



Tauranga City Council – City Operations  
 Monthly Operations – Natural Vegetation

Meeting  
 08

Date: 14.05.2024

Time: 9am

Venue: Tauriko Depot

Names of Attendees and Apologies

Attendees: s 6(c) - Maintenance of Law

s 7(2)(f)(ii)

Apologies:

Minutes By: s 7(2)(f)(ii)

Action	Actioned by	Topic	Status
Training day for cutting and pasting pest plants		H&S	Open
Pakanga Grove – amend audit		Site Quality Inspections	Open
Reformat old KPI report		Performance	Open
Advisors to meeting to discuss KPI's		Performance	Open
VO Process – in progress		Operations	Ongoing
Asset ID #'s included on all WO's		APP/IT	Open
Asset ID #'s required for the dunes		APP/IT	Open
Wind reading field to be added to the app – waiting on IT		APP/IT	Open
CCM process investigation and subtype breakdown		Operations	Open
Transport/Waters reimbursement process	s 7(2)(f)(ii)	Budget	Open
Advisors are unable to view photos or comments on the app – raise with IT		Operations	Open
Outstanding WO report for job's which Di created		Operations	Open
Prepare and distribute winter planting spreadsheet		Operations	Open
Allocate plants for the Rotary Club		Operations	Open
Lakes gardens handover – meet with s 7(2)(a) - Privacy and City Care		Other Business	Open
Windmeter testing		Other business	Open
Follow up with customers re outbound phone survey		Other business	Open
Nat to trial Glyphosate granules on Pampas		Other business	Open
s 7(2)(f)(ii) to introduce s 7(2)(a) - Privacy to s 7(2)(f)(ii)		Other business	Open


Topic	Discussion
	Natural Vegetation Monthly Report prepared and distributed by <span style="background-color: black; color: white; padding: 2px;">s 6(c) - Maintenance of Law</span> 2 days prior to this meeting – Taken as read
<b>Health &amp; Safety</b>	Training
<b>Site Quality Inspections</b>	<b>Health &amp; Safety</b> Dunes – 100% Mauao – 100%  <b>Quality</b> Dunes – 92% Revege – 88%
<b>Performance</b>  To be discussed at quarterly KPI meetings	KPI's
<b>Operations</b>	<b>Planned Work</b> E2 and E3 sites that need more work, Do any sites need their classification shifted? Michael to get a complete list of assets as at 1 July 2024

	<p><b>Reactive Work</b> Outstanding CCM's</p> <p><b>Work Orders</b></p> <p><b>Planting</b> Has all of the Winter planting preparation been completed? Anything outstanding?  Is everything recorded on the Planting Spreadsheet?  Have we received all of the plants that have been ordered?  Discussion – planning for juggling teams on planting vs maintain the programmed work and reactive work.</p> <p><b>Pest Control</b></p> <p><b>Variations</b></p> <p><b>Storm Water</b></p> <p><b>Transport</b></p>
<b>Budget</b>	Has City Ops set up a mechanism to track budgets for next year? Ie, plant purchases, reveg work, resto work, reactive work, planting (incl. prep). Is the reimbursement process form Transport and Waters understood?
<b>APP/IT</b>	s 7(2)(f)(ii) has a word document of requests/upgrades. Any more wants and needs to be added in here then I will transfer them to that list for when our turn comes.
<b>Other Business</b>	
<b>Next Meeting</b>	11 June 2024