

Notice is given that an ordinary meeting of the Operations Committee will be held on:

Date: Thursday 4 April 2024
Time: 10:15 am
Meeting Room: Tasman Council Chamber
Venue: 189 Queen Street, Richmond
Zoom conference link: <https://us02web.zoom.us/j/87997275893?pwd=clVvT21oRnVGcHV0NXV2eFNQT1F1QT09>
Meeting ID: 879 9727 5893
Meeting Passcode: 873507

Operations Committee

Komiti Mahi

AGENDA

MEMBERSHIP

Chairperson	Cr C Mackenzie	
Deputy Chairperson	Cr T Walker	
Members	Mayor T King	Cr C Hill
	Deputy Mayor S Bryant	Cr M Kininmonth
	Cr C Butler	Cr K Maling
	Cr G Daikee	Cr B Maru
	Cr B Dowler	Cr D Shallcrass
	Cr J Ellis	Ms C Starkey
	Cr M Greening	

(Quorum 8 members)

Contact Telephone: 03 543 7617
Email: councildemocracy@tasman.govt.nz
Website: www.tasman.govt.nz

AGENDA

1 OPENING, WELCOME, KARAKIA

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

3.1 Petition - Maree McNabb 4

3.2 Petition - Sally Hargraves..... 5

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF [MINUTES](#)

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

7 REPORTS

7.1 Community Infrastructure Activity Report 6

7.2 Information Services Update..... 94

8 CONFIDENTIAL SESSION

Nil

9 CLOSING KARAKIA

3 PUBLIC FORUM

3.1 PETITION - MAREE MCNABB

Report To: Operations Committee

Meeting Date: 4 April 2024

Report Author: Kelsey McLean, Democracy Services Advisor

Report Authorisers:

Report Number: ROC24-04-1

1. Public Forum / Te Matapaki Tūmatanui

Maree McNabb will present a petition regarding road cycleways.

2. Attachments / Tuhinga tāpiri

Nil

3.2 PETITION - SALLY HARGRAVES

Report To:	Operations Committee
Meeting Date:	4 April 2024
Report Author:	Kelsey McLean, Democracy Services Advisor
Report Authorisers:	
Report Number:	ROC24-04-2

1. Public Forum / Te Matapaki Tūmatanui
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Sally Hargraves will present a petition regarding the removal of the planter boxes from Aranui Road in Mapua.

2. Attachments / Tuhinga tāpiri
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Nil

7 REPORTS

7.1 COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

Information Only - No Decision Required

Report To:	Operations Committee
Meeting Date:	4 April 2024
Report Author:	Grant Reburn, Reserves and Facilities Manager; Jamie McPherson, Transportation Manager; Mike Schruer, Waters and Wastes Manager; Nick Chin, Enterprise and Property Services Manager; Russell McGuigan, Project Delivery Manager
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	ROC24-04-3

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 This report provides a summary of the Community Infrastructure Group's activity since the last report to the Operations Committee on 22 February 2024.

2. Recommendation/s / Ngā Tūtohunga

That the Operations Committee

1. receives the Community Infrastructure Activity Report ROC24-04-3.

3. Management Update

Health and Safety Lead Indicators (Audits/site observations) – 1 July 2023 to 29 February 2024

Measure	Project Delivery	Property Services	Reserves and Facilities	Transportation	Waters and Wastes	Total
H&S Observations	10			1	17	28
H&S Briefings (also as part of regular meetings)	46	46	46	46	46	230
Number of H&S courses attended by staff	8	4	6	6	26	50

- 3.1 Community Infrastructure has welcomed two new staff this month:

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

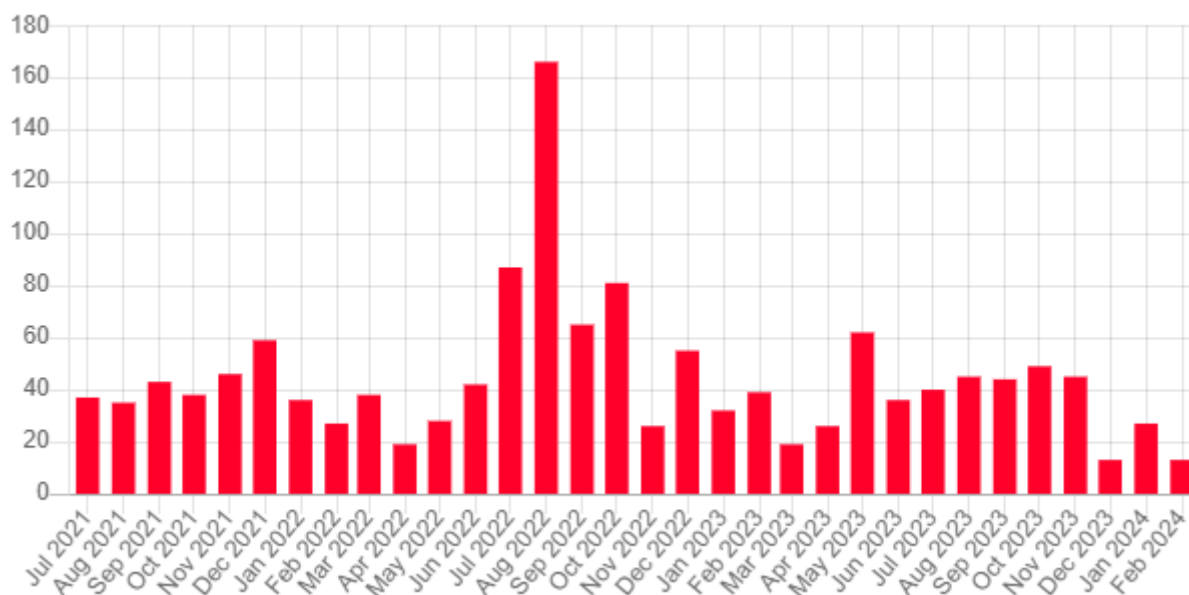
- **Clare Tolan** is a new Project Manager in the Programme Delivery Team
 - **Rhys Van de Waardt** is our new property officer covering for Dani Marwick whilst on maternity leave.
 - **Carl Botha** has accepted the Team Leader position in the Waters and Waste team he starts in this role 2 April 2024.
- 3.2 We currently have two vacancies yet to be advertised, a Project Manager to replace Matt Keyes who has yet to formally confirm his resignation and a Water engineer to replace Carl Botha.

4. Transportation Update

Roading Activity Update

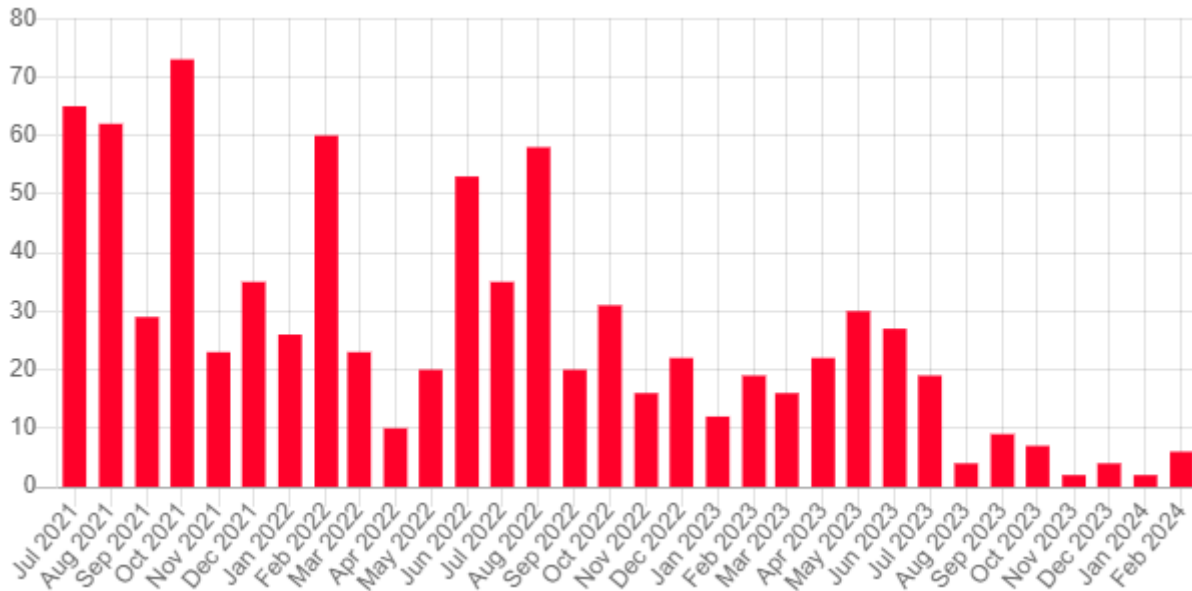
- 4.1 Dry conditions and fire risk temporarily put a halt to some routine maintenance activities such as grading and mowing during this period, but conditions were perfect for the end of the resealing season, and the programme is now complete. Given the reduced grading over the drier months, the unsealed network has lasted well, and is only now starting to exhibit issues at a level requiring intervention.
- 4.2 The drier weather has also seen a reduction in potholes being created in sealed pavements across the network, allowing crews to get more lasting repairs done.
- 4.3 Road maintenance costs overall are exceeding the annual plan budget, and staff are working to minimise costs without compromising safety or increasing future costs.
- 4.4 Staff will need to reassess roadside mowing in the next period to determine what needs to be done from a safety perspective, as opposed to a “nice to do,” aesthetically pleasing, perspective, given the tight budget.

Service Request Summary

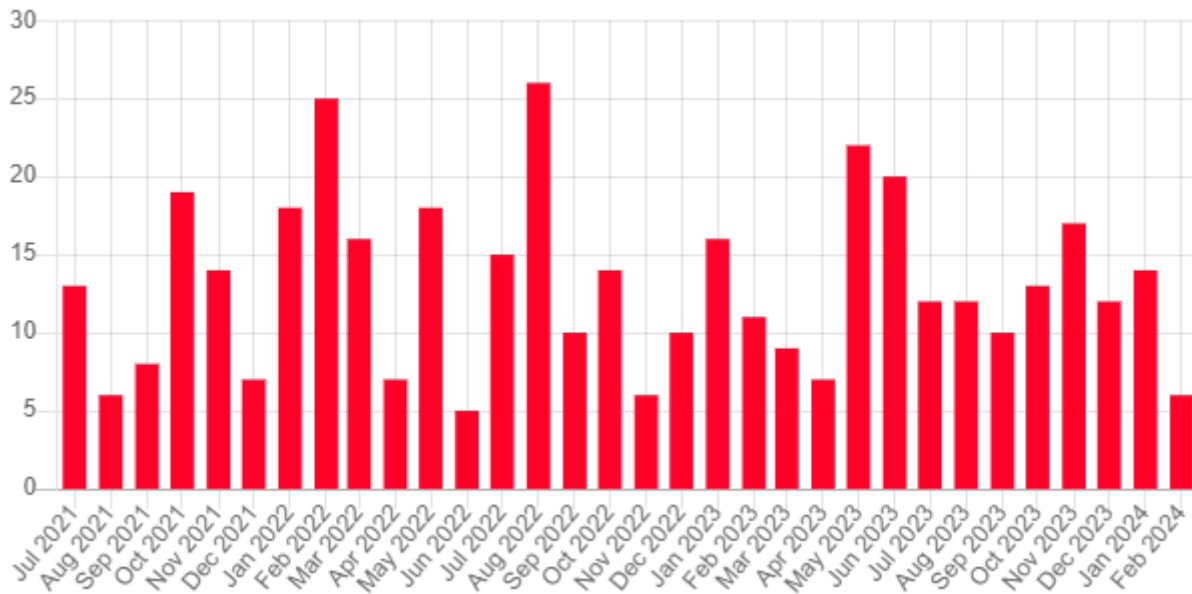


COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

Graph 1- Sealed pavement service requests

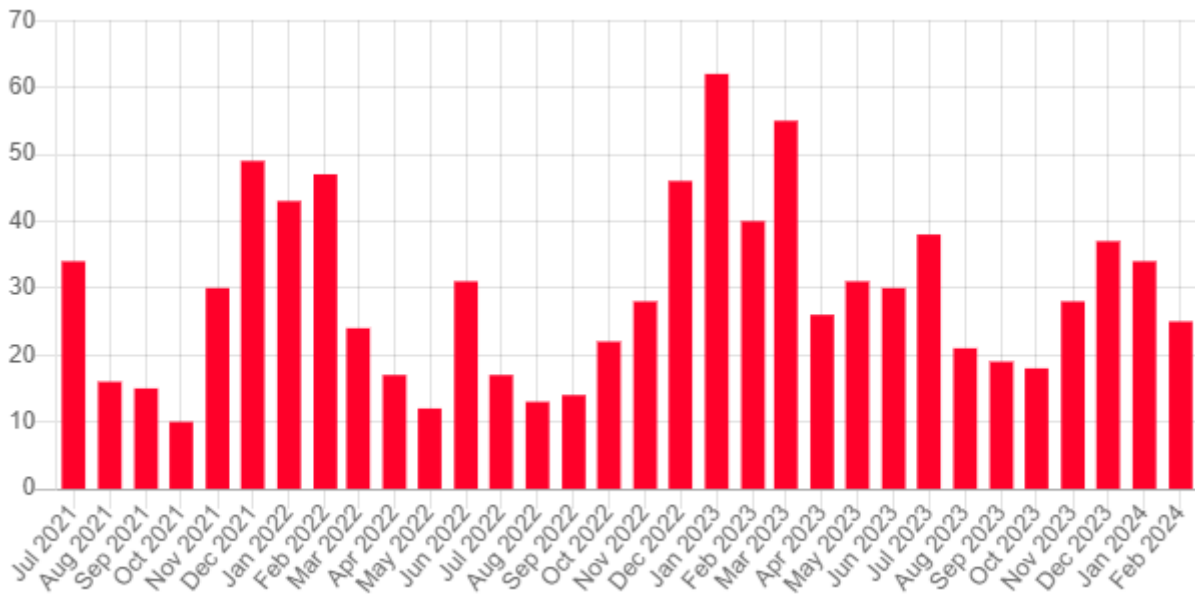


Graph 2 - Unsealed road service requests

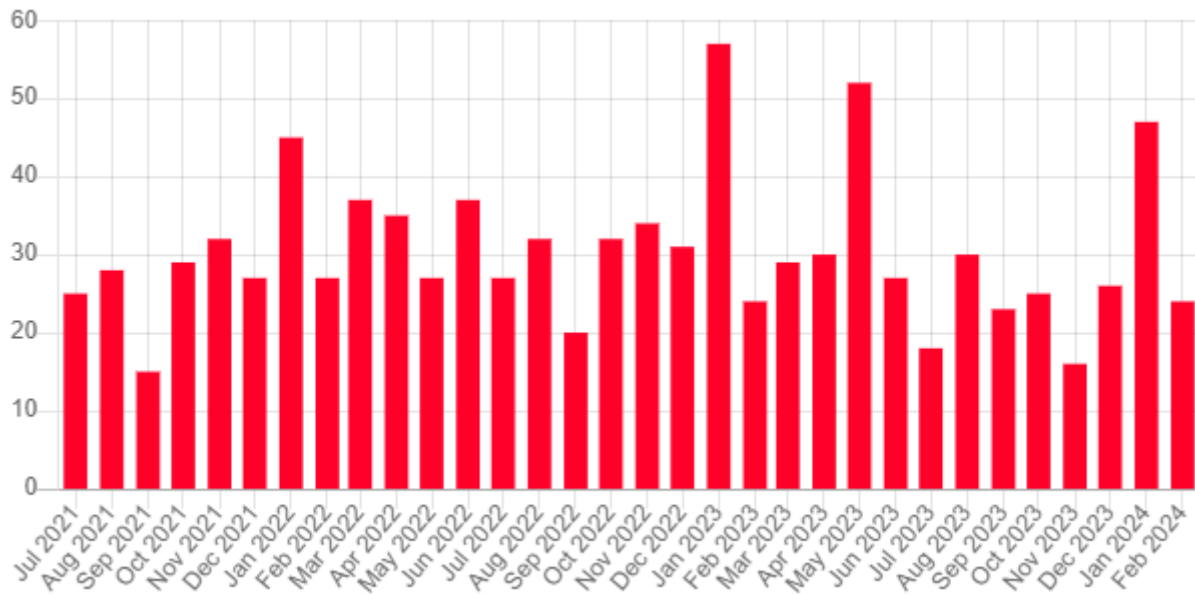


Graph 3 - Footpath service requests

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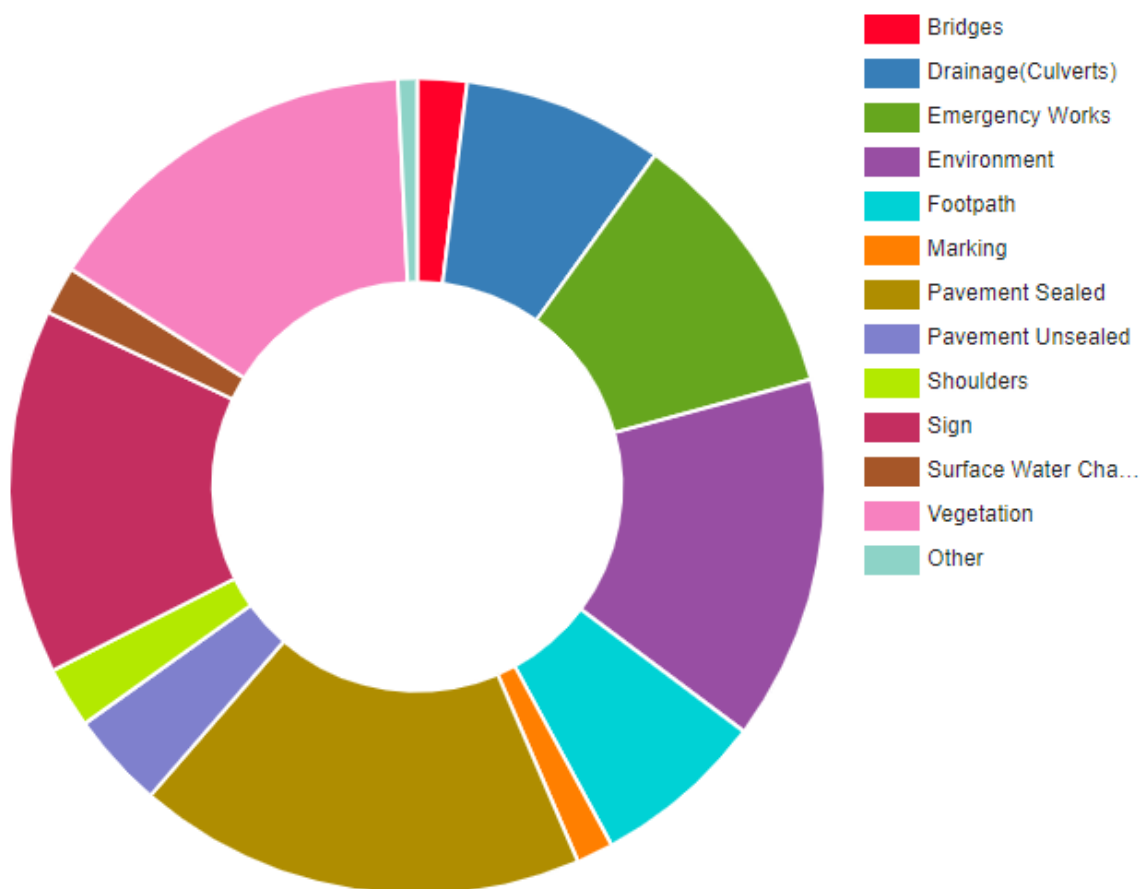
Graph 4 -Vegetation service requests



Graph 5 - Sign service requests

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

Overall roading service request numbers 2023-24 YTD



Type	Number
Bridges	31
Drainage(Culverts)	125
Emergency Works	170
Environment	229
Footpath	108
Marking	23
Pavement Sealed	280
Pavement Unsealed	60
Railings	7
Retaining Walls	2
Shoulders	38
Sign	228
Surface	3
Surface Water Channels	30
Vegetation	241

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

Wensley Road

- 4.5 As part of a land acquisition to provide additional land in the road corridor, to allow for future upgrades of Wensley Road for walking and cycling, the retaining wall was moved back approximately three metres to the new boundary and the existing path was widened. This work occurred in conjunction with adjacent pavement repairs.
- 4.6 Works on this busy road had several challenges including moving an existing light pole, dealing with traffic flow, and installation of a retaining structure.
- 4.7 This area now feels a lot safer to people on foot, scooter or bike and complements the Streets for People project work on Wensley Road occurring shortly. It was funded from the Richmond Cycle Lanes budget which is subsidised by NZTA.
- 4.8 Further road repairs are planned along Wensley Road over the next month, in advance of more substantial renewal work next summer. One particular challenge for the team was encountering old coal tar material, which must be separated and disposed of at landfill.



COMMUNITY INFRASTRUCTURE ACTIVITY REPORT



- 4.9 In early February there was a spate of vandalism to signs which put the patrol team under pressure to assist in correcting, taking them away from important cyclic activities.

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT


Tasman District Council - Te Kaunihera o te tai o Aorere
14 February at 07:01

This is not okay. This is just utter disrespect to all of our community, environment and ratepayer's money, not to mention dangerous!

Road signs play an important part in the navigation of the travelling public in the Tasman District. They are placed to provide information, guidance, and warnings to drivers, pedestrians, and other road users.

In the first six weeks of 2024, there have been 36 jobs attended for damage to signs through vandalism, including some being rammed by vehicles.


The impact is seen in taking valuable time away from other maintenance patrol activities such as sweeping and filling potholes to deal with the repair/replacement of each sign.

It also shows in funding, meaning that ratepayers are footing the bill for needless acts of vandalism, with less money available for other important road maintenance work.

This adds up to over \$10k so far this year for unnecessary repair/replacement.

If you witness this type of activity, please report it to either us or the Police and include as many details as you can, such as the vehicle registration.




👍👎🗨️ 34
13 comments 7 shares

Holdaway Grove, Richmond

- 4.10 This road had significant seal failures as shown below. The treatment was to level with asphalt, and this was well received by residents

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT



Holdaway Grove before and after

Dear Mariessa,

I think our correspondence has come to a end.

What a wonderful job it is, so nice and smooth.

Being so close to the action, makes you remember how hard these people work in all weathers, everybody was lovely and very nice kind and respectful. The young girl's I really enjoyed.

It has been worth the wait, also thank you for your work in bringing it altogether.

Very sincerely,

An email received by the contractor from a Holdaway Grove resident.

Call outs and Emergency response

4.11 From road closures on Lee Valley Road for fire, to vehicle crashes, trees down and missing sump grates, the team has been busy dealing with a variety of things from one corner of the network to the other.



Picture 1 Strachan Road, Ngatamoti

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Picture 2 River Road



Pictures 3 & 4 Greenwood Street, Motueka

Sealing

- 4.12 The sealing season has gone well thanks to great weather and the dedication of the crews to deliver a quality result.
- 4.13 We were fortunate with the weather this season and the work was completed with no major incidents, accidents, or any other significant delays. Most residents were cooperative, and some even had a few nice words for the team, which is very much appreciated.

Sealing Statistics:

- 4.14 Litres of sealing bitumen emulsion sprayed = 546,111
- 4.15 Area of road resurfaced = 264,558m² (approximately 35 rugby fields)

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Picture 5 Rosedale Road



Picture 6,7 & 8 Wilkinson and Wallace Streets

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Picture 9 Thorpe-Orinoco Road

College St Motueka - Aerodrome Carpark Upgrade & Sealing

- 4.16 This work is being jointly funded by roading and property activities, to resolve drainage and serviceability issues in this area which straddles road reserve and aerodrome land.
- 4.17 The pavement is almost ready for testing before sealing shortly.



Golden Bay and Murchison Area

- 4.18 There has been a focus on completing the seal pavement repair work on Collingwood-Bainham Main Road and Collingwood-Puoponga Main Road. This work included dig-outs, rip & remakes, AC levelling, edge break repairs and bridge approach repairs.

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Collingwood-Puponga Road – dig-out



Collingwood-Puponga Road – dig-out

- 4.19 Our contractor has also started to make progress on the drainage maintenance program. Planned work includes high shoulder removal and deepening/reshaping surface water channels on Baigent Road, culvert inlet/outlet repairs and cleaning surface water channels on the Braeburn Track and deepened/reshaping surface water channels on Howard Valley Road.
- 4.20 When the weather conditions have allowed, routine grading operations around the network have been undertaken. The Murchison area was less affected by restrictions associated with fire risks.
- 4.21 The Transportation Team are still supporting DOC (Department of Conservation) with managing their maintenance programme for the Cobb Dam Road. This program focuses on completing the backlog of maintenance work required and focusing on areas where low-cost safety improvements can be undertaken. Good progress has been made on completing the AC levelling program on the Cobb Dam Road and repairing damaged/missing sight rails.
- 4.22 Reactive work completed includes responding to fallen trees around both Golden Bay and Murchison regions and responding to a milk tanker crash on Matakītaki Valley Road, along with other minor incident responses.



Matenga Road – fallen tree



Matenga Road – fallen tree removed

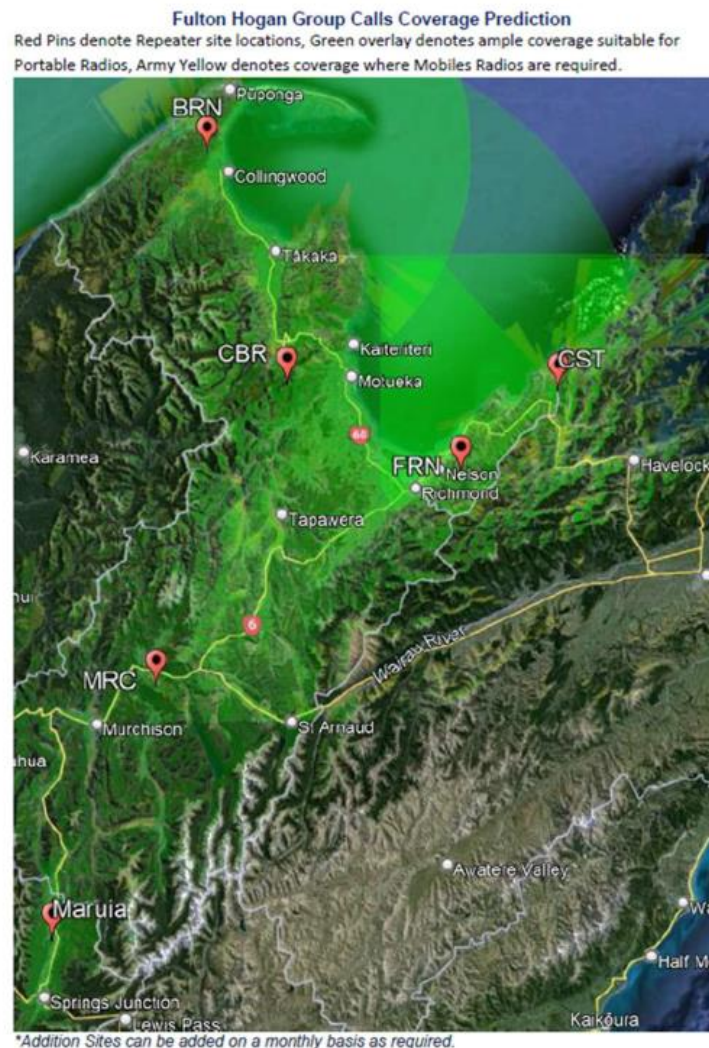
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Some maintenance statistics from February for Murchison/Golden Bay areas:

Description	Unit	Quantity
Sealed pothole repairs	each	21
Dig outs	m2	305
Stabilisation and Rip & Remakes	m2	263
AC Levelling	m2	1,327
Crack sealing	m2	185
High Shoulder	m	374
Water table cleaning	m	546
Construct new water table	m	178
Edge break repairs	m	110
Grading	km	160
Unsealed Aggregate	m3	1,261
Culvert cleaning	each	2
Sign & post maintenance	each	29
Sign renewals	each	9
Slip material removed	m3	126

- 4.23 In the upcoming months, focus will shift from sealed pavement maintenance to grading/metalling and drainage maintenance. Some of this work will include cleaning water tables on the Cobb Dam Road, aggregate spreading along Totaranui Road, Haldane and Rangihaeata Roads, Doughboy Road and Mackay Pass Road along with high shoulder removed from Rocklands Road.
- 4.24 The contractor has invested in changing their Radio Telephone communication system from convention mode to DMR (Digital Radio Repeater) mode. The resulting change provides a larger coverage throughout the district (these areas are shown in green on the below map).

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Road Safety

4.25 To date in this fiscal year there have been fourteen serious crashes recorded in the Crash Analysis System. Three of these crashes occurred at State Highway intersections. The three additional crashes are:

- A Ute on the Resource Recovery Centre access lost control turning right, went off road to left, and hit a traffic sign resulting in serious injury,
- Motorcycle on Moutere Highway lost control taking a right-hand bend. The rider acknowledged they were accelerating hard.
- Car leaving Rowling Heights onto Kaiteriteri Sandy Bay Road lost control and left the road, resulting in a passenger being trapped under the car. The actual scenario that led the car to be in its final resting place is reported as unknown and further investigation is underway by police.

Tasman's Great Taste Trail

4.26 There have been ongoing reports of rider incidents crossing the Waimea suspension bridge. The latest incident was reported as "I was biking across the suspension bridge across the Appleby River, and it started to sway badly as other people came on things

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started to go badly and I was thrown off my bike into the side of the bridge. My arm was caught in the bridges side mesh and my upper humerus is broken in three places”.



- 4.27 Additional warning signage will be installed recommending cyclists walk their bikes. Physical elements to stiffen the bridge, such as the torsion bar that was incorporated in our latest Baton Bridge design have been considered but not progressed due to the significant cost, however it was noticed that some of the movement in the bridge is the deck rolling from side to side.
- 4.28 We set up a test to measure side to side and vertical accelerations and rotational velocity (roll) of the deck while two energetic teenagers on mountain bikes did their best to get the bridge excited. The measurements confirmed that rotational roll is likely to be the key issue. We tested a proposed solution by string tying the bridge hangers (vertical cables) to the handrail stanchions and saw a significant improvement. The tested intervention was especially effective where the suspension cable crosses the handrail, and moderately effective around bridge midspan and where the hangers are longer, therefore more compliant.
- 4.29 Tonkin and Taylor have completed the Spooners Tunnel Risk Assessment which includes a detailed visual observation, recording and monitoring defects and review of geotechnical monitoring instrumentation that is regularly undertaken. There is no substantial change in the overall level of risk as assessed for tunnel users compared to the previous 2021 inspection.
- 4.30 For much of the tunnel, the observed conditions and stability do not appear to have deteriorated since the last assessment in 2021 however, there has been some changes including the following;

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- Evidence of movement / dilation of the crack between the northern portal and the tunnel lining,
- Changes to 14 of the 24 mortar crack pads,
- Evidence of change on Moire tell-tale at 134m,
- General increase in observed groundwater within the tunnel.
- Additional hazards have also been identified in the vicinity of the southern portal
- Potential for rockfall from the true left side of the portal entrance
- Potential for increased groundwater in the tunnel.
- Potential for uncontrolled erosion of ground within less than five meters of the southern portal wall by a watercourse.
- On going flooding resulting from debris build up near the southern portal deposited by the watercourse during flooding.

4.31 The key recommendations include renewal of the geotechnical monitoring points, increasing the risk assessment frequency to yearly and undertake a digital scan to accurately map the shape of the tunnel. These recommendations will increase the annual cost of monitoring the tunnel. The photographs below show a typical mortar crack pad and Moire tell-tale that we maintain for monitoring purposes in the tunnel. These examples have degraded due to moisture in the tunnel.



Picture 10: North Portal mortar crack pad monitoring crack lengthening

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Figure 11: Typical Moire tell-tale monitoring crack width

Mapua Ferry

- 4.32 The Mapua Ferry Contract has an expiry date of 30 June 2024. Staff have been investigating future contract options to ensure that a ferry service supporting Tasman's Great Taste Trail continues to be viable into the future.

Parking Survey

- 4.33 We utilise our summer engineering students to undertake an annual town centre parking survey and check the results against our parking strategy targets. The two key metrics are that our time restricted parking is less than 90% full (primarily for customers), and that sufficient all day parking is available within 10 minutes' walk of town centres (primarily for commuters/staff). As per normal practice, we target undertaking the surveys on the 4th busiest week of the year on the basis that it is uneconomic to provide all the parking needed for the absolute busiest days. Shopping parking demand will typically increase towards Christmas and holiday spots may peak at different times. The surveys were undertaken as follows:

- Richmond town centre – Surveyed on Wednesday 6th, Thursday 7th, Monday 11th and Tuesday 12th December. Richmond was full for most of the day and exceeding 90% occupancy between 11:30 and 12:30. All day parking on the surrounding streets was within 6 minutes of the town centre area.
- Motueka town centre – Surveyed on Thursday 14th and Wednesday 20th of December. Green Street and Decks Reserve exceeded 90% occupancy however, the average occupancy was below 90%, with many areas around 80%. All day parking on the surrounding streets was within 6 minutes of the town centre area.

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- Mapua – Surveyed on Tuesday 9th and Friday 12th of January. Average occupancy remained modest at around 55-70%. The only area to exceed 90% occupancy was the wharf end of Aranui Road in the afternoon. The overflow parking had an average occupancy of 2% and was not included in the overall data for this reason.
- Takaka – Surveyed Friday 19th and Monday 22nd of January. Average occupancy remained compliant under 80% however Takaka Library Carpark and Junction Street exceeded 90% at a 1:00 pm peak.
- Pohara – Wednesday 24th January had an average occupancy of under 30% throughout the day. The ten restricted parks outside the store peaked at 70% at 12:30 pm before dropping back to the 30% average 30 minutes later. Richmond Road directly opposite the store had almost 0% occupancy throughout the day.

4.34 The results are summarised by the following tables:

TARGET: LESS THAN 90% OCCUPANCY OF TIME RESTRICTED PARKING	Township	Maximum Weighted Average Occupancy
	Richmond	92%
	Motueka	89%
	Mapua	71%
	Takaka	73%
	Pohara	75%

Table x: Time restricted parking occupancy

TARGET: ALL DAY PARKING WILL BE WITHIN 10 MINUTES' WALK TO THE TOWN CENTRE	Township	Maximum Walking Time From Parked Cars to CBD
	Richmond	6 Minutes
	Motueka	5 Minutes

Table x: Maximum walking time to all day parking

Community Road Safety Programme Update

Motorcycle Seminars Dave Moss – World Renowned Motorcycle Suspension Specialist

- 4.35 Motorcyclists are the user type most at risk of death or serious harm on our roads.
- 4.36 Nelson Motorcycle Safety Group hosted Dave in Tasman Nelson – 4 and 5 February 2024, funded by Tasman District Council and ACC.
- 4.37 4 February 2024 - Over the course of the day 47 riders heard and saw Dave explain the why and the how of setting up a bike for its rider so the bike is safer and more comfortable to ride. Many riders hung around after their bike was tuned, watching, and listening as Dave tuned other bikes. This was a valuable learning opportunity. In addition to the set-ups Dave did during the seminar (4-5), a further 25 were completed

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by Dave during the afternoon. A young rider who is a paramedic rode over from Marlborough for the event. He had attended the Marlborough event the day before and had his bike set up by Dave. He was so impressed that he brought two of his friends to get them set up. Five riders signed up to do a Ride Forever course. We also set up the PPE display and talked to riders about the importance of wearing appropriate protective gear.

- 4.38 5 February 2024 - Dave Moss visited three local retailers in Nelson & Tasman (Filco, Honda Motorcycles and Nelson Motorcycles) and provided an onsite training session (approximately one hour each) on the importance of, and how to set up motorcycles for their riders. The toolbox talks were attended by 18 staff and technicians. They now have a better understanding of the importance of the safety of the rider of correct suspension tuning and set-up, and how to do this. While some retailers were initially skeptical of the value of the toolbox talk, there was a noticeable change in attitude by the end of the session. Retailers are now more open to working with us and looking at how they could potentially incorporate what Dave promotes into a service offering.



Bikers Brekkie events

- 4.39 Three Bikers Breakfast events were held across Tasman and were delivered by our Road Safety Co-Ordinator with the support of Sport Tasman. Other council teams joined in to use the events as a consultation opportunity with the community - Speed Management, Streets for People and Take the Jump all came along.

- 4.40 The three events took place :

- 8th February – Sundial Square, 95 people attended.
- 9th February – Alongside Motueka Rec Centre beside cycleway, 45 cyclists attended – very well received
- 20th February – Tasman District Council – staff bikers' breakfast – 40 staff attended.



Richmond Bikers Breakfast

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Motueka Bikers Breakfast

Rotary Top of the South Car Show – Saturday 10 February

- 4.41 Our Road Safety Coordinator coordinated the TDC site with Police and vehicles at this event, to promote Road Safety. Over 170 members of the public took a turn sitting in the seatbelt simulator, with many people stunned at how hard the impact felt even at that low speed. With more than 300 conversations around road safety across the day, this event was a success. We also had a range of Road Safety giveaways. A magnificent event to be part of. Keen to support again next year and develop our engagement.



Waka Kotahi requested TDC's Seatbelt Crash Simulator to attend Northland Field Days – 28 February – 1 March.

- 4.42 Waka Kotahi asked if our Road Safety Coordinator and the Seatbelt Crash Simulator could attend Northland Field Days in Dargaville. Auckland Transport covered the costs.
- 4.43 Over the three days over 700 people tried out the Seatbelt Crash Simulator, and staff had more than 2000 conversations around the importance of wearing a seatbelt.
- 4.44 Waka Kotahi and Auckland Transport have passed on their thanks and acknowledge the support of Tasman District Council for allowing staff and the simulator to be part of the overall display; the impact hearing and experiencing the simulator was an enormous success for the site.
- 4.45 Our Road Safety Coordinator gained valuable knowledge about Road Safety spending time with the other agencies. "An amazing experience to be involved first-hand in what other regions are delivering – this was gold for me to learn!"
- 4.46 The Simulator will remain at Auckland Transport for four weeks to educate across the Auckland Region. The Simulator now highly sought after – Waka Kotahi inquired if it would be available for National Field Days Mystery Creek, Hamilton 2024, Timaru Road

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Safety would like for a Youth Road Safety Event and have both asked if our Road Safety Coordinator is available also to operate it and educate people regarding seat belts. It is great to see Tasman's and particularly our Road Safety Coordinator's work acknowledged around the country.



Partnership Initiative with New Zealand Police

- 4.47 Developed business card messaging around key police messaging - Restraints, Impairment, Distraction, Speed. Joint venture with NZ Police HQ, Nelson Tasman Road Policing and Tasman District Council Road Safety Coordinator. Police will hand out when stopping drivers, check points etc. when interacting with the community. As Road Safety Coordinator, Jeni will hand these out at events, engagements, and other opportunities to engage with drivers on our roads. A successful joint project.

Police Check Points

- 4.48 Our Road Safety Coordinator went with Police on three Check Points in February to engage and promote Road Safety messaging at Alcohol Check Points.
- 4.49 The Road Safety messaging giveaways were well received by all parties. Police regard this as favorable opportunity to have positive conversations with members of the public. As an example – Ruby Bay Friday afternoon, giveaways etc., 380 breath test (& 32 Breath screening test – alcohol detected), one suspended driver and impound, over 300 vehicles in the Moutere Hop car convoy went through and were handed out giveaways.

SADD Workshops (Students Against Dangerous Driving)

- 4.50 Staff supported SADD to deliver workshops in colleges to try and set up ADD groups in schools, with support of Council, FENZ, Police, St John – pulling on local groups to help develop the group and aid in support with ideas and opportunities to grow the group.
- 4.51 Workshops were held at schools across Tasman at Murchison (42 students), Tapawera (14 students), Motueka (15 students).

Waimea College – International Students Bicycle Education session

- 4.52 In conjunction with Sport Tasman, 4 Ride-On instructors delivered a 4-hour cycle education course to 40 international exchange students about how to safely cycle around the streets. For many of these young people, cycling will be the main mode of

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transport when getting around our urban area. We connected some riders with The Bike Hub to ensure all students who did not have access to a bicycle could get one.



Nelson Motorcycle Safety Group: Ride Forever Courses completed in February.

- 6 Gold Ride Forever Courses
- 11 Silver Ride Forever Courses
- 22 Bronze Ride Forever Courses
- 11 Advanced Adventure Riding Courses

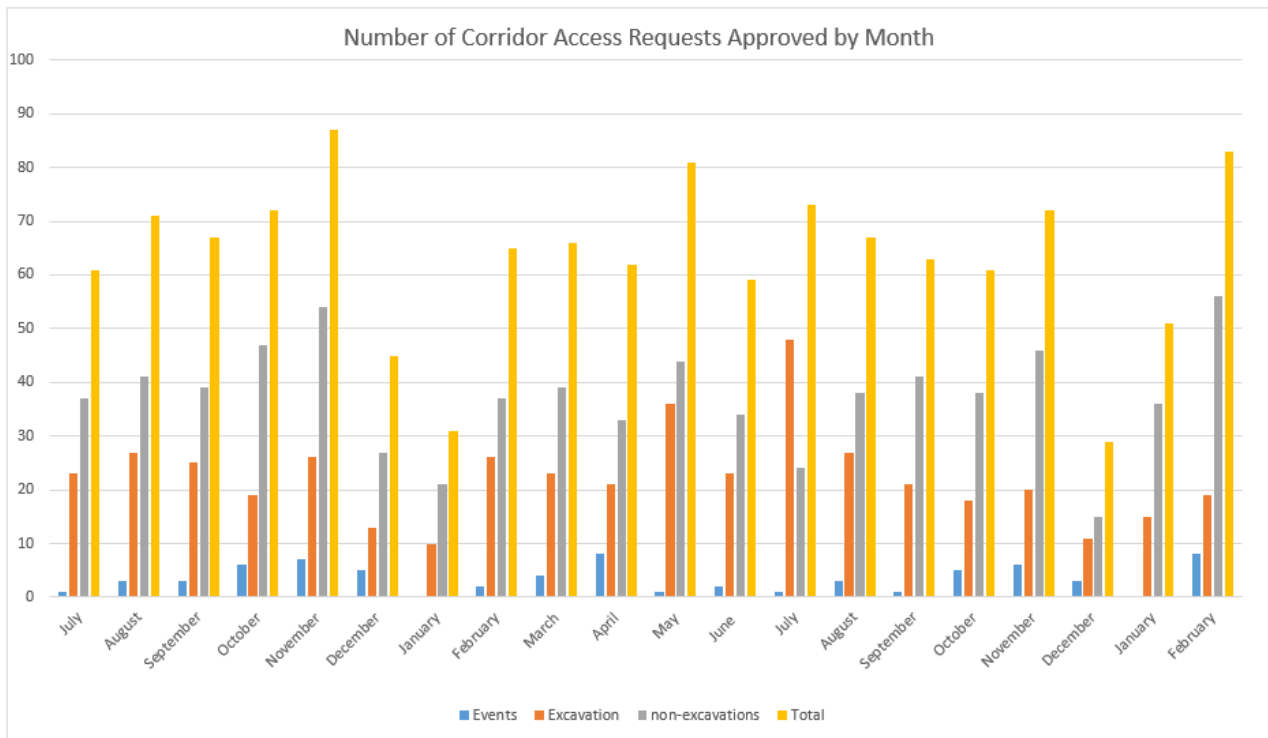
In planning / investigative stages

- 4.53 Final work being done for new motorcycle license pack to be handed out by AA Looking at winter driving campaign – radio campaign and ice scraper packs to give away – in process of ordering.
- 4.54 12th and 13th March –RYDA (Rotary Young Drivers Awareness) program for Waimea College, Motueka High School, Collingwood Area School. all workshops were held at Headingley Centre.
- 4.55 Radio campaign re Fatigue for Easter – locked in.
- 4.56 Next Driver Reviver scheduled for 26 April 2024, planning ongoing with Police, AMI, Fulton Hogan, and Waka Kotahi
- 4.57 Road Safety Week – 20-26 May 2024
 - Subsidise FREE child car-seat checks at Baby on the Move for the week.
 - Identify and acknowledge some school students who take on Road Crossing duty – look to source Road Safety Badges used by Police.
 - Acknowledge our Road Contractors
 - Acknowledge our Road Policing team

Road Opening Permit Management Corridor Access Requests

- 4.58 The graph below shows the number of corridor access requests processed and approved by month for the 2022/23 and current 2023/24 fiscal years.

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT



5. Reserves and Facilities Update

Community Housing

Waitlist as at March 2024

Movements

		23/24 YTD	22/23	21/22
Richmond	83	3	7	2
Motueka	23	5	8	3
Brightwater/Wakefield	8	0	0	3
Golden Bay	23	1	0	1
Murchison	7	0	0	0
	144	9	15	9

Coastcare

- 5.1 Staff are currently working on the winter planting programme which involves consultation with communities at Tata Beach, Paton's Rock, Parapara beach and Puponga.

Moturoa/Rabbit Island

- 5.2 The new toilet at the equestrian area at Rabbit Island has now been completed.

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- 5.3 Work on establishing the equestrian horse trail and disc golf course is continuing.
- 5.4 Work has also started with our iwi partners on the entrance pou and interpretation signage.
- 5.5 The first hui has been held and further hui will be required to finalise the detail. This work will be funded from Moutere Waimea RFCs.

Richmond Aquatic Centre

- 5.6 An update report from CLM who operate the Richmond Aquatic Centre is attached to this report outlining how the pool has been performing recently.

Motueka Library Landscaping

- 5.7 Following consultation, the implementation of the Motueka Library landscape design plan is due to start in April.
- 5.8 Ordering of seating and Bicycle stands has been carried out. Planting will occur later in autumn.

Kingsland Forest

- 5.9 The new toilet block at Kingsland Forest Park has now received Resource Consent. It will be installed before the end of the financial year.
- 5.10 An aerial spraying operation was carried out in February of the 2023 harvested areas at preparation for planting in winter 2024.
- 5.11 There are a further 44,000 native trees due to be planted this winter.
- 5.12 Design work for new wayfinding signage is completed and will be erected over the coming months.
- 5.13 Bomaria and Spindleberry control has been carried out at Reservoir Creek area. This is a follow on from the survey that was undertaken last year.
- 5.14 Spindleberry is a total control weed which needs to be removed completely in terms of the pest plant accord. Bomaria needs to be contained but we are aiming to eradicate it eventually.

Mowing and Garden Maintenance**Upper Takaka Reserve**

- 5.15 Aging play equipment that was assessed as being non-compliant was removed following discussions with the local reserve committee.
- 5.16 A replacement swing set has been ordered and will be installed in the next few months.

Ascot Reserve

- 5.17 Public consultation on the new Ascot Reserve development in Berryfields Subdivision has now finished. General feedback was for space for informal play and community events.

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

- 5.18 Staff will now finalise the plan and procurement. This reserve is likely to include a seating area, shade trees and one or two play items.

Coach Place Reserve

- 5.19 New play equipment replaced the old existing equipment last month.
- 5.20 A swing set and roundabout was installed along with new bark safety surface.

Faulkners Bush Playground

- 5.21 Engagement well underway with several meetings of stakeholders held to discuss plans. This is a major playground renewal which is likely to be staged over several years.
- 5.22 The play area at Faulkner's Bush was identified for replacement in 2022/23 and funded through Reserve Financial Contributions's. The Reserve has a considerable amount of under-utilised green space and has a lot of untapped potential as well as being surrounded by other significant areas of green space: Baigent's Bush and Wakefield and Wai Iti Domains.
- 5.23 There are many recreational opportunities around the Wakefield area and staff have begun the discussion around how to better serve our community now and into the future.
- 5.24 Currently staff are working on Phase One: the procurement and installation of a new play area located closer to the existing rotunda.
- 5.25 Phase Two, (larger swings, double flying fox, accessible play equipment etc.) it is hoped, could happen in subsequent years with the car park and additional landscaping likely to be in a later phase.



COMMUNITY INFRASTRUCTURE ACTIVITY REPORT**Winter Planting**

- 5.26 Preparations are underway for winter planting across the district with sites for schools and community already identified and work undertaken to prepare the sites. Planting is estimated to commence in June this year.

Richmond Cemetery

- 5.27 Contractors have been engaged to start a new beam and ash plots at this cemetery. This is to meet annual demand for plots. Once completed these assets are plotted in GIS and magiq and Council's Customer Services staff are advised.

Salisbury Road (Waimea College) Protected Eucalyptus

- 5.28 Major work to reduce the canopy was recently undertaken to secure the canopy from wind damage in a high traffic area requiring work to be undertaken on a Sunday.
- 5.29 The Eucalyptus tree is a protected Category A tree and all maintenance costs are fully covered by Council. It is located on Ministry of Education land.

Motueka Community Gardens

- 5.30 Staff have been working with the Community Garden group to install a new water supply. Previously the water was supplied from an adjoining commercial property.

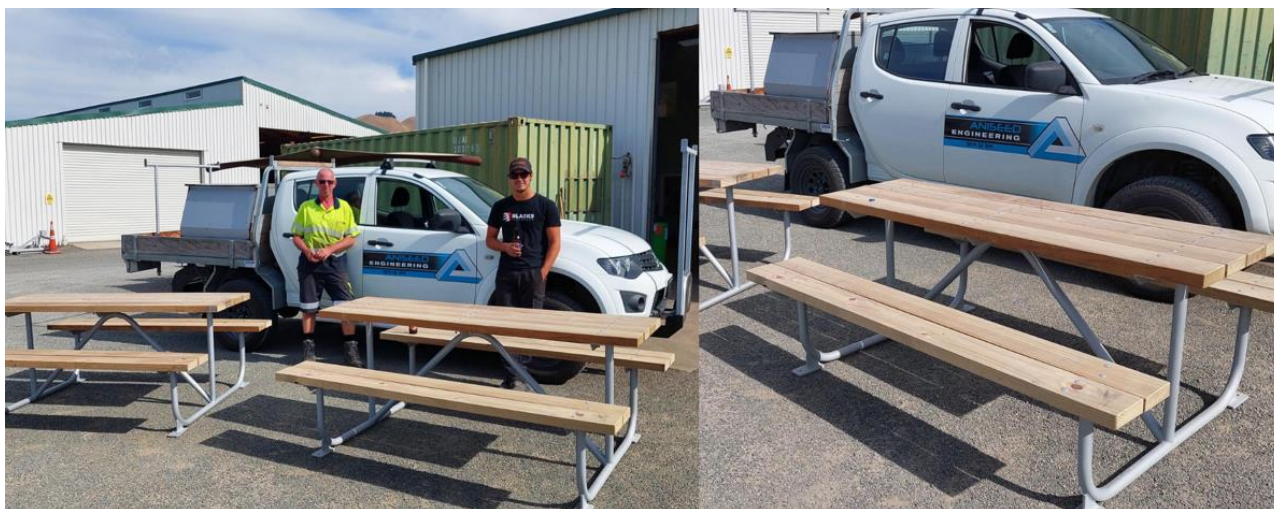
Jubilee Park

- 5.31 Long running drainage issues in the proximity of Richmond Athletic Football club have been resolved. This should mean that during rainfall events ponding around the carpark should not be an issue.
- 5.32 The carpark next to the skate park and tennis club has been partially resealed and had a full remark.

Twin Bridges Reserve

- 5.33 Aniseed Engineer Ltd constructed two new picnic tables to replace the two that were damaged a few months ago by vandalism.
- 5.34 This was something the company wanted to do for the community and there was no charge to Council.

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT



PROJECT ID.	PROJECT NAME	WORK DESCRIPTION	STATUS	STAGE	EST COMPLETION DATE	PROJECT BUDGET 2022/23	PROJECT STATUS SUMMARY
2023.1.1	Saxton Fields	Avery Field baseball diamond investigation		Planning	30/06/2024	\$10,000	Discussions completed re location. Synthetic Diamond Design drawings in progress
2023.1.2	Saxton Field	Entrance development		Design	30/06/2024	\$25,000	NCC lead, preliminary discussion re location complete. Design on-going.
2023.1.3	Saxton Fields	General Development		Planning	30/06/2024	\$7,500	Project planning underway
2023.1.4	Saxton Fields	Oval cricket surface renewal		Delivery date yet to be confirmed. On-going monitoring NCC.	30/06/2024	\$148,500	NCC lead, System flushed and backflow preventor installed. Monitoring effectiveness which has improved. Life of

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

PROJECT ID.	PROJECT NAME	WORK DESCRIPTION	STATUS	STAGE	EST COMPLETION DATE	PROJECT BUDGET 2022/23	PROJECT STATUS SUMMARY
							asset extended through remedial works. Replacement now scheduled at a later date.
2023.1.5	Saxton Fields	Sand Storage Shed		Planning	30/06/2024	\$45,000	NCC lead, design completed and approved at May Committee Meeting. Now underway.
2023.1.6	Saxton Fields	Wayfinding		Delivery	31/03/2024	\$12,500	NCC lead, continuing replacement
Golden Bay Ward							
2023.2.1	Pōhara Recreation Reserve	New playground in camp		Completed	30/04/2024	\$70,000	Completed
2023.2.2	Ruataniwha Reserve	New playground		Completed	30/04/2024	\$60,000	Completed

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

PROJECT ID.	PROJECT NAME	WORK DESCRIPTION	STATUS	STAGE	EST COMPLETION DATE	PROJECT BUDGET 2022/23	PROJECT STATUS SUMMARY
2023.2.3	Takaka Skate and Skills park	Development contribution		Initiation	30/04/2024	\$23,100	Land will now be made available to Council for Skills Park by Landowner
2023.2.4	Upper Takaka	Playground alterations		Completed	31/03/2024	\$63,200	Old equipment removed and new swing is installed
Motueka Ward							
2023.3.1	Beach Reserve (north Street)	Playground upgrade		Planning	30/06/2024	\$90,000	Concept prepared. Deferred until 2024/25
2023.3.2	Decks Reserve	New modular Accessible Playground		Procurement	30/06/2024	\$128,000	Playground equipment procurement and planning for installation date.
2023.3.3	Decks Reserve	Toilet feasibility		Planning	30/06/2024	\$10,000	On Hold

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

PROJECT ID.	PROJECT NAME	WORK DESCRIPTION	STATUS	STAGE	EST COMPLETION DATE	PROJECT BUDGET 2022/23	PROJECT STATUS SUMMARY
2023.3.4	Little Kaiteriteri - Stephens Bay Walkway	Walkway completion - Tapu Bay - Little Kaiteriteri		Delivery	1/03/2024	\$30,800	Track work at the Dummy Bay section has started. Upgrades on the Little Kaiteriteri end of the walkway have been completed.
2023.3.5	Motueka foreshore	Progress foreshore landscaping		Planning	30/06/2024	\$10,700	Planting programme underway
2023.3.6	Motueka Quay old wharf area	Car park area - stage 2 landscaping		Planning	30/06/2024	\$49,400	Planning work has commenced and iwi engagement underway
2023.3.7	Saltwater Baths	Planting		Planning	31/05/2024	\$10,600	Planning for winter planting.
2023.3.8	Te Maatu/Thorp Bush	Install play equipment		Initiation	30/06/2024	\$75,676	Deferred until 2024/25

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

PROJECT ID.	PROJECT NAME	WORK DESCRIPTION	STATUS	STAGE	EST COMPLETION DATE	PROJECT BUDGET 2022/23	PROJECT STATUS SUMMARY
2023.3.9	Motueka Cemetery	Landscape Development Plan		Initiation	30/06/24	\$8,000	Working with Motueka Community Board on priorities for installation
Moutere/Waimea Ward							
2023.4.1	Coach Place Reserve	New playground		Procurement	31/03/2024	\$90,000	Project has been scoped. Equipment being sourced.
2023.4.2	Coastcare	Mapua Grossi Point - Stages 1 & 2 Coastal protection		Initiation	30/06/2024	\$97,800	On hold pending Masterplan outcome
2023.4.3	Faulkners Bush	Play equipment		Planning	30/06/2024	\$120,000	Concept design and initial community consultation completed
2023.4.4	Moutere/Waimea Reserve Purchase	Septic field land acquisition – Upper		Planning	30/06/2024	\$50,000	Land acquisition being finalized

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

PROJECT ID.	PROJECT NAME	WORK DESCRIPTION	STATUS	STAGE	EST COMPLETION DATE	PROJECT BUDGET 2022/23	PROJECT STATUS SUMMARY
		Moutere Hills Community Centre					and investigating feasibility.
2023.4.5	Wakefield Recreation Reserve	Design & development		Planning	30/06/2024	\$189,900	On hold pending Waimea South Facility feasibility Awaiting completion of facility needs analysis and workshops.
2023.4.6	Walkway Development	Kelling Rd, Bronte/Trafalgar - investigate & design		Initiation	3/06/2024	\$13,000	Project being scoped
Richmond Ward							
2023.5.1	Ascot Reserve	Reserve development		Procurement	30/05/2024	\$151,500	Consultation completed. Design and procurement underway
2023.5.2	Best Island	Part land purchase & development		Delivery	30/06/2024	\$165,000	Work in progress

COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

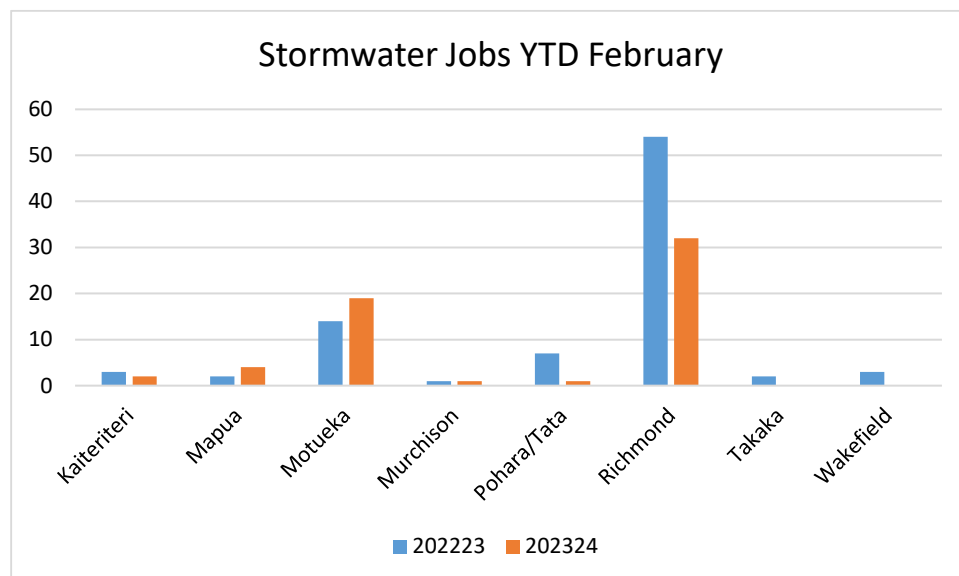
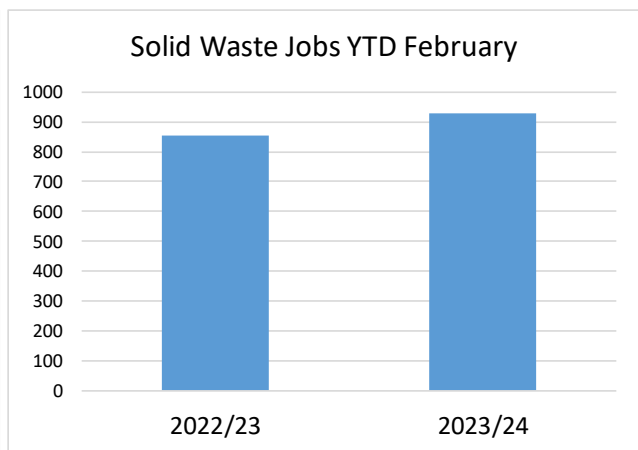
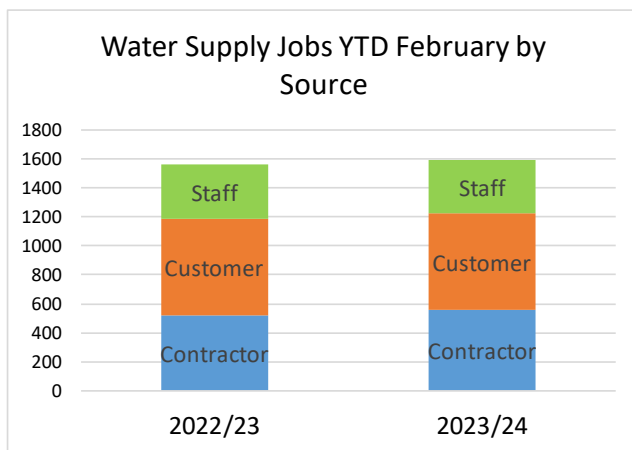
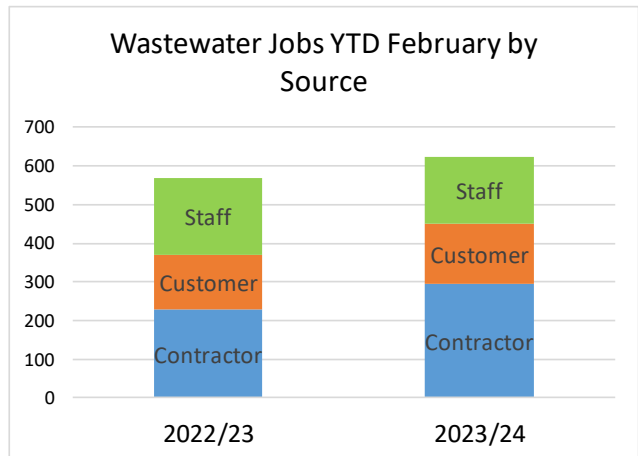
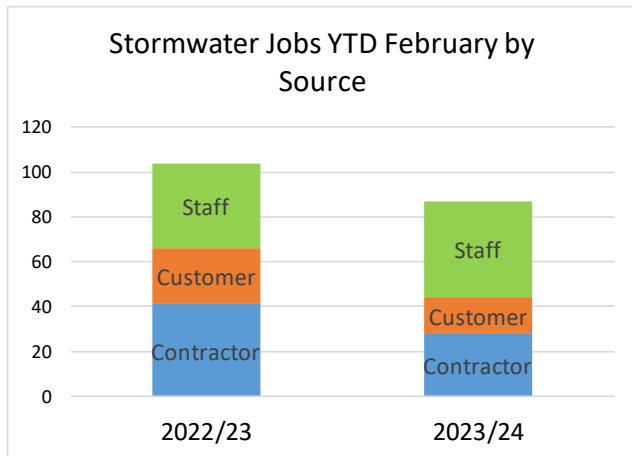
PROJECT ID.	PROJECT NAME	WORK DESCRIPTION	STATUS	STAGE	EST COMPLETION DATE	PROJECT BUDGET 2022/23	PROJECT STATUS SUMMARY
2023.5.3	Borck/Poutama Creeks	Walkway connections, furniture & planting		Planning	30/06/2024	\$18,800	Work in progress.
2023.5.4	Camberley Reserve	Design & bollards, implement 2023/2024		Planning	30/06/2024	\$50,000	Design underway
2023.5.5	Jubilee Park	Speedhump now part of wider upgrade including lighting (Projects team)		Delivery	30/05/2024	\$8,000	Landscape planting to be completed in Autumn. 95% complete
2023.5.6	Jubilee Park	Central park drain & reseal		Delivery	30/04/2024	\$40,000	Drainage completed and reseal in progress.
2023.5.7	Langford Reserve	Planting and furniture		Delivery	30/06/2024	\$80,000	Hard landscape construction completed. Remainder of work completed by end of June 2024.
2023.5.8	Richmond Cemetery	New beams & rain garden		Delivery	30/04/2024	\$31,000	Work underway

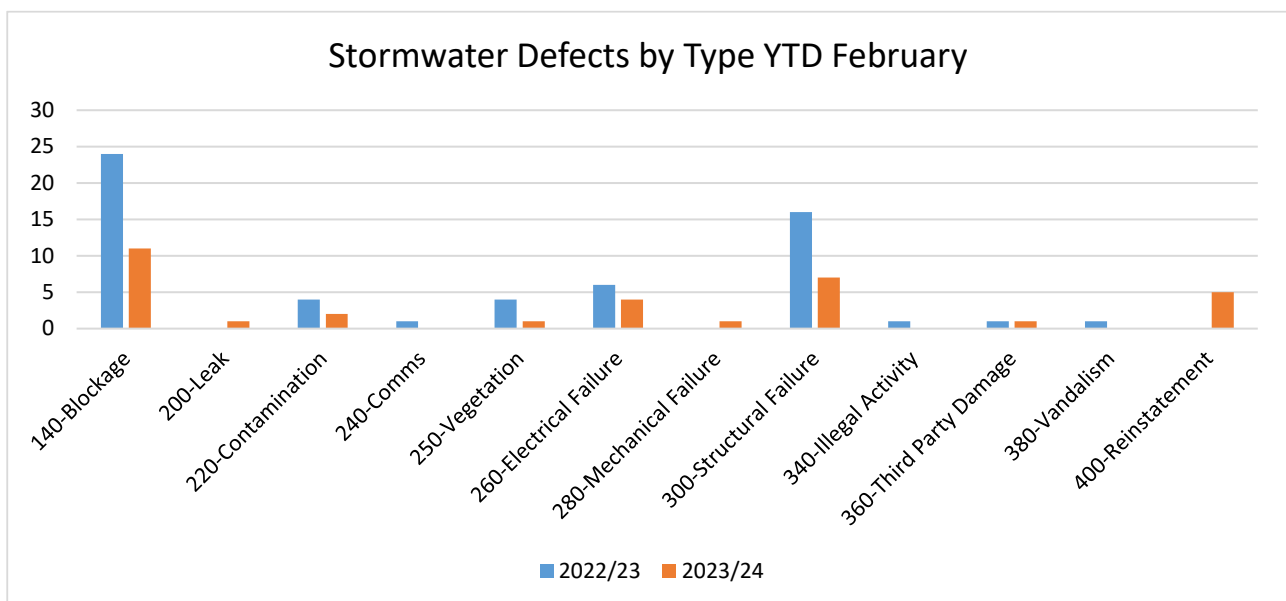
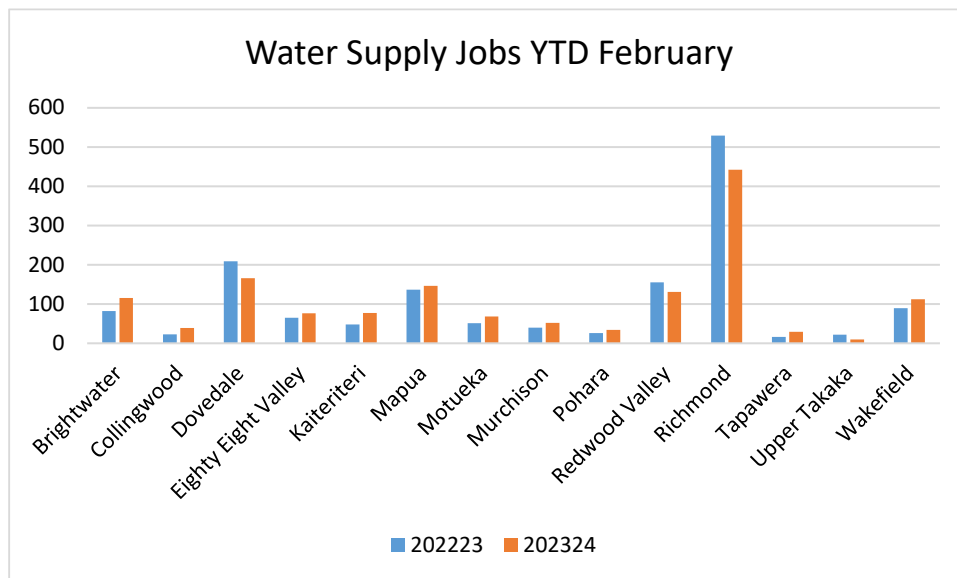
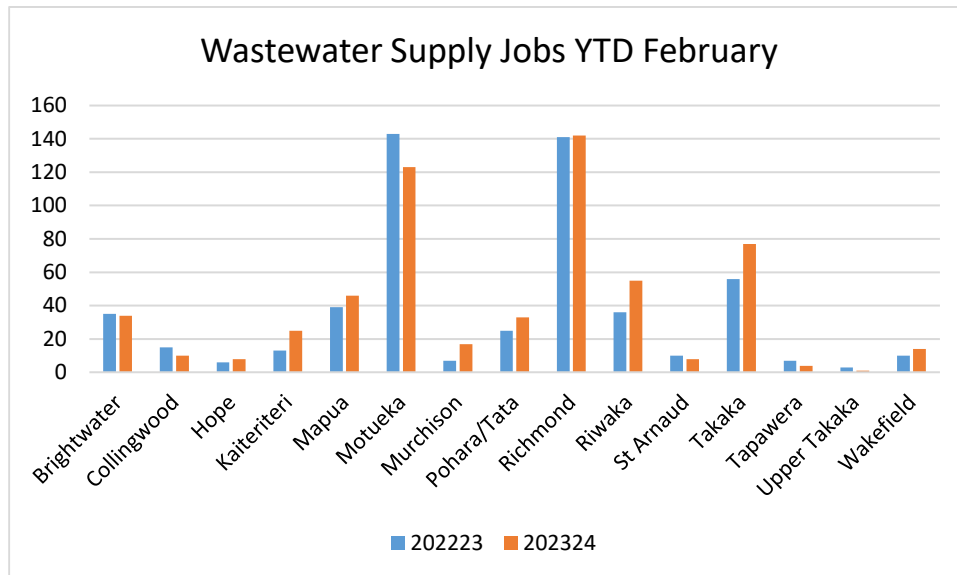
COMMUNITY INFRASTRUCTURE ACTIVITY REPORT

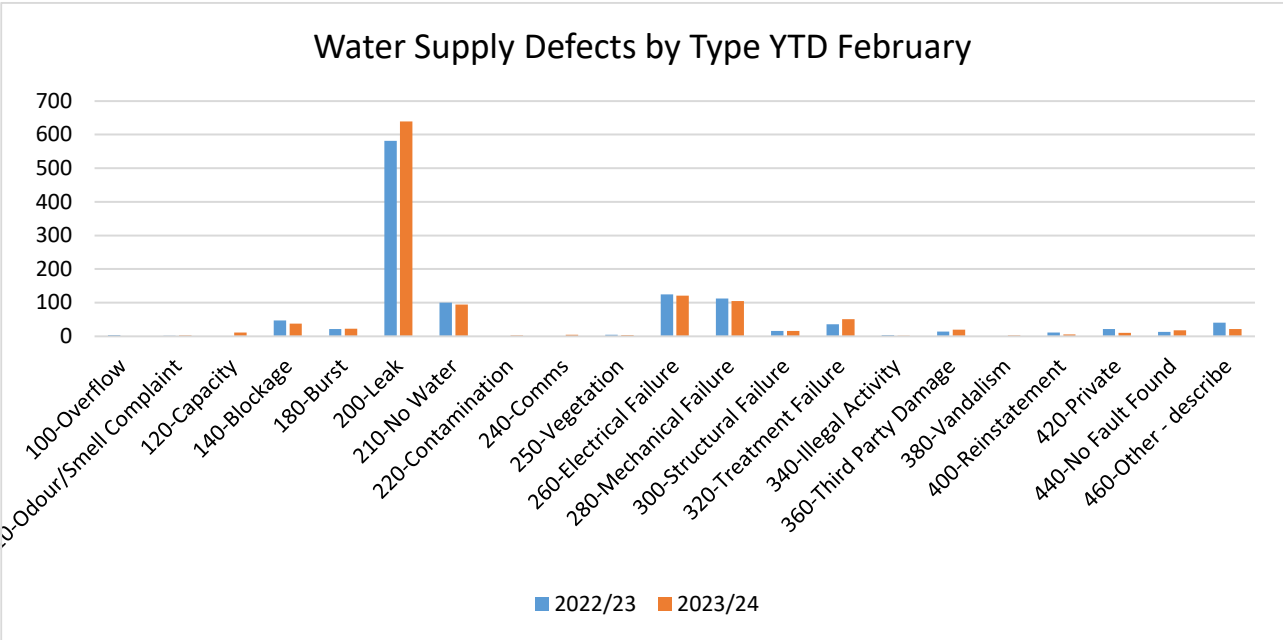
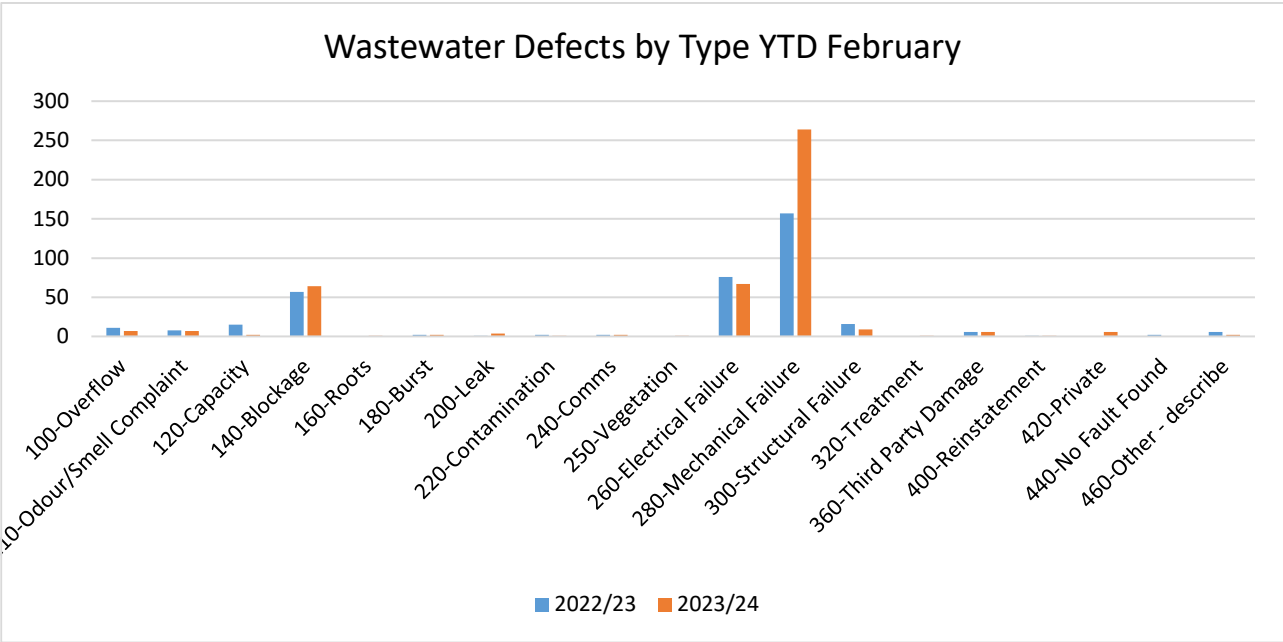
PROJECT ID.	PROJECT NAME	WORK DESCRIPTION	STATUS	STAGE	EST COMPLETION DATE	PROJECT BUDGET 2022/23	PROJECT STATUS SUMMARY
2023.5.9	Rough Island Equestrian Area	Toilet upgrades		Completed	31/03/2024	\$35,000	Toilet installation completed
2023.5.10	Washbourn Gardens	Begonia House Building maintenance		Delivery	30/04/2024	\$41,800	Work underway
2023.5.11	Washbourn Gardens	Pathway		Planning	30/06/2024	\$10,000	On hold due to budget
2023.5.12	Central Park	Playground Equipment		Completed	31/03/24	Donated	A slide and swing have been installed

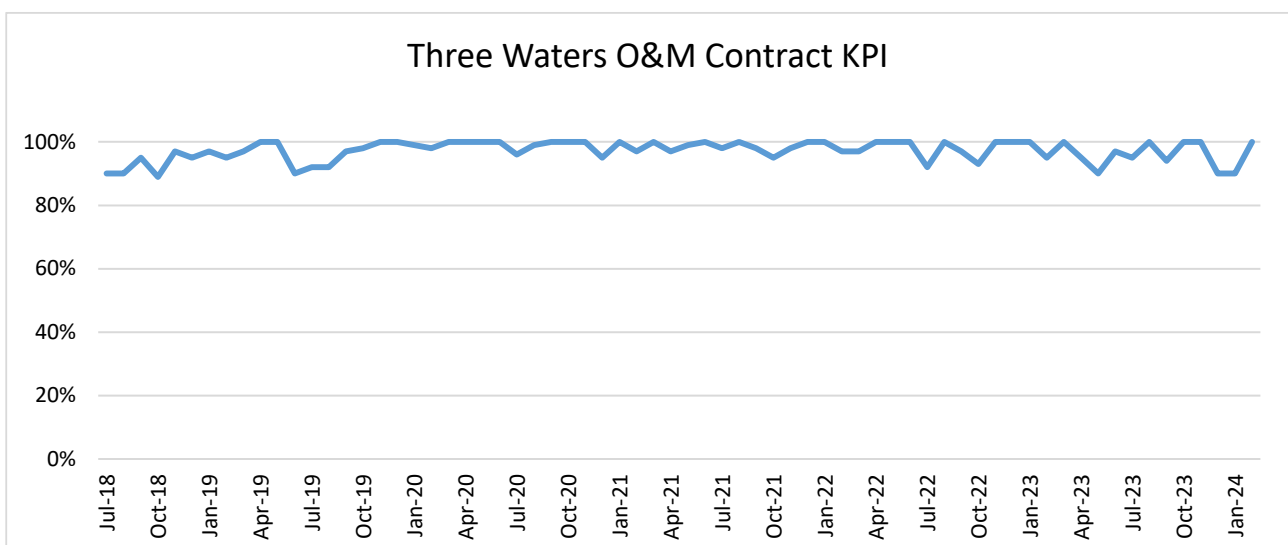
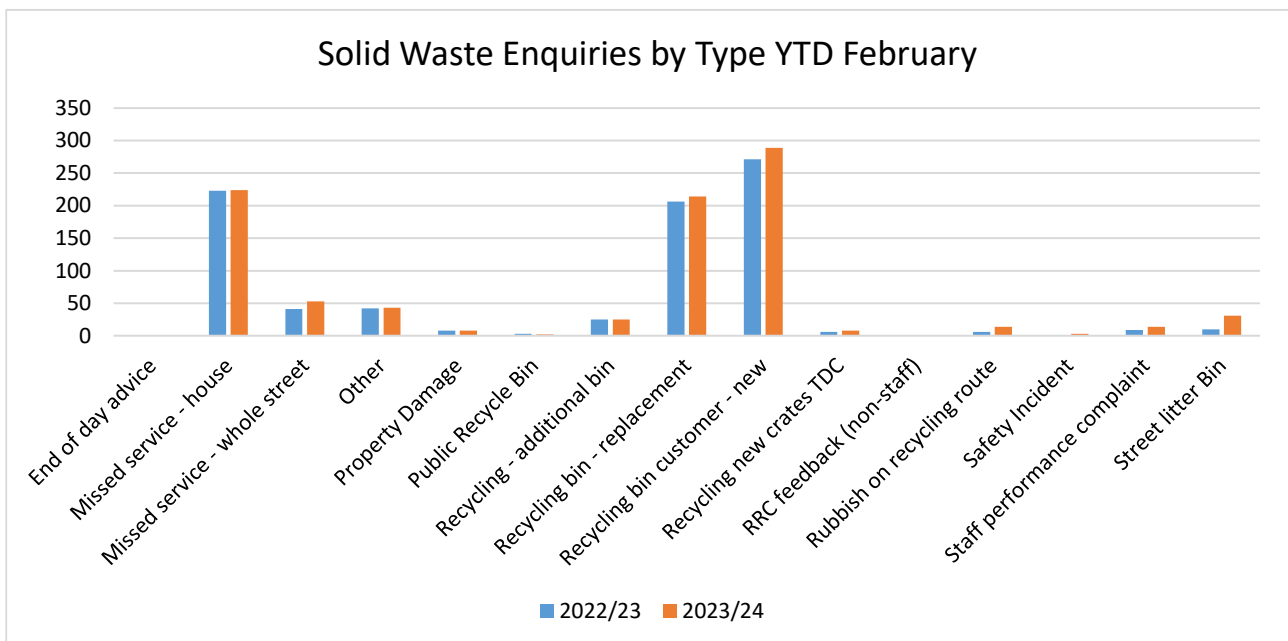
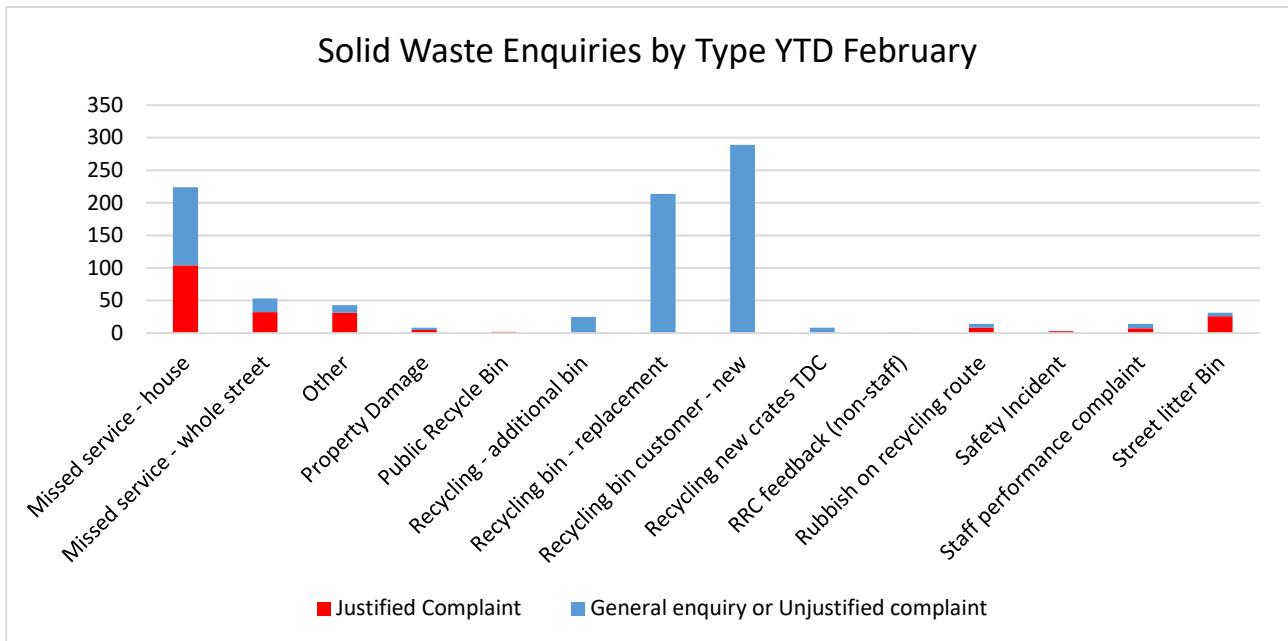
6. Waters and Waste Update

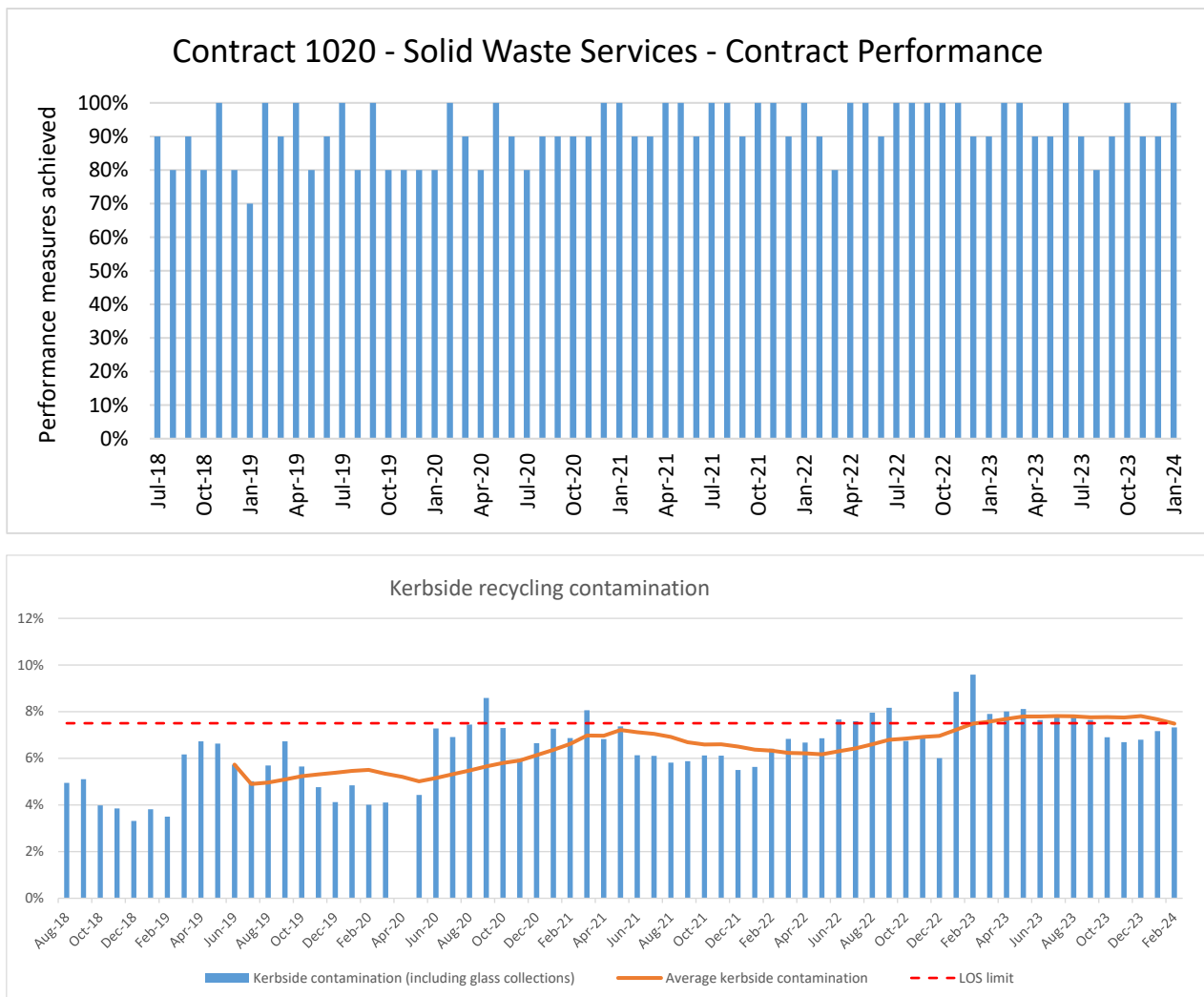
Waters and Wastes Trends











WATER SUPPLY

Activity Highlights:

- 6.1 Replacement of 20m length of AC pipeline under new Bunnings Warehouse access ramp.

Compliance:

- 6.2 Water Quality and Safety staff submitted annual compliance reports to the drinking water regulator (Taumata Arowai) as required. Reports for four water supplies were submitted after the stipulated date of 28 February however the regulator had been informed in advance that this was a possibility for reasons beyond Council's control. A separate report on compliance status of the 15 water supplies has been provided.

Operations Update:

- 6.3 Various significant breaks – Marlborough Crescent Richmond, Motueka High Street, Eversley Terrace Richmond, Tahi Street Māpua.
- 6.4 Community Infrastructure Team replaced a 20m long section of DN375 asbestos cement pipe under the proposed Bunnings Warehouse access ramp with new DN375 uPVC pipe as part of the ramp construction project. This pipe replacement will minimise risk of our water network maintenance teams having to cut through the new access

ramp to access the water pipe and fix a potential leak and then reinstate the ramp at very high cost.

- 6.5 The final stages of commissioning the Mapua water treatment plant have taken place. The project contractor has been working with operations staff to trial caustic dosing system for pH adjustment and address automation issues. When fully operational the aim is to have water entering the network with pH in a target range of 7.0 - 7.2.
- 6.6 Control of the pumping station at Bird Rd, Wakefield has improved. By using variable pump speeds and a programmed operation the Wakefield supply can be supplemented by the Brightwater scheme – approximately 500m³/day, close to half the current daily demand. This is in addition to the recently re-commissioned Wakefield bore which also supports efforts to minimise pressure on the primary water source (Wakefield infiltration gallery).

Enforcement

Since the previous Activity Report, the following events have been recorded:

- 6.7 No new accidental damage events.
- 6.8 One new incident of illegal hydrant use: a contractor was found to be taking water illegally from the Motueka Rec Centre hydrant. This hydrant site is no longer available now that that new bulk filling station is operational. Under the new Water Services Act, urban areas with populations over 500 may not use hydrant upstands to take water.
- 6.9 No new water meter or restrictor tampering events.
- 6.10 Each event is investigated, and appropriate action taken – this includes working with all parties involved and educating landowners/operators as required. Events of significant offending are assessed against the Solicitor General's Prosecution Guidelines to determine if a case for prosecution exists. In the first instance of non-compliance, a letter of warning is generally issued, provided the offending is not of a serious nature, which sets out legal requirements and forms the basis of any future prosecution action.
- 6.11 The illegal hydrant use in Motueka was investigated and a warning letter will be sent to the contractor involved. Anecdotal evidence indicates this hydrant is still being accessed on occasion and further action is being taken to install security cameras and signage to prevent further unauthorised use.

WASTEWATER

Activity Highlights:

- 6.12 A source of seawater entering the Elizabeth Street, Collingwood pump station has been eliminated.
- 6.13 The cause of the repeat blockages of a lateral in Oxford St, Richmond has been determined. Multiple cleaning rods are lodged in the pipe, beyond the private lateral boundary.
- 6.14 The Distributed Temperature Sensing (DTS) Report for Motueka was finally released in February 2024. The area surveyed includes the area around the Ledger Goodman pump station.

Compliance:

- 6.15 A new UV sensor was installed on 20 February 2023 in the Collingwood wastewater treatment plant UV disinfection system. This resulted in an improved UV dose, but there have been two low UV non-compliance events due to rain since. A complete review of the control system by the supplier found no issues with the system set-up, however a specialist technician is still to complete an on-site audit. The public health impact from the low UV dose events have been minimal, based on monitoring of Burton Ale Creek and at the boat ramp in Collingwood. It is probable that the remaining contributing factor is high suspended solid (algae) concentrations in the discharge. There is a project in the draft Long-Term Plan for 2024/25 to address this.

Operations Update:

- 6.16 For several years there has been a suspicion that seawater has been entering the Elizabeth Street pump station in Collingwood. Previous investigations have linked it to the odour duct, but the source was never found. During a large tide in early February 2024, investigations found the source. Water was entering the odour duct through the unsealed base of the vent stack. It was estimated that 11m³ of seawater entered the pump station over 1 hour. Seawater was likely entering the pump station for four or five days over each peak tide cycle. Subsequently, grout was placed in the base of the vent stack and flows at the pump station checked over the next large tide cycle in early March. The repair has been successful. The seawater has caused corrosion of the valve chamber pipework, which will shorten its economic life.



Figure 1 (left): water infiltration into pump station. **Figure 2 (right):** the source of water infiltration.

- 6.17 Unblocking the Oxford Street lateral is going to require Oxford St to be dug up and potentially the closure of both traffic lanes. Traffic management plans are being processed to work on the State Highway and Oxford St.
- 6.18 The DTS report was delayed due the large amounts of data collected. A review of the report has resulted in approximately 60 jobs to be investigated for potential sources of inflow and infiltration. Once the sources are tracked down, repairs can be made. There are 17 sites of likely stormwater inflow, 17 of groundwater infiltration, and another 10 sites where it could be either or both.
- 6.19 In February 2024 we received an odour complaint associated with the wastewater main in Lodder Lane, Riwaka. The complainant confirmed the odour had been a problem for several years, but they could no longer put up with it. Investigation found there was one

faulty manhole that could have been contributing to the issue, but the source is most likely to be a private pump station discharging into the gravity system nearby. The manhole has been repaired, but as a short-term mitigation measure, the complainant has been supplied with a carbon filter for their sewer vent. Longer term, a carbon filter is needed. Council staff are working with the pump station owner to find a solution.

- 6.20 There have been multiple blockages of the new Tākaka dump station on Motupipi St, peaking at three in two days in early March. Staff are currently reviewing the adequacy of existing signage and its location.
- 6.21 There have been two overflows from the network on Oxford St, Richmond. It is possible the clearing of the first blockage near the Wensley Road roundabout, caused the second blockage and overflow, near 62 Oxford St, 13 days later. The blockages were a combination of fat and wipes. The entire pipeline down to Gladstone Road is being cleaned and filmed with CCTV to check its condition. Overflow warning signs were erected at the outlet of Beach Rd Drain for both events and sampling completed.

STORMWATER

Activity Highlights:

- 6.22 Very little rainfall over the reporting period, with no significant issues
- 6.23 We are finalising our Motueka Stormwater Monitoring Programme

Compliance:

- 6.24 As part of the Motueka and Māpua Stormwater monitoring, estuarine sampling has been carried out at 13 locations in the Moutere and Waimea estuary. The samples are currently being analysed for contaminants by Hills Laboratory



Figure 3: Moutere Estuary Stormwater outlet sampling

- 6.25 Rain event sampling has been carried out at our continuous monitoring sites, helping to gain an understanding of the contaminant loading during rain events in our Jimmy Lee catchments which includes the whole Richmond town centre, residential and industrial areas. This is done using a sampling bottle that collects water once the level rises above the intake and then self-seals, essentially sampling the first runoff of a rain event.



Figure 4: Rain Event Sampling Bottle

- 6.26 We have recently discussed with iwi our proposed Motueka Monitoring programme. We are also discussing collaborations on monitoring and waterway improvements with non-government organisations operating in the catchment.
- 6.27 Following on from a complaint in Kaiteriteri, algae was sampled from a stormwater outlet but nothing unusual was detected and the red discolorations of the water was likely due to oxidising of natural materials around the outlet.

Operations Update:

- 6.28 Stormwater operations have once again been quiet over the reporting period, with very little rainfall and little vegetation growth. At present we are focusing on preparation for the autumn and winter when operations will likely ramp up.

WASTE MANAGEMENT AND MINIMISATION

Activity Highlights:

- 6.29 Recycling contamination increased slightly in February, but the 12-month average to February dropped to 7.5%
- 6.30 On Wednesday 13 March we invited proposals from the market for the Council's Waste Management Services, for the period October 2025 to September 2035. Proposals are due on Wednesday 8 May.

Compliance:

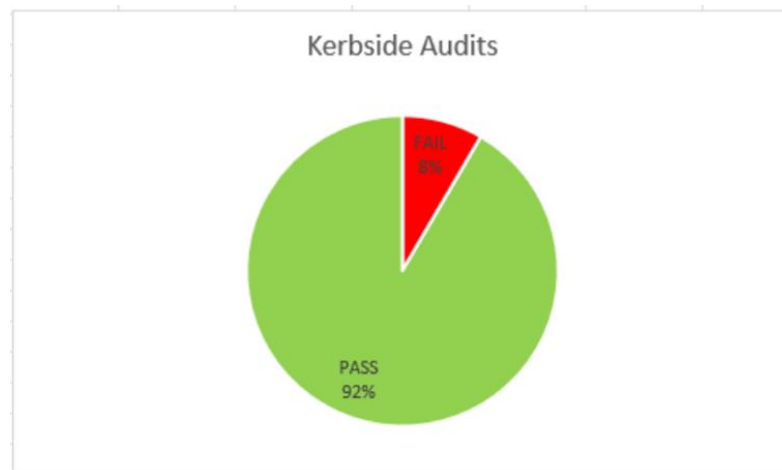
- 6.31 There were no known non-compliance incidents in this period.

Operations Update:

- 6.32 A total of 404 kerbside recycling audits were undertaken during February, 92% passing and 8% failing due to contamination – this is an improvement on January audits, when 89% passed audit.

Kerbside Bin Audits

Row Labels	Count of Result
FAIL	34
Incorrectly mixed Recyclables Non Recyclables Unwashed/Cleaned Recyclables	1
Non Recyclables	15
Non Recyclables Incorrectly mixed Recyclables	3
Non Recyclables Unwashed/Cleaned Recyclables	12
Non Recyclables Unwashed/Cleaned Recyclables Incorrectly mixed Recyclables	1
Unwashed/Cleaned Recyclables Non Recyclables	2
PASS	370
	370
Grand Total	404



- 6.33 Recycling contamination at our Materials Recovery Facility has increased 0.3% from 13.6% in January to 13.9% in February, which represents a contamination rate of 7.3% at the kerbside. Average contamination at the kerbside has dropped to a 12-month average of 7.5%, which now meets our level of service performance measure.
- 6.34 Resource Recovery Centre operations are settling down after the busy holiday period. The weighbridges at Tākaka, Māiri and Richmond RRC will be certified in the week of 19 March.
- 6.35 Work is progressing on the installation of a second weighbridge at the Richmond RRC. The funding for this work arose from reallocation of budget in the 2022/23 year. Initial work by staff in preparation of the 2022/23 budgets proposed a reallocation of \$385,000 from the Māiri RRC to Richmond because of the uncertainty around facilities required at Māiri and increasing waiting times at the Richmond site. For an unknown reason this change was not reflected in the 2022/23 Annual Plan and a subsequent reallocation of budget was made by the Group Manager Community Infrastructure. The second weighbridge at Richmond has now been lifted into position and testing is underway. The weighbridge will not be operational until the new kiosk is installed, which is expected to be in late May or early June.



Figures 5 and 6: Richmond RRC weighbridge showing concrete base with crossfall for easy maintenance (left), lifting weighbridge into place (right)

- 6.36 A new 10ft bunded shipping container has been purchased for the Richmond Resource Recovery Centre for safe storage of waste oil. This is a replacement of an existing structure. The new container is now operational.
- 6.37 We are continuing to investigate options for diversion of scrap metal at the Richmond RRC. The main challenge at present is availability of the contractor that crushes and collects the steel, which would require significant areas for stockpiling of loose metal. In the meantime, we are directing customers to scrap metal dealers in Nelson who will pay for scrap.
- 6.38 Following our waste diversion trial with builders skips in 2023 we are now looking at a second trial of construction and demolition diversion at Richmond. We had offered to partner with a charitable organisation to do this, but they are unfortunately no longer able to participate. We will instead be working with our operations contractor to trial low-cost diversion of domestic and construction waste.
- 6.39 We will shortly be trialling an amendment to the layout at the Māiri RRC, to see if this improves traffic flows. We are also investigating a further change to the site lay out that will ensure that the number of “drive-offs” is reduced, at this site. This will give the site staff more control as all vehicles that have disposed of refuse and or green waste, will have to leave via the weighbridge.
- 6.40 In the week of 19 March, the Council’s valuer will be inspecting the Resource Recovery Centres to update our infrastructure valuation.

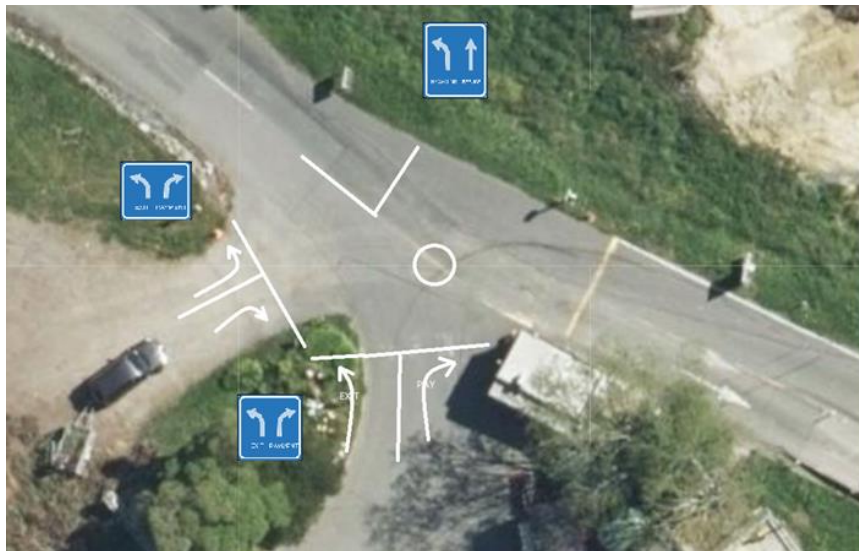
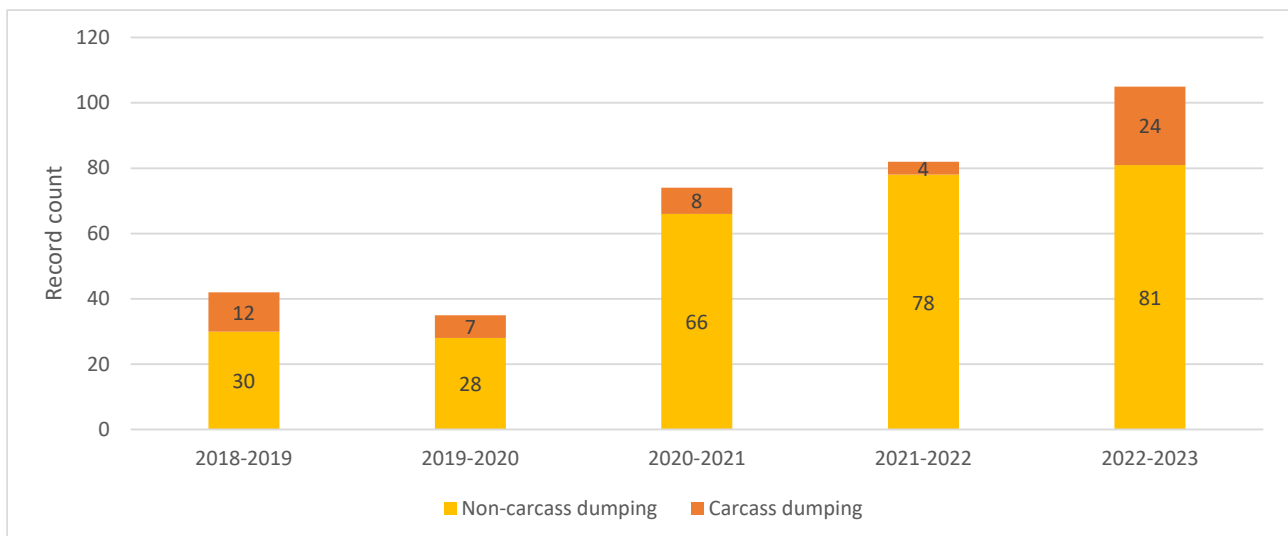


Figure 7: Māiri access road new layout

6.41 We are continuing to work with Nelson City on the review of the Nelson Tasman Waste Management and Minimisation Plan (2019). As part of this work, and review of levels of service we have been assessing the level of illegal dumping in the district. As shown in the following graph, instances of illegal dumping increased significantly in 2020/21 and increased more moderately since then. Of note in 2022/23 were increased reports of dumped animal carcasses. We will continue to track and report instances of illegal dumping to the Operations Committee.



6.42 On 13 March we advertised a Request for Proposal (RFP) on the Government Electronic Tenders Service (GETS) for Tasman District Council Waste Management Services 2025-2035. Tenders for these services will close on Wednesday 8 May 2024. The scope of these services includes:

- Operation of all five Resource Recovery Centres – in Richmond, Māiri, Tākaka, Collingwood and Murchison
- Kerbside collections (weekly rubbish in prepaid bags and fortnightly recycling collections)
- Operation of the Materials Recovery Facility and Glass Handling Facilities at Richmond RRC

- Bulk transport of waste to landfill and other greenwaste, recycling and diverted materials to processing facilities or end markets.

6.43 The scope of work will include the processing and sale of kerbside recycling from Nelson City Council. We are currently working to finalise an agreement in principle with Nelson City Council for this. The agreement will be finalised when we have an agreement with a successful contractor.

Waste Minimisation (funded by the Waste Minimisation Fund)

- 6.44 Our collaboration with Nelson City Council on Construction and Demolition (“C&D”) waste diversion continues, with another meeting of industry stakeholders held at a Scott construction site on 21 February. The theme was "Waste Diversion in Action" and the event was well attended by builders, building designers and waste service providers. Nominations for a smaller working group were invited, with eight received so far. This group will take a steering and executive function for the project. The next event is planned for the end of April, where a C&D diversion roadmap will be launched.
- 6.45 Application for Waste Minimisation Projects Grants close on 31 March. This programme has been promoted and we are anticipating a good response, with one application already received.
- 6.46 We are collaborating with the Council’s Projects team on the disposal of two council-owned houses on Headingly Lane. Procurement planning for the deconstruction of one house has begun, while the other house is being advertised for sale for relocation. Waste minimisation budget will be used to offset any additional cost over demolition. As part of the deconstruction work, waste classification and diversion data will be collected and used to inform a case study for sharing with industry.
- 6.47 We are currently scoping a trial of food waste collection in Golden Bay, to be delivered by the Sustainable Living Centre. This trial will be used to inform the centre's longer-term plans for a food waste service in Golden Bay. The trial outcome may also be relevant to the regional organic waste collection business plan study commencing in later this year.
- 6.48 Grant support for e-waste recycling is being renewed for Nelson Environment Centre and Weka Pecker for the next financial year.
- 6.49 We are collaborating with natural resource and climate change policy staff on an investigation of biochar production and use in the region. Biochar can be used to address soil health issues and demand resulting from this use may improve the economics of biochar as a method of disposing organic waste.
- 6.50 Opportunities for increased use of crushed concrete recycled aggregate in Tasman District Council and Nelson City Council civil works are being investigated as a means of diverting waste concrete from class 3/4 landfills. Precedents exist in other regions where council engineering specifications have been relaxed to allow this, and these are being reviewed with engineering and projects teams within Council.



Figures 8 and 9: Construction and demolition waste diversion meeting of industry members at Scott construction site (left). Assessing Headingly Lane properties for disposal options (right).

7. Programme Delivery Update

Project stage summary

Stage	Total
Initiation	2
Planning	18
Procurement	4
Delivery	15
Grand Total	41

Tenders awarded since last report:

Project no.	Project name	Procurement Delivery Model	Award Date	Contract Value at award	Contractor
1364	Motupipi Footpath Extension/Shared Path	Direct Source	14/03/2024	\$148,962.40	Fulton Hogan
1369	Moutere Weir Fish Passage Remediation and Habitat Rehabilitation	Direct Source	21/03/24	154,743.94	Taylor's Contracting
1431	Wainui Sea Wall	Direct Source	21/03/24	\$172,907	Sollys
1442	Residential Greenways 2023-24	Lowest Price Conforming	21/03/24	\$277,031	Asphalt and Construction

Projects completed since last report:

	Project No	Project name	Contractor	Construction Start Date	Actual Construction End Date	Delivery	Total Budget	Total Cost (to date)
Note 1	1322	Collingwood Campground Upgrade	Cozy Cabins	11/01/2024	11/03/2024	On time	\$160,000	\$233,331
	1376	William St As part of Transport Choices	Isaac Construction	18/09/2023	23/02/2024	On time	\$1,892,099	\$1,422,007
Note 2	1351	Kaiteriteri Boardwalk and Shared Pathway	Downer	25/09/2023	23/02/2024	On Time	\$770,000	\$810,168

Note 1: Project scope increased, budget holder has approved additional spending. Budget to be updated.

Note 2: Additional scope approved, additional funding to follow

Highlights of our projects since last report

Transport Choices - William Street and Church Street Shared Pathways Richmond

- 7.1 A drone shot of the two new Asphalt Raised Tables/Pedestrian Crossings in the Intersection of William Street and Hill Street. With these packages that continued being built, this set of work is now complete. On the right photo below is Henley School children making use of one of the newly constructed asphalt raised crossings on Gilbert Street.



- 7.2 Before and after Jubilee Park upgrade improvements



- 7.3 Church Street crossing being used by a young family.



Transport Choices Motueka - Manoy and Talbot Street Shared Path

- 7.4 During construction and then the completed path between Manoy St and Talbot St, which runs parallel to the busy section of High Street through the town centre.



- 7.5 The completed path between Manoy St and Talbot St, which runs parallel to the busy section of High Street through the town centre. Right photo is the intersection of Pah Street and Talbot Street outside Parklands School.



Transport Choices – Shared Path Lower Moutere

- 7.6 Shared path improvements underway opposite the Lower Moutere store



Streets for People - Richmond and Māpua

- 7.7 Community outreach event at Garin College collected their thoughts on cycleways.



- 7.8 Below shows the Queen Street cycleway in use, works have been progressing also on Salisbury, Champion and soon to start on Hill and Wensley Road. The photo on the right is going to be a parklet which will be added outside the shops on Queen Street as part of the project.



- 7.9 New pedestrian crossing on Aranui Road in Māpua



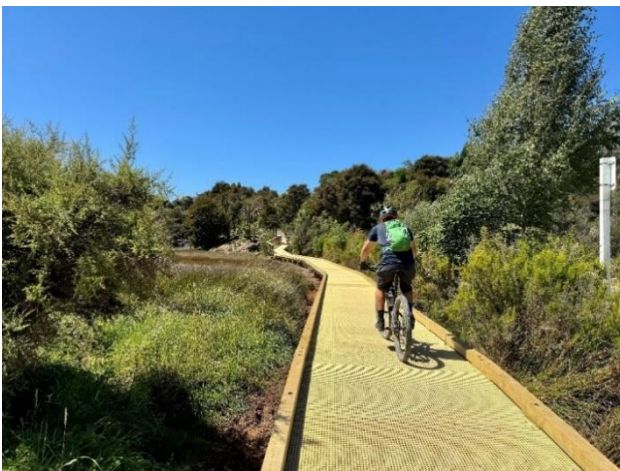
Murchison Pump Track

- 7.10 Members of the team overseeing progress during construction on the new pump track, due to launch this autumn with drone footage during construction to the right.



Kaiteriteri Boardwalk and Shared Path

- 7.11 The boardwalk now open to the public since our previous report being used by walkers and bikers



Borck Creek Floodway

- 7.12 Construction underway on the Borck Creek floodway. We will be establishing vegetation over autumn/winter and installing a low flow bridge crossing to connect the paths either side.



- 7.13 Low flow channel which has woody debris and steep sided pools excavated below the summer water table for fish refuge.



- 7.14 A path connecting Chertsey Road to the Railway Reserve at the Eastern Hills Creek cycle bridge is also close to completion.



The Takaka Annex building refurbishment

- 7.15 Takaka Annex building will start being refurbished internally in March, it will become a new Hydrology Satellite office for operations in Golden Bay. We also received approval to undertake an internal upgrade to set up the building with office with storage.



Waimea Plains Project - Pipe renewal through Wakefield Cemetery

- 7.16 Part of the pipework renewal programme in Wakefield, we are currently installing a new pipe from Edward Street to the reservoir going through the cemetery. All earthworks are being supervised by an archaeologist.

Collingwood Holiday Park Buildings

- 7.17 Two new prefabricated cabins have been successfully provided to the Collingwood Holiday Park. This is to update the aging units and provide alternative options for the Holiday Park management team.



Motueka West Stormwater Discharge System

- 7.18 The work will put in place multiple rows of stormwater pipes over a distance of 500m from Woodlands Creek, along Lowe Street and under High St into undeveloped land to the west. It will enable development of the first stage of Motueka West and will also alleviate localised flooding at High St and the Woodlands Ave/Lowe Street intersection. This photo is looking towards Woodlands Creek where the walking/cycle track has been diverted to enable the headworks to be installed.



- 7.19 A temporary roadway has been constructed on the land belonging to the Church where construction work has been commenced.



Gladstone-Poutama Stormwater connection

- 7.20 The design seeks to minimise putting any assets into the outlet area as it is within the Hope Bypass Designation. Left photo shows DN1200 stormwater pipe being cleaned and cctv'd.



8. Property Update

Property Transactions

- 8.1 163 projects are in progress, the majority are leases (57) and land acquisitions (47).
- 8.2 The team have been working with Reserves and facilities on strategic acquisition opportunities in Richmond, for Council approval.

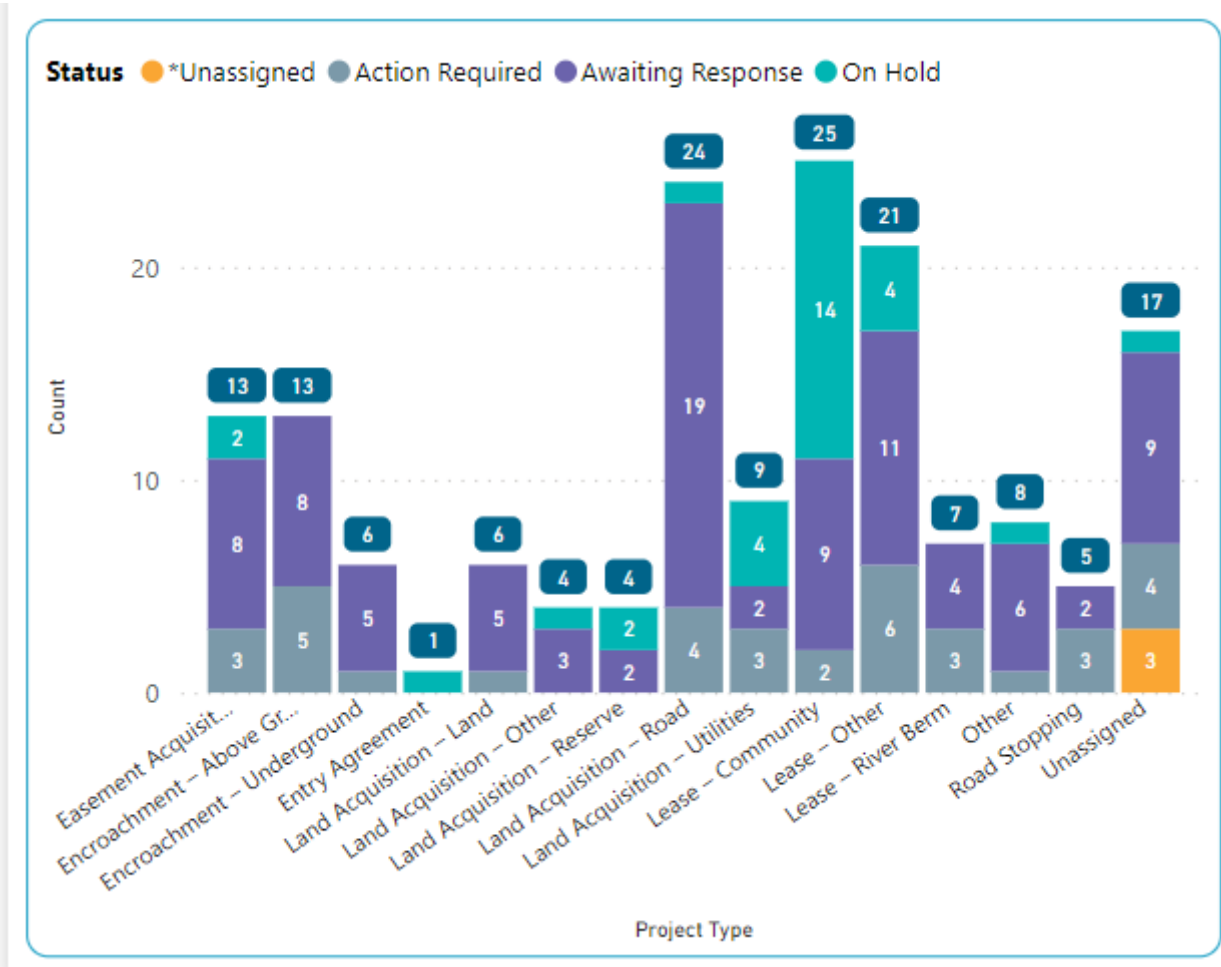


Figure 1 Property transactions.

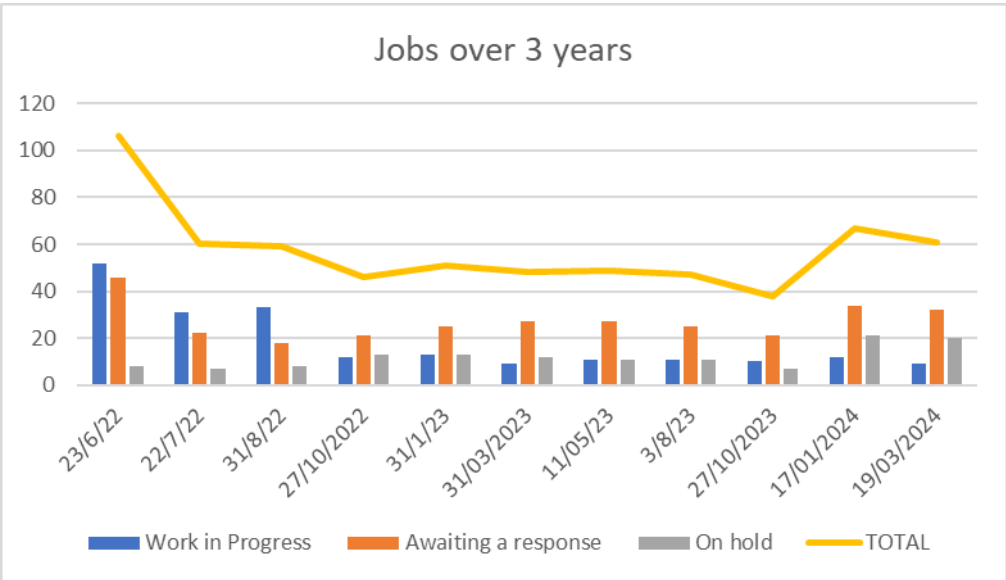


Figure 2 Property transactions over 3 years old

Fleet

8.3 BEV's (10) are in place and surplus vehicles (24 in total) are in the process of being sold.

- 8.4 The carpark have been reconfigured, with six carpark assigned to Armadillos as agreed in 2014.

Head office improvements.

- 8.5 Progress is going well for Zone 3, (middle section of the building), on the ground floor. Work started early January and is well ahead of schedule. The ground floor should be completed by 12 April 2024, five weeks ahead of schedule. Work on the first floor will commence after this with an anticipated completion expected in late July 2024.



Figure 3 Ground floor structural improvements

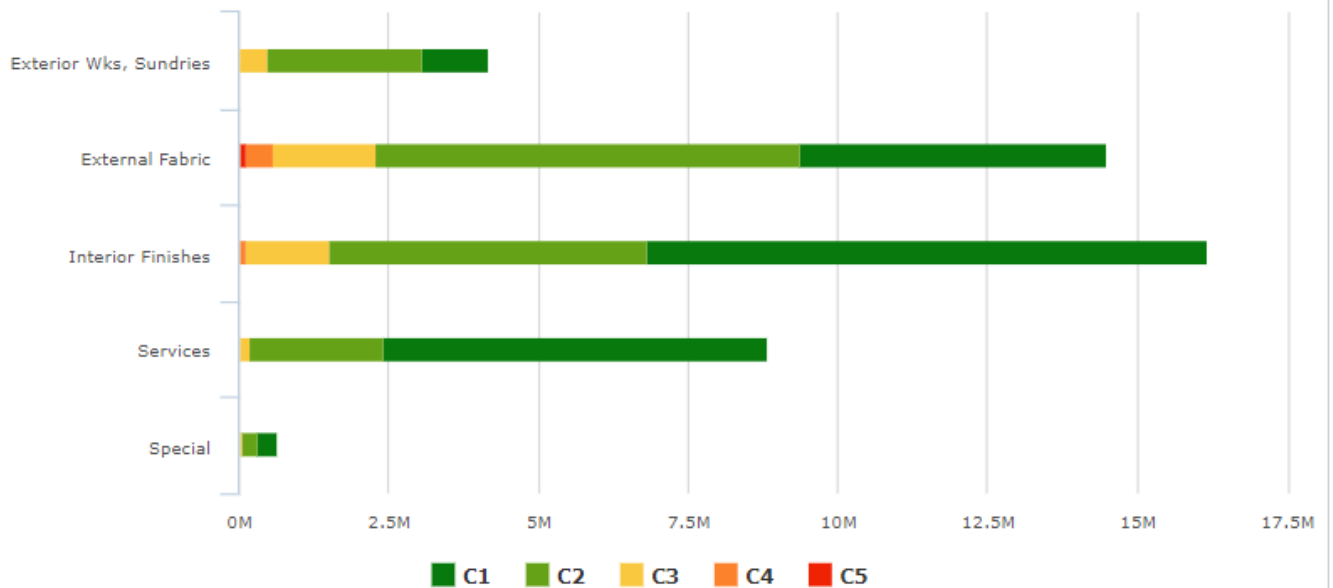


Figure 4 New CE's office

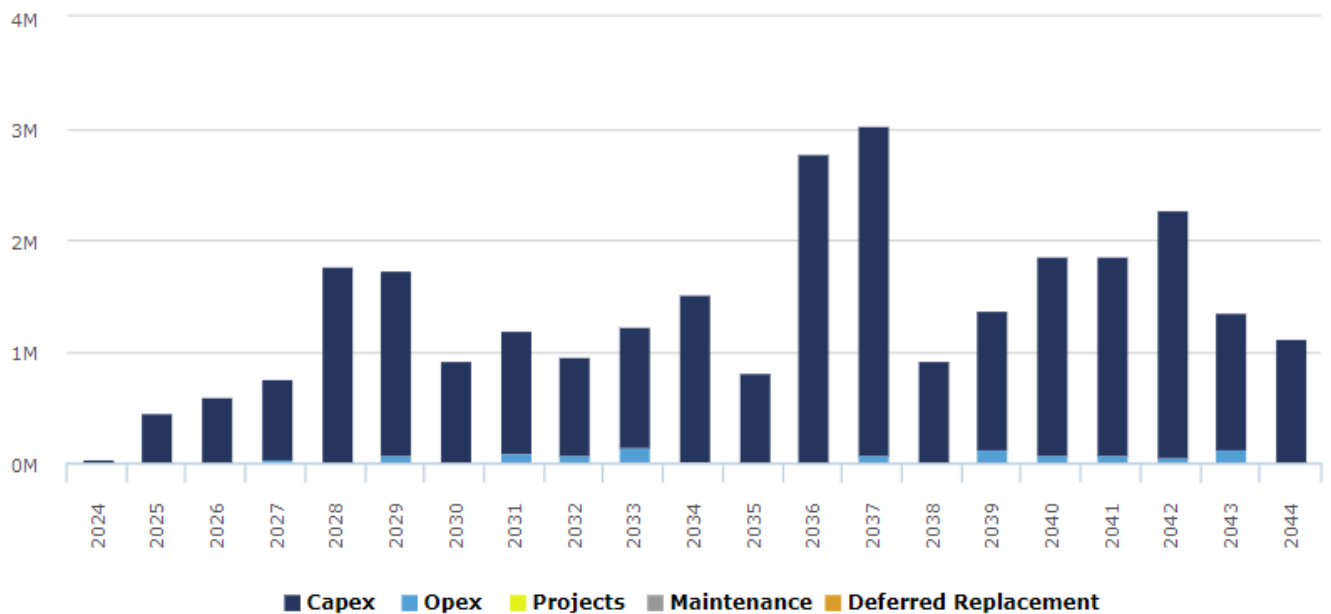
Property condition assessments

- 8.6 Property condition assessments of 100 buildings have been completed with a further 92 in progress. Generally, TDC properties are in good condition. Scout halls were added to the survey to assist with current negotiations with the building owners.
- 8.7 A works plan for Motueka and Takaka Museums is being formulated to address issues highlighted by the recent condition survey.

Value of Component Groups



Lifecycle Forecast



Old Motueka Library, Motueka Service Centre and the Laura Ingram kindergarten.

- 8.8 A report comprising details on the various options for the future use of these three facilities is being considered by the Community Board at its April 2024 meeting and it is intended that the Board recommendation be presented to Council at its meeting 2 May 2024.

Takaka Annex improvements

- 8.9 The contract has been signed and work commences this month. A 7KW BEV charger has been added to the scope of works.

Old Wakefield Library

- 8.10 The restoration project has been completed by Scott Construction on time and within budget. All works align with the property's heritage status and the result has been excellent. Works included boundary corrections, repiling, bora treatment, cladding repairs and painting, reroofing, interior relining and insulation, removal of false ceiling and replumbing (removed Dux Quest plumbing). A heat pump has also been installed.
- 8.11 The Wakefield Toy Library lease expires this month. This has been renewed with a 2+1 contract in anticipation of eventually moving into the new Wakefield Community Centre.



Figure 3 Before pictures

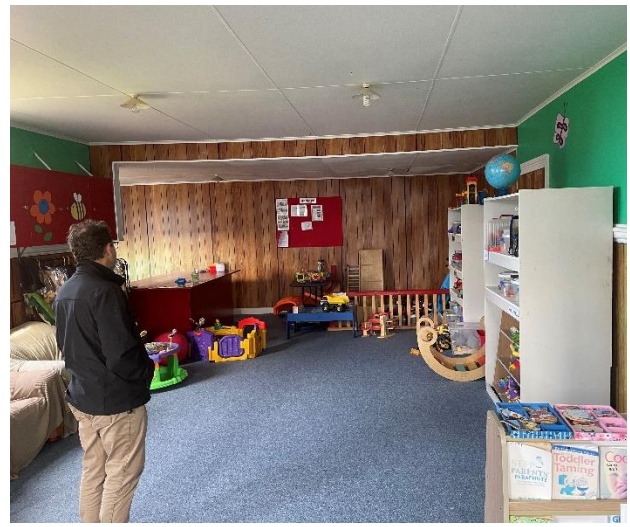


Figure 4 Old Wakefield Public Library during construction



Figure 5 Old Wakefield Public Library After Restoration



Maintenance

- 8.12 College Rd Motueka. Road and carpark repairs are taking place adjacent to the Motueka Aerodrome. This will resolve longstanding access, drainage and pothole issues. These improvements are funded by Enterprise and Roadway.



Figure 6 College Rd, Motueka berm improvements

9. Attachments / Tuhinga tāpiri

- | | | |
|-----------------------------|--|----|
| 1. Download | Programme Delivery Project Report | 69 |
| 2. Download | Richmond Aquatic Centre H & S reporting Jan 2024 | 75 |
| 3. Download | Richmond Aquatic Centre Monthly reporting January 2024 | 83 |

Programmes and Project Report

Time (Deviation from Baseline)











Green	<30 days delay
Amber	31-60 days delay
Red	>61 days delay



















Budget (Deviation from Baseline)

Green	On track
Amber	Forecast Overspend <5%
Red	Forecast Overspend >5%























Note 1: The Life of Project Budget is made up of the total amount spent in previous financial years plus the total budget approved this financial year and the total amount budgeted in all future years of the draft Long Term Plan 2024-2034. These future year budgets are subject to change pending council







Note 2: Project updates as of March based on February 2024 Financials results.







			TIME			FINANCIALS (All Years) (\$m)				STATUS	
			Time Status	Current Approved Delivery Date	Current Forecast Delivery Date	Budget Status	Life of Project Budget ^{Note 1} (\$m)	Forecast Cost (\$m)	Actuals to date (\$m)	Overall Status	COMMENTARY
Programme Watchlist Projects											
1141	Richmond South Low Level Reservoir and pipeline	Planning		30/06/2027	30/06/2027		\$6.71	\$6.00	\$0.41	Green	This project has restarted after a two year break due to funding. We are looking at redesigning to fit within budget.
1168	Stormwater Land Purchase Programme	Planning		30/06/2032	30/06/2032		\$28.22	\$28.22	\$10.16	Green	Negotiations are underway for several property purchases in Richmond south. The programme involves purchase of many properties which will extend through to 2032. Timeframes and costs may vary depending on the success of negotiations. We are close to concluding the purchase of two parcels of land at present. Work at 48 Appleby Highway to provide a new access and services after purchase of land is now complete.
1182	New rising main Motueka West to wastewater treatment plant	Delivery		28/06/2024	20/12/2024		\$5.64	\$5.51	\$3.60	Amber	Project is delayed by land agreements. Stage 1 is complete. Stage 2 is complete as of Mid March 2024 Stage 3 (Pumpstation) in preliminary design stage. Waiting on Wakatu for position and flows.
1188	Redwood Valley Water Supply Upgrade to meet the NZ Drinking Water Standards	Planning		30/06/2027	30/06/2027		\$8.73	\$8.73	\$0.02	Red	Several easements required and will take about a year to sort this out. A new brief is required to restart this project and an estimated end date for that is June 2027.
1192	Borck Creek Widening Poutama to SH60	Delivery		12/04/2024	1/03/2024		\$2.81	\$1.95	\$1.70	Green	Work completed other than shared paths and a low flow bridge which will be completed by June 2024. Private accessway works completed.

1213	Motueka Stopbank Refurbishment	Delivery		31/05/2024	31/05/2024		\$9.30	\$9.75	\$9.53	Green	Council's local share commitment to funding agreement is \$2.25M. A transfer of \$447,410 will be made in April to increase the available budget to what we have committed to. Only minor works to complete which will be completed after fruit harvest. This project is majority funded by MBIE Covid Response Stimulus funding. The project completion date has been extended to 31st of May 2024.
1242	Best Island Land Acquisition and Accessway	Planning		20/12/2024	30/04/2024		\$0.37	\$0.37	\$0.31	Green	Sale and purchase agreement has been signed. The Department of Conservation has recently approved the reserves act process. Survey plans are being delivered with physical works expected winter 2024.
1249	Motueka West Discharge System	Delivery		20/12/2024	7/10/2024		\$6.40	\$6.38	\$0.74	Green	Easements gained and prework has been completed and contractor starting March 18th on site.
1252	Borck Creek Widening SH60 to Reed Andrews	Planning		30/06/2028	30/06/2026		\$6.12	\$6.12	\$0.06	Green	Staff are working on iwi consultation and an update to the programme business case. Next step is to present the design objectives report to Council.
1256	Eighty-eight Valley Reticulation Upgrades	Planning		30/06/2026	30/06/2026		\$2.15	\$2.15	\$0.06	Green	Doing detailed design. Preparing for tender in March. Pipe from Edward Street to Gossey Drive by end of June.
1268	Lower Queen Street Bridge Capacity Upgrade	Planning		30/06/2027	30/06/2027		\$8.53	\$8.53	\$0.26	Green	Detailed design and preparation of Resource Consent application. Current deadline is 2026/27.
1272	Brightwater Reticulation SH6 Main Renewal	Planning		30/06/2026	30/06/2025		\$3.97	\$3.82	\$0.00	Green	Design consultants being engaged in Mid March. Contractor Tender expected late 2024.
1273	Reed Andrews Drain SH6 Culvert and Network Tasman drain upgrade	Planning		1/01/2033	31/10/2026		\$20.03	\$16.10	\$0.30	Amber	LTP indicating next year for expenditure is 2029. Discussing with project sponsor options for continuation or shelving.
1297	Port Tarohe Extension of Breakwater arms	Delivery		30/04/2024	30/04/2024		\$5.78	\$6.36	\$5.20	Green	Additional rockwork required additional budget. Contractor progressing well and on programme for completion April 2024.

	Project Title	Current Phase	Time Status	Current Approved Delivery Date	Current Forecast Delivery Date	Budget Status	Life of Project Budget (\$m)	Current Forecast (\$m)	Actuals to date (\$m)	Overall Status	
1325	Streets for People Richmond 2021-24	Delivery		30/06/2024	30/06/2024		\$4.50	\$4.23	\$1.04	Green	Trial cycleways have been approved for all Streets for People Richmond locations. Queen Street and Champion Road pilot installations were completed in Dec 2023. Salisbury Road Stage 2 is due for completion late March. Hill Street and Wensley Road will follow on from this completion date.
1327	Tanker Filling Stations - Richmond, Motueka and Wakefield	Delivery		30/06/2023	30/06/2024		\$0.60	\$0.80	\$0.50	Amber	Wakefield on hold due to funding. Need another \$200k for mains extension in Wakefield. Motueka Complete Richmond Complete
1328	Takaka Annex Internal Fitout	Delivery		31/08/2024	31/08/2024		\$0.22	\$0.22	\$0.04	Green	Project will be completed end of June 2024.
1342	Whakarewa St Manoy St Roundabout	Planning		30/06/2024	28/06/2024		\$0.62	\$0.80	\$0.01	Green	Detailed design is complete and the engineer's estimate indicates that the cost will be approximately \$160K more than the available budget. Staff propose to reallocate 200K from 1348 (BOF Funding) to this project, which will need Governance approval.
1347	Mapua Streets for people and Cycle Lanes	Delivery		30/06/2024	28/06/2024		\$0.93	\$0.93	\$0.82	Green	Construction complete, now implementing the monitoring and feedback stage. Staff will be reporting this feedback to Full Council mid 2024.
1348	Motueka Transport Choices	Delivery		28/06/2025	30/09/2024		\$5.51	\$4.62	\$3.51	Green	External funding of \$4.337m has been approved by NZTA, who have notified Council that no further money will be released. This means the overall project funding has been reduced by \$3.908M. Staff also propose to reallocate 200K from this project from the BOF Funding to the Manoy Roundabout which will need Governance approval. The current project scope is presented on the Shape Tasman website. This scope has been approved by NZTA. Construction is complete at Old Wharf Road and outside Parklands School, nearly complete on the Manoy to Talbot path. Work is underway on improvements opposite the Lower Moutere Store. Other sites in Richmond West are due to start in April 2024.
1353	Motueka Community Pool Initiation Stage 1	Initiation		30/06/2025	15/12/2024		\$0.27	\$0.23	\$0.04	Green	Initiation work progressing with further investigation planned for the site once indicative pool location is agreed with sponsor and Councillors.

1356	Moutere Hills Community Centre - Sewer System Upgrade	Planning		15/12/2024	1/11/2024		\$0.15	\$0.15	\$0.01	Green	Resource Consent has been submitted mid March and land purchase is progressing.
1364	Motupipi Street Footpath Extension	Delivery		4/05/2024	4/05/2024		\$0.20	\$0.20	\$0.00	Green	We have obtained Fonterra land for this project. The project will start in April 2024 and take approximately two weeks to complete.
1404	Richmond South SW Pukerua Subdivision	Planning		30/06/2025	30/06/2025		\$1.35	\$1.35	\$0.15	Green	We have issued contract for design and build of the bridge.
1424	Port Tarakohe Ablution block	Procurement		30/04/2024	30/04/2024		\$1.80	\$1.80	\$0.02	Green	Doing detailed design, have a preferred tenderer.
	Project Title	Current Phase	Time Status	Current Approved Delivery Date	Current Forecast Delivery Date	Budget Status	Life of Project Budget (\$m)	Current Forecast (\$m)	Actuals to date (\$m)	Overall Status	
1431	Wainui Sea Protection	Delivery		31/05/2024	31/05/2024		\$0.20	\$0.20	\$0.01	Green	Resource consent has been approved. Work starting mid May 2024.
1437	Port Tarakohe Relocatable Toilet block	Initiation		20/12/2024	20/12/2024		\$0.21	\$0.21	\$0.01	Green	Brief being developed.
1440	Waste management services 2025 - 2035	Procurement		24/07/2024	24/07/2024		\$0.40	\$0.22	\$0.08	Green	Preparing the tender documents.
1442	Residential Greenways 2023 2024	Delivery		30/06/2024	30/06/2024		\$5.19	\$0.17	\$0.47	Green	Contractor awarded for the work.
1444	Gladstone Poutama Stormwater Connection	Planning		1/11/2024	1/11/2024		\$0.35	\$0.35	\$0.02	Green	Cleaning out and inspecting the Gladstone Road Pipe. Working up concept designs for treatment of Poutama Street Pipe Flow.
1451	Takaka WWTP New Disposal System and Treatment Upgrade	Planning		30/04/2025	30/04/2025		\$2.58	\$2.50	\$0.00	Green	In procurement stage.
1482	Decks Reserve Playground Improvements	Planning		30/06/2024	30/06/2024		\$0.60	\$0.60	\$0.00	Green	A brand new project that is in the planning phase, looking to complete by this financial year. On track.

1360	Murchison Pump Track and Playground	Delivery		30/06/2024	31/03/2024		\$0.25	\$0.25	\$0.22	<p>Green</p> <p>Track build contractor, Empire of Dirt has completed the track build. We currently have the track closed while contractors are working to finish landscaping and fencing.</p> <p>To ensure the pump track remains low maintenance, we have decided to use lime chip in the middle of the track rather than grass (see image). Contractors are also creating a viewing platform with left over dirt where we will be able to add shade sail and picnic benches in due course.</p>
Programmes			Time Status	Current Approved Delivery Date	Current Forecast Delivery Date	Budget Status	Current Approved Funding (\$m)	Current Forecast (\$m)	Actuals to date (\$m)	
1222	Government Stimulus Funding Programme	Delivery		31/07/2026	30/06/2026		\$37.39	\$37.39	\$31.64	<p>Green</p> <p>The Government Stimulus Funding Programme manages funding received as part of the post-Covid government stimulus package which includes 23 projects across Jobs for Nature, Libraries Funding, Town Halls and War Memorials Renovations, 3 Waters, and roading projects. Out of the 23, 16 have been delivered and seven are in delivery.</p> <p>Jobs for Nature Projects: All the Projects are on track. Waimea Billion Trees, Waimea Enhancement, Pigeon Valley Fire Restoration and Wilding Conifer Control Projects are to be completed by June 2025. Wetland restoration & Fish Passage projects to be completed in June 2026. Only infrastructure project left to be completed in the programme is Motueka Stop Bank Refurbishment Project. This is to be completed in May 2024.</p>
1340	Motueka West Phase 1 Programme	Delivery		31/05/2025	31/05/2025		\$9.91	\$9.91	\$4.08	<p>Green</p> <p>This programme is to enable compliance with the Infrastructure Acceleration Fund (IAF) – Motueka West Phase 1 Whakarewa Street Funding Agreement (\$1.2m) which aims to enable infrastructure which unlocks housing developments and enables housing outcomes through water and transport projects in Motueka West. Programme is progressing as per the plan.</p>

1341	Better off Funding Programme	Delivery		30/06/2027	30/06/2027		\$5.64	\$5.64	\$2.52	Green	Better Off Funding is a package of \$5.64m for Tasman supports the goals of the Three Waters Reform Programme by supporting local government to invest in the wellbeing of their communities in a manner that meets the priorities of both the central and local government. We have 25 projects under this programme. Programme is progressing as per the plan. Contributions to Te Awhina and Onetahua Marae ,Tapawera Community Hub concept design project and Urban Development Agency Project projects have been successfully completed. All the other projects are in delivery.
1386	Tasman Transport Choices Programme	Delivery		31/12/2024	31/12/2024		\$8.12	\$7.03	\$5.92	Green	Transport choices programme is to give residents of Richmond and Motueka greater and improved options for the way they travel every day. There are three sources of funding across the projects under this programme of work: Better off Funding, Waka Kotahi and Council. Half of the agreed funding for implementation has been revoked by Waka Kotahi, at the beginning the year leading to a corresponding reduction in the program scope.
1422	Port Taranaki Government Funded Programme	Delivery		30/04/2025	30/04/2025		\$12.70	\$12.70	\$5.65	Green	Programme is on track. Council funded extension of Breakwater arms (Estimated cost \$6.7 M) will be completed by the end of April 2024. The two new projects which received a loan from MBIE to construct a new sheet-piled wharf with a ramp, replacing the now-demolished and derelict timber wharf, (Estimated cost \$4.2 M) and constructing an office/ablution block with a treatment facility for vessel black and grey water (Estimated cost \$1.8M) are underway.



CLM Health and Safety Monthly Report - Richmond Aquatic Centre - 1 January 2024 - 31 January 2024

VH

Created 9th Feb 2024 Updated Feb 9, 2024

Report Details

Start date:

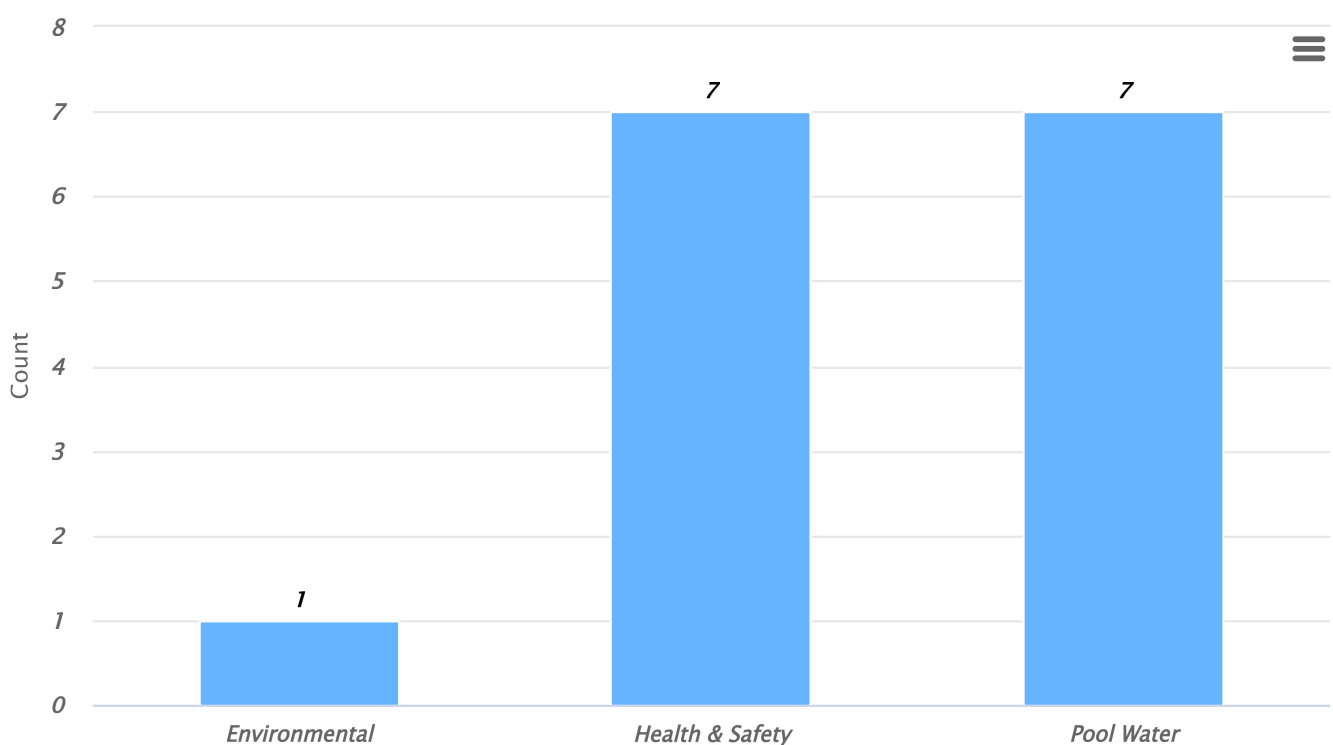
Mon, 1st January 2024 (NZDT)

End date:

Wed, 31st January 2024 (NZDT)

Type of Event

Event classification - last month:



Near Miss Summary (In Water and Dry Rescues)

CLM H&S near misses - last month:

0

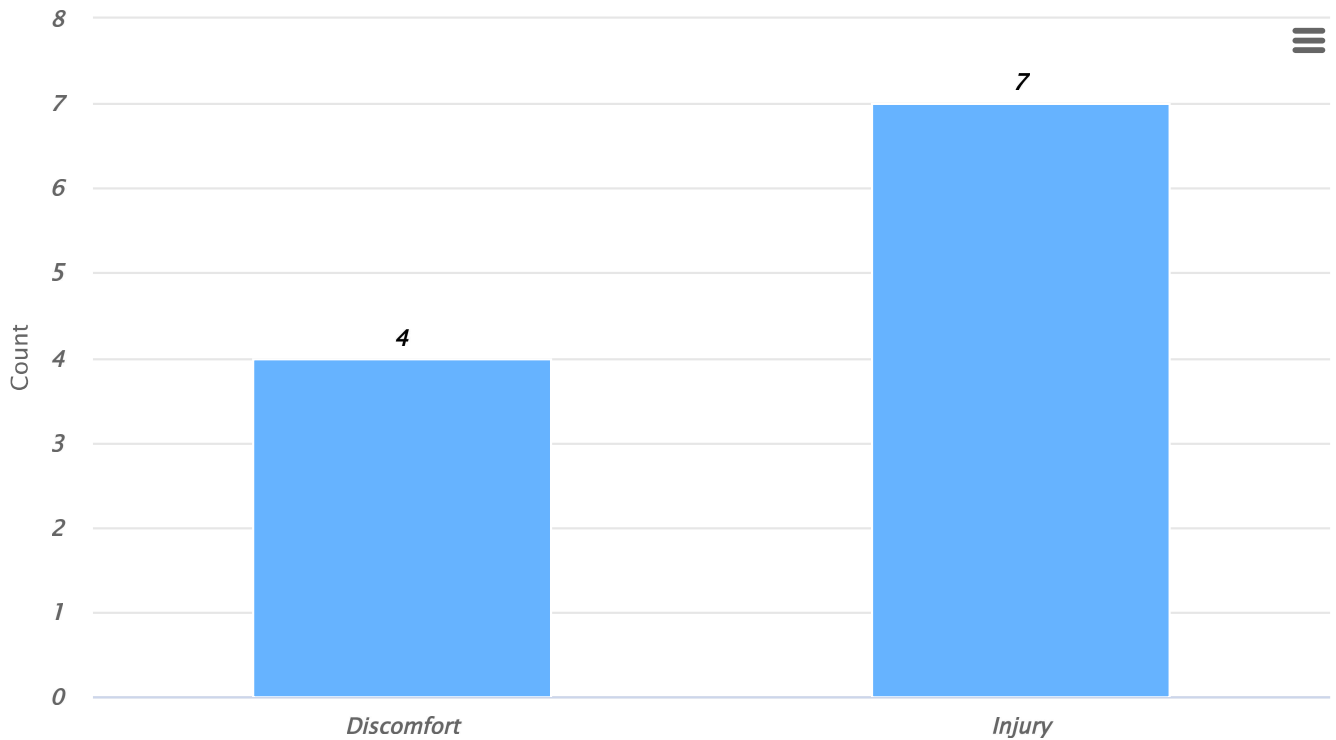
Update available! Save your changes and refresh to keep up to date.



Comments:

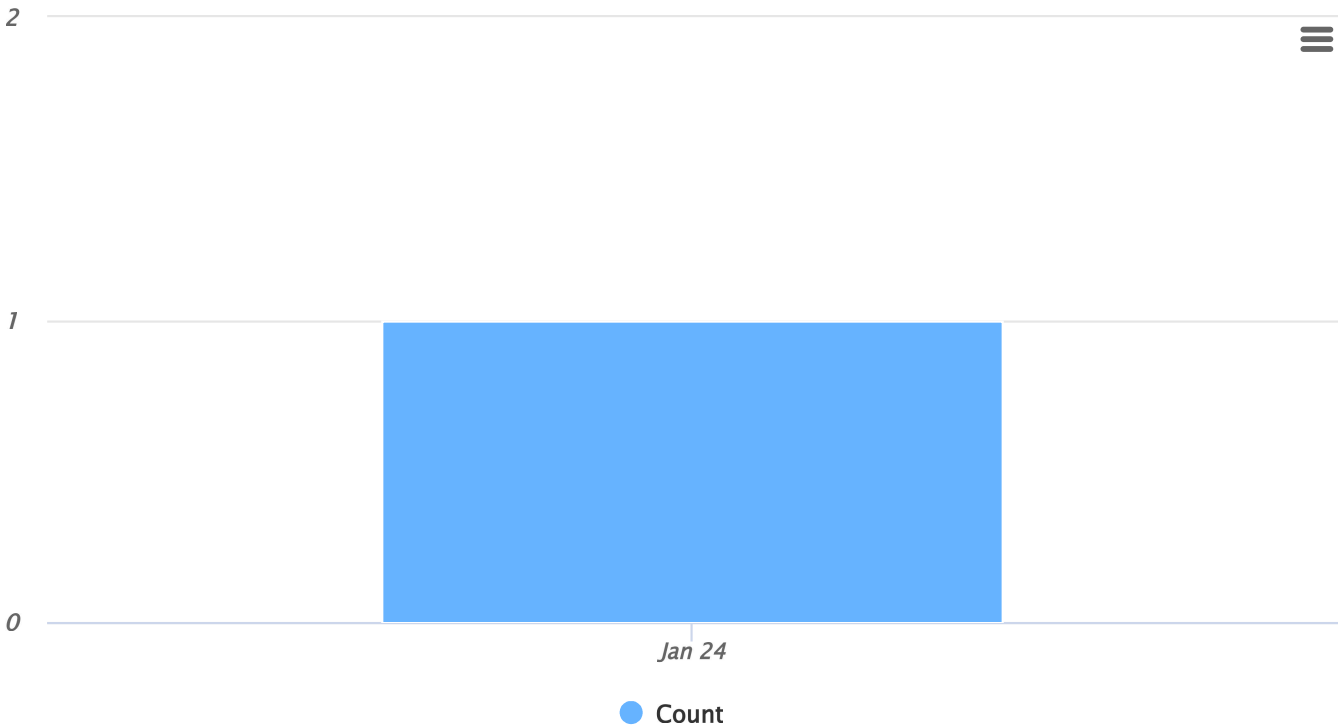
No recording on near misses presented this month which is great to see over a holiday period. Noting lower than expected patronage due to the extremely good weather this month.

Accidents/Incidents Summary

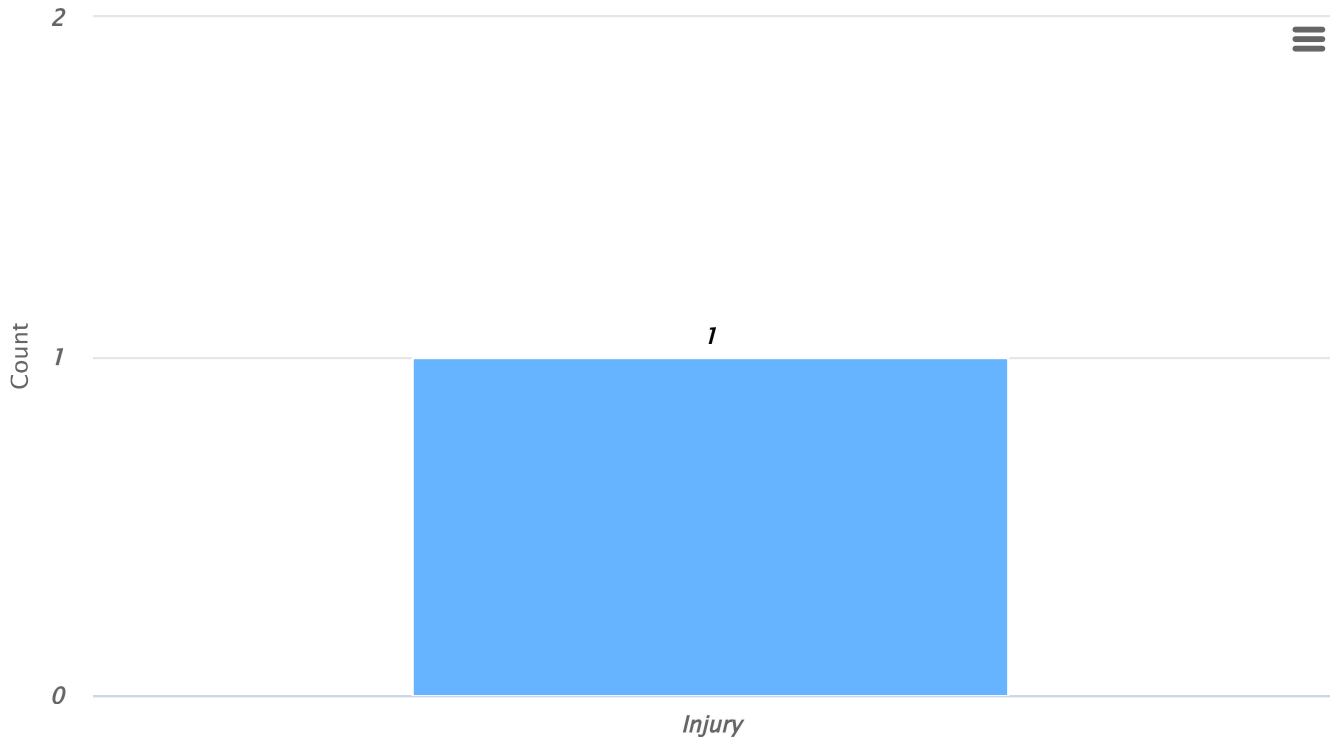
CLM H&S accidents/incidents - last month:**Incidents (Nature of People Involved = 'Employee'):**

Update available! Save your changes and refresh to keep up to date.





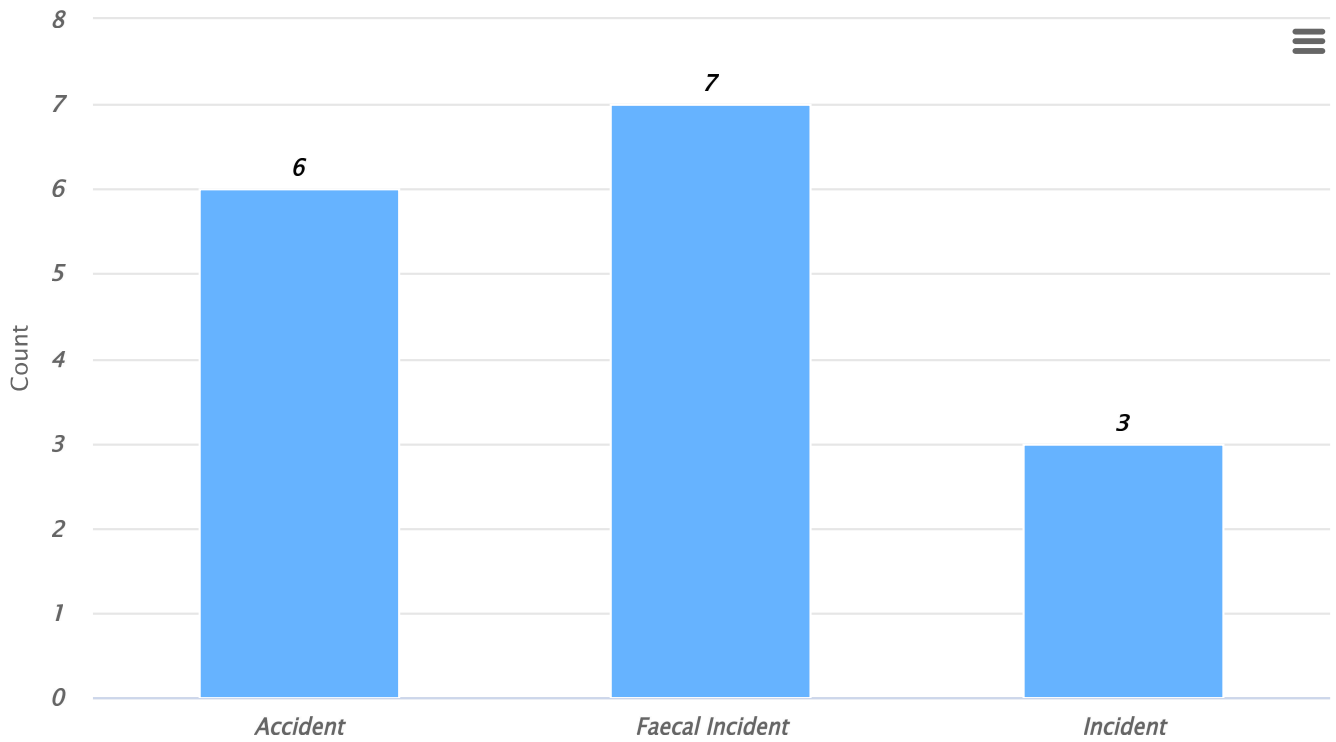
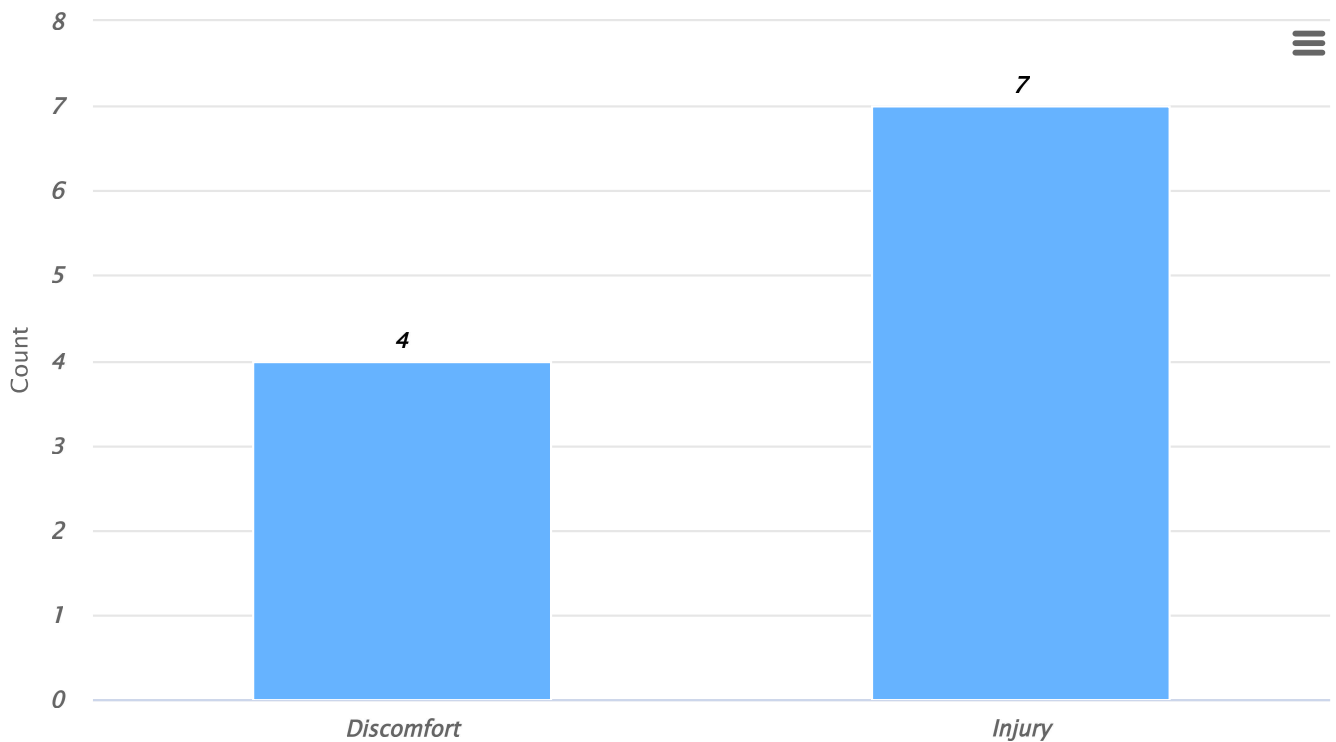
Incidents (Nature of People Involved = 'Employee') - Incident/Near Miss Types:



CLM type of event - last month:

Update available! Save your changes and refresh to keep up to date.

×

**CLM H&S incident types:****How many days off work did the staff member have because of injury:**

Update available! Save your changes and refresh to keep up to date.





0

Jan 24

● Total lost days:

Comments:

- A mix of minor cuts, graze and bruise with no trending found.
- One environmental factor reported as a customer over heated within the building and felt faint. No further complications presented from this.

Staff incidents:

-

Comments

Customer service staff member reported a back strain. This report came 2 - 3 weeks after and when asked due to the ACC claim. No days off recorded.

Hazards Identified/Reviewed/Controls in Place

CLM hazard reports raised by risk category - last month:

0

CLM hazard reports raised by related areas - last month:

Update available! Save your changes and refresh to keep up to date.



0

Comments:

-

Hazards & Risks:

-

Controls effectiveness - hazards identified last month:

0

Risk rating reduction by controls effectiveness - hazards identified last month:

0

Training Conducted This Month

Training conducted this month:

- Aquatics completed PLSA assessments, Spinals and out of Water Medical Emergency.
- Fitness Centre team meeting/training completed
- CS training completed and staff all read over cash handling
- TL meetings completed
- Upskilling to both Patsy and Hayley commenced in CS and admin

Related SOPs:

-

Report Summary of Comments and Recommendations

Facility Manager other comments/recommendations:

- Patronage effected by the warm weather over the month.
- Staffing - Rachel training a number of new LGs
- Focus on summer cleaning this month.
- A number of improvements' are scheduled for next month including stairs to upper plant.
- reception desk up graded
- Back offices made to be more functional and improved working environment

Report creator:

Name
/Email

Update available! Save your changes and refresh to keep up to date.

✕

Vaughan Hope
(vaughanhope@clmnz.co.nz)

Update available! Save your changes and
refresh to keep up to date.



Update available! Save your changes and refresh to keep up to date.





RICHMOND AQUATIC CENTRE MONTHLY REPORT

Report for:	Tasman District Council.
Attention:	Grant Reburn
Month:	January 2024
Prepared by:	Vaughan Hope

Summary

This report outlines the progress with the Richmond Aquatic and Fitness Centre over the month of January 2024.

Contents:

Commentary and Patronage	1.0
Marketing and Promotion	2.0
Pool Closure Report	3.0
Maintenance and Plant Room Report	4.0
Water Quality	5.0
Health and Safety Report	6.0
Maintenance	7.0



1.0 Commentary and Patronage

January 2023 - 28869
January 2024 - 23829

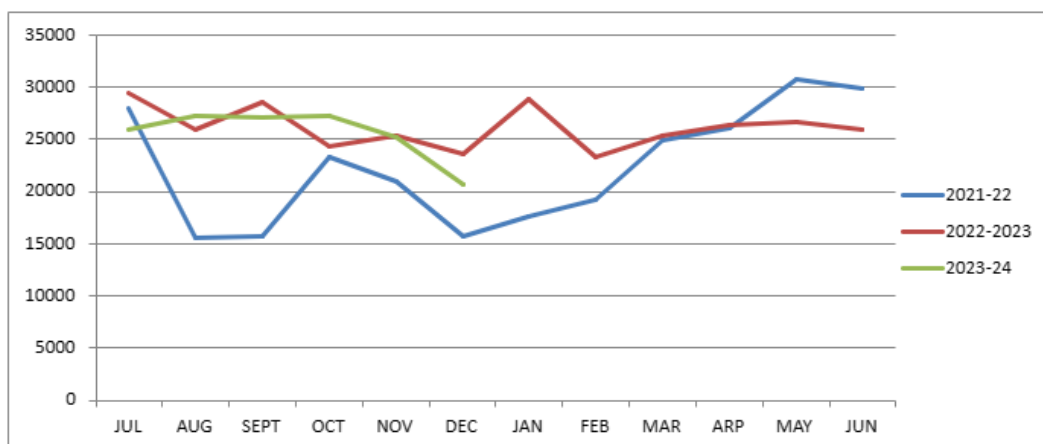
Category		Quantity
Aqua Fitness		
	Aqua Aerobics - Casual	218
Birthday Parties		
	TAS Birthday	36
Gym		
	Fitness Centre	7366
Inflatables		
	Aquarun	118
Legends		
	Legends - Aqua 30 Class	22
	Legends - Aqua Relief Class	63
Pools		
	Memberships and concessions	2568
	Shower - Casual	10
	Swim - Casual 2 For 1 Pass	86
	Swim - Casual Adult	896
	Swim - Casual Adult & Preschool	368
	Swim - Casual Child	2368
	Swim - Casual Community Service Card - Adult	186
	Swim - Casual Family Pass	1364
	Swim - Casual Green Prescription (Grx)	1606
	Swim - Casual Pre School	731
	Swim - Casual Senior	1359
	Swim - Casual Student	120
	Swim - Complimentary Casual Adult	99
	Swim - Complimentary Casual Family Pass	16
	Swim - Family Pass Extra Adult	129
	Swim - Family Pass Extra Child	376
	Swim - Fitness/Swim School Adult Swim	161
	Swim - Fitness/Swim School Child Swim	8
	Swim - Freediver Or Kayak	6
	Swim - Group Adult Swim	4
	Swim - Group Child Swim	4

	Swim - School Entry Child	187
	Swim - School Entry Child With Waves	1
	Swim - Special Needs And Caregiver	2
	Swim - Sports Group Adult	2
	Swim - Sports Group Adult With Waves	27
	Swim - Sports Group Child	43
	Swim - Sports Group Child With Waves	6
Swimmagic		
	Lessons	3102
	Schools (return in Feb 2024)	0
Wave Rave		
	Wave Rave (returns in Feb 2024)	0

Comparisons:

Patronage was higher than expected this month based on the extremely good weather. We were out and about in the community where beaches were very busy. The team prompted coming to the facility at the spots which did help improve numbers.

Year to Date Tracking





2.0 Marketing and Promotion

Several marketing mediums were utilised across the facility during the month. These included but were not limited features in the local newspapers, social media promotions, signage and the team being out in the community.

Main focus for the month

- Win a Family Pass on facebook was a popular promotion this month and helped bring attention to swimming here instead of the beaches during what was an amazing weather period.
- Our Swim School team focused on Holiday Lessons after they returned from their end of year break. These lessons are focused on increasing ability in a short period of time.
- The Swim Schools other promotion for the month was \$5 lessons for all of January for all new customers. Lesson prices would then increase to the normal price in February.
- We did finally see some rain during the month – needless to say this is when the facility was very populated and the place to be in Nelson/Tasman for those days.
- The café promoted a number of school holiday specials to entice families to spend more time in the facility each visit.

Active and On-going:

Advertisements for the facility and each of its business units continue to be present across several marketing mediums. Each advertisement was updated to reflect the message of each business unit this month.

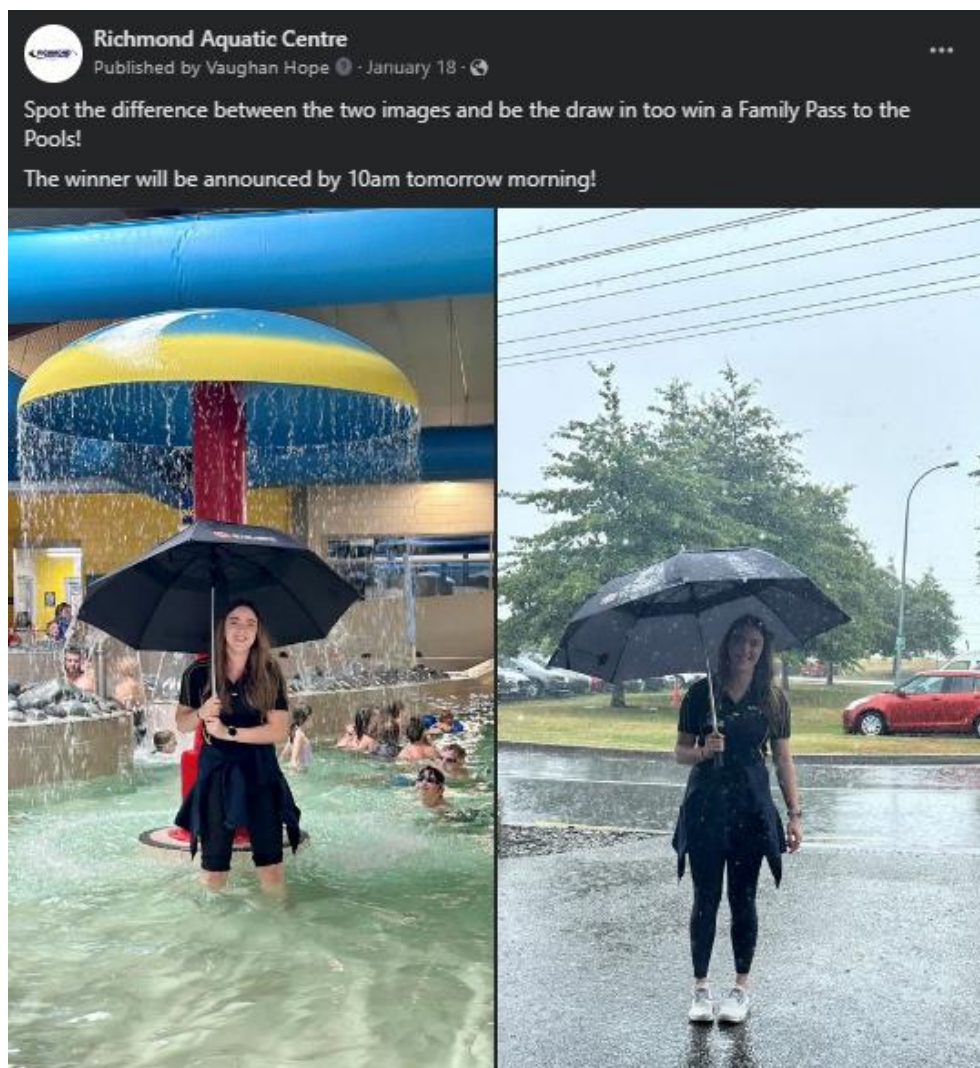
Facebook. Instagram and the website in conjunction with appearances in the community have been very positive for swim school, the fitness centre, and the wave rave programme. These means of marketing have been pinpointed as vital in moving the facility forward.

Overall the marketing for the month kept a strong facility presence in the community. This was shown across all mediums utilised, with the majority of messages having a full facility approach.

Popular facebook family pass promotion



It did rain.. and this was the place to be!



Swim School Lessons





3. RICHMOND AQUATIC CENTRE AQUATIC REPORTS POOL CLOSURE REPORT – Jan 2024

For the Month of January there were **6** faecal and **2** vomit incidents.

1.	3.01.24	-	Family Spa			
	11.30am		Pool closure 1 hour	-		MINOR
2.	6.01.24	-	Wave Pool			
	3.15pm		Pool closure 1 hour	-		MINOR
3.	10.01.24	-	Toddlers Pool			
	4.20pm		Pool closure 1 hour	-		VOMIT
4.	11.01.24	-	Hydrotherapy Pool			
	12.15pm		Pool closure 2 hours	-		MINOR
5.	13.01.24	-	Wave Pool			
	11.20am		Pool closure 1 hour	-		VOMIT
6.	14.01.24	-	Toddlers Pool			
	4.35pm		Pool closure 1.5 hours	-		MINOR
7.	18.01.24	-	Hydrotherapy Pool			
	4.40pm		Pool closure 1 hour	-		MINOR
8.	31.01.24	-	Wave Pool			
	10.30am		Pool closure 1 hour	-		MINOR

Faecal incident management procedures have now been classified as MINOR, MAJOR or VOMIT. This is to ensure correct procedures are followed consistently to minimise the effect of a pool closure.

MINOR is defined as solid in nature and can be removed quickly from a pool or is semi-solid in nature, but its quantity is small and can be removed by scooping.

MAJOR is defined as non-solid in nature and/or is not easily removed and/or that its deteriorating nature means it cannot be removed easily.

Flow diagrams are used to ensure correct steps are taken to ensure standards are maintained.

VOMIT(LR) is defined as no recent illness identified.



4. RICHMOND AQUATIC CENTRE MAINTENANCE AND PLANT ROOM REPORT – Jan 2024

Equipment	Cleaned - date	Maintained
Leisure Filter 1	Backwashed – 16	
Leisure Filter 2	Backwashed - 16	
Competition Filter	Backwashed - 10, 26	
Leisure/Competition Filter	Backwashed – 10, 26	
Tots Filter	Backwashed - 10,16	
Hydro Filter	Backwashed – 6, 18, 31	
Adult Spa Filter – (Swirl 2)	Backwashed – 10, 27	
Family Spa Filter – (Swirl 1)	Backwashed – 10, 27	
LTS – Filter 1, 2 & 3	Backwashed – 22	
LTS – Lint Basket	Basket cleaned monthly	
Lazy River – Pump & Basket	Basket cleaned weekly	
Leisure Feature – Pump & Basket	Basket cleaned weekly	
Swirl 2 – Pump & Basket	Basket cleaned weekly	
Swirl 1 – Pump & Basket	Basket cleaned weekly	
Swirl 2 – Jet Pump & Basket	Basket cleaned twice weekly	
Swirl 1 – Jet Pump & Basket	Basket cleaned weekly	
Tots – Pump & Basket	Basket cleaned weekly	
Tots Feature – Pump & Basket	Basket cleaned twice weekly	
Hydro – Pump & Basket	Basket cleaned twice weekly	
Competition – Pump & Basket	Basket cleaned weekly	
Leisure/Competition – Pump & Basket	Basket cleaned weekly	
Leisure 1 – Pump & Basket	Basket cleaned twice weekly	
Leisure 2 – Pump & Basket	Basket cleaned twice weekly	
Sump pumps	Baskets cleaned daily	
Wave Machine Equipment		Repairs to spade valves, replacement cylinders & control valves
Chlorine Machine		Cell alarm fault reoccurring
Chlorine & pH Probes		Adult spa FAC probes new electrolytes fortnightly



5 RICHMOND AQUATIC CENTRE WATER QUALITY – Jan 2024

Leisure Pool

Number of FAC Tests	Ranges	Number of pH Tests	Ranges	Number of Alkalinity Tests	Ranges	Number of Hardness Tests	Ranges
154	1-3.12	154	7.41-7.97	4	92-112	1	152

Competition Pool

Number of FAC Tests	Ranges	Number of pH Tests	Ranges	Number of Alkalinity Tests	Ranges	Number of Hardness Tests	Ranges
153	0.8-3.7	152	7.44-7.79	4	79-83	1	119

Toddlers Pool

Number of FAC Tests	Ranges	Number of pH Tests	Ranges	Number of Alkalinity Tests	Ranges	Number of Hardness Tests	Ranges
156	2.0-4.5	157	7.47-7.93	4	80-86	1	99

Hydrotherapy Pool

Number of FAC Tests	Ranges	Number of pH Tests	Ranges	Number of Alkalinity Tests	Ranges	Number of Hardness Tests	Ranges
152	2.0-5.4	153	7.5-8.05	4	118-140	1	119

Adult Spa

Number of FAC Tests	Ranges	Number of pH Tests	Ranges	Number of Alkalinity Tests	Ranges	Number of Hardness Tests	Ranges
233	2.2-7.5	233	7.42-8.12	4	103-120	1	107

Family Spa

Number of FAC Tests	Ranges	Number of pH Tests	Ranges	Number of Alkalinity Tests	Ranges	Number of Hardness Tests	Ranges
233	2.2-6.0	233	7.2-7.58	4	94-120	1	84

LTS Pool

Number of FAC Tests	Ranges	Number of pH Tests	Ranges	Number of Alkalinity Tests	Ranges	Number of Hardness Tests	Ranges
132	2.0-5.6	132	7.21-8.23	4	77-97	1	102

FAC – (NZS5826:2010 = 1.5 – 7.0mg/L) Chlorine alone
(NZS5826:2010 = 0.5 - 5.0mg/L) Chlorine + other (**Leisure & competition pools**)

Any tests found outside the NZS5826:2010 were immediately actioned by staff.
Adult Spa tested high on end of day tests due to probe not calibrating. Pool make-up water turn on to dilute down.

pH – (NZS5826:2010 = 7.2 – 8.0)

Any tests found outside the NZS5826:2010 were immediately actioned by staff.
LTS pool was testing high as it was closed in the 1st week of Jan. Bi-sulphate was added two days prior to operation. Adult spa tested high due to CO2 being left off in the morning. Pool came back into range once switched on.

Alkalinity – (NZS5826:2010 = 50 – 200)

Any tests found outside the NZS5826:2010 were immediately actioned by staff.
All tests remained within range this month.

Hardness – (NZS5826:2010 = 40 – 300)

Any tests found outside the NZS5826:2010 were immediately actioned by staff.
All tests remained within range this month.



6 RICHMOND AQUATIC & FITNESS CENTRE - MONTHLY HEALTH AND SAFETY OVERVIEW

Report attached.



**7. RICHMOND AQUATIC CENTRE
REPAIRS AND MAINTENANCE REPORT – Jan 24**

DATE STARTED	DESCRIPTION	DATE COMPLETE
3.01.24	Nelmac – PPM checks	3.01.24
4.01.24	JAE – rodent bait check	4.01.24
4.01.24	Nelmac -Fan replacement (hydro) café deep frier	4.01.24
5.01.24	Nelmac – install CO2 monitor upper plant / hydro window repair / thermostat café deep frier	10.01.24
11.01.24	FPS - Wave pool repairs – spade valve refit & pistons	25.01.24
11.01.24	Nelmac – emergency lighting fault	11.01.24
11.01.24	Allen's Plumbing – heat exchange leak	11.01.24
11.01.24	Sturrock's – a/c & compressor service	12.01.24
12.01.24	Nelmac – ABB VSD fault investigation	12.01.24
16.01.23	Wormald – Fire alarm test	16.01.24
17.01.24	Vector Blue Current – testing power meter	17.01.24
17.01.24	Allen's Plumbing – LTS shower leak	17.01.24
24.01.24	Richmond Locks – trailer lock	24.01.24
25.01.24	Initial Hygiene – sanitary service	25.01.24
30.01.24	Nelmac – Lights , emergency lights, café fryer	30.01.24
31.01.24	JAE – Rodent check	31.01.24

7.2 INFORMATION SERVICES UPDATE

Information Only - No Decision Required

Report To:	Operations Committee
Meeting Date:	4 April 2024
Report Author:	Chris Blythe, Programme Manager - Digital Innovation Programme
Report Authorisers:	Steve Manners, Group Manager - Information, Science and Technology
Report Number:	ROC24-04-4

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 A new programme of work has been created to coordinate, monitor and report IS business Improvement projects that are not within the Digital Innovation Programme. There are 19 projects in this programme of work, of which 8 are in the initiation stage, 6 in delivery and 5 in closure.
- 1.2 The Digital Innovation Programme (DIP) key projects are progressing as planned, with the MagiQ Cloud upgrade on track for a late May Go Live, followed by the final HRIS module implementation in July.
- 1.3 We are in the contract negotiation stage for the Customer Relationship Management vendor and for the Data and Insights vendor.
- 1.4 All the planned server application migrations are completed, and on-site servers are being decommissioned. This migration means a large number of business-critical systems are hosted in the Cloud which provides us business resiliency and power savings.
- 1.5 The Water Consent Monitoring application required for the Waimea Dam consent is on track to Go Live on 2nd April 2024.
- 1.6 Resourcing risks remain our highest risk category and are being managed through programme / project planning and a prioritisation approach.

2. Recommendation/s / Ngā Tūtohunga

That the Operations Committee

1. **receives the Information Services Update report ROC24-04-4.**

3. DIP Projects Update

- 3.1 Key projects continue to progress as planned, with the CRM, Data and Insights and Merlin – MagiQ Cloud upgrade on track.

INFORMATION SERVICES UPDATE

- 3.2 The Merlin – MagiQ Cloud upgrade is in the testing stage and remains on track for a late May Go Live.
- 3.3 We are in negotiations with vendors for the CRM and Data and Insights projects, and work will get underway once the vendors are onboarded.
- 3.4 The HRIS Performance and Aspirations module has had a change of Go Live from June to July to better align with the performance management annual process, and to avoid potential clashes with the close out of the Merlin project. There is no budget impact owing to this slight delay.
- 3.5 The Cloud migration work has accelerated, and all planned migrations are now complete, providing us business resilience and reduced server power costs.
- 3.6 The DIP Governing Board (DIPGB) will be considering a change to the governance of the CC&W workstream. The proposed change is to move governance of the CC&W initiatives to the Harakeke - Core Council Applications Workstream Board. The CC&W initiatives contribute to the outcomes of the Harakeke – CCA Workstream and so it makes better sense and use of resources to combine the work of the two workstreams under one governance board.
- 3.7 The CC&W workstream is amber because the Harvest initiatives (which make up the majority of the current work of the workstream) have taken longer to initiate than planned, and also because we have a vacant workstream sponsor position. A number of business improvement projects are queued for initiation and the sponsor issue will be resolved by closing the workstream (as per point 3.6).
- 3.8 The DIPGB approved the deferral of the Smart Region workstream activities until 2024-25. This allows us time to prioritise other work and ensure the workstream initiatives are connected to the outputs of other workstreams in a logical sequence.
- 3.9 See workstream progress report and project report tables below.

3.10 Workstream Progress Report

ID	Project Name	Description	Status	Stage	Project Summary
1407	Digital Innovation Programme	Council digital transformation programme to replace out of date systems, improve data integrity, disaster recovery, cyber-security and improve customer service.	Green	Delivery	Programme progressing well with key projects progressing as planned. There are emerging issues regarding resource capacity and resourcing, but these are not impacting delivery yet. \$900K carry forward likely owing to some project work being rescheduled and savings accumulated to meet future project costs.
1443	DIP - Change Network	Implementation of change methodology and change network.	Green	Delivery	Change methodology and toolkit in final review. Change Network being launched on 18 Mar. 9 Change Advocates selected from 15 nominations. Change Lead - DIP recruitment underway, closes 11 March.
1409	DIP - Community Channels and Workflow	Developing digital channels for customers to interact with Council, including customer web portals.	Amber	Planning	Harvest projects have been identified and are pending approval to proceed. Possibility that this workstream can be disbanded and projects moved to CCA-Harakeke workstream to afford better coordination and less governance/admin.
1436	DIP - Harakeke CCA Workstream	Replacement of core systems focusing on a Customer Relationship Management system.	Green	Planning	Workstream activities currently on track and within budget. Merlin training and testing progressing well. CRM procurement coming to a close and vendor start up expected from April onwards. HRIS Performance module go live moved to July to align with performance cycle.
1412	DIP - Data and Insights	Developing data management policy and framework and creating a data lake to lever data access.	Green	Procurement	Preferred supplier has been identified and now in due diligence stage. Contract award date likely to be March 2024.
1411	DIP - Cloud Transition	Initiatives to move our network services from on-premise servers to hosted cloud services, with associated enhancements in how we manage and secure our networks.	Green	Delivery	Server migrations to the cloud are complete and work is underway to decommission on-site servers in March. Enhancements is in the initiation stage PID was approved by DIPGB on 28/2/24.

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ID	Project Name	Description	Status	Stage	Project Summary
1413	DIP - Smart Region	Creating more internet access in the community and use of Internet of Things with Council assets.	Green	Initiation	Decision to allow deferral of work to 2024-25 has moved this project to Green status. Investigating opportunity for community information screens.
1410	DIP - IS Operating Model	Improve the capacity and capability of the IS team to meeting increasing Council and community service demands.	Green	Delivery	Testing Strategy project closed. Final work is 3 Agile training sessions open to the wider organisation in March and May.

3.11 Projects Report

ID	Project Name	Description	Status	Stage	Project Summary
1408	DIP - CCA HR Payroll	Upgrade HRIS (Jemini) and Payroll (Affinity) systems	Green	Closure	Project closed.
1415	DIP - Merlin MagiQ Cloud Upgrade	MagiQ on premise upgrade to MagiQ in the Cloud to enable security and stability of system.	Green	Delivery	Project on track and in testing phase. Minor issues arising as expected in this process, and fixes being addressed. Resourcing remains a risk but processes in place to enable negotiation for resources as conflicts arise.
1421	DIP Performance and Aspirations	Implementation of HRIS Performance and Aspirations Module.	Green	Delivery	Module build is complete. Go-No Go / technical go live on 26 March 2024. Currently preparing change, comms and engagement activities for organisation launch in June 2024.
1372	DIP - Harakeke CRM	Design and implementation of CRM.	Green	Procurement	Procurement stage is progressing as planned. In negotiations with vendor. work underway to prepare for vendor onboarding and discovery stage.
1417	DIP - IS Test Strategy	Training and support for IS Team to uplift software testing processes.	Green	Closure	Test strategy work is complete and signed off. Closure report pending review. Completed within budget and on time.

4. IS Business Improvement Projects
--

- 4.1 The IS Programme Office has been developing a new programme of business improvement projects that are requested from the business through Service Desk. Change requests estimated to require more than 40 hours of IS time go through a project selection and prioritisation process. Until recently the projects were not coordinated by the IS Programme Office. We are building programme processes around this selection of work so that the work can be more easily monitored and reported.
- 4.2 The Project Summary Table below is in development and not all the project information has been collected and updated.
- 4.3 A key challenge for this programme of work is the funding available from business units to support the work (for example to fund project management or the option of externalising activities) and the resourcing required from IS to deliver this work alongside the DIP.

4.4 Project Summary Report

ID	Project Name	Description	Status	Stage	Project Summary
1472	PRB Programme Site	Ongoing programme of projects to implement medium to large system and business change requests.	Green	Delivery	Programme established Feb 2024. Have identified projects and their status. 4 key projects identified for Environmental Information team.
1463	PRB Policy Reminder Automation	This project will develop an automatic reminder process based on DORIS (SharePoint) documents and meta data. This will provide a proactive reminder and dashboard of upcoming renewals to business owners.		Initiation	Pending update
1471	PRB Freshwater Farm Plans	To provide farm operators in Tasman district open access to geographic data associated with the mapping requirements of the Resource Management (Freshwater Farm Plans) Regulations 2023.	Green	Initiation	Project Brief in development. Workshop planned March to gather requirements from business.
1465	PRB Move to regional ePlan		Green	Closure	Now run as project 1392. Duplicate project
1466	PRB Tenancy Management System	Property wishes to implement a Tenant management system to better manage its lessees, licences, leases and assets. A particular emphasis on understanding its lease obligations, property portfolio, and improving lessee management, freeing staff from administration and the reliability of expenditure forecasts for better budgetary planning.	Green	Initiation	Released software has been implemented. Project review recommended to gather lessons learned.
1467	PRB Eplan Sandpit	Test environment for EPlan	Green	Closure	Project now run as 1392 -ePlan
1468	PRB GIS Water Source Risk Management	GIS support is required to develop these SWRMA and produce SWRMA maps.	Green	Closure	PoaP scope completed. Any new requirements will be submitted as a new change request.

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ID	Project Name	Description	Status	Stage	Project Summary
1469	PRB Port Tarakohe iWeigh System	Replace current weighbridge “ATEC” solution with iWeigh (software and hardware).		Initiation	Project status needs confirming with Property Team.
1470	PRB Zscaler Cloud Based Zero Trust Platform	TDC’s current environment uses WAN to connect sites via private links, with a centralized firewall used to provide Internet access. Many of our applications and services are delivered through our on-prem datacentre, with a small but growing SaaS and public cloud presence. In line with our Cloud Fuelled strategic principle, we expect to close our on-prem datacentre by the end of 2023. (Any remaining specialised on-premise services e.g. SCADA, should also be considered for cloud-based management.)	Green	Closure	Complete
1458	PRB Native Habitats Tasman	Investigate, select and deploy a generic system suitable for meeting environmental monitoring needs specifically starting with the Native Habitats Tasman (NHT) project, Wetlands, and Fresh Water Invertebrates.	Amber	Procurement	Negotiating an agreement with Marlborough DC to us their application and database model. Amber because this project has experienced some delays owing to MDC’s availability to support the process.
1432	PRB - Water Consent Monitoring Application	Creation of automated notifications for water consent monitoring.	Green	Delivery	MVP completed on time 17 Dec 2023. Phase 2 approved to progress and work planned for Feb 2024.
1464	PRB - Environmental Information Portal Phase One - Hilltop	Develop a customer view of rainfall and river flow data and address	Green	Procurement	RFQ process underway.

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ID	Project Name	Description	Status	Stage	Project Summary
	Rivers and Rainfall Graphs	issues of website not meeting customer demands in rainfall events.			
1420	PRB - NES Data Capture	Data capture via digitisation of data to replace handwritten notes to help reporting and compliance with legislative obligations of National Environment Standards on Freshwater Management.	Green	Closure	Project completed and project review pending.
1418	PRB - DORIS Project Site Improvement	Improvements to project register to enable better reporting and project delivery.	Green	Initiation	PID close to completion. Sprint 0 in progress to design reporting data model and pilot dashboarding on priority reports.
1343	PRB - Water consultation portal	Pull the water data from 3 data sources and present in a visual format for iwi (and other interested people i.e., Council staff) to view and monitor. In accordance with the RM07187 Resource Consent Application.	Amber	Initiation	Project still required but no work has progressed. May require new data lake before we can do this digitally. Currently done manually.
1462	PRB TOTSM v4 Replacement	Procurement and implementation of Top of the South Maps application for stability and more functionality.	Amber	Planning	Procurement of vendor paused owing to uncertainty about the completeness of solutions offered. Undertaking a discovery phase to confirm technical requirements.
1460	PRB Hazards Project	Additional functionality within the existing TOTSMs platform so that staff and the public can access hazards information directly without needing to engage with staff.	Amber	Initiation	Project brief in development to confirm scope, resource and costs.
1461	PRB Digitisation of Historical Records	Have an external company digitise historical paper records to mitigate loss to fire, flood, theft and misplacement.	Green	Delivery	Project is coming to an end. Budget has been used to scan as many minute books, rates and cemetery records as possible. Not all historical records will be digitized.

INFORMATION SERVICES UPDATE

ID	Project Name	Description	Status	Stage	Project Summary
1459	PRB Elms Street records relocation	To identify the optimal record storage facility and move the Tasman District Council records located at 5 Elms Street to a new facility that meets required capacity and storage environment requirements.	Green	Delivery	4,000 boxes being catalogued and reboxed and shipped to TIMG in Christchurch for storage. Lease on Elm St expires 2027.

1.1

5. Financials

5.1 A reforecast exercise was undertaken in December 2023 and has revised the outlook for our current year workstream financial performance. Overall, an underspend of between \$600-800k is expected owing to an optimistic initial plan. A number of activities have been undertaken in-house, and some planned activities have been rescheduled to align with the timing of vendor onboarding for the Customer Relationship Management (CRM) module and Data and Insights workstream. These are important flagship initiatives which will inform and drive other work in the programme.

5.2 Financial Year Progress

Workstream	Budget (LTP Y0)	Dec Forecast	Actual	Act v Bud
Programme Layer	805,029	825,300	451,826	56.13%
CC&W	890,977	278,100	3,586	0.40%
Core Council Applications	1,173,074	1,391,198	559,310	47.68%
Data and Insights	647,713	256,000	7,813	1.21%
Cloud	661,414	1,000,343	361,328	54.63%
Smart Region	486,794	159,170	-	0.00%
IS Operating Model	44,995	155,663	134,234	298.33%
Contingency/Carry Forward		644,222		
Total	4,709,996	4,709,996	1,518,097	32.23%

5.3 Whole Programme Forecast

Workstream	LTP 21-31	Current Forecast	Actual to Date
Programme Layer	2,353,117	5,719,537	2,200,718
CC&W	1,521,960	1,915,035	165,521
Core Council Applications	5,030,565	8,288,748	1,952,360
Data and Insights	22,8,700	1,377,587	323,650
Cloud	1,376,123	2,142,222	1,116,607
Smart Region	471,700	161,370	2,200
IS Operating Model	827,355	769,454	748,025
Hosting, licences	4,500,000	0	0
Total	16,089,542	20,373,953	6,509,081

5.4 The costs for hosting and licensing have been spread across the workstreams where the cost for these services lie and are included the forecast and actuals for each workstream. The DIP funds the hosting and licencing costs for the implementation year of a project. The costs then move to the IS operating budget. Ongoing licencing and hosting costs are accounted for in the IS operating budget and forecasts.

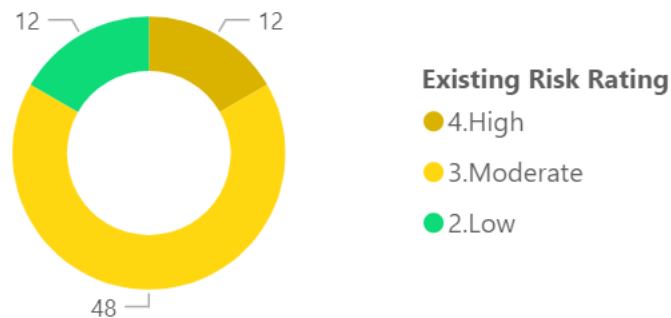
5.5 The Current Forecast forms the basis for the proposals included in the current LTP 2024-34.

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6. Risks and Issues

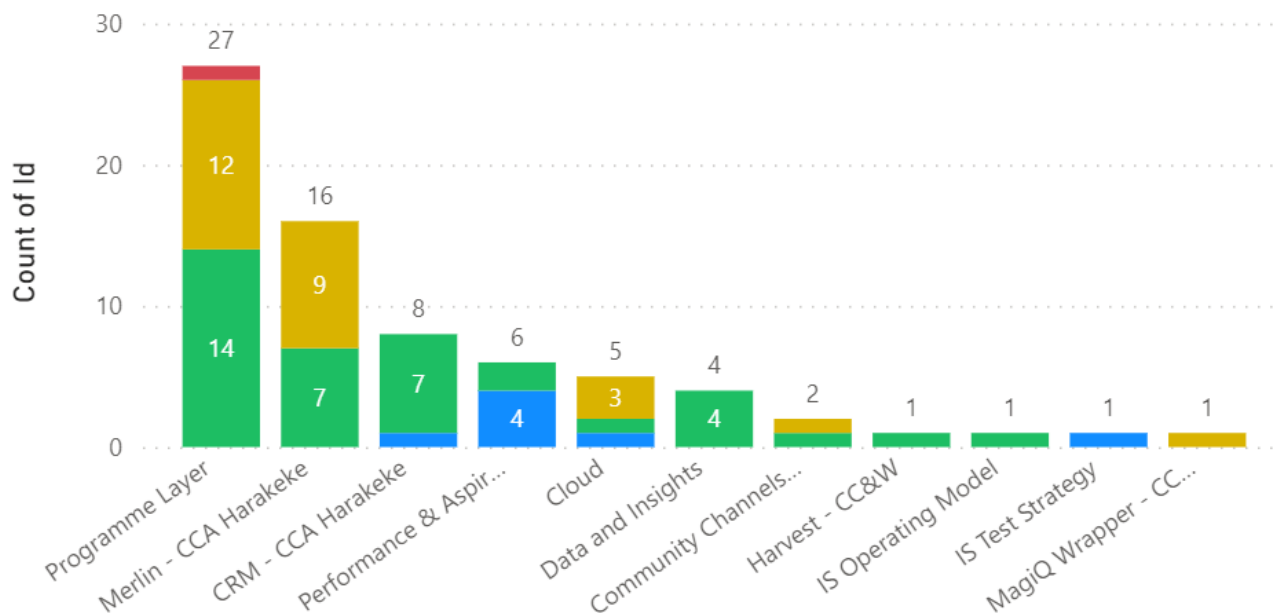
- 6.1 Since our last report we have used the programme risk categories from our revised business case to tag our risks and issues in our registers. This provides a good overview of the type of risks and issues we are capturing.
- 6.2 There are currently 72 open risks for the entire programme, down from 85 last month. 140 risks have been closed. 14 have occurred as issues.
- 6.3 12 risks have an existing rating of High. The only risk with a High existing and High residual rating is Risk 056, "the capacity or capability of the Council staff is insufficient to realise project outcomes". We have mitigations including planning ahead, resourcing planning, training project teams (e.g. Agile) and engaging Change Advocates to support projects. However, there are ongoing concerns from many stakeholders about the volume of work in general within the Council this year.

Open Risks



Initiative Risk Profile

Residual Risk Rating ● 1.Very Low ● 2.Low ● 3.Moderate ● 4.High

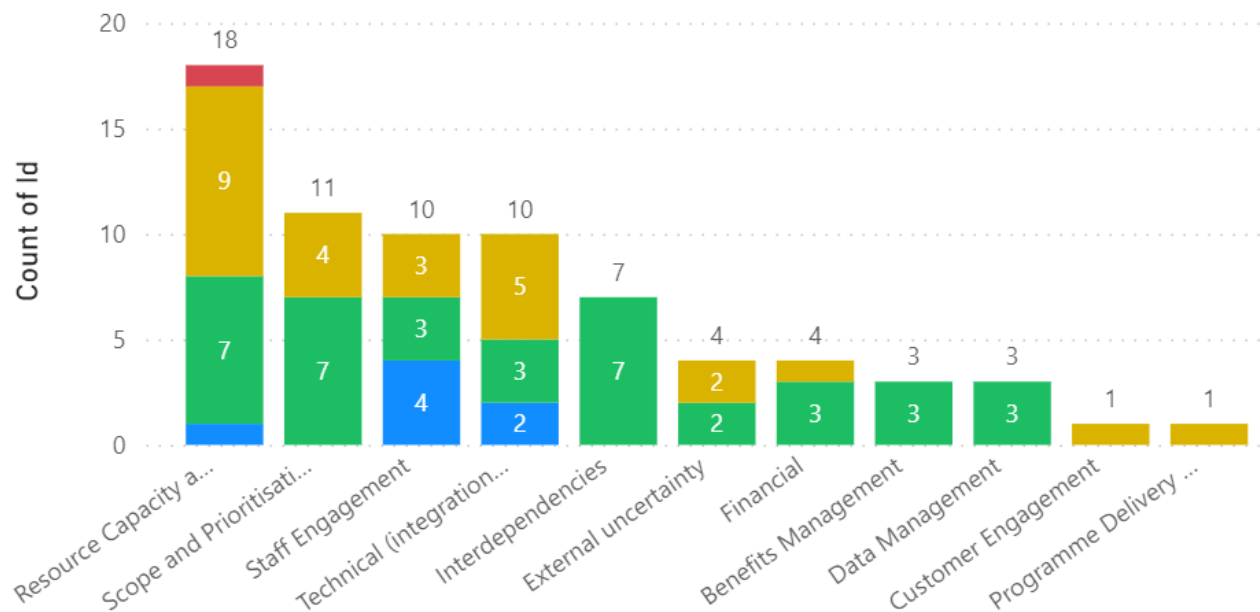


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- 6.4 The Programme Layer/Programme has the most risks, and the high risks, which reflects that the individual projects are under control, but the collective risk exposure impacts at programme level. Merlin has a large number of risks as it is a project in flight with more 'live' risks.

Risk Categories

Residual Risk Rating ● 1.Very Low ● 2.Low ● 3.Moderate ● 4.High



- 6.5 Resources and Skills are the most frequent risk reported, which supports our concerns about our capacity to deliver the multiple projects alongside other Council priorities. Scope and prioritisation risks are the next most common risk. Scope management can be a challenge in our environment, but the use of Value Stream Analysts and a Minimum Viable Product approach largely mitigates this. Staff engagement is also a concern, this is being addressed by the Communications Advisor and the Change Lead will support actions to mitigate this risk.
- 6.6 There are 17 open issues, with 11 being major (8) or extreme (3) significance. Of the 3 extreme issues, two relate to change management which is being addressed through the Change Methodology and Network roll out, and recruitment of the Change Lead. The remaining issue is a risk around some parallel activities in the MagiQ Upgrade, which are being managed by the team. Most of our issues to date are related to resourcing, skills and technical matters.

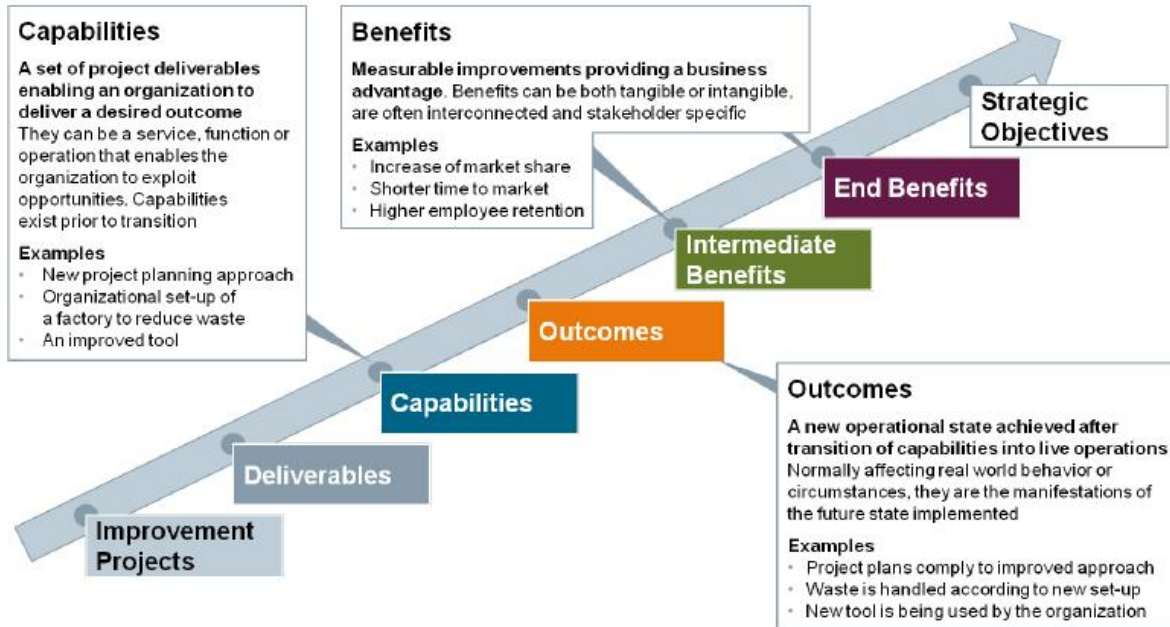
7. Benefit Realisation

- 7.1 At the last Operations Committee there was a question about how we can provide updates about the benefits delivered by the DIP. In the project and programme model we are using, projects deliver outputs that create new capabilities. Programmes focusing on achieving

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outcomes, which in turn realise benefits. Programme benefits are often realised a period of time after a project output or programme outcome is delivered.

Path between improvement projects and strategic objectives



7.2 We have an overarching benefit map and Investment logic models for each workstream which describe the planned outcomes and benefits. See figure 1, Benefits Overview.

7.3 At the end of each project, we complete a project review which captures any benefits realised by a project at that point in time, and a benefits review plan to ensure ongoing monitoring of achieved benefits.

7.4 Examples of realised benefits to date:

Project	Outcomes and Benefits
Cloud Migrations	<ul style="list-style-type: none"> • Migration of applications from on-site servers. • Reduced risk of damage to servers on site, loss of data from fire etc. • Enhanced data security management opportunities. • 70% reduction in power cost to run servers.
HRIS Payroll	<ul style="list-style-type: none"> • Transfer of payroll to a specialist vendor. • Removed reliance on one Council role for IP. • Removed unnecessary time sheeting for salaried staff.
IS Operating Model	<ul style="list-style-type: none"> • Capability uplift by appointing key specialist vendors for security, data and solution testing. • Services available as and when needed. • Access to industry standard support. • Higher level of cybersecurity management and tooling. • Higher level of solution testing reduces risk of poor solution implementation.

Figure 1, Benefits Overview

Benefits Overview

Outcomes	Benefits	Measures / Targets	DIP Workstreams
Improved Customer Service and Satisfaction	<ul style="list-style-type: none"> Customers have visibility of transaction processes Timely and accurate transactions Customers can transact with Council anywhere, anytime saving them time 	<ul style="list-style-type: none"> No of transactions/services available online and through portal / mobile app, and use stats More customers choosing to use automated online services. Increase in number of transactions happening online outside office hours. 	<ul style="list-style-type: none"> CC&W – 50% CCA – 40% Smart Region – 10%
Improved Data Accuracy	<ul style="list-style-type: none"> More accurate information to and from customers Externals able to access relevant data for wider community benefit Trusted data – no workaround Informed and transparent decision-making 	<ul style="list-style-type: none"> # contacts with 'clarification' tag for previously released information Case examples of Council data used by third parties for positive community outcomes Requests for, and use of dashboards / reporting direct from apps. Council planning documents and reports increasingly draw on data evidence Reduced spend on legal (LGOIMA) 	<ul style="list-style-type: none"> CC&W – 20% CCA – 20% Data and Insights – 50% Smart Region – 10%
Improved Delivery of Business Change	<ul style="list-style-type: none"> Common platform enables easier implementation Business ownership of product / service Active change backlog delivered Well-managed implementation (risk-based approach) Successful go-live implementation and embedded change Ability to measure project benefits 	<ul style="list-style-type: none"> Business tech changes use common cloud platform where possible Reduced change requests (more self implemented change?) # change projects delivered on time, cost, quality, outcome and benefit Service desk calls post Go Live Positive user feedback 	<ul style="list-style-type: none"> CC&W – 40% CCA – 40% IS Operating Model – 20%
Improved Management of Business Risks	<ul style="list-style-type: none"> Reduced risk to data and applications during hazard/security events Reduced risk to personal data sets Reduced impact from cyber threat events (recovery time) 	<ul style="list-style-type: none"> Hazard PIR does not identify access as an issue Business continuity and recovery trends during hazard events (duration of impact on BAU?) Cyber events defended (we should be able to put \$\$ value on business interruption) QA of data management processes? 	<ul style="list-style-type: none"> Cloud - 50% Data and Insights – 50%
Improved Regulatory Compliance	<ul style="list-style-type: none"> Adherence to regulations through rule driven workflows Reduced risk of non-compliance penalties 	<ul style="list-style-type: none"> # rules driven workflows transitioned to digital workflow process Reduced # LGOIMA spend Reduced # contacts where LIM clarification is a tag Consenting timeframes – reduced cost of consultants and fines 	<ul style="list-style-type: none"> CC&W – 45% CCA – 45% Smart Region 10%
Increased Staff Efficiency and Productivity	<ul style="list-style-type: none"> Increased productivity More time for value-added work Constrain staff increases Work from anywhere Streamlined case management – 360 view of customer Reduced cost of poor processes 	<ul style="list-style-type: none"> Staff FTE under forecast baseline owing to increased efficiency / productivity Staff snapshot baselines of time spent on admin / manual processes Reduced external cost to meet workload demands 	<ul style="list-style-type: none"> CC&W – 20% CCA – 20% Cloud – 20% Data and Insights – 20% Smart Region – 20%

8. Attachments / Tuhinga tāpiri
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Nil