



**Report and Minutes of a Meeting of the
ASSETS & SERVICES COMMITTEE**
**held in the Council Chambers and via Teams, Marlborough District Council Building,
15 Seymour Street, Blenheim on TUESDAY, 30 JANUARY 2024 commencing at 9.00 am**

Present

Cirs B G Dawson (Chairperson), J C Rosene (Deputy), S R W Adams, J D N Croad, D A Dalliessi, M R L Flight and Mayor N P Taylor

Also Present

Cirs S J Arbuckle, B A Fauls, G A Hope, B J Minehan, T P Sowman and R J Innes (from 9.57am)

Also Present via Teams

Clr J A Arbuckle

In Attendance

Mr Richard Coningham (Manager – Assets & Services Department), Jamie Lyall (Manager – Property and Community Facilities) and Nicole Chauval (Committee Secretary)

Apology

Cirs Dawson/Rosene:

That the apology for lateness from Clr Innes be noted.

Carried

A&S-0124-216 Declaration of Interests -

No interests with items on the agenda were declared.

ATTENDANCE: Mr David Craig, Council's Management Accountant – Operations, was present for the following item.

**A&S-0124-217 Financial Report for the year to
30 November 2023**

F275-001-02

The Financial Report for the Assets and Services and Property and Community Facilities (including parking) Departments for the year to 30 November 2023 was presented to members.

Mr Craig advised that the December figures were not included in this report but the December figures across the whole of Council would be presented at the Economic, Finance and Community Committee meeting in February.

Members were advised that through the combined activities of the two departments, there is an actual operating surplus of \$4.7M, this is favourable to budget by \$3.9M. This was through revenues of \$58.2M, which were unfavourable to budget by \$11.5M due to roading subsidies. Operational subsidies of \$5.37M relating to emergency works and capital roading subsidy of \$9.06M relating to emergency works and also the renewals expenditure programme.

Operating expenditure was \$53.5M favourable to budget by \$8.2M and that was through emergency works expenditure of \$6.36M and flood damage repairs which were in the rivers and drainage activity of \$1.47M.

a fence, development of a small carpark and redirection of a small section of the Marina to Marina pathway.

Carried

The Parks and Open Spaces section of the Information Package was considered at this time.

ATTENDANCE: Laura Skilton, Transport Planner, Marlborough Roads, was present for the following item.

A&S-0124-219 Speed Management Plan

L150-023-002-43

Ms Skilton noted that the purpose of the report was to seek the Committee's approval of the Speed Management Plan for certification with the New Zealand Transport Agency in accordance with the requirements of the Land Transport Rule: Setting of Speed Limits 2022 and 2023 Amendment and approval for targeted consultation for additional speed changes that were not included in the Speed Management Plan (SMP).

Ms Skilton noted that the Land Transport Rule: Setting of Speed Limits 2022 (Rule) and the 2023 Amendment sets out how speed limits are set on New Zealand Roads. The Rule sets up a new National Speed Limit Register as a single, central source of speed limits for all roads in New Zealand. It replaces all Council Speed Bylaws and the "land transport record" becomes the legal instrument for speed.

Ms Skilton noted that Marlborough Roads had prepared a Speed Management Plan and undertook public consultation of the plan during 2023. A total of 130 submissions were received. A Speed Management Plan Committee (SMP Committee) was set up to review the submissions. The SMP Committee recommended a number of changes that have been incorporated into the final Plan which is available on Council's website [here](#).

It was noted that the most significant change is the decision to implement 40km/h speed limits in the vicinity of all urban schools rather than 30 km/h. Currently the majority of schools have a speed advisory (not enforceable) of 40km/h with "when children present" signage. As a step change for the district, it was decided to change these to legal speed limits thereby enabling the Police to enforce the speed limit.

In response to a query regarding the speed limit around parked school buses. Ms Skilton advised that the legislation is 20km/h for a parked school bus so that takes precedence over any speed limit in that area.

Members were advised that there were a number of submissions requesting a reduction in speed limits in French Pass and Kaiuma. The recommendation from the SMP Committee was that a targeted consultation be carried out with the intent that the roads have their speed limits reduced to 60km/h and that the alternative speed reduction process is used.

Following discussion members noted that Council could continue with the process to enable some speed changes to be made while separately undertaking the targeted consultation. Members also noted that any delay in the Plan certification to incorporate these areas could result in the allocated funding from the 2021-24 Regional Land Transport Plan (RLTP) not being achieved.

It was also noted that once the SMP is implemented it will make it easier for Council to review speed limits in the future. It was raised whether Council could review the plan within the three year period. Ms Skilton noted that the SMPs are no longer mandatory which means a review can be undertaken at any time.

Clr Croad/The Mayor:

- 1. That Council approve the certification of the Marlborough Speed Management Plan.**
- 2. That Council approve commencement of the process to begin targeted consultation to reduce speed limits in French Pass and Kaiuma.**

Carried

ATTENDANCE: Clr Innes joined the meeting at 9.57 am during the following item.

ATTENDANCE: Steve Murrin, Marlborough Roads Manager was present for the following four items.

A&S-0124-220 Marlborough Roads to Represent as Road Controlling Authority R800-004-02

Members noted the purpose of the report was to reconfirm Marlborough Roads as Council's representative as the Road Controlling Authority (RCA) to move to the New Zealand Guide for Temporary Traffic Management (NZGTTM).

Mr Murrin noted that New Zealand is moving from the Code of Practice for Temporary Traffic Management (COPTTM) to the New Zealand Guide for Temporary Traffic Management (NZGTTM) to meet the Health and Safety at Work Act 2015 (HSWA) and Local Government Act 2002 and 1974 (LGA).

Mr Murrin also noted that COPTTM which has been in place for circa 20 years for New Zealand is a prescriptive code used for traffic management, NZGTTM will be more of a risk-based approach to traffic management. The NZGTTM allows for the Road Controlling Authority (RCA) to be represented by a third party, administering the duties on behalf of the RCA. In this case, Marlborough District Council will be represented by Marlborough Roads as the RCA.

Members were advised that under the Networks Outcomes Contract (NOC) the processing and administration of Temporary Traffic Management Plans are being undertaken by the NOC. This process is audited and monitored by the Marlborough Roads Network Management Team.

Members were advised that as we move to the NZGTTM, the training and qualification requirements have not yet been defined for this role however they do need to be suitably trained and competent. Until such time that appropriate training is available, the COPTTM requirements will be used to deem suitable training.

Cirs Adams/Rosene:

- 1. That Marlborough Roads are approved as representatives of Marlborough District Council as the Road Controlling Authority (RCA) as we move to the New Zealand Guide for Temporary Traffic Management (NZGTTM).**
- 2. That delegated authority be given to Marlborough Roads staff to approve Temporary Speed Limits and Road Closures for Traffic Management Plans as the Road Controlling Authority (RCA). These staff being; Marlborough Roads Manager, Principal Network Manager and Senior Network Manager.**
- 3. That the Principal Network Manager be delegated authority to approve delegation of staff from the Fulton Hogan/ HEB joint venture to be able to approve Temporary Speed Limits and Road Closures. This is to be limited to the holders of the positions of Traffic Management Co ordinator and Corridor Manager.**

Carried

A&S-0124-221 Accessways Built Under Previous Development Standards R800-007-01

Mr Murrin noted that the purpose of the report was to provide clarity on Council's policy relating to accessways built under previous development standards.

Mr Murrin noted that Marlborough Roads staff have received numerous correspondence from a resident who is suffering damage to their vehicle from the angle and width that their driveway entrance was developed to in the 1970's. The resident believes their driveway entrance should be changed based on the new development standards that are in place currently for Marlborough at Council's cost.

It was noted that Marlborough Roads staff have visited the site on a number of occasions. The resident has been advised that the driveway meets the standards of the time when the property was developed.

Members considered the request and had the view that if accessways were compliant with the standard they were developed under, this would be the standard that Council would accept responsibility to and any improvement on this standard requested by the property owner would be at their cost.

Members were advised that if a road was being upgraded and vehicle crossings were being changed generally Marlborough Roads would reinstate the road and the vehicle crossings to the standard of the time.

The Mayor/Clr Dalliessi:

That Council confirms that its policy in relation to accessways is that if they are compliant with the standard they were developed under, this will be the standard that Council will accept responsibility to. Any improvement on this standard requested by the property owner will be at their cost.

Carried

A&S-0124-222 Stump Creek Lane Road Reinstatement

R800-006-002-02

Mr Murrin noted the purpose of the report was to provide options for the Committee to consider how Stump Creek Lane should be reinstated following excavation of an inadequate culvert to relieve upstream flooding.

Mr Murrin noted that during the Storm Event of July 2021, a culvert under Stump Creek Lane needed to be excavated to prevent upstream flooding. Since that time Stump Creek Lane has operated as two separate roads.

Members were advised that Council had approached Beca to consider options to prevent flooding in the future. Three options were put forward and these were detailed in the agenda report with concept designs included.

Members discussed the options and concluded that further information and discussion with the residents of Stump Creek Lane was required before a decision could be made.

The Mayor/Clr Rosene:

That the issue of Stump Creek Lane Road reinstatement lie on the table to enable further information to be gathered on the community perspective and that a further report be provided to the Assets & Services Committee.

Carried

A&S-0124-223 Kapowai and Elmslie Jetty Cranes

L150-001-F47C

Mr Murrin noted that the purpose of the report was to seek a decision from the Committee on whether the cranes on Kapowai (D'Urville Island) and Elmslie Bay (French Pass) jetties should be either:

- a) refurbished at Council's cost and the current operation model continued;
- b) refurbished and ownership transferred over to the respective resident associations (and allowing them to apply for maintenance grants if and when repairs/ maintenance of the cranes is required); or
- c) removed completely and leave it to the residents to find alternative solutions to unload/ load their boats.

Mr Murrin noted that Council had inherited jetties in the late 1980s from the Marlborough Harbour Board and have been maintaining them since then. As part of those jetties there were also two electric cranes that the locals use for the loading and unloading of boats.

A routine inspection of the cranes has identified that both cranes are in need of major refurbishment if they were to continue to receive ongoing certification. There is also Council's Health and Safety obligations for the public to be operating a crane. Up until now a key lock system had been installed and Council's Wharfinger had been managing that. Sadly, he has passed away and the paper work has been lost.

Members discussed the options and indicated their support for the proposal to transfer ownership of the cranes and undertake any refurbishment of the cranes prior to handover. Members noted that the jetty and cranes are a critical piece of infrastructure for the island community and the fact that the Association is able to apply for maintenance grants, if and when repairs/maintenance of the cranes is required, is important.

The Mayor/Clr Croad:

1. **That Council approve the refurbishes of the cranes on Kapowai and Elmslie Bay Jetties with these repairs to be funded from the existing jetties budget.**
2. **That Council approved the transfer of ownership (gifting) of the cranes to the D'Urville Island Settlers Association once their competency, capability and acceptance of ownership and responsibility for the cranes is confirmed and allows them to apply for a special grant from Council if the cranes require repairs or maintenance.**

Carried

The Marlborough Roads section of the Information Package was considered at this time.

ATTENDANCE: Mr Brian Paton, Council's Civil Defence Emergency Management, was present for the following item.

A&S-0124-224 CDEM Group Statutory Committee Meetings Timetable

E210-003-04

Mr Paton noted that the purpose of the report was to seek approval to meet as the Marlborough Civil Defence Emergency Management (CDEM) Group Statutory Committee three times during 2024 and beyond and to provide some background on the roles and responsibilities of CDEM Group Statutory Committee.

Mr Paton noted that under the CDEM Act 2002 every territorial authority must be a member of a CDEM Group and establish a governance structure (either a Joint Committee or in Marlborough's case a Statutory Committee) which has oversight and responsibility for meeting the obligations as outlined within the Act. Marlborough District Council, as a single unitary authority, has delegated the role to the Assets and Services Committee members to act as the CDEM Group's Statutory Committee.

Members were advised that given the CDEM Coordinating Executive Group meets three times a year it is suggested that the CDEM Group meet on the following dates - 12 March, 9 July and 1 October at the conclusion of the scheduled Assets and Services Committee meetings. All Councillors are welcome to attend the meetings.

Mr Paton noted there are some significant changes and new pieces of work coming up over the next 12 months. One of them is the Emergency Management Bill which is proceeding through the Select Committee process. As it is currently written it has significant implications around how emergency management is structured and operates in a regional context. Council has made a submission and it is likely there will be further opportunities to submit.

The Marlborough CDEM Group Plan has expired and is being rewritten in 2024. The new Plan will seek to meet the objectives of the National Disaster Resilience Strategy. The document will be open for public consultation and will guide the Group Office Work Programmes over the proceeding five years.

Mr Paton noted that given the examples of emergencies in the last twelve months, and the expectation that these will increase, it is more necessary than ever before for elected officials to have an awareness of the hazards in their region, to have confidence that they will be managed well and that communities are as resilient to them as they can be.

Clrs Croad/Adams:

That Council approve the proposed timetable for the Assets and Services Committee members to meet as the Civil Defence Emergency Management Group Statutory Committee on the following dates in 2024: 12 March, 9 July and 1 October.

Carried

A&S-0124-225 Information Package

Cllrs Rosene/Adams:

That the Assets and Services Information Package dated 30 January 2024 be received and noted.

Carried

A&S-0124-226 Decision to Conduct Business with the Public Excluded

Cllrs Croad/Dawson:

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- Property Purchase

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Property Purchase	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) provided for under Section 7(2)(i)	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.

Carried

The meeting closed at 10.35 am.

Record No. 2429462