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**MINUTES**  
of the  
**ENGINEERING SERVICES COMMITTEE MEETING**  
held

**9.30 am, Thursday, 1 August 2013**

at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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**Present:** Councillor T E Norriss (Chair), Mayor R G Kempthorne, Councillors M L Bouillir, S G Bryant, B F Dowler, J L Edgar, B W Ensor, G A Glover, J L Inglis, T B King, C M Maling, Z S Mirfin, P F Sangster, E J Wilkins.

**In Attendance:** Engineering Manager (P W Thomson)  
Mr D Ogilvie, Motueka Community Board Chairman  
Transportation Manager (G Clark)  
Transportation Network Engineer (G Griffith)  
Utilities Manager (J Cuthbertson)  
Activity Planning Advisor (S Downs)  
Development Engineer (D Ley)  
Utilities Network Engineer (D Stephenson)  
Programme Delivery Manager (R McGuigan)  
Activity Planning Manager (D Fletcher)  
Administration Officer (G Woodgate)

**1 OPENING, WELCOME**

**2 APOLOGIES**

Nil.

**3 PUBLIC FORUM**

Nil.

9.33 am: Mayor Kempthorne departed.

**4 DECLARATIONS OF INTEREST**

Nil.

**5 LATE ITEMS**

Nil.

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## **6 CONFIRMATION OF MINUTES**

**Moved Cr Sangster/Cr Maling  
ESC13-08-1**

**That the minutes of the Engineering Services Committee meeting held on Thursday, 20 June 2013, be confirmed as a true and correct record of the meeting.  
CARRIED**

## **7 REPORTS OF COMMITTEE**

Nil.

## **8 PRESENTATIONS**

Nil.

## **9 REPORTS**

### **9.1 Chairman's Report - July 2013, Report RESC13-08-01**

The Chairman's Report covered the following matters:-

- Around the District
- High Street, Motueka – Pedestrian Refuge
- Rivercare Meetings
- Peninsula Bridge – Centennial Celebrations
- New Zealand transport Agency – Statement of Intent.

Cr Bryant requested photographic identification and job descriptions of all Engineering department staff. He was advised that this matter was under action.

**Moved Cr Bryant/Cr Edgar  
ESC13-08-2**

**That the Engineering Services Committee receives the Chairman's Report - July 2013, Report RESC13-08-01.  
CARRIED**

### **9.2 Action Sheet, Report RESC13-08-02**

**Moved Cr Sangster/Cr Inglis  
ESC13-08-3**

**That the Engineering Services Committee receives the Action Sheet, Report RESC13-08-02.  
CARRIED**

### **9.3 Minor Improvements Programme 2013/2014, Report RESC13-08-03**

The Transportation Manager, Gary Clark, was in attendance to speak to his report contained within the agenda.

The purpose of the report was to provide the proposed Minor Improvement Programme for the 2013/2014 for the Committee's approval. The report set out the fundamental principles of the matrix approach to the delivery of a well-considered programme of works based on an objective

set of conditions.

The report also provided information around the implications of NZTA funding and its relationship to the Minor Improvements Programme.

9.40 am: Cr Mirfin arrived.

Committee members discussed:-

- The Pukekoikoi realignment (Turners Bluff) – minor shoulder widening
- The priority order of the activities listed within the Minor Improvements Programme
- The matrix system used to arrive at the priority order and factors used in the matrix system
- A process for reprioritizing the order of the activities within the Minor Improvements Programme
- The need for discussion regarding:-
  - ✓ Councillors input at the beginning of each financial year regarding the priority order within the Minor Improvements Programme
  - ✓ The factors used within the matrix system
  - ✓ The need for regular updates on each activity undertaken within the Minor Improvements Programme.

10.05 am: Mayor Kempthorne returned.

**Moved Cr King/Cr Glover**  
**ESC13-08-4**

**That the Engineering Services Committee:**

- 1) receives the Minor Improvements Programme 2013/2014 report, RESC13-08-03; and
- 2) approves the 2013/2014 Draft Minor Improvement Programme as set out in Attachment 1.

**CARRIED**

#### **9.4 Jakkett Island Interim Works Action Plan Update, Report RESC13-08-04**

The Activity Planning Advisor, Sarah Downs and Transportation Manager, Gary Clark, were in attendance to speak to the report contained within the agenda.

10.09 am: Cr Ensor arrived.

The report covered the following matters:-

- Environment Court update
- Project update
- Monitoring
- Project status.

**Moved Cr Edgar/Cr Inglis**  
**ESC13-08-5**

**That the Engineering Services Committee receives the Jakkett Island Interim Works Action Plan Update, Report RESC13-08-04.**

**CARRIED**

## **9.5 Jackett Island - Long Term Solution Update, Report RESC13-08-05**

The Activity Planning Advisor, Sarah Downs and Transportation Manager, Gary Clark, were in attendance to speak to the report contained within the agenda.

The report provided detailed information regarding the Judicial Conference held on 28 June 2013. The report also informed of the next steps being taken by staff with respect to the Environment Court case ENV-2010-WLG-080&081. Details of expenditure on this project to date were provided and staff requested a carryover of the remaining budget into the financial year 2013–2014.

Committee members discussed:-

- The Van Dyke Family Trust's commissioned modelling of a northern channel and Council's expected costs regarding this
- The significance, and cost, of a northern cut
- Other options other than litigation
- The robustness of Council's modelling.

### **Moved Cr Edgar/Cr Maling**

#### **ESC13-08-6**

**That the Engineering Services Committee receives the Jackett Island - Long Term Solution Update, Report RESC13-08-05.**

**CARRIED**

10.46 – 11.00 am: Morning tea. Mayor Kempthorne and Cr Glover did not return following morning tea.

## **9.6 Transportation Report, Report RESC13-08-06**

The Transportation Manager, Gary Clark, was in attendance to speak to his report contained within the agenda.

The report covered the following matters:-

- Operations and Maintenance Contracts
- Tasman Rural Maintenance C875
- Golden Bay Maintenance C788
- Murchison Maintenance C787
- Streetlight Maintenance C844
- Customer Service Requests
- Performance Scores
- Financial
- Bridge Maintenance
- HPMV Routes
- Resurfacing
- Sealed Road Pavement Rehabilitation 2012/13
- Rivers Report
- River Z Work
- Matakita River – NZTA and Tasman District Council
- Rivers General
- Road Safety Programme 2013 -2014
- Projects.

Committee members discussed:-

- A request was made for the general public to be shown the Stopping Distance demonstrations
- Crack willow removal at Blue Gum corner
- Warranty on seal repair work undertaken by Council Contractors
- Stock truck multiple pickups on HPMV routes.

**Moved Cr Inglis/Cr Wilkins**

**ESC13-08-7**

**That the Engineering Services Committee receives the Transportation Report, Report RESC13-08-06.**

**CARRIED**

### **9.7 Rivers Activity Operations and Management Plan, Report RESC13-08-07**

The Transportation Manager, Gary Clark, was in attendance to speak to his report contained within the agenda.

The purpose of the report was to explain how funding is spent on our river system to ensure that we target the areas of most need.

11.20 am: Mayor Kempthorne returned.

Cr Edgar requested an article in Council's Newline advising residents and ratepayers of the current situation regarding the deferment of the Motueka stopbank work – matter to be an Action Point.

**Moved Cr Bryant/Cr Ensor**

**ESC13-08-8**

**That the Engineering Services Committee receives the Rivers Activity Operations and Management Plan, Report RESC13-08-07.**

**CARRIED**

### **9.8 Engineering Standards Update**

The Development Engineer, Dugald Ley, Utilities Manager, Jeff Cuthbertson and Utilities Network Engineer David Stephenson were in attendance to speak to the report contained within the agenda.

The purpose of the report was to inform the committee on budget implications as a result of the revised 2013 Engineering Standards and Policies. The changes for stormwater design included the use of larger secondary open channel flows and a more accurate rainfall intensity model for use in primary reticulation design.

11.43 am: Cr Glover returned.

Committee members discussed:-

- The lack of discussions or consultation as a result of changes to stormwater design. It was recommended that a letter to key developers and surveyors should be sent out with the proposed changes seeking their feedback and advice.
- The HIRDS design package
- Why the proposed changes did not apply to the Waimea Plains

- The Development Engineer was requested to:-
  - ✓ Undertake a comparison between the HIRDS and TDC design systems
  - ✓ Discuss the proposed changes with other Council departments
  - ✓ Investigate one District-wide stormwater design standard for consistency.

11.55 am: Cr King departed.

**Moved Cr Edgar/Cr Norriss**

**ESC13-08-9**

- 1) **That the Engineering Services Committee receives the Engineering Standards Update, RESC13-08-08; and**
- 2) **Requests staff to report back on District-wide Engineering Standards in consultation with Environment & Planning staff prior to the release of the proposed 2013 Engineering Standards.**

**CARRIED**

### **9.9 Nelson-Tasman Waste Composition 2012, Report RESC13-08-10**

The Utilities Network Engineer, David Stephenson, was in attendance to speak to his report contained within the agenda.

In autumn and spring 2012 Nelson City Council and Tasman District Council undertook a series of waste composition surveys at three waste facilities in the region. The report presented the findings of those surveys and indicated the materials that would be initially targeted for diversion from landfill as a result of the survey.

Committee members discussed an interest in Golden Bay to create a green waste business.

**Moved Cr Mirfin/Cr Edgar**

**ESC13-08-10**

**That the Engineering Services Committee receives the Nelson-Tasman Waste Composition 2012 Report, Report RESC13-08-10.**

**CARRIED**

### **9.10 Utilities Report, report RESC13-08-09**

The Utilities Manager, Jeff Cuthbertson, was in attendance to speak to his report contained within the agenda.

The report summarised the Utilities activities for the period of May to June 2013.

Committee members discussed:-

- Motueka Wastewater Treatment Plant – why the draft Peer Review undertaken by Ormiston & Associates included a recommendation that the use of specifically designed wetlands should be investigated rather than RIBs, when the Working Party advised 'not to go there'. Utilities Manager to advise.
- The significant number of repairs required as a result of damage by the contractor undertaking the ultrafast broadband installation
- Progress on a new culvert across Champion Road.

12.20 pm: Cr King returned.

**Moved Cr Bryant/Cr Sangster  
ESC13-08-11**

**That the Engineering Services Committee receives the Utilities Report, Report RESC13-08-09.**

**CARRIED**

**9.11 Programme Delivery Update, Report RESC13-08-11**

The Programme Delivery Manager, Russell McGuigan, was in attendance to speak to his report contained within the agenda.

The report covered the following matters:-

- Programme Management Chart
- Summary of Contracts Awarded in 2012/13.

Cr Bryant requested that the Summary of Contracts Awarded in 2012/13 also include systematic tracking of all costs and was advised that future Summary's would include that request.

**Moved Cr Bryant/Cr Edgar  
ESC13-08-12**

**That the Engineering Services Committee receives the Programme Delivery Update report, RESC13-08-11.**

**CARRIED**

**9.12 Engineering Reorganisation, Report RESC13-08-12**

The Engineering Manager, Peter Thomson, was in attendance to speak to his report contained within the agenda.

On 29 November 2012 the Council approved the restructuring of the Engineering Services department in order to:

- Bring strategic and operational professional services in-house;
- Increase the Engineering Services Department from 21 to 39 full time equivalent staff;
- Increase associated staff resources in the Corporate Services Department by two full time equivalents; and
- Develop new outsourced professional services contracts primarily for capital project works.

The report provided an update on achievements against the list of key performance indicators (KPIs) included in the business case for change. The KPIs covered the first year of implementation of the approved changes.

The Engineering Manager:-

- Tabled Appendix 1 'Engineering Services Restructuring – Performance Indicators' that had been omitted from the agenda
- Advised that a Financial Report on the Engineering Services Restructuring indicating a surplus for this financial year would be tabled at the next full Council meeting
- Noted that there were only two key Engineering vacancies remaining to be appointed.

**Moved Cr Dowler/Cr Glover**  
**ESC13-08-13**

**That the Engineering Services Committee receives the Engineering Reorganisation - Update Report, RESC13-08-12.**  
**CARRIED**

12.40 – 1.10 pm: Lunch. Cr Sangster did not return after lunch.

## **10 CONFIDENTIAL SESSION**

### **10.1 Procedural motion to exclude the public**

**Moved Cr Bryant/Cr Maling**  
**ESC13-08-14**

**That the public be excluded from the following part(s) of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each 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 follows.**

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

#### **10.1 Procurement of Solid Waste Services**

<b>Reason for passing this resolution in relation to each matter</b>	<b>Particular interest(s) protected (where applicable)</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a)  The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

**CARRIED**

## **RESUMPTION OF OPEN SESSION**

**Moved Cr Bryant/Cr King**  
**ESC13-08-16**

**That the open meeting be resumed.**  
**CARRIED**



The meeting concluded at 2.00 pm.

Date Confirmed:

Chair:

Unconfirmed