
MINUTES
of the
OPERATIONS COMMITTEE MEETING
held
9.30 am, Thursday, 18 February 2021
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Deputy Mayor S Bryant (Chair), Cr C Mackenzie (Deputy Chair), Mayor T King, Councillors D McNamara, C Butler, D Ogilvie, T Tuffnell, C Hill (via Zoom), A Turley, B Dowler, T Walker, K Maling and D Wensley

In Attendance: Engineering Services Manager (R Kirby), Activity Planning Manager (D Fletcher), Programme Delivery Manager (R McGuigan), Transportation Manager (J McPherson), Utilities Manager (M Schruer) and Executive Assistant (L Turpie)

Part Attendance: Community Development Manager (S Edwards), Community Relations Manager, (C Choat) and Reserves and Facilities Manager (R Hollier), Libraries Manager (G Coote), Project Management Adviser (C Blythe), Reporting and Insights Analyst – PMO (A Becher), Technical Officer – Transportation (M Bell), Senior Transportation Engineer (M van Enter), Road Maintenance Programme Leader (B McManus)

1 OPENING, WELCOME

The Chairman welcomed the Councillors to the first meeting of 2021 and acknowledged the attendance of Waimea Youth Councillors, Alice Hatton and Jacob Evans.

2 APOLOGIES AND LEAVE OF ABSENCE

Nil

3 PUBLIC FORUM

Nil

4 DECLARATIONS OF INTEREST

Nil

5 LATE ITEMS

Nil

6 CONFIRMATION OF MINUTES

Moved Cr Wensley/Cr Tuffnell

OC21-02-1

That the minutes of the Operations Committee meeting held on Thursday, 10 December 2020, be confirmed as a true and correct record of the meeting.

CARRIED

7 REPORTS OF COMMITTEE

Nil

8 PRESENTATIONS

Nil

9 REPORTS

Item - ROC21-02-1. Chairman's Report - has been moved to another part of the document.

Mr Kirby introduced two new Engineering Services staff, Water Engineers Daniel Noah and Vedran Hadzihalilovic to the Operations Committee.

Mr Kirby presented the following acknowledgement of service for Jeff Robinson who will be retiring from the Engineering Services team on 12 March 2021.

Acknowledgement of Service

Jeffery Lewis Robinson

Jeff Robinson is retiring from Council on the 12 March, 2021.

Jeff has had a long and varied career with the Council, beginning back in 1987 where as Waimea County Council, Jeff held a position of Civil Engineer. His role was the County bridge engineer and Engineer's Rep on Wastewater projects.

In 1989, and after the amalgamation of the Waimea County Council, Motueka and Richmond Burroughs and Golden Bay County Council creating Tasman District Council, Jeff became the Engineering Manager until September 1997. In the first few years of this role, Jeff organised the 130 staff in the department and setting up district wide asset accounts including water, wastewater and stormwater. Around 1993 the surrounding Regional Councils were abolished and we became a Unitary Authority. This is when Jeff learnt about Rivers and Stop banks and developed the X, Y and Z rating system. His next focus was developing the first set of asset management plans for all of our assets.

From November 1997 to February 2016, Jeff moved away from Council taking a position at MWH, where he held a variety of positions, including Branch Manager Nelson to 2009, where Jeff moved to Melbourne to become the Regional Manager Victoria and finally Director of Project Delivery Asia Pacific.

Jeff returned to New Zealand and the Tasman District Council in May 2016 where he has been working as a Senior Project Manager.

Thank you for your services to the Tasman District Council and we wish Jeff well in his retirement!

The Chairman thanked Jeff for his years of service to the Council.

9.2 Proposed Temporary Road Closures - Stopping Distance Demonstrations

Technical Officer – Transportation (Road Safety Liaison), Megan Bell presented the report which was taken as read.

In response to a question about the timings of the stopping distance demonstrations in front of Tapawera School, Ms Bell reported that there would be two demonstrations which will take approximately 10 minutes each. The demonstrations will cause minimal disruption to traffic.

Ms Bell will circulate the confirmed timetable to the Councillors and invited them to attend the demonstrations.

Moved Cr Dowler/Cr Wensley

OC21-02-2

That the Operations Committee:

1. receives the Proposed Temporary Road Closures - Stopping Distance Demonstrations ROC21-02-2; and
2. approves the temporary road closures for planned stopping distance demonstrations as shown in the table below:

| Road name | Section to be closed | Date | Time |
|------------------------------|---|--------------------------|-----------------|
| Treeton Place, Wakefield | From Edward Street to number 23 Treeton Place – next to Wakefield School | Monday 22 March, 2021 | 9.10am - 2.50pm |
| Ranzau Road, Hope | From number 70 to number 164 Ranzau Road – outside Ranzau School | Monday 22 March, 2021 | 9.10am - 2.50pm |
| Fairfax Street, Murchison | From number 30 Fairfax Street to the end of the road by the Police Station | Tuesday 23 March, 2021 | 9.10am - 2.50pm |
| Main Road Tapawera, Tapawera | From number 37 to number 59 Main Road Tapawera - outside Tapawera Area School | Tuesday 23 March, 2021 | 9.10am - 2.50pm |
| Wadsworth Street, Takaka | From number 5 to Boundary Road intersection | Wednesday 24 March, 2021 | 9.10am - 2.50pm |
| Church Street, Richmond | From Gladstone Road(SH6) to Dorset Street | Thursday 25 March, 2021 | 9.10am - 2.50pm |
| Herbert Street, Richmond and | Between Florence Street and D'Arcy Street | Thursday 25 March, 2021 | 9.10am - 2.50pm |

| | | | |
|-----------------------------------|--|---|------------------------|
| Fauchelle Street, Richmond | Between Florence Street and D’Arcy Street | Note only one of these streets will actually be closed for the demonstration | |
| Iwa Street, Mapua | From Moreland Place to Toru Street | Friday 26 March, 2021 | 9.10am - 2.50pm |
| School Road, Riwaka | From number 12 to number 26 School Road – outside Riwaka School | Friday 26 March, 2021 | 9.10am - 2.50pm |

CARRIED

Councillor Hill joined the meeting at 9:50am.

9.3 Tasman's Great Taste Trail - Tapawera to Ngatimoti

Senior Transportation Engineer, Mike van Enter presented the report which was taken as read. Mr van Enter introduced the Nelson Tasman Cycle Trail Trust Chairperson, Gillian Wratt to the Operations Committee.

Ms Wratt introduced Trail Manager Nick Ross to the Operations Committee.

In response to questions about the choice of route, the gradient, and some safety concerns of the route, Ms Wratt spoke on the large amount of work done by the Trust in identifying this route. She noted that the route meets the criteria set by the Ngā Haerenga New Zealand Cycle Trails (NZCT) for traffic numbers, gradient and has also been approved for funding.

Ms Wratt emphasised the importance of using correct messaging about the potential difficulties for some cyclists attempting this section of Tasman’s Great Taste Trail.

Moved Cr Wensley/Cr Maling

OC21-02-3

That the Operations Committee:

- 1. receives the Tasman's Great Taste Trail - Tapawera to Ngatimoti report, ROC21-02-3; and**
- 2. approves route changes for Tasman’s Great Taste Trail between Tapawera to Ngatimoti, indicated as route 2A in figure 1 and including:**
 - a. crossing the Baton Saddle from Tapawera to Woodstock; and**
 - b. constructing an off-road trail from Woodstock to Ngatimoti; and**
 - c. notes the Nelson Tasman Cycle Trail Trust will continue working on an alternative off road route from Tapawera to Woodstock.**

CARRIED

9.4 Dart Ford Management Options

Road Maintenance Programme Leader, Brian McManus presented the report which was taken as read.

In response to questions about the proposed scale of work, costs and benefit to the users of the Dart Ford, the Operations Committee instructed that further investigation be undertaken to find a more suitable solution.

Moved Cr Mackenzie/Cr Wensley

OC21-02-4

That the Operations Committee:

- 1. receives the Dart Ford Management Options ROC21-02-4; and**
- 2. acknowledges that staff are already implementing the do minimum Option 1; and**
- 3. instructs staff to further investigate Options on finding solutions on the Dart Ford**

CARRIED

The meeting adjourned at 11.00am and resumed at 11.10am

9.5 Programme Management Office - Post COVID-19 Stimulus Funding Packages

Project Management Adviser, Chris Blythe presented the report which was taken as read.

Reporting and Insights Analyst, Dr Anette Becher reported that a dashboard had been developed as requested and clarified some points around the Health and Safety graph.

In response to a question regarding project funding, Engineering Services Manager, Richard Kirby explained that all funding was included in budgets and the Council's share is allocated when central government funding is received.

Moved Cr Ogilvie/Cr Wensley

OC21-02-5

That the Operations Committee receives the Programme Management Office - Post COVID-19 Stimulus Funding Packages Report ROC21-02-5

CARRIED

9.6 Community Development Operations Update Report

Community Development Manager, Susan Edwards presented the report which was taken as read.

She noted that the Council has received funding of \$350,000 from the Department of Internal Affairs Libraries Partnership Fund which will be used for an upgrade and review of "The Prow" website, staff professional development, the purchase of further electronic resources and additional staffing.

Libraries Manager, Glennis Coote spoke to the Libraries update. She presented two videos showing the progress of the new Motueka Library construction. In response to a question on the availability of stock for the new library, Ms Coote said that she was confident purchasing additional stock would not be an issue.

Reserves and Facilities Manager, Richard Hollier spoke to the Reserves and Facilities update. It was noted:

- Work to repair the damage caused by the Boxing Day hail storm on the Motueka Memorial Hall was ahead of schedule and it is hoped the hall will reopen earlier than planned.
- All Council facilities are inspected and scheduled for repair if required.
- Contractor performance has been reasonable though the late spring growth had caused some horticultural maintenance to have fallen behind schedule.
- The outline plan for the Wakefield Reserve development is complete. The next stage will be the detailed concept plan (which was due for completion June 2021) following public consultation through the Ward Reserve Management Plan. However the Reserve Management Plan preparation has been delayed.
- The toilet facilities at Washbourn Gardens are sufficient for most day-to-day events. Portable toilets can be brought in for major events.
- Staff are currently checking the location of the services before commencing the footings for the Tapu Bay toilets.

Community Relations Manager, Chris Choat presented the Community Relations update. The Councillors discussed:

- Promotion of the Antenno app.
- Overloading at freedom camping sites.

Moved Cr Maling/Cr Mackenzie

OC21-02-6

That the Operations Committee receives the Community Development Operations Update Report ROC21-02-6

CARRIED

The meeting adjourned at 12.04pm and resumed at 12.45pm

Councillors Wensley and Tuffnell did not return to the meeting

9.7 Engineering Services Activity Report

Transportation Manager, Jamie McPherson presented the Transportation update. Mr McPherson introduced Downer Regional Manager, Tasman, Matthew Sledmore and Alliance Transition Manager, Drew Hayes to the Operations Committee.

Mr Hayes gave an update on recent culvert works.

In response to a question about a pedestrian crossing in Wakefield Mr McPherson said he was expecting a report from Waka Kotahi, the New Zealand Transport Agency in the next three weeks.

Mr McPherson noted his appreciation for the comments received on the speed cushions on Salisbury Road.

In response to a question about planned resurfacing of the cycle trail on Quayle Street and whether this could be widened in conjunction with any works, Mr McPherson said he would look into this issue and report back to the Committee.

Activity Planning Manager, Dwayne Fletcher presented the Activity Planning update.

The Chairman and Councillors thanked Mr Fletcher for his leadership while in the Engineering Services Manager role.

Team Leader – Water Supply and Wastewater, David Burn presented the Utilities update.

Mr Burn gave an update on the Motueka Wastewater Treatment plant.

In response to a question about illegal water connections Mr Burn responded that once thorough investigations were completed prosecution of illegal connections may follow.

Programme Delivery Manager, Russell McGuigan presented the Programme Delivery update including commentary regarding the construction of the upgrade to the Salisbury/Champion Road roundabout which is progressing well.

Moved Cr McNamara/Cr Dowler

OC21-02-7

That the Operations Committee receives the Engineering Services Activity Report ROC21-02-7;

CARRIED

Cr Hill re-joined the meeting at 1.20pm

9.1 Chairman's Report

Deputy Mayor Stuart Bryant presented his report which was taken as read.

Moved Cr Walker/Cr Butler

OC21-02-8

That the Operations Committee receives the Chairman's Report ROC21-02-1

CARRIED

10 CONFIDENTIAL SESSION

Nil

The meeting concluded at 1.30pm.

Date Confirmed:

Chair: