



Tauranga City Council – City Operations
 Monthly Operations – Natural Vegetation

Meeting
 10

Date: 18.07.2024

Time: 11.00 am

Venue: Cameron Road L3 R3

Names of Attendees and Apologies

Attendees: [Redacted] s 6(c) - Maintenance of Law [Redacted] s 7(2)(f)(ii)
 Apologies: [Redacted]
 Minutes By [Redacted] s 7(2)(f)(ii)

Action	Actioned by	Topic	Status
Advisors to meeting to discuss KPI's	[Redacted] s 7(2)(f)(ii)	Performance	Ongoing
Asset ID #'s included on all WO's – In progress MB working on – list of improvements they want Karne to check with City Ops Admin	[Redacted] s 7(2)(f)(ii)	APP/IT	Ongoing
Rough Mowing- who is doing what, contract to be written and scope of these works <i>List to be collated of locations that are rough mowed – maps done more areas to be added</i>	[Redacted] s 6(c) - Maintenance of Law	Other business	Open
Te Ahui Pa site - spraying Woolly night shade, trees on steep slopes – to be actioned (review with Michael) Natalie	[Redacted] s 7(2)(f)(ii)	Operations	Open
Historic sites - make sure follow correct protocol	[Redacted] s 6(c) - Maintenance of Law	Operations	Ongoing

Topic	Discussion
	Natural Vegetation Monthly Report prepared and distributed by Karne Robertson 2 days prior to this meeting – Taken as read
Health & Safety	H&S audits to be reduced to 8 per month. Looking at wader training as an option. Have commenced notifying Traffic Management of team whereabouts. For TMP sites only.

<p>Site Quality Inspections</p>	<p>Health & Safety Dunes – 100% Mauao – 100%</p> <p>Quality Dunes – 94% Revege – 88%</p> <p>Everyone to enter scores as soon as possible as figures are taken in the first week of the month.</p>
<p>Performance To be discussed at quarterly KPI meetings</p>	<p>KPI's To be discussed at the next Quarterly meeting in August.</p>
<p>Operations</p>	<p>Planned Work Historic sites - make sure follow correct protocol, consult with Advisors and check for management plans s 7(2)(f)(ii) to create a list of any reclassification changes. This needs to be agreed to by the Spaces & Places Environment team. Any further reclassification must sit with the Spaces & Places Environment team and any questions about reclassification need to be brought up asap. All scheduled work must be scheduled as required and decisions to not schedule must be discussed with Spaces & Places Environment team if there are any questions. Forward work planning document, potentially on PowerBI. Still in discussion between City Ops and NE advisors Te Ahui Pa site - spraying Woolly night shade to be planned, plan to address the weed invasion starting from the back of properties on Bateleur close and working up the Pa</p> <p>Reactive Work CCM regarding Mauao to go to s 7(2)(f)(ii) not City Op's team</p> <p>Work Orders City Ops to advise if there are any outstanding WO's which s 7(2)(f)(ii) created.</p> <p>Planting Winter Planting underway and community days for later in the season still being planned ie Aims Games, Citizens Day etc. Advisors to keep CO in the loop on progress, CO to keep advisors in the loop on preparation All plants ordered have been received - More space needed to store plants. s 7(2)(f)(ii) and s 7(2)(f)(ii) discussing potential Waters sites to set up a storage area. Plants WO coming. All recorded on planting spreadsheet and paid for.</p>

	<p>Pest Control Not discussed.</p> <p>Variations Not discussed.</p> <p>Storm Water Not discussed.</p> <p>Transport Not discussed.</p>
Budget	<p>s 7(2)(f)(ii) is tracking budgets/spend through Power BI. s 7(2)(f)(ii) to share with Advisors when he is able</p> <p>Reports to be held in a centralised location so that all can see (eg Objective). Possibly include reports with meeting minutes.</p>
APP/IT	<p>s 7(2)(f)(ii) has a word document of requests/upgrades. To be located centrally so all can access.</p>
Other Business	
Next Meeting	13 August 2024 - Cameron Rd L0 R3 > Room Booking TBC