

Citycare **Property** 

# Monthly Report

December 2022 – January 2023

**TC40/17 Tauranga + Mount / Papamoa Reserves  
Management**

# Contents

<b>1</b>	<b>Key Issues/Highlights Summary .....</b>	<b>5</b>
<b>2</b>	<b>Customer Satisfaction.....</b>	<b>6</b>
2.1	Response KPI.....	6
2.2	After Hours Callouts .....	7
2.3	Customer Compliments.....	7
2.4	Customer Complaints .....	7
<b>3</b>	<b>Quality Management.....</b>	<b>8</b>
<b>3.1</b>	<b>Site Audits .....</b>	<b>8</b>
	<b>TC40/17 Tauranga Reserves – Not provided by TCC at time of report deadline .....</b>	<b>8</b>
	<b>TC40/17 Mount / Papamoa Reserves - .....</b>	<b>8</b>
<b>3.2</b>	<b>Routine Inspections Record .....</b>	<b>8</b>
<b>3.3</b>	<b>Quarterly KPI .....</b>	<b>8</b>
	<b>Tauranga .....</b>	<b>8</b>
<b>3.4</b>	<b>Amenity Horticulture Reports.....</b>	<b>9</b>
	<b>Tauranga .....</b>	<b>9</b>
	<b>Mount / Papamoa.....</b>	<b>9</b>
<b>3.5</b>	<b>Turf Reports.....</b>	<b>9</b>
	<b>Tauranga .....</b>	<b>9</b>
	<b>Mount / Papamoa.....</b>	<b>9</b>
<b>3.6</b>	<b>Annual Asset Condition Inspections / Reports .....</b>	<b>10</b>
	<b>Tauranga .....</b>	<b>10</b>
	<b>Mount/Papamoa.....</b>	<b>10</b>
<b>4</b>	<b>Financial Review .....</b>	<b>11</b>
	<b>Tauranga .....</b>	<b>11</b>
	<b>Mount / Papamoa.....</b>	<b>11</b>
<b>4.1</b>	<b>Amenity Horticulture .....</b>	<b>12</b>
	<b>Proposed Works Requiring Approval – .....</b>	<b>12</b>
	<b>Tauranga .....</b>	<b>12</b>
	<b>Mount/Papamoa.....</b>	<b>12</b>
<b>4.2</b>	<b>Turf .....</b>	<b>12</b>

	Proposed Works Requiring Approval .....	12
	Tauranga .....	12
	Mount / Papamoa .....	13
<b>4.3</b>	<b>Structures .....</b>	<b>13</b>
	Proposed Works Requiring Approval .....	13
	Tauranga .....	13
	Mount / Papamoa .....	13
<b>5</b>	<b>Staff Update .....</b>	<b>13</b>
<b>6</b>	<b>Health and Safety .....</b>	<b>14</b>
	6.1. Contractors Audits .....	14
	6.2. Accidents, Near Misses, Total Recordable Injury Frequency Rate .....	15
	6.3. Other.....	15
<b>7</b>	<b>Herbicides and Pesticides .....</b>	<b>15</b>
	7.1. Amenity Horticulture .....	15
	7.2. Turf .....	15
	7.3. Histogram Plotting the Monthly Volumes of Each Chemical Concentrate .....	15
	7.4. Other.....	16
<b>8</b>	<b>Innovations and Efficiencies .....</b>	<b>16</b>
<b>9</b>	<b>Park Security .....</b>	<b>16</b>
	9.1. Ongoing Security Issues with Padlocks .....	16
	9.2. Vandalism, Accidental and Storm Damage Identified .....	16
	9.3. Issues Associated with Public Toilets, Rubbish Bins, Nuisance Gatherings, or Illegal Parking .....	16
	9.4. After Hours Vehicle Release Information .....	16
	9.5. Other Security.....	16
<b>10</b>	<b>Horticulture Operational.....</b>	<b>17</b>
	10.1. Dead / Irrecoverable Plants Removed .....	17
	10.2. Incidences of Pest and Disease Infestation .....	17
	10.3. Street Garden Renewals Register .....	17
	Tauranga .....	17
	10.4. Tropical Display House Visitor Record.....	18
	10.5. General Business .....	18
	10.6. Horticulture Reports.....	19
<b>11</b>	<b>Turf Operational .....</b>	<b>19</b>
	11.1. Areas too Wet to Mow .....	19
	11.2. Turf Renovation Report .....	19
	Tauranga .....	19
	11.3. Seasonal Spray Programme .....	20
	11.4. Turf Reports.....	20

11.5.	General Business .....	20
<b>12</b>	<b>Structures Operational .....</b>	<b>20</b>
12.1.	Structures and Park Furniture Inspection Programme .....	20
12.2.	Community Share Playgrounds.....	21
12.3.	Annual Asset Condition Inspections / Reports .....	21
12.4.	General Business .....	22
	<b>Appendix I – PCBU Monthly Report (October 2022) .....</b>	<b>23</b>

# 1 Key Issues/Highlights Summary

## Other

- NTC # 1 TC1/22. TCC issued 1/1, CC responded 22/11.
- Mount /Papamoa Inspection opportunist report. Report sent to TCC 24/11
- TMP Costings queried (Email 20/12/22)

## Amenity Horticulture

- General pruning, weeding, and mulching
- General maintenance
- Growth is still intense due to the wet weather and humid conditions.
- Tropical display house reclad has been completed

## Playgrounds

- Carlton Reserve, remove old swings for new modular and 3 bay swing set
- Pacific Park new playground, furniture installed.

## Structures

- Shade structures are being installed at multiple parks – ongoing
- All works underway on new contract

## Barbeques

- BBQs to be installed at Tutarawānanga -Yatton Park and Beach Road Reserve.

## Water Features

- Memorial Park multiple issues are needing attention- maintenance ongoing.
- Robbin's Park fountain recommended additional cleans added to rounds.
- Water features under new contract inspections underway.

## Lighting

- Tauranga Domain selected lighting being looked at by Guild and Spence – ongoing

## Turf

- Hard Surface spraying – ongoing
- Spraying of Cemeteries is complete.
- Low lying areas still have soggy ground.
- Will continue to monitor conditions, and mow what parts we can, will have to leave soggy areas.
- Jordan Field – Memorial Park mowing schedule.
- Cemeteries off contract 01/02/23

## Irrigation

- Turned off permanently May – October (still turned off)
- With current weather conditions irrigation has been kept off.
- Will follow TCC's water usage plan.

## 2 Customer Satisfaction

### 2.1 Response KPI

CCM's completed or due in **December 2022 – January 2023**

CCM	Priority	Completion Due Date	Completion Date	Amended Completion Date	Completed Within Timeframe	Should be Exempt
1000170	B	4/07/2022	12/12/2022		Yes	Lock in
1019629	A	12/10/2022	6/12/2022		No	Delayed due to waiting on Parts
1023730	D	17/11/2022	1/12/2022		Yes	
1025440	D	26/11/2022	5/12/2022		Yes	
1026800	D	5/12/2022	1/12/2022		Yes	
1028489	D	10/12/2022	1/12/2022		Yes	
1028949	D	12/12/2022	13/12/2022		Yes	
1029018	D	13/12/2022	2/12/2022		Yes	
1029837	C	9/12/2022	2/12/2022		Yes	
1030181	D	22/12/2022	8/12/2022		Yes	
1030208	D	22/12/2022	8/12/2022		Yes	
1030389	B	8/12/2022	13/12/2022		No	Lock in
1030465	D	22/12/2022	8/12/2022		Yes	
1030516	D	20/12/2022	13/12/2022		Yes	
1030766	B	10/12/2022	12/12/2022		No	Delayed Waiting on Repair
1030802	D	21/12/2022	20/12/2022		Yes	
1030825	D	21/12/2022	8/12/2022		Yes	
1031260	D	23/12/2022	16/12/2022		Yes	
1031313	D	23/12/2022	16/12/2022		Yes	
1031319	D	23/12/2022	15/12/2022		Yes	
1031369	D	24/12/2022	22/12/2022		Yes	
1031774	D	26/12/2022	20/12/2022		Yes	
1032733	D	1/01/2023	30/12/2022		Yes	
1032896	D	2/01/2023	20/12/2022		Yes	
1033044	D	3/01/2023	20/12/2022		Yes	
1033352	D	4/01/2023	22/12/2022		Yes	
1033581	D	5/01/2023	20/01/2023		Yes	
1033806	D	6/01/2023	11/01/2023		Yes	
1033864	B	25/12/2022	24/12/2022		Yes	
1033885	A	24/12/2022	24/12/2022		Yes	
1034365	D	12/01/2023	12/01/2023		Yes	

1034418	D	12/01/2023	11/01/2023	Yes
1034676	D	15/01/2023	4/01/2023	Yes
1035041	B	7/01/2023	4/01/2023	Yes
1035066	D	18/01/2023	12/01/2023	Yes
1035744	D	16/01/2023	17/01/2023	No
1036104	B	14/01/2023	13/01/2023	Yes
1036475	D	27/01/2023	18/01/2023	Yes
1037267	D	31/01/2023	23/01/2023	Yes

Percentage of relevant work orders completed within the required response times based on date made claimable:  
Based on the information above 100% = 20/20

## 2.2 After Hours Callouts

Date and Time	WO / Cam ID	Caller	Detail
24/12/22 11.45am	4666335	[Redacted] s 7(2)(a) - Privacy	<b>Pilot Bay</b> Travel to site and found both BBQs off. LH BBQ switched on ok. RH ok. All working ok.
24/12/22 12.00pm	4666320		<b>Karewa Parade</b> Travel to site and remove table and seat from the asphalt on sand. Will need concrete footings to secure. Permanently.
21/01/23 11.30am	4683364		<b>The Strand Playground</b> Remove sand digger by digging a large hole around the base that was wide enough to not fill back in. Removed bolts by grinding off.
31/01/23 4.00pm	4694630		Replaced missing bolt that holds pipe on Fireman pole into wooden post.

## 2.3 Customer Compliments

Nothing to report

## 2.4 Customer Complaints

From: [Redacted] s 7(2)(a) - Privacy

Date: 02/12/22

[Hort] [Redacted] s 7(2)(a) - Privacy

Registered Valid Complaint: Garden weeding - long response time

### 3 Quality Management

#### 3.1 Site Audits

##### TC40/17 Tauranga Reserves –

Asset	Month Result		Year to Date 2022_2023
	Dec 22	Jan 23	
Mowing and Vegetation Control	97%	94%	98%
Amenity Horticulture	96%	94%	97%
Structures	N/A	N/A	N/A
Playgrounds	100%	100%	98%
<b>Overall Average</b>	<b>95%</b>	<b>96%</b>	<b>97%</b>

##### TC1/22 MT/Pap

Asset	Month Result		Year to Date 2022_2023
	Dec 22	Jan 23	
Mowing and Vegetation Control	99%	95%	97%
Amenity Horticulture	93%	94%	94%
Structures	N/A	N/A	N/A
Playgrounds	99%	100%	97%
<b>Overall Average</b>	<b>97%</b>	<b>96%</b>	<b>97%</b>

##### TC40/17 Mount / Papamoa Reserves –

Possible disruption to service – Application for temporary exemption due to unprecedented rainfall and subsequent growth conditions.

#### 3.2 Routine Inspections Record

- Refer to appendices – Inspections by Category.

#### 3.3 Quarterly KPI

##### Tauranga

KPI TC40/17 Year 4 Q2 – 92.5% YTD

KIP TC1/22 Year 1 Q2 – (YTD)

- Next quarterly KPI results due April (reporting Jan-Mar 2023)

### 3.4 Amenity Horticulture Reports

#### Tauranga

Report	Response Time	Submitted (date)	Claimed
<b>Planting Plan for Tropical Display House Changed</b>	August, November, February and May	Submitted Next due January 2023	N/A
<b>Planting Plan for Annual Beds</b>	December and June	Submitted Next due May 2023	N/A
<b>Street Garden Renewal Programme</b>	March Monthly Report	On-going	N/A

#### Mount / Papamoa

Report	Response Time	Submitted (date)	Claimed
<b>Planting Plan for Annual Beds</b>	December and June	Submitted Next due May 2023	N/A
<b>Street Garden Renewal Programme</b>	March Monthly Report	On-going	N/A

### 3.5 Turf Reports

#### Tauranga

Report	Response Time	Submitted (date)	Claimed
<b>Irrigation System Pre-Season Check Report</b>	August Monthly Report	Submitted: <i>September 2022</i>	N/A
<b>Irrigation System Annual Asset Condition Inspection Report</b>	September Monthly Report	Submitted: <i>September 2022</i>	SOR:5.1 Claim: <i>28<sup>th</sup> September 2022</i>

#### Mount / Papamoa

Report	Response Time	Submitted (date)	Claimed
<b>Irrigation System Pre-Season Check Report</b>	August Monthly Report	<i>Submitted: September 2022</i>	N/A
<b>Irrigation System Annual Asset Condition Inspection Report</b>	September Monthly Report	<i>Submitted: 15<sup>th</sup> September 2022</i>	SOR:M5.1 Claim: <i>28<sup>th</sup> September 2022</i>

### 3.6 Annual Asset Condition Inspections / Reports

#### Tauranga

Asset	Programmed	Due	Claimed
<b>Zone A</b>	Jul - Aug	September <i>Submitted: 02<sup>nd</sup> September 2022</i>	SOR:7.1 <i>Claim: 28<sup>th</sup> September 2022</i>
<b>Zone B</b>	Sep - Oct	November <i>Submitted: 12<sup>th</sup> October 2022</i>	SOR:7.1 <i>Claim: 29<sup>th</sup> November 2022</i>
<b>Zone C</b>	Nov - Dec	January <i>Submitted: 28/12/22</i>	SOR:7.1 Claim:
<b>Zone D</b>	Jan – Feb	March <i>Submitted:</i>	SOR:7.1 Claim:
<b>Zone E</b>	Mar - Apr	May <i>Submitted:</i>	SOR:7.1 Claim:
<b>Zone F</b>	May - Jun	July <i>Submitted: 05<sup>th</sup> July 2022</i>	SOR:7.1 <i>Claim: 31<sup>st</sup> August 2022</i>
<b>Stormwater Structures Annual Asset Condition Inspection Report</b>	Apr - May	June <i>Submitted: 19<sup>th</sup> July 2022</i>	SOR:7.6.1 <i>Claim: 31<sup>st</sup> August 2022</i>
<b>Playgrounds Annual Audit Inspection Report</b>	May - Jun	July <i>Submitted: 11<sup>th</sup> July 2022</i>	SOR:8.1 <i>Claim: 31<sup>st</sup> August 2022</i>
<b>Barbecues Annual Asset Condition Inspection and Technical Inspection Report</b>	Jul - Aug	September <i>Submitted: 21<sup>st</sup> September 2022</i>	SOR:9.1 <i>Claim: 28<sup>th</sup> September 2022</i>
<b>Parks Lighting Annual Asset Condition Inspection Report</b>	Feb – Mar	April <i>Submitted:</i>	SOR:11.1 Claim:

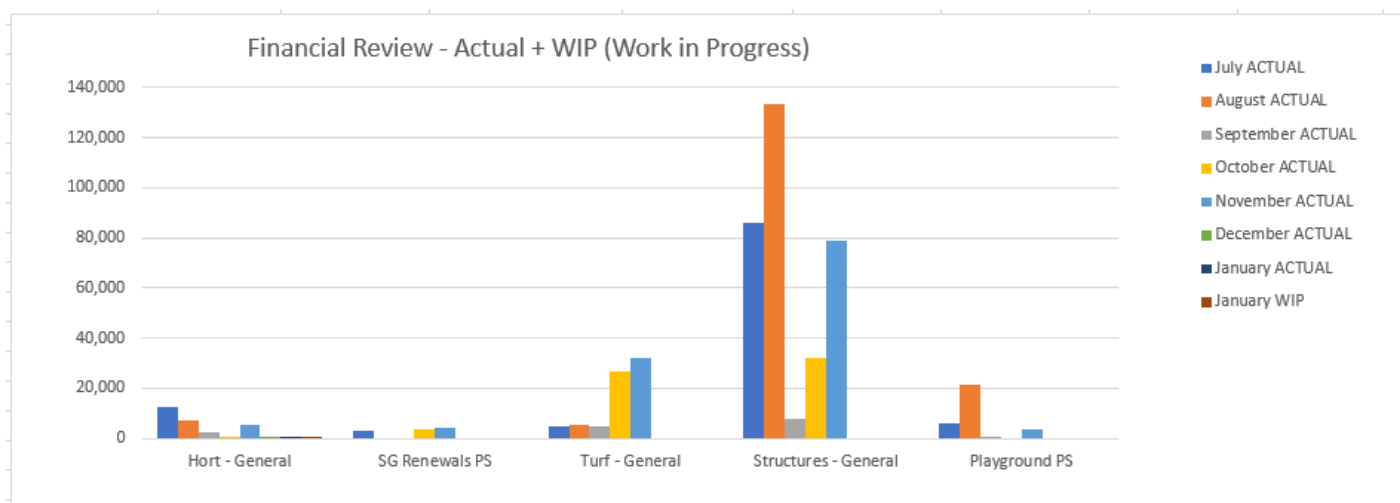
#### Mount/Papamoa

Asset	Programmed	Due	Claimed
<b>Zone 1</b>	Jul - Aug	September <i>Submitted: 16 September 2022</i>	SOR:M7.1 <i>Claim: 28<sup>th</sup> September 2022</i>
<b>Zone 2</b>	Sep - Oct	November: <i>Submitted: 1<sup>st</sup> November 2022</i>	SOR:M7.1 <i>Claim: 29<sup>th</sup> November 2022</i>
<b>Zone 3</b>	Nov - Dec	January <i>Submitted: 13/12/22</i>	SOR:M7.1 Claim:
<b>Zone 4</b>	Jan – Feb	March <i>Submitted:</i>	SOR:M7.1 Claim:

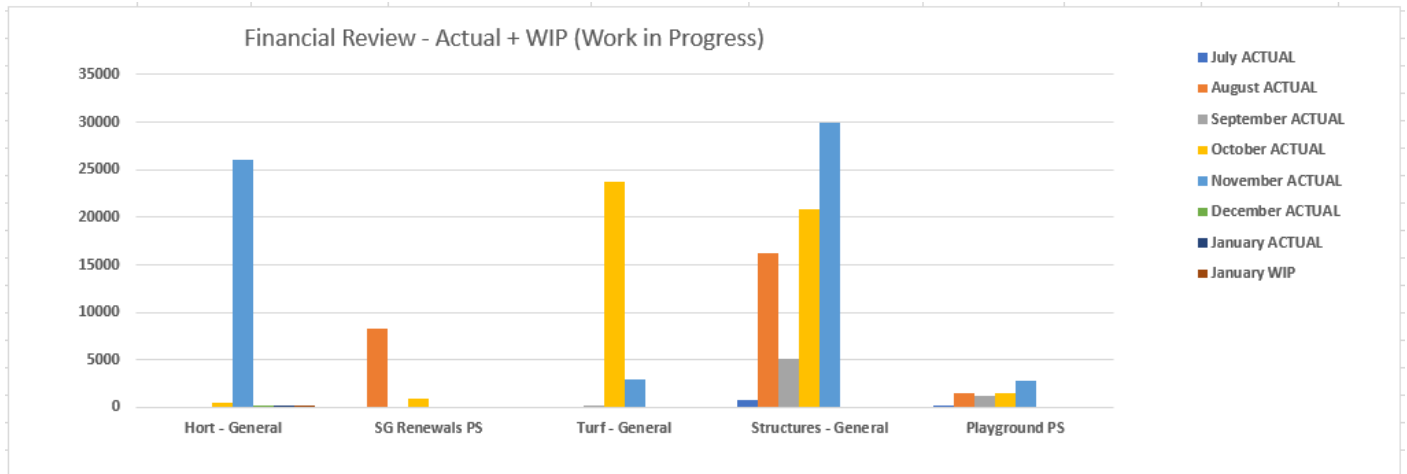
<b>Zone 5</b>	Mar - Apr	May <i>Submitted:</i>	SOR:M7.1 Claim:
<b>Zone 6</b>	May - Jun	July <i>Submitted:</i>	SOR:M7.1 Claim:
<b>Stormwater Structures Annual Asset Condition Inspection Report</b>	Apr - May	June <i>Submitted:</i>	SOR:M7.6.1 Claim:
<b>Playgrounds Annual Audit Inspection Report</b>	May - Jun	July <i>Submitted:</i>	SOR:M8.1 Claim:
<b>Barbecues Annual Asset Condition Inspection and Technical Inspection Report</b>	Jul - Aug	September <i>Submitted: 21<sup>st</sup> September 2022</i>	SOR:M9.1 Claim: 28 <sup>th</sup> September 2022
<b>Parks Lighting Annual Asset Condition Inspection Report</b>	Feb – Mar	April <i>Submitted:</i>	SOR:M11.1 Claim:

## 4 Financial Review

### Tauranga



### Mount / Papamoa



## 4.1 Amenity Horticulture

### Proposed Works Requiring Approval –

#### Tauranga

Asset	Proposed Works	Status
Nothing to report		

#### Mount/Papamoa

Asset	Proposed Works	Status
TC1/22	As per inspection list supplied 24/11 Summary on 06/12 post TCC Meeting.	

## 4.2 Turf

### Proposed Works Requiring Approval

#### Tauranga

Asset	Proposed Works	Status
Maungarangi Reserve	Turf Renovation	Approved – yet to be completed

Mount / Papamoa

Asset	Proposed Works	Status
Nothing to report		

4.3 Structures

Proposed Works Requiring Approval

Tauranga

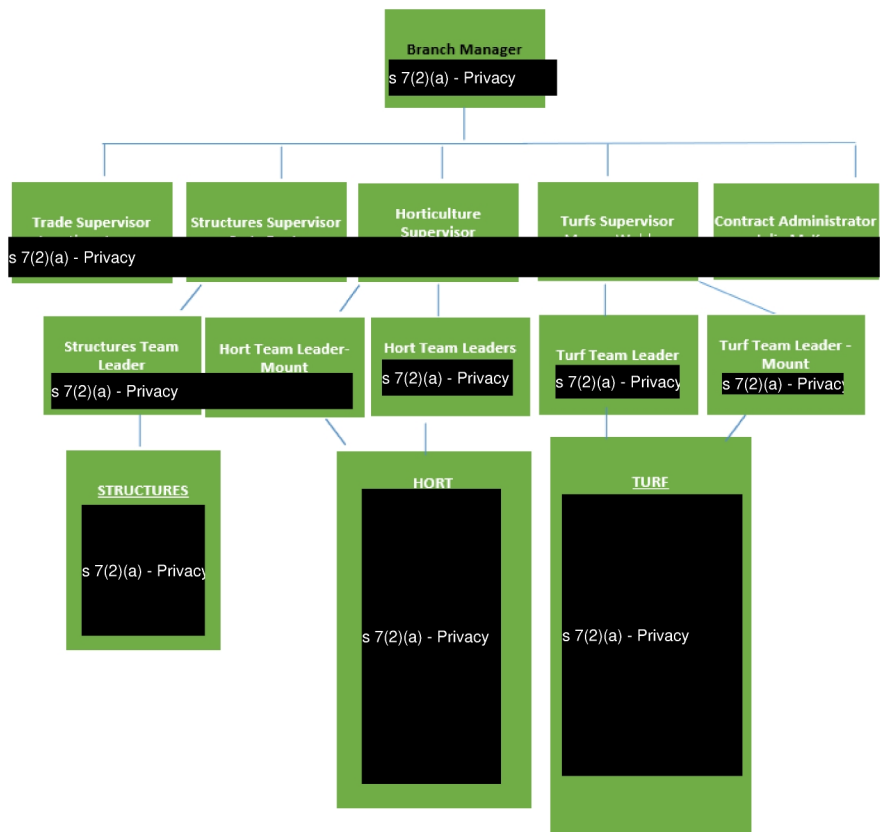
Asset	Proposed Works	Status
Nothing to report		

Mount / Papamoa

Asset	Proposed Works	Status
Nothing to report		

5 Staff Update

Organisation Chart:



## 6 Health and Safety

### 6.1. Contractors Audits

Inspections completed for **December 2022 – January 2023**

Area	Asset	Task Observed	Compliant
<b>Hort</b>	Mount Maunganui CBD	Weeding of roundabout G1 Gardens and annual beds	Yes
	6 Kakemai Rise	Maintenance on Walkway, Removed Weeds growing on native vegetation in G2 garden	Yes
	Durham Street, Tauranga	Serving rain gardens along roadside weeding, heading flax and Ringa lilies, Trimming groundcover from pavement edges.	Yes
<b>Turf</b>	Coronation Park	Weedeating	Yes
	Sydenham Botanic Park	Weedeating round bollards and fine line	Yes
	Papamoa Junction Amenity Reserve	Weedeating sides of the Bank	Yes
	Lakeview Quay, The lakes	Weedeating around lake close to Lakeview Quay	Yes
	Bayfair Reserve	Mowing with the Pegasus	Yes
	Belvedere Drainage	Mowing on an OutFront mower	Yes
	Coronation Park	Mowing Park	Yes
	Robbins Park	Training and inducting stuff into mowing with new stand on Toro's	Yes
	<b>Structures</b>	Mount Main Beach	Installing Plaque on seat
Pacific Park		Move Chain gate, dig out seat pads and install horse tether	Yes
17 <sup>th</sup> Avenue Skate Park		Shelter Install	Yes
Waitaha Reserve		Playground Inspection	Yes
Carlton Reserve		Dig out pad and boxing for Akora shelter	Yes
Tay Street		BBQ Cleaning	Yes
Memorial Park		Power Washing Fountain	Yes

## 6.2. Accidents, Near Misses, Total Recordable Injury Frequency Rate

- Completed manually 06/09/2022 (August 2022) as requested by TCC 05/07/2021 – No longer online. (See appendix I)

## 6.3. Other

# 7 Herbicides and Pesticides

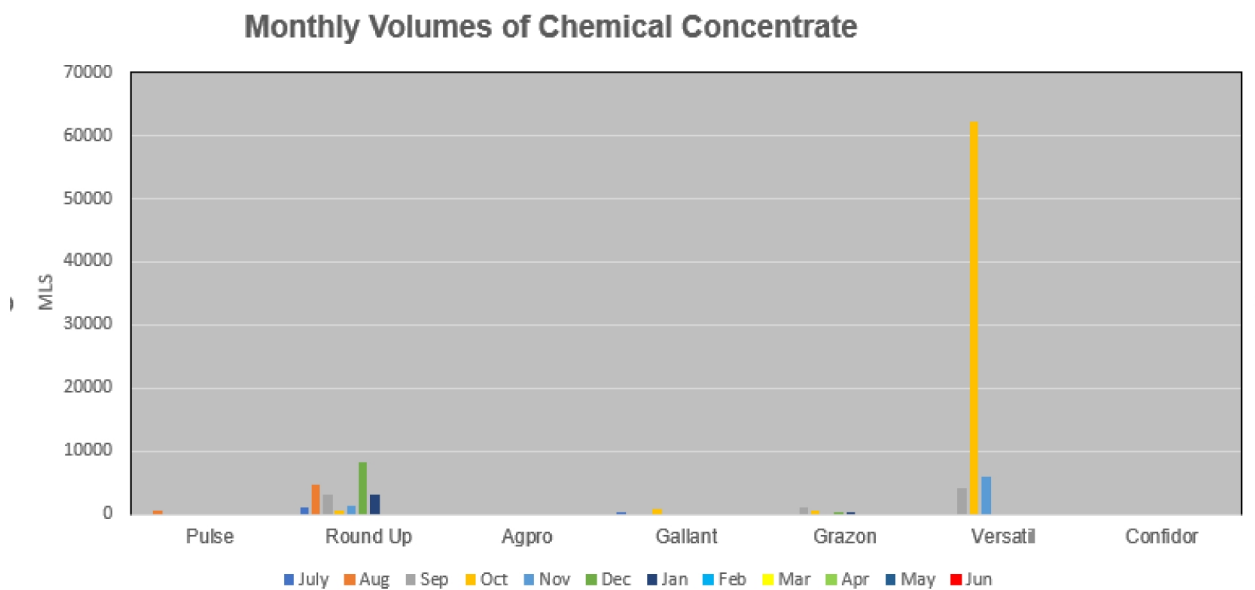
## 7.1. Amenity Horticulture

Indicative spray plan for the following month: January 2023 (As of report date 29/01/2023)

19/01/2023	64 Actual	s 7(2)(a) - Pr	07:00	14:00	TC40/17 Reserves	s 7(2)(a) - F	Herbicide-Garden (inc shrubberies)	Taurikura drainage res from double bay rd to Lakeview quay	Round Up	Knapsac Low Pressure
------------	-----------	----------------	-------	-------	------------------	---------------	------------------------------------	--	----------	----------------------

## 7.2. Turf

## 7.3. Histogram Plotting the Monthly Volumes of Each Chemical Concentrate



## 7.4. Other

- Changes to Spray Free Register – Issued latest copy – will review monthly for changes.  
Last date on register 23/12/2021

Teal Reserve to be added to Spray Free Register – excel sheet sent to s 6(c) - Maintenance of Law  
October 2022 no change from above, TCC still to action.

## 8 Innovations and Efficiencies

- Nothing to report.

## 9 Park Security

### 9.1. Ongoing Security Issues with Padlocks

- Various sites – padlocks are missing, needing to be replaced.

### 9.2. Vandalism, Accidental and Storm Damage Identified

- Graffiti major issue.

### 9.3. Issues Associated with Public Toilets, Rubbish Bins, Nuisance Gatherings, or Illegal Parking

- Nothing to report

### 9.4. After Hours Vehicle Release Information

20/11	Beach Road Reserve	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	BMX Track	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Carlton Reserve	Date	Opening Time	Closing Time	Notes (security issues etc.)
		16-Jan	0532	2139	BMX meeting on, they will close gate
20/10	Carmichael Rd Reserve	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Dive St Basketball Court	Date	Opening Time	Closing Time	Notes (security issues etc.)
		12-Jan	0626	2200	Padlock not working properly
20/10	Fergusson Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Gate Pa Recreation	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Greerton Marist Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Kopurererua Valley Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Kulim Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Marine Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Matua Salt Marsh	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Mitchell Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Mt/Pap - Arataki Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Mt/Pap - Blake Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Mt/Pap - Gordon Spratt Reserve	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Mt/Pap - Helwetts Rd Reserve	Date	Opening Time	Closing Time	Notes (security issues etc.)
		9-Jan	0612	2348	Lock damaged / vandalism
		18-Jan	0610	2255	Gate Open / Lock broken
20/10	Mt/Pap - Omanu Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
		9-Jan	0558	0046	Lock damaged
20/10	Mt/Pap - Papamoa Beach Reserve	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Mt/Pap - Papamoa Domain	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Mt/Pap - Waiariki St Carpark	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Otumoetai Rail Reserve	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Pemberton park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Rotary Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Rowesdale Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Selwyn Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Tutarawānanga - Yatton Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Tye Park	Date	Opening Time	Closing Time	Notes (security issues etc.)
20/10	Waipuna Park	Date	Opening Time	Closing Time	Notes (security issues etc.)

### 9.5. Other Security

- Nothing to report

## 10 Horticulture Operational

### 10.1. Dead / Irrecoverable Plants Removed

Asset (Where)	Plant Type (What)	Date (When)	Replacement Status
Wharf Street	Succulents	15/11/22	In progress

### 10.2. Incidences of Pest and Disease Infestation

Asset	Plant Type	Disease Infestation	Action
Greerton	Day lilies	Rust	Will prune back down to ground level. Mulch and will grow back.

### 10.3. Street Garden Renewals Register

#### Tauranga

Round #	Asset	Remove/Replace	Propose	Status
Round 1	Yatton Park 81573	Renew very old plants	Replace with ground cover Leptospermum 'Red Falls' or 'Pink Cascade'	Proposed
	Yatton Park 81576	Garden needs under planting by adding add more natives	Hebe's, Coprosma 'Red Rocks' as groundcover - Myosotidium Hortensia (CI forget-me-not). - Pachystegia Insignis (Rock Daisy)	Approved
	Yatton Park 80338, 82260	Old and tired needs renewal	New Hebe's, Rosemary	Proposed
ROUND 2	Kopu Drive Splitter 80853	Has the weed Montbretia, needs renewal	Groundcover Grevillea Mt Tam	Approved
	Hollister Lane Reserve 80525, 80526, 81411	Old plants need replacing	Plant Nandenia and Lomandra	Approved
	Greerton Village Green 80506	Old plants need replacing	Require planting plan to approve	Proposed

ROUND 3	Memorial Park G4 Garden	Clear undergrowth vegetation leaving only ground Aggie's	Underway	Approved
	<b>La Cumbre Close</b> 80856, 81746		Ground Cove	Proposed
	<b>Dive Crescent</b> <b>82328, 79868, 81342</b>	Part Renewal	Ongoing	Approved
ROUND 4	<b>Maxwell's Esplanade</b>			Proposed
	<b>Esme Road</b> 8077	Old and dying	14 plants Ground cover	Approved
	<b>Harbour Drive</b>			Proposed
	<b>Bellevue Park</b> 148113		Infill planting to take place. Area has been cleared and mulched.	Approved
	<b>Benjamin Place</b> <b>80423</b>	Dig out and renew		To be approved
	<b>Hillcrest Street</b> <b>79947</b>	Part renewal		To be approved
	<b>Harbell Close</b> <b>79661</b>	Renewal		To be approved
ROUND 5	<b>Crater Close 79399</b>	To be dug out		Approved

#### 10.4. Tropical Display House Visitor Record

Monthly Visitor Type	Monthly Count: Dec	Jan	YTD Count: 2022_2023
Local	8	42	232
Rest of NZ	14	24	141
International	17	34	106
Counter numbers	1030	1117	11996

#### 10.5. General Business

- Working through renewals list – ongoing.
- Mulching as much as possible.
- Deadheading of Arthropodous, Flax, Agapanthus.
- Regular maintenance

- Inspection report provided to TCC 24/11. Lists renewal, infill, and mulch application for specific sites to deliver best practice outcome

## 10.6 Horticulture Reports

Report	Response Time	Submitted (Date)	Claimed
<b>Planting Plan for Tropical Display House Changed</b>	August, November, February, and May	Submitted Next due December 2022	N/A

## 11 Turf Operational

### 11.1. Areas too Wet to Mow

Asset	Site	Date	Comments
<b>GM569</b>	Kaitemako Stream Sewer Access Track	03/10/2022	Not serviceable as is too wet and waterlogged
<b>GM565</b>	Welcome Bay Road Sewer Access Track	03/10/2022	Not serviceable as is too wet and waterlogged
<b>161604</b>	Bell Road Property	03/10/2022	Not serviceable as is too wet and waterlogged
<b>68641</b>	Kopurererua Valley	16/11/22	Boggy area too service
<b>84737</b>	Fraser Street Reserve 2	21/11/22	Wet boggy area to service this asset
<b>84656</b>	Kiriwai Place Reserve	23/11/22	Too wet to service

### 11.2. Turf Renovation Report

#### Tauranga

Asset	Area	Propose	Status
Nothing to report			

#### Mount / Papamoa

Asset	Area	Propose	Status
Nothing to report			

### 11.3. Seasonal Spray Programme

- Annual Onehunga and Broadleaf weed control programmed for Tauranga, Mount / Papamoa and Stormwater assets as supplied by TCC. Spray Programme for 2022 is now complete.

### 11.4. Turf Reports

#### Tauranga

Report	Response Time	Submitted (date)	Claimed
<b>Irrigation System Pre-Season Check Report</b>	August Monthly Report	Due: Submitted September	N/A
<b>Report</b>	<b>Response Time</b>	<b>Submitted (date)</b>	<b>Claimed</b>
<b>Irrigation System Pre-Season Check Report</b>	August Monthly Report	Due: Submitted September	N/A

#### Mount/Papamoa

Report	Response Time	Submitted (date)	Claimed
<b>Irrigation System Pre-Season Check Report</b>	August Monthly Report	Due: Submitted September	N/A
<b>Report</b>	<b>Response Time</b>	<b>Submitted (date)</b>	<b>Claimed</b>
<b>Irrigation System Pre-Season Check Report</b>	August Monthly Report	Due: Submitted September	N/A

### 11.5. General Business

- Hard surface spraying – ongoing.
- Competency training and general machinery maintenance training - ongoing.
- Compliance training – booked for new F.T.E. staff.
- Recruiting for one staff member in Tauranga
- Flush season in full swing

## 12 Structures Operational

### 12.1. Structures and Park Furniture Inspection Programme

Assets found to no longer be on-site are emailed through to: § 7(2)(f)(ii) Assets are only made 'inactive' within the round when the asset is made 'inactive' in Accela. CC and TCC Integration maintains the integrity of asset data in a live environment.

Areas	Programmed Month
<b>Bellevue Otumoetai</b>	July
<b>Greerton</b>	July

Bayfair/Hewletts	July
Matua	July
Waikareao Marine Park	August
Gate Pa Fraser Street	August
Mount Maunganui CBD	August
Oropi Pyes Pa	September
Mount Maunganui Coastal	September
Lakes	October
Stormwater Assets	October
Maungatapu Waipuna	November
Papamoa East	November
Welcome Bay Ohauti	December
Papamoa West	December

## 12.2. Community Share Playgrounds

- Nothing to report.

## 12.3. Annual Asset Condition Inspections / Reports

### Tauranga

Asset/Report	Programmed	Submitted (Date)	Claimed
Stormwater Structures Annual Asset Condition Inspection Report	Apr - May	June <i>Submitted: 19<sup>th</sup> July 2022</i>	SOR:7.6.1 Claim: 31 <sup>st</sup> August 2022
Playgrounds Annual Audit Inspection Report	May - Jun	July <i>Submitted: 11<sup>th</sup> July 2022</i>	SOR:8.1 Claim: 31 <sup>st</sup> August 2022
Barbecues Annual Asset Condition Inspection and Technical Inspection Report	Jul - Aug	September <i>Submitted:</i>	SOR:9.1 Claim:

### Mount / Papamoa

Asset/Report	Programmed	Submitted (Date)	Claimed
Stormwater Structures Annual Asset Condition Inspection Report	Apr - May	June <i>Submitted:</i>	SOR:M7.6.1 Claim:

<b>Playgrounds Annual Audit Inspection Report</b>	May - Jun	July <i>Submitted:</i>	SOR:M8.1 Claim:
<b>Barbecues Annual Asset Condition Inspection and Technical Inspection Report</b>	Jul - Aug	September <i>Submitted:</i>	SOR:M9.1 Claim:

**12.4. General Business**

- No maintenance work to be done on the drop in platforms of the two vert skate ramps at Blake Park and Memorial Park.

## Appendix I – PCBU Monthly Report (November 2022)

# PCBU Monthly Health and Safety Report

Tauranga & Mount / Papamoa

Date	02/02/2023
Company Name	Citycare Ltd
Contract Name	TC40/17
Reporting Period — Month	December 22 – January 31
Report Completed By: Name	s 7(2)(a) - Privacy s 7(2)(a) - Privacy
Position:	Contract Administrator
TCC Contract Manager: Name	s 6(c) - Maintenance of Law s 6(c) - Maintenance of Law
Email:	
Please provide details of any positive health and safety initiatives implemented during this reporting period	
Number of man/hours workers in report period	8126.25
Number of staff inducted to TCC	0
Number of H&S inspections carried out during this period	17
Number Lost Time Injuries (An injury that resulted in a worker missing one shift or more)	2
Number of medical treatment injuries	0
Lost Time Injury Frequency Rate	0
Number of near miss reports	0
Number of notifiable events	0