completed by the Council maintenance staff.

## **7. SOLID WASTE**

### **Transfer Station**

A significant problem was encountered over the holiday period when the refuse compactor experienced a hydraulic problem and staff from the companies owning and manufacturing the unit were unable to respond.

Locally based personnel were however able to improvise a solution that enabled the compactor to continue functioning, albeit less efficiently than is normal. A complete repair has however now been completed and the unit is fully functional. Since the compactor has been provided to Council under a maintained lease the cost of the repairs (which may be substantial) will not fall on Council.

### **Landfill**

A report from an independent landfill gas expert on such potential risks at the Kaikoura site was obtained and sent to ECan as they had requested. This report confirmed (as was expected) that there are no concerns about landfill gas on the site.

With this gas report now provided it is expected that progress can now be made towards ECan approving a landfill closure plan and associated resource consents.

It is hoped that subject to these approvals, construction of the remainder of the landfill cap will commence in 2024 after winter.

## **8. COMMUNITY OUTCOMES SUPPORTED**

The outcomes below are being supported.

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