

# MINUTES

**TITLE:** Engineering Services Committee  
**DATE:** Thursday 30 September 2010  
**TIME:** 9.34 am  
**VENUE:** Council Chamber, 189 Queen Street, Richmond.

**PRESENT:** Cr T E Norriss (Chair), Mayor R G Kempthorne, Crs S G Bryant, N Riley, J L Inglis, B F Dowler, B W Ensor, M J Higgins, G A Glover, J L Edgar, R G Currie

**IN ATTENDANCE:** Engineering Manager (P W Thomson), Utilities Manager (J Cuthbertson), Transport Manager (G Clark), Development Engineer (D Ley), Utilities Asset Engineer (D Stephenson), Administration Officer (J A Proctor)

## APOLOGIES

Moved Crs Currie/Inglis  
ESC10-09-01

**THAT apologies from Cr Wilkins, Cr King and Cr Borlase for absence be received by the Engineering Services Committee.  
CARRIED**

## 1 PUBLIC FORUM

### 1.1 Mr S G Bryant

Mr Bryant spoke on behalf Bill and Betty Butters regarding the standard of vegetation trimming and cleaning up at Lake Rotoiti after the recent snow fall.

### 1.2 Mr D Ogilvie

Mr Ogilvie thanked the Engineering Services Committee and Engineering Department staff for their efforts over the past three years. Mr Ogilvie spoke about the Turners Bluff planning road repairs and funding issues.

## **2 CONFIRMATION OF MINUTES**

### **2.1 Engineering Services Committee – 19 August 2010**

**Moved Crs Riley/Edgar  
ESC10-09-02**

**THAT the minutes of the Engineering Services Committee meeting held on 19 August 2010 containing resolutions ESC10-08-01 to ESC10-08-14 be confirmed as a true and complete record by the Engineering Services Committee.  
CARRIED**

## **3 CHAIR'S REPORT – RESC10-09-01**

The Chair spoke to the report contained in the agenda.

The Chair talked about the Takaka and Motueka sewerage systems.

The Chair spoke about the sad passing of Jim Burrows who was a much respected and valued member of the Motueka community.

Cr Riley left the meeting at 9.45 am.

**Moved Crs Bryant/Edgar  
ESC10-09-03**

**THAT the Chairman's Report RESC10-09-01 be received by the Engineering Services Committee.  
CARRIED**

## **4 TRANSPORTATION**

Transportation Manager Mr Clark, was in attendance to speak to the transportation reports contained in the agenda.

### **4.1 Transportation Report – RESC10-09-02**

The report provided information on the various transportation activities.

Cr Glover left the meeting at 9.52 am.

Cr Glover returned to the meeting at 9.55 am.

**Moved Crs Inglis/Ensor  
ESC10-09-04**

**THAT the Transportation Report – RESC10-09-02 be received by the Engineering Services Committee.  
CARRIED**

The meeting adjourned at 10.33 am.

The meeting resumed at 11.02 am.

#### **4.2 Revocation of Declaration of State Highway 60 – RESC10-09-03**

The Committee was required to resolve to accept the proposed declaration and revocation of state highway as proposed in the report contained in the agenda.

It was noted that paragraph 2.1 should read “The current date for the opening is 22 October 2010.”

**Moved Crs Currie/Glover  
ESC10-09-05**

**THAT pursuant to Section 103(8) of the Land Transport Management Act 2003, Tasman District Council’s Engineering Services Committee resolves to accept the declaration and revocation proposed by the New Zealand Transport Agency as outlined in report RESC10-09-03.**

**CARRIED**

#### **4.3 Road Delineation Upgrade Policy – RESC10-09-04**

The report recommended the adoption of the proposed Road Delineation Policy attached to the agenda. Delineation is a term used to describe elements used to provide guidance to motorists using roads. Such elements include road markings, signage and raised pavement markings.

**Moved Crs Dowler/Edgar  
ESC10-09-06**

**THAT the Engineering Services Committee receives the Delineation Upgrade Policy Report RESC10-09-04;**

**And;**

**THAT the Engineering Services Committee approves the implementation of the Delineation Policy as outlined in report RESC10-09-04.**

**CARRIED**

#### **4.4 Turners Bluff, Riwaka-Kaiteriteri Road – Funding Request – RESC10-09-05**

The report provided information on progress with Turners Bluff and sought to gain approval from the Committee to proceed with the project. The report also outlined some of the matters relating to land and funding.

A discussion ensued and it was stated that staff should continue to negotiate with the Turners whilst exploring all avenues of funding.

**Moved Mayor Kempthorne/Cr Edgar  
ESC10-09-07**

**THAT before proceeding with the project at Turners Bluff the Engineering Services Committee recommends to Tasman District Council that all avenues are explored to access the NZTA subsidy for this project.  
CARRIED**

#### **4.5 Transportation Budget Carryovers 2010-2011 – RESC10-09-06**

The report sought approval from the Committee to carry forward under spent funding for specific roading projects as well as for work categories under Council's National Land Transport Programme and Council owned ports, wharves and aerodromes.

**Moved Cr Higgins/Mayor Kempthorne  
ESC10-09-08**

**THAT the Engineering Services Committee approves the carryover of funds for those projects identified in report RESC10-09-06 from the 2009/2010 financial year into the 2010/2011 financial year.  
CARRIED**

The Chair thanked the Transportation Manager for his efforts over the past two years.

## **5 UTILITIES**

Utilities Manger Mr Cuthbertson, was in attendance to speak to the utilities reports contained in the agenda.

### **5.1 Utilities Management Report – RESC10-09-07**

The Utilities Management Report (RESC10-09-07) updated the Committee on the various utilities activities.

Staff provided the Committee with an update on the boil water notice issued to users connected to the Motueka water town supply.

Staff would investigate the issue of the 88 Valley reservoir and report back to the Committee with their findings.

Cr Bryant left the meeting at 12.12 pm.

Staff advised that it had met with the Takaka Fire Fighting Reticulation working group and that letters would be forwarded to the community shortly.

Paragraph 4.14 – staff advised that the report had been withheld pending legal advice.

Cr Bryant returned to the meeting at 12.14 pm.

Amendment to paragraph 6.2 - "...A proposal to introduce an additional larger bag is discussed in a separate paper *at a subsequent meeting.*"

**Moved Crs Ensor/Inglis  
ESC10-09-09**

**THAT the Utilities Management Report RESC10-09-07 be received by the Engineering Services Committee.  
CARRIED**

The meeting adjourned at 12.28 pm.

The meeting resumed at 1.12 pm.

## **5.2 Takaka Wastewater Treatment Plant – RESC10-09-08**

The report provided the Engineering Services Committee with an update on the status of the Takaka Wastewater Treatment Plant (WWTP) upgrade project.

Staff provided the Committee with details of the consultation process that had occurred in relation to the project.

A discussion ensued and it was suggested that a brief story about the project be included in "Newslines" and "Golden Bay Weekly". It was hoped that post election a community meeting would be convened with the Mayor or Chair of the Engineering Services Committee in attendance.

**Moved Crs Bryant/Ensor  
ESC10-09-10**

**THAT the Takaka Wastewater Treatment Plant Upgrade Report RESC10-09-08 be received by the Engineering Services Committee.  
CARRIED**

## **5.3 Utilities Budget Carryovers – RESC10-09-09**

The report sought approval from the Committee to carry over some of the 2009/2010 approved utilities budget into the 2010/2011 financial year.

A discussion ensued regarding Council's assets at Brightwater reservoir.

**Moved Mayor Kempthorne/Cr Dowler  
ESC10-09-11**

**THAT the Engineering Services Committee approves the 2009/2010 Utilities budget carryovers into the 2010/2011 financial year as outlined in report RESC10-09-09.  
CARRIED**

The Chair thanked Mr Cuthbertson for his efforts over the past three years.

## **6 DEVELOPMENT ENGINEERING**

Development Engineer Mr Ley, was in attendance to speak to the Development Engineering reports contained in the agenda.

### **6.1 Licence to Occupy – RESC10-09-10**

The report clarified on what basis Licences to Occupy Road Reserve were based following the previous report submitted at the Engineering Services Committee meeting held on 27 May 2010; and specifically to confirm the quantum of the application and annual licence fee chargeable for Licence to Occupy agreements.

A discussion ensued and it was stated that due to legislative changes the issues of risk and liability needed to be addressed. It was essential that Council was aware of what pipes, conduits and assets were under or on the network.

Mayor Kempthorne left the meeting at 2.22 pm.

Mayor Kempthorne returned to the meeting at 2.25 pm.

Staff would deal with cases as they occurred and to date there were currently nine Licence to Occupy agreements in existence.

A motion was proposed by Cr Higgins and seconded by Cr Currie.

THAT:

- a) the Engineering Services Committee receives the Licence to Occupy Road Reserve report, RESC10-09-10;
- b) the Licence to Occupy agreement for private services in Council roads comprises three fee attributes as outlined in the Licence to Occupy Road Reserve report, RESC10-09-10;
  - a. A Road Opening Notice fee presently \$209 plus GST (as per the Annual Plan);
  - b. A Licence to Occupy application fee of \$200 plus GST;
  - c. A subsequent annual licence fee plus GST to be assessed using the graph supplied in report RESC10-09-10.

An amendment was proposed.

The amendment was put and carried.

The amendment then became the substantive motion and on being put was carried.

**Moved Crs Norriss/Dowler  
ESC10-09-12**

**THAT:**

- a) the Engineering Services Committee receives the Licence to Occupy Road Reserve report, RESC10-09-10;
- b) the Licence to Occupy agreement for private services in Council roads comprises two fee attributes as outlined in the Licence to Occupy Road Reserve report, RESC10-09-10;
  - a. A Road Opening Notice fee presently \$209 plus GST (as per the Annual Plan);
  - b. A Licence to Occupy application fee of \$200 plus GST;

**CARRIED**

## **6.2 Tasman Cycleway Trail Update – RESC10-09-11**

The report informed the Committee on progress with the stage one construction of the Tasman Cycle Trail. Progress on the project would be reported to the Committee on a regular basis.

Mayor Kempthorne declared an interest and left the meeting at 3.08 pm.

**Moved Crs Higgins/Inglis  
ESC10-09-13**

**THAT the Tasman Cycle Trail Update Report (RESC10-09-11) be received by the Engineering Services Committee.**

**CARRIED**

## **7 PROCUREMENT STRATEGY – RESC10-09-12**

Engineering Manager Mr Thomson, spoke to the report contained in the agenda.

The report presented a proposed Procurement Strategy for Engineering Services contracts to meet the New Zealand Transport Agency's requirements for expenditure from the National Land Transport Fund by 1 October 2010.

Cr Edgar abstained from the vote.

**Moved Crs Higgins/Bryant  
ESC10-09-14**

**THAT:**

- a) Report RESC10-09-12, Procurement Strategy, be received by the Engineering Services Committee;
- b) The Procurement Strategy, September 2010, for Engineering Services contracts, as outlined in report RESC10-09-12 be adopted by the Engineering Services Committee and forwarded to NZ Transport Agency for endorsement.

**CARRIED**

**8 RESOLUTION TO EXCLUDE THE PUBLIC**

**Moved Glover/Higgins  
ESC10-09-15**

**THAT the public be excluded from the following part of the proceedings of the meeting, namely:**

**Contract 613 – Kerbside Collection and Resource Recovery Centre Operations – Report RESC10-09-13**

**Nelson Cycle Trails Trust Agreement – Report RESC10-09-14**

**The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:**

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>
8.1	Contract 613 – Kerbside Collection and Resource Recovery Centre Operations – RESC10-09-13	Good reason to withhold exists	Section 48(1)(a)
8.2	Nelson Cycle Trails Trust Agreement – RESC10-09-14	Good reason to withhold exists	Section 48(1)(a)

**This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interests protected by Section 6 or 7 of the Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:**



<b>Item</b>	<b>Reason to withhold information under Section 7</b>	
8.1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	Section 7(2)(i)
8.2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	Section 7(2)(i)

**CARRIED**

(Refer to Confidential Minute Book resolutions numbered ESC10-09-16 to ESC10-09-17).

**9 RESOLUTION TO RESUME PUBLIC MEETING**

**Moved Crs Edgar/Ensor  
ESC10-09-18**

**THAT public meeting be resumed.  
CARRIED**

The meeting concluded at 3.55 pm.

Date Confirmed:

Chair: