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**MINUTES**  
of the  
**OPERATIONS COMMITTEE MEETING**  
**Komiti Mahi**

held  
**09:30 am, Thursday, 22 August 2024**

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

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**Present:** Councillor T Walker (Deputy Chair), Deputy Mayor S Bryant, Councillors C Butler, G Daikee, B Dowler, J Ellis, M Kininmonth, B Maru, and Ms C Starkey

**In Attendance:** Motueka Community Board Member (D Armstrong), Group Manager - Community Infrastructure (R Kirby), Transportation Manager (J McPherson), Programme Manager - Digital Innovation Programme (C Blythe), Reserves and Facilities Manager (G Reburn), Enterprise and Property Services Manager (N Chin), Waters and Wastes Manager (M Schruer), Team Leader - Project Managers Community Infrastructure (A Henderson), Customer Services Manager (J Lee-Van Dijk), Community Partnerships Co-ordinator (L Evans), Reserves Officer (T Strange), Collection Services Librarian (J Lester) and Governance Officer (R Grover)

**Absent:** Nil

**1 OPENING, WELCOME**

The Deputy Chair, Councillor Walker, opened the meeting with karakia.

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Councillor Dowler/Councillor Butler**  
**OC24-08-1**

**That the apologies be accepted from Councillors C Hill, C Mackenzie, D Shallcrass, K Maling, M Greening and Mayor T King.**

**CARRIED**

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### 3 PUBLIC FORUM

#### 3.1 Petition - Removal of Concrete Lane Separators, Mapua

Councillor Kininmonth presented the Petition to Remove Concrete Separators from Mapua on behalf of Mapua Community member, Sally Hargrave.

### 4 DECLARATIONS OF INTEREST

Nil

### 5 LATE ITEMS

Nil

### 6 CONFIRMATION OF MINUTES

Moved Councillor Daikee/Councillor Ellis  
OC24-08-2

**That the minutes of the Operations Committee meeting held on Thursday, 27 June 2024, be confirmed as a true and correct record of the meeting.**

**CARRIED**

### 7 REPORTS

#### 7.1 Downer Alliance

Downer Alliance Manager, Drew Hayes, introduced his colleague Asset Manager, Jeremy Burton and spoke to a PowerPoint presentation, which is available on the Council's website in the Minutes Attachment document. He answered questions in relation to the update report.

Attachment 1 Downer Alliance Presentation

#### 7.2 Community Infrastructure Group Activity Report

##### **Group Manager – Community Infrastructure Richard Kirby – Management Update**

Discussion and questions included:

- Since the Local Waters Done Well paper was put together, new information was available, including seven fact sheets relating to water services.
- The legislation on the requirement for water services delivery plans was likely to be signed off in the next couple of weeks.
- Another water services bill would be coming out in December that provided indications on how councils would form water entities (going alone or joining with other councils).
- A report would be presented at the 12 September 2024 Full Council meeting to endorse proposals and inform the Council's position on the Water Services Delivery Plan.
- Risks, health and safety indicators, and staff training and partnerships with contractors.

##### **Team Leader Project Managers - Adam Henderson - Programme Delivery Update**

Discussion and questions included:

- The Council had completed five projects on time and within budget, the Motueka storm

water discharge project was finished six weeks ahead of schedule.

- A letter had been received from the NZTA congratulating the Council on being the first Council in the country to finish the Streets for People (Richmond) project.
- Project cost increases, the Motueka Recreation Centre water upgrade project, the Tapawera treatment plant, and the low bridge Richmond upgrade project.

### **Waters and Wastes Manager – Mike Schruer – Waters and Wastes Update**

Discussion and questions included:

- A major water pipe break reported to Taumata Arowai
- Changes to rubbish collection at Kaiteriteri
- An unexpected increase in council maintenance work relating to gully traps located at Jubilee Park and Waverley Street Richmond.
- Watermains, aerators at water treatment plants, ageing water pipes in Wakefield project work and water repair costs.

The meeting was adjourned at 10.46am and reconvened at 11.02am.

### **Transportation Manager – Jamie McPherson – Transport Update**

Discussion and questions included:

- The concrete separators in the report presented at the full Council meeting held on 2 May 2024, the petition for the removal of concrete lane separators, Mapua and safety risks relating to the concrete separators
- The Government's current priorities relating to road safety and injury prevention and progression of a national road safety strategy and special purpose roading
- The Dark Skies project, completion of the Streets for People project and public communication updates relating to delays in service of the E buses.

**Action:** Jamie McPherson to advise whether a second survey of the Mapua concrete separators would be conducted and to keep Elected Members updated on future community engagement relating to the concrete separators on Aranui Road, Mapua.

**Action:** Jamie McPherson to discuss with staff and respond to Councillor Maru's question – "are concrete separators safer for all users of the road".

**Action:** Jamie McPherson to seek further information from public transport operations staff regarding communications for the public relating to transport delays and 'Real Time' app information.

### **Reserves and Facilities Manager Community Infrastructure – Grant Reburn – Reserves and Facilities Update**

Reserves Officer, Tony Strange presented this section, discussion and questions included:

- An update on refurbishments at the Council cottages and facilities at the Richmond Aquatic Centre.
- Risks relating to parking shortages and traffic management at the Moutere Hills Recreation Centre,
- The design plan of the new Ascot Reserve playground at Berryfields.

**Action:** Tony Strange to provide a report back to the Committee regarding new parking developments for the Moutere Hills Recreation Centre, including usage of facilities (needs assessment), cost scoping and budget capability and anticipated

timeframes to progress the project.

**Action:** Tony Strange to partner with Moutere Hills Recreation Centre Management and progress a traffic management plan.

**Action:** Grant Reburn to check with staff regarding the new Berryfields playground design and confirm the target age range and respond to Councillor Ellis offline.

### **Enterprise and Property Services Manager - Nick Chin - Property Update**

A correction to the wording of the report (item 8.24), was noted amending 'defit' the morgue to 'refit' the morgue.

### **Moved Deputy Mayor Bryant/Councillor Dowler OC24-08-3**

**That the Operations Committee**

- 1. receives the Community Infrastructure Group Activity Report; and**
- 2. notes a copy of the Council's submission on the draft Local Waters Done Well (Water Services Preliminary Arrangements) Bill is attached.**

**CARRIED**

### **7.3 Libraries, Customer Service and Community Partnerships Update Report**

Customer Services Manager, Janet Lee Van Dijk presented the report, which was taken as read, and answered questions relating to the health and safety of staff and the progress of Project Harakeke.

The Committee discussed longer term support for community grants and aligning the grant system with the Long Term Plan.

Collection Services Librarian, Justine Lester presented the Libraries Update and noted an increase in public interest of the digitised council meeting minutes books and an increase in public visits to the Tākaka Library (returning to pre Covid numbers).

### **Moved Councillor Ellis/Councillor Kininmonth OC24-08-4**

**That the Operations Committee**

- 1. receives the Libraries, Customer Service and Community Partnerships Update Report**

**CARRIED**

### **7.4 Information Services Activity Report**

Chief Digital Officer – Information, Science & Technology, Pete Darlington highlighted the technology upgrade to Nelson Tasman Emergency Management Centre, and outlined the operational benefits for both councils.

He noted that the Council had over thirty ongoing projects in addition to the DIP Project within the Information Science & Technology space.

The Committee discussed Project Harakeke – CRM discovery phase (Horizon One), public value and organisational change priorities, and geo mapping and change to the delivery of public information.

It was noted that Council data was often more accurate than Google maps.

**Action:** Peter Darlington to refer back to staff in the GIS team and report back to the Committee in relation to Councillor Maru's question: would emergency services be able to link into our services (mapping) and extract data directly.

**Moved Deputy Mayor Bryant/Councillor Kininmonth**

**OC24-08-5**

**That the Operations Committee**

- 1. receives the Information Services Activity Report**

**CARRIED**

### **7.5 Implementation of Risk-Based Temporary Traffic Management**

Transport Manager, Jamie McPherson presented the report, which was taken as read and answered questions.

Discussion included:

- Site specific traffic management
- Public Communication relating to an increase in road closures for roading projects and the expectations of central government in relation to reducing the cost of traffic management
- The recent reduction to the number of speed humps on Wensley Road, Richmond.
- Acknowledgement of the lowest risk to all road users approach and the importance of advocating on behalf of the local community and supporting robust conversations with NZTA, Waka Kotahi.

**Action:** Jamie McPherson to circulate the TTM Guide to Temporary Traffic Management (public document) to all councillors.

**Moved Councillor Dowler/Councillor Kininmonth**

**OC24-08-6**

**That the Operations Committee**

- 1. receives the Implementation of Risk-Based Temporary Traffic Management report;**

**CARRIED**

## **8 CONFIDENTIAL SESSION**

Nil

Mr Kirby offered the closing karakia.

The meeting concluded at 12.07pm.

Confirmed as a correct record of proceedings by resolution on 26 September 2024.

**Moved Councillor Ellis/Councillor Dowler  
OC24-09-7**

**That the minutes of the Operations Committee meeting held on Thursday, 22 August 2024,  
be confirmed as a true and correct record of the meeting.**

**CARRIED**

Confirmed