



**I give notice that
an Ordinary Meeting of Council will be held on:**

Date:	Tuesday, 27 June 2017
Time:	1.30pm
Location:	Council Chamber 72 Lake Terrace Taupo

AGENDA

MEMBERSHIP

Chairperson Mayor David Trewavas

Deputy Chairperson Cr Rosie Harvey

Members

- Cr John Boddy
- Cr Zane Cozens
- Cr Barry Hickling
- Cr Rosanne Jollands
- Cr Tangonui Kingi
- Cr Anna Park
- Cr Christine Rankin
- Cr Kirsty Trueman
- Cr John Williamson

Quorum 6

Gareth Green
Chief Executive Officer

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3.1 ORDINARY COUNCIL MEETING - 30 MAY 2017

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Brian Fox, Group Manager: Corporate and Community

RECOMMENDATION(S)

That the minutes of the Council meeting held on Tuesday 30 May 2017 be confirmed as a true and correct record.

ATTACHMENTS

1. Council Meeting Minutes - 30 May 2017 

3.2 ORDINARY COUNCIL MEETING - 7 JUNE 2017

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Brian Fox, Group Manager: Corporate and Community

RECOMMENDATION(S)

That the minutes of the Council meeting held on Wednesday 7 June 2017 be confirmed as a true and correct record.

ATTACHMENTS

1. Council Meeting Minutes - 7 June 2017 

4.1 ORDINARY EMERGENCY MANAGEMENT COMMITTEE MEETING - 22 MAY 2017

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Brian Fox, Group Manager: Corporate and Community

RECOMMENDATION(S)

That Council receives the minutes of the Emergency Management Committee meeting held on Monday 22 May 2017.

ATTACHMENTS

1. Emergency Management Committee Meeting Minutes - 22 May 2017 

4.2 ORDINARY TURANGI RESERVES MANAGEMENT PLAN COMMITTEE MEETING - 12 JUNE 2017

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Brian Fox, Group Manager: Corporate and Community

RECOMMENDATION(S)

That Council receives the minutes of the Turangi Reserves Management Plan Committee meeting held on Monday 12 June 2017.

ATTACHMENTS

1. Turangi Reserves Management Plan Committee Meeting Minutes - 12 June 2017 

4.3 ORDINARY TURANGI/TONGARIRO COMMUNITY BOARD MEETING - 13 JUNE 2017

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Brian Fox, Group Manager: Corporate and Community

RECOMMENDATION(S)

That Council receives the minutes of the Turangi/Tongariro Community Board meeting held on Tuesday 13 June 2017 [both public and confidential portions].

ATTACHMENTS

1. Turangi/Tongariro Community Board Meeting Minutes - 13 June 2017 

5.1 PUBLIC ART

Author: Jessica Simpson, Events and Sales Manager

Authorised by: John Ridd, Group Manager: Business and Technology

PURPOSE

The purpose of this item is to present a proposal for approval for two sites for two works of art to be installed in the Taupō CBD. "Hot Goss" by Anah Dunsheath and "Tikis" by Albie McCarthy.

EXECUTIVE SUMMARY

Taupō Sculpture Trust has recently commissioned and fundraised in part for two new sculptures. Council, under its Public Art Policy determined that its involvement in Public Art was not to decide on the appropriateness of artwork, merely the agreement as to site and dollar for dollar funding. Approval of Councils contributory funding has been delegated to staff who in this instance are happy with both of the proposed sculptures. Council approval is now sought for the proposed sites.

RECOMMENDATION(S)

That Council receives the Taupō Sculpture Trust's proposal and approves the two sites that have been identified for the two new works, specifically "Hot Goss" on Heu Heu St in front of Hartleys in the Taupō CBD and "Tikis" on the corner of Roberts St and Ruapehu St on Colonel Roberts Reserve.

BACKGROUND

The proposal has not been presented previously.

In November 2016, Council and the Taupō Sculpture Trust signed a Memorandum of Understanding to develop and expand the collection of Public Art in Taupō. All art will be owned and maintained by Council for the benefit of its communities. Council will become the owners of the sculptures and be responsible for the maintenance but this is not thought to be significant.

The Taupō Sculpture Trust has as one of its charitable purposes "*to encourage the acquisition and installation of a collection of contemporary sculptures in public areas within the Taupō District to foster appreciation, participation and expression of art and to enhance the urban environment*". In its 2015-2025 LTP, Council indicated its intention to develop a public art collection and to create a sculpture trail which will form another attraction for locals and visitors to enjoy.

The LTP provides contestable funding of up to \$25,000 per annum to be applied by Council towards developing a public art collection.

DISCUSSION

Previous Councils have determined a number of sites for the location of public art with these being:

Site 1: Corner of Lake Terrace and Titiraupenga Street

Site 2: Lake Terrace Reserve – Opposite Great Lake Motel, west of 'Hole in One'

Site 3: Taharepa Reserve – Corner Lake Terrace and Taharepa Road

Site 4: Ferry Road

Site 5: South Domain, 20m south of Superloo.

These now all have significant works of public art displayed.

Anah Dunsheath's "Hot Goss" is proposed to be located in front of Hartleys on Heu Heu St in the Taupō CBD.

Albie McCarthy's "Tikis" are proposed to be displayed on the corner of Ruapehu and Roberts St, on the corner of Colonel Roberts Reserve.

With the site for Albie McCarthy's the "Tikis" the "Clip" information sign will need to be relocated. The new position is yet to be determined.

The attachments outline the designs of the sculptures and the proposed locations. Based on this information it is considered that there are 2 options.

OPTIONS

Analysis of Options

Council’s role under the Public Art Policy is simply to approve sites for sculptures, therefore it is considered there are two options in this instance: approve the site recommended by officers [i.e. the sites as shown in the proposal]; or not approve the sites.

If Council were of a mind to consider another site altogether, more work would be required to ascertain suitability.

Option 1. Approve sites for “Hot Goss” and the “Tikis”

Advantages	Disadvantages
<ul style="list-style-type: none"> • The sculptures can be installed. • The sculptures will add to the vibrancy and attraction of the CBD. • The expansion and enhancement of the public art collection. 	<ul style="list-style-type: none"> • Council will acquire two more assets to be maintained, although the maintenance will be low cost. • Relocation of “The Clip” information board.

Option 2. Not approve sites for “Hot Goss” and the “Tikis”

Advantages	Disadvantages
<ul style="list-style-type: none"> • Council will not acquire assets that need to be maintained. 	<ul style="list-style-type: none"> • The public art collection will not be expanded in the near future. • More work will need to be done to ascertain other sites for the sculptures.

Analysis Conclusion:

Previous Councils have determined through policy that Council will not determine whether it likes or dislikes proposed sculptures but merely whether or not it will fund them, and where they will be installed. The proposed sites are perfect for these sculptures and will add vibrancy and yet more enhancement to the public art collection in Taupō.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be \$20,000. There is \$25,000 per annum budgeted for public art with no spend in the current financial year to date.

The cost is for purchase and installation of the sculptures.

Current sponsorship for the sculptures is as follows:

The “Tikis” Total cost for the sculpture is \$27,000
 Sponsorship gained through private donors \$13,500

Cost to TDC \$13,500 plus installation costs - Yet to be confirmed but will be within the current budget

“Hot Goss” Total cost for the sculpture is \$11,500

Cost to TDC \$5,500 plus installation costs - Yet to be confirmed but within the current budget

Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for under the Public Art Fund.

Legal Considerations

Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. The matter will enable the Council to meet the current and future needs of communities for good quality local infrastructure. (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

The proposal has been evaluated with regards to a range of legislation. The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

The following authorisations may be required for the proposal:

- | | | |
|---|--|---|
| <input type="checkbox"/> Resource Consent | <input checked="" type="checkbox"/> Building Consent | <input type="checkbox"/> Environmental Health |
| <input type="checkbox"/> Liquor Licencing | <input type="checkbox"/> Licence to occupy | |

Authorisations are not required from external parties.

Policy Implications

There are no known policy implications.

The proposal has been evaluated against the Long-term Plan, Annual Plan, Taupō District Plan. There are no key aspects for consideration with regards to this proposal.

Risks

The major risks are seen as physical and therefore the sculptures will be signed off by a qualified engineer on completion. Signage will also indicate that these are sculptures and not play equipment.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

COMMUNICATION/MEDIA

Taupō Sculpture trust will lead communication with assistance from Council to ensure the correct messaging.

CONCLUSION

Public art in Taupō is successful for many reasons, but mostly because of the strong partnership between the Taupō Sculpture Trust and Taupō District Council. Taupō Sculpture Trust have been active in engaging local businesses to help fund these sculptures creating a strong sense of community ownership and pride. These sculptures will add another vibrant dimension to the Taupō CBD.

ATTACHMENTS

1. Tikis Site Plan Proposed 
2. Hot Goss Proposed Site 
3. Tikis Example 
4. Hot Goss Additional Info

5.2 EXTENSION OF CONTRACT TDC1314/094 ROAD MARKING 2013-2016

Author: Roy Menton, Senior Engineering Officer - Transportation Operations

Authorised by: Kevin Strongman, Group Manager, Operational Services

PURPOSE

This report is to seek Council approval to extend Contract TDC/1314/099 the Road Marking for a period of one year.

EXECUTIVE SUMMARY

The current Road Marking Contract was awarded in November 2013 for a period of two and a half years (130 weeks) commencing on 1 December 2013 at a value of \$602,313.60 plus GST with the option to extend it for two further periods of one year subject to satisfactory contractor performance.

Approval was granted by Council to extend the contract for a 4th year to expire on 30 June 2017 with the value increased by \$100,000.00 to a total of \$702,313.60.

The contract is a combination of measure and value and lump sum and has cost escalations applied.

Roadrunner Markers have met the performance criteria.

This report seeks approval to extend Contract TDC/1314/099 the Road Marking Contract for a period of one year until 30 June 2018. This will be the final extension to the Contract.

RECOMMENDATION(S)

That Council approves the extension of Contract TDC/1314/099 Road Marking 2013-2016 with Roadrunner Markers Ltd to the 30 June 2018 with the Contract Sum being increased by \$180,000 to a total sum of \$882,313.60 plus GST.

BACKGROUNDContract terms:

The current Road Marking Contract was awarded in November 2013 for a period of two and a half years (130 weeks) commencing on 1 December 2013 at a value of \$602,313.60 plus GST with the option to extend it for two further periods of one year subject to satisfactory contractor performance.

The contract is a combination of measure and value and lump sum and has cost escalations applied.

Council is now in a position of needing to determine whether to extend the contract by a year or to re-tender the Road Marking Contract.

Contractor Performance:

Roadrunner Markers were awarded the contract based on their tender being evaluated as being the Lowest Price Conforming Tender. They have demonstrated their capability to successfully undertake this work and have the necessary experience and resources. The KPI's included in the contract are being monitored and Roadrunner Markers have met the performance criteria.

DISCUSSION

Council needs to determine whether to extend the contract for a fifth and final year in accordance with the terms and conditions or whether to re-tender the work.

If the existing contract was to be extended, the anticipated contract value based on an estimate of quantities, forward programme of works and allowance for cost fluctuations as well as to maintain the 16km section of revoked State Highway would be \$180,000.00 plus GST. The anticipated greater contract value of \$180,000 is due to the inclusion of Wairakei Drive in the road marking programme.

Taupō District Council and NZTA have allocated sufficient funding within Council's Transportation Programme to carry out this work.

There are benefits in continuing with the existing Contractor due to the level of understanding and knowledge held by the current contracted staff. This may be lost if Council were to call for tenders. While it is possible that Council could be offered better rates via a tender process, this is not guaranteed and there are some risks with diverging from the status quo.

Based on this information it is considered that there are two options:

1. Extend the existing contract
2. Prepare and call for tenders for the Road Marking Contract.

OPTIONS

Analysis of Options

Option 1 – Extend the existing contract.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Able to achieve desired outcome of pavement marking the Roding network to the current standard and provide the level of service to the community which is provided by Roadrunner Markers. • Utilise efficiencies Roadrunner Markers have developed over the past three years. • Maintains institutional knowledge. • Requires minimal Council staff time and costs which would be required during the tendering process. 	<ul style="list-style-type: none"> • Does not test the market.

Option 2 - Prepare and call for tenders for the Road Marking Contract.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Allow Council to test the market. • May result in lower costs to Council. 	<ul style="list-style-type: none"> • May result in higher costs to Council. • Will require high volume of staff time and resources. • If a new Contractor was selected there may be impacts associated with the transition period.

Analysis Conclusion:

Option 2 (Retender) may or may not see lower contract rates. However this option is likely to require a significant amount of staff time and resources during the tender process as well as ensuring the new contractor is up to speed with minimal disruption to levels of service.

Option 1 (Extend the contract) is preferred because it will cause minimal disruption, requires minimal staff time, and allows for the continuation of a good service to the public.

CONSIDERATIONS

Financial Considerations

The increase in contract value for the 2017-18 financial year is estimated to be \$180,000 plus GST.

Funding has been allocated within the 2015-25 Long-term Plan in the Transportation Maintenance and Transportation Renewals Budgets for Traffic Services.

Legal Considerations

Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. The matter will enable the Council to meet the current and future needs of communities for good quality infrastructure (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

The matter assists Council in providing local public services.

Undertaking the works will ensure that Council continues to maintain these assets and also assist with the safety of road users and the public.

Policy Implications

The proposal has been evaluated against the Long-term Plan 2015-25 and Asset Management Plan and is consistent with these plans.

Risks

If Council does not extend this contract, there is a risk that an alternative tenderer might not be able to be found on a similar or more favourable terms.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

COMMUNICATION/MEDIA

No communication/media is required.

CONCLUSION

Roadrunner Markers are an experienced Contractor with appropriate resources to fulfil the needs of this contract. They have successfully carried out pavement marking on the Road Network as per the contract and the performance measures.

Based on the current level of maintenance activities, it is anticipated that the approved contract value will be adhered to for the 2017-18 financial year. It is considered more appropriate to extend the existing contract as allowed for in the contract documents.

ATTACHMENTS

Nil

5.3 CONTRACT TDC/1617/191 TAUPŌ AND TURANGI WATER NETWORK RENEWALS 2017

Author: Colin Giles, Transport & Projects Manager

Authoriser: Kevin Strongman, Group Manager, Operational Services

PURPOSE

This report is to seek Council approval to award the tender for Contract TDC/1617/191 – Taupō and Turangi Water Network Renewals 2017.

EXECUTIVE SUMMARY

Tenders closed for Contract Taupō and Turangi Water Network Renewals 2017 at 1.00pm on Friday 2 June 2017. Five tenders were received with Civtec Ltd of Hamilton being the lowest priced conforming tender.

RECOMMENDATION(S)

That Council accepts the Tender for Contract TDC/1617/191 for Taupō and Turangi Water Network Renewals 2017 submitted by Civtec Ltd from Hamilton for the sum of \$1,275,786.40 plus GST and authorises His Worship the Mayor and the Chief Executive to sign the Contract Document(s) and attach the Council's Common Seal to them.

BACKGROUND

This item is being presented to Council to make a decision on the preferred tenderer. The proposal has not been presented previously.

This work is required as a result of recent investigation and water leak detection discovering significant water losses in the reticulation network in the areas identified for renewal.

This contract is for the renewal of water mains and rider mains in Taupō, Turangi and Tokaanu.

The Contract is in two separable portions.

The work consists of:

- Site preparation/mobile establishment
- Horizontal thrusting/trenching where appropriate including repairs to footpath and vehicle entrance ways.
- Separable portion 1 – Installation of water mains and rider mains along various streets in Taupō.
 - 557m of 150mm diameter water main
 - 3156m of 100mm diameter water main
 - 1625m of 63mm diameter rider main
- Separable portion 2 – Installation of 1361m of 63mm diameter rider main in various streets in Turangi.

DISCUSSION

Tenders for Contract TDC/1617/191 – Taupō and Turangi Water Network Renewals 2017 closed at 1.00pm on Friday 2 June 2017. Five tenders were received: Tender prices ranged from \$1,275,786.40 to \$3,062,272.75 plus GST.

The Engineers Estimate was \$1,478,425.00 plus GST.

Tenders were evaluated in accordance with the lowest price conforming tender method as described in the Taupō District Council's procurement guidelines.

The lowest price conforming tender was that of Civtec Ltd. Civtec has not carried out work for Taupō District Council previously.

Based on this information it is considered that there are two options (including status quo or do nothing option):

Option 1 – Do nothing (status quo).

Option 2 – Accept a tender to replace damaged and leaking water pipes.

OPTIONS

Analysis of Options

Option 1.- Do nothing

Advantages	Disadvantages
<ul style="list-style-type: none"> • No renewal cost to Council 	<ul style="list-style-type: none"> • Pipes continue to leak. • Increase maintenance cost

Option 2. - Accept a tender to replace damaged and leaking water pipes.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Water losses in reticulation addressed. • Reduced expenditure on maintenance. • Level of service restored. 	<ul style="list-style-type: none"> • Significant renewal cost.

Analysis Conclusion:

Option 2 to accept a tender to replace damaged and leaking water pipes is preferred.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be \$1,275,786.40 plus GST.

Annual Plan

The expenditure outlined is currently budgeted for under water renewals.

Contracts and Tenders.

The costs of the works required a tender process. This has been completed as required.

Legal Considerations

Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. The matter will enable the Council to meet the current and future needs of communities for good quality infrastructure (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

Policy Implications

The proposal has been evaluated against the Long-term Plan, Annual Plan and Draft Asset Management Plan and is consistent with these plans.

Risks

If Council does not accept a tender to renew these water mains, there is a risk that water losses will increase resulting in higher costs, additional damage and possibly will be unable to continue to produce sufficient water to meet demand.

There are a large number of trees, particularly in Turangi where the new pipe will need to be installed carefully or realigned to minimise damage to the tree roots.

The asbestos pipes being replaced are considered a health hazard and care will need to be taken while working around them. As these pipes will not be removed, they will need to be clearly identified on maps for reference when future work occurs in the area.

A report on tenders received for Contract TDC/1516/170 – Taupō, Turangi and Tokaanu Water Network Renewals 2016 was considered by Council at its meeting on 8 November 2016. This Contract was awarded to Downer NZ Ltd and work is now nearing completion. Due to the possibility of encountering historic artefacts during excavation, Taupō District Council was required to make an application and to meet the conditions imposed by Heritage New Zealand Pouhere Taonga (HNZPT). A similar application will be required for this project which will require consultation and monitoring.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

COMMUNICATION/MEDIA

Decisions made by Council should be communicated in the appropriate manner. It is considered that communication should be undertaken via the following methods:

- Newspaper and letter drop notification to property owners and residents affected by the work.
- Advice to NZ Fire Service

These methods of communication are recommended because there may be disruption to the water supply and disruption to property access.

CONCLUSION

Contract TDC/1617/191 – Taupō and Turangi Water Network Renewals 2017 be let to the lowest priced conforming tender which is Civtec Ltd from Hamilton.

ATTACHMENTS

Nil

5.4 MINOR CORRECTIONS TO THE DISTRICT PLAN

Author: Hilary Samuel, Policy Consultant

Authorised by: Alan Menhennet, Group Manager: Finance and Strategy

PURPOSE

This report identifies three minor errors in the Council's District Plan and recommends these be corrected through clause 20A of the First Schedule of the Resource Management Act (RMA).

EXECUTIVE SUMMARY

Three minor errors have been identified within the District Plan. The first is in Schedule 7.4 Known Contaminated Sites, which currently references the Proposed District Planning Maps rather than the Operative District Plan Maps. The second error relates to the lack of reference to Napier Road in the Taupō and Centennial Industrial minimum building setback rules within the District Plan. Finally, Appendix 7, which lists tree and shrub species required to meet the Landscaping Requirements in the Taupō and Centennial Industrial Environments, fails to identify the Centennial Industrial Environment making it unclear which trees should be used in this Environment.

It is recommended that these amendments be made via clause 20A of the First Schedule of the RMA.

RECOMMENDATION(S)

That Council directs officers to amend the District Plan, as provided for by Clause 20A of the First Schedule of the Resource Management Act, so that:

- Schedule 7.4 Known Contaminated Sites correctly references the current District Plan Maps and;
- Section 4h.1.3(b) Taupō and Centennial Industrial Environments minimum building setback requirements also include Napier Road.
- Appendix 7 includes the Centennial Industrial Environment in the table title for tree species to be planted along the road boundary

BACKGROUND

The proposal has not been presented previously.

Three minor errors have been identified within the Taupō District Plan.

When the Taupō District Plan was adopted the references to the Known Contaminated Sites in Schedule 7.4 were not updated and continue to reference the Proposed District Plan Maps.

On completion of the East Taupō Arterial part of State Highway 5, between Lake Tce and the new East Taupō Arterial roundabout (next to Mitre 10 Mega), was revoked as State Highway and reverted to a local road known as Napier Road. The Taupō and Centennial Industrial Environment Provisions that relate to minimum building setback need to be updated to reflect the fact that State Highway 5 has become Napier Road.

Appendix 7 sets out the shrub and tree species required to meet the landscaping provisions in the Taupō and Centennial Industrial Environments. A landscaping strip is required along the ETA, and along other roads in these environments specimen trees are required. However the tree species list only specifies the Taupō Industrial Environment, rather than also referring to the Centennial Industrial Environment.

DISCUSSION

There are two mechanisms to change a District Plan. To carry out significant changes a Plan Change is required which involves a rigorous development and consultation process.

Clause 20A of the First Schedule of the RMA provides Council with the ability to make an amendment to the District Plan without going through the formal plan change process in order to “to correct any minor errors”. No public consultation is required under the Clause 20A process.

OPTIONS

Analysis of Options

Option 1. is to amend the District Plan via a section 20A of the First Schedule process. Option 2 is the status quo, where no changes are made and the discrepancies remain in the District Plan. Option 3 is carrying out the changes via a Plan Change process (involving notification and hearing processes).

Option 1. Change via Section 20A

Advantages	Disadvantages
<ul style="list-style-type: none"> • Correct District Plan provisions. 	<ul style="list-style-type: none"> • No perceived disadvantages

Option 2. No change

Advantages	Disadvantages
<ul style="list-style-type: none"> • No perceived advantages. 	<ul style="list-style-type: none"> • Provisions remain incorrect.

Option 3. Update via a Plan Change

Advantages	Disadvantages
<ul style="list-style-type: none"> • Correct District Plan provisions. 	<ul style="list-style-type: none"> • The First Schedule Process would come at a resourcing and financial cost to Council for no real benefit.

Analysis Conclusion:

Option 1 where a Clause 20A process is carried out to correct the references is the preferred option.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be minimal (just a small amount of staff time to correct the references).

Legal Considerations

The Resource Management Act applies in this situation and Clause 20A of the First Schedule allows for minor errors to be corrected within the District Plan.

Authorisations are not required from external parties.

Policy Implications

There are no known policy implications. Making these amendments will avoid confusion for users of the District Plan.

Risks

There is a very low risk that using the Clause 20A process could be challenged based on the errors being corrected not being considered minor.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council’s Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

COMMUNICATION/MEDIA

No communication/media is required.

CONCLUSION

Clause 20A under the First Schedule of the RMA can be used to correct minor errors. In this case it is recommended the 20A process be used to update the map references for the Contaminated Sites, to include Napier Road in the Minimum Building Setback requirements for the Taupō and Centennial Environments and for the inclusion on the Centennial Industrial Environment in the Appendix 7 tree species list.

ATTACHMENTS

1. Schedule 7.4 Known Contaminated Sites with corrections 
2. Section 4h Rules and Standards for the Taupō and Centennial Industrial Environments 
3. Appendix 7 (Extract) Plant Species list for the Taupō and Centennial Industrial Environments 

5.5 NAMING OF PUBLIC ROAD - 300 CROWN ROAD SUBDIVISION

Author: Darren Clark, Resource Consents Planner

Authorised by: Alan Menhennet, Group Manager: Finance and Strategy

PURPOSE

This item is being presented to Council to make a decision on one new road name within a new industrial subdivision at 300 Crown Road, Taupō.

EXECUTIVE SUMMARY

Within the subdivision there is a new public road that requires a road name. The new public road will form a 'loop road' off Crown Road. The developer has selected his preferred road name which reflects his family's involvement with the community and land development in the area. Construction works for the subdivision are well under way and near completion.

The road name is considered to be appropriate given that there are no duplications or similarities to other road names in the Taupō District.

Appropriate consultation has been undertaken with iwi and the Emergency Services.

The preferred option is to approve the road name proposed by the developer.

RECOMMENDATION

That the following road name for the industrial subdivision at 300 Crown Road, Taupō be approved:

- Keehan Drive

PURPOSE

The naming of public roads and allocation of property addresses is Council's responsibility under the Local Government Act 2002. The approved subdivision will contain a public road that requires naming, and this name requires approval from Council.

BACKGROUND

This item is being presented to Council to make a decision on one public road name within an approved subdivision at 300 Crown Road, Taupō.

Subdivision Consent RM160308 was granted on 23 December 2016 for the creation of 13 industrial lots over the application site. Construction works for the subdivision are well under way and near completion

Please refer to Attachment 1 showing the subdivision plan.

The proposal has not been presented previously.

DISCUSSION

The developer for the subdivision at 300 Crown Road, Taupō has put forward a name for the public road within this subdivision as follows:

- **Keehan Drive**

The name 'Keehan' is the family name of the developer, his father and grandfather. Joe Keehan (his father) was a Taupō Borough Council and Taupō District Council (TDC) Councillor and Deputy Mayor who gave 18 years of service. He, along with Joan Williamson and Rex Hawkins, spearheaded the TDC purchase of the Eastern Arterial land from Landcorp, of which State Highway 1 runs through. The subject site at 300 Crown

Road was part of this land. The grandfather moved to Taupō in 1948 and was a prominent local figure in the community.

This road name has been put forward to the Emergency Services – New Zealand Fire Service, New Zealand Police and St John Ambulance, for comment. All of the feedback from these parties was positive, with none stating any concerns about the road name.

Based on this information it is considered that the name presented is appropriate. Council has the following options:

1. Accept the name
2. Reject the name
3. Select alternative name

OPTIONS

Analysis of Options

The developer has selected their preferred road name and this name is considered to be appropriate given that there are no duplications or similarities to other road names in the Taupō District and because it reflects their family’s community involvement and role in land development in this area. It is not considered effective to reject or select alternative road names given the level of acceptance by key parties.

Option 1. Accept the road name

Advantages	Disadvantages
<ul style="list-style-type: none"> • The road name is reflective of the developer’s family’s (the Keehans) involvement in land development in this area, of which the site was a part of. 	<ul style="list-style-type: none"> • Selection of alternative names would be required
<ul style="list-style-type: none"> • The road name is reflective of the Keehan’s historic involvement in the Taupō community. 	
<ul style="list-style-type: none"> • There are no other similar road names within the District. 	
<ul style="list-style-type: none"> • There has not been any negative feedback on the names 	

Option 2.Reject the road name

Advantages	Disadvantages
<ul style="list-style-type: none"> • Opportunity to select potential alternative names that may be more suitable 	<ul style="list-style-type: none"> • Selection of alternative names would be required
	<ul style="list-style-type: none"> • Further consultation would be required

Option 3. Select alternative name

Advantages	Disadvantages
<ul style="list-style-type: none"> • Council could select potential alternative names that may be more suitable 	<ul style="list-style-type: none"> • Further consultation would be required
	<ul style="list-style-type: none"> • The item would be required to be represented after consultation.

Analysis Conclusion:

It is considered appropriate to accept the road name presented by the developer.

CONSIDERATIONS

Financial Considerations

There are no financial impacts associated with the proposal.

Legal Considerations

Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. The matter will enable the Council to meet the current and future needs of communities for good quality infrastructure (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

The matter assists Council in the performance of Council's regulatory function.

The proposed name has been evaluated with regards to the relevant road naming regulations and is consistent with these requirements.

Policy Implications

There are no known policy implications.

Risks

There are no risks associated with the selection of these names.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

CONSULTATION

In addition to the consultation that is outlined above, consideration and internal consultation has been completed to ensure that the relevant matters are covered.

- Tangata Whenua consultation is complete with no objections raised.
- Community views and preferences consultation is complete with no objections raised by the following parties:
 - Emergency Services – New Zealand Fire Service, New Zealand Police and St John Ambulance

COMMUNICATION/MEDIA

No communication/media is required.

CONCLUSION

Construction of the public road and subdivision works is near complete and the developer wishes to obtain Council approval for the road name so that the new allotments can be addressed in accordance with Sections 319A and 319B of the Local Government Act 2002. No objections were received in regard to the proposed road name from Emergency Services or iwi and no other consultation is required.

ATTACHMENTS

1. Subdivision Plan - 300 Crown Road

5.6 ADOPTION OF THE ANNUAL PLAN 2017/18

Author: Ariell King, Senior Policy Advisor

Authorised by: Alan Menhennet, Group Manager: Finance and Strategy

PURPOSE

This report seeks Council's adoption of the Annual Plan 2017/18 (Attachment 1).

RECOMMENDATION(S)

That Council adopts the Annual Plan 2017/18.

DISCUSSION

Section 95 of the Local Government Act 2002 (LGA) requires Councils to have an Annual Plan and the plan must include all the information as per part 2 of schedule 10. The Consultation Document for the Annual Plan was developed following a series of workshops and was the basis for the consultation with the community undertaken from 1 May to 26 May 2017. Council received 260 submissions on the consultation document. Hearings were held on 7 June with 18 submitters choosing to present their submissions. Council deliberated on all submissions on 15 June and made a series of decisions that have been included in the final Annual Plan. Council also noted the proposed response to those submissions that were considered outside the scope of the Consultation Document.

OPTIONS

Council can either adopt the Annual Plan 2017/18, or not. It is preferred that Council adopt the Annual Plan 2017/18 to ensure it meets its legal obligations under the LGA.

CONSIDERATIONS**Financial Considerations**

The financial considerations and implications associated with the final Annual Plan are included in the suite of financial statements and the funding impact statement of the Annual Plan.

Legal Considerations

The Annual Plan has been prepared in accordance with the legislative requirements under the LGA. Council is required to adopt an Annual Plan by the end of June.

Policy Implications

The Annual Plan continues with the strategic policy direction and levels of service in the Long-term Plan 2015-25 (LTP).

Risks

If Council chooses not to adopt the Annual Plan it will not be able to meet its obligations under the LGA.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement Policy (2016) identifies the matters that are to be taken into account when assessing the degree of significance of proposals and decisions. The decision to adopt the Annual Plan 2017/18 is considered a significant decision in accordance with Council's policy (clause 12(h)).

ENGAGEMENT

Submitters will be advised of Council's decision in relation to their submission.

COMMUNICATION/MEDIA

The Annual Plan 2017/18 will be published on the Council website.

CONCLUSION

Section 95 of the Local Government Act 2002 (LGA) requires Council to have an Annual Plan and the plan must include all the information as per part 2 of schedule 10. It is recommended that Council adopt the Annual Plan 2017/18.

Annual Plan 2017/18 to be circulated separately.

ATTACHMENTS

Nil

5.7 RATES RESOLUTION 2017-18

Author: Toni Wilkinson, Revenue Manager

Authorised by: Alan Menhennet, Group Manager: Finance and Strategy

PURPOSE

This report recommends for the Council to set rates for 2017/18 in accordance with section 23 of the Local Government (Rating) Act 2002, the due dates for payment in accordance with section 24 of the Local Government (Rating) Act 2002, and to authorise the addition of penalties in accordance with sections 57 and 58 of the Local Government (Rating) Act 2002.

RECOMMENDATION(S)

That, pursuant to section 23 of the Local Government (Rating) Act 2002, and in accordance with the Taupō District Council’s Annual Plan 2017-18, including the Funding Impact Statement the Taupō District Council hereby sets the rates and charges as set out in this resolution; (and in accordance with sections 24 and 57 states the due dates for payment of rates and authorises the addition of penalties to unpaid rates) for the period commencing on 1 July 2017 and ending on 30 June 2018:

The rates and charges are as follows:

1. General Rate

A General Rate, set under section 13 of the Local Government (Rating) Act 2002 on every rating unit in the district and calculated on the capital value of each rating unit. This rate is set on a differential basis as follows:

Rating Unit	2017/18 GST incl
Residential	0.0025776/\$
Rural	0.0025776/\$
Utility Assets and Networks	0.0025776/\$
Electricity generators	0.0025776/\$
Industrial/Commercial	0.0046397/\$
Accommodation	0.0046397/\$
Other	0.0025776/\$

Uniform Annual General Charge

A Uniform Annual General Charge set under section 15 of the Local Government (Rating) Act 2002 assessed on every separately used or inhabited part of a rating unit in the district.

	2017/18 GST incl
Uniform Annual General Charge	\$250.00

2. Sewage Disposal

A targeted rate for sewage disposal, set under section 16 of the Local Government (Rating) Act 2002, assessed on every rating unit connected or available to be connected to a accessible Council scheme on the

basis of one charge per pan or urinal (with the exception of the residence of a single household – which shall be assessed only one charge). For the avoidance of doubt the words ‘a single household’ do not restrict the charge to one pan/urinal in the situation where a rating unit has separately used or inhabited parts. In such a situation each separately used or inhabited part is regarded as a separate household, and a charge applied, at the sliding scale, for each separately used or inhabited part of the rating unit. (those within 30 metres of a sewage drain)

The sewer schemes are: Taupō Township, Acacia Bay, Kinloch, Waitahanui/Five Mile Bay, Whakamaru, Mangakino, Atiamuri, Turangi Township/Tokaanu, Omori/Kuratau/Pukawa, Motutere, Whareroa and Motuoapa.

Targeted Sewer Disposal charges are:

Category	2017/18 GST incl
Connected (1st pan/urinals)	\$681.76
Connected (2 – 10 pans/urinals)	\$511.32
Connected (10 + pans/urinals)	\$340.88
Connected (schools 10 + pans/urinals)	\$170.44
Serviceable (available to be connected) per SUIP	\$340.88

3. Sewer Loan Servicing

A targeted rate for sewer scheme loans, set under section 16 of the Local Government (Rating) Act 2002, assessed on every rating unit within a sewer loan servicing scheme where no election was made to pay by way of lump sum contribution.

Targeted Sewer Scheme Loan Charges are:

Sewer Loan	2017/18 GST incl
Waitahanui/Five Mile Bay	\$298.90

4. Targeted Rates for water supply

Water Schemes with fixed charge targeted rates.

A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act, assessed on the basis of a targeted rate on any separately used or inhabited part of a rating unit that can be occupied, and being a rating unit which is connected, or is available to be connected, to a accessible Council scheme. A full charge will be made for each connected separately used or inhabited part of the rating unit and a half charge for serviceable separately used or inhabited parts of a rating unit (those within 100 metres of any part of the waterworks).

The water schemes and targeted water charges on any separate part of a rating unit described above are:

Water Scheme	2017/18 GST incl Serviceable (available to be connected)	2017/18 GST incl Connected
Taupō Township/Wairakei Village	\$223.73	\$447.46
Acacia Bay	\$272.84	\$545.68
Kinloch	\$199.73	\$399.46
Waitahanui	\$258.69	\$517.38
River Road	\$342.77	\$685.54
Mangakino Township	\$231.12	\$462.24
Atiamuri	\$435.74	\$871.48
Whakamaru	\$503.14	\$1,006.28
Turangi Township/Tokaanu	\$148.25	\$296.50
Motuoapa	\$247.27	\$494.54
Omorī/Kuratau/Pukawa	\$138.51	\$277.02
Hatepe	\$378.61	\$757.22
Whareroa	\$211.32	\$422.64

Water schemes with charges based on land value.

All rating units within the water supply areas below (whether connected or not) are assessed on the basis of land value without differentials. These are targeted rates, set under section 16 of the Local Government (Rating) Act 2002.

The water schemes and targeted water rates are:

Water scheme	2017/18 GST incl
Whakaroa	0.0016243/\$
Rakaunui Road	0.0025235/\$
Centennial Drive (untreated)	0.0049223/\$
Mapara Road	0.0009004/\$
Bonshaw Park	0.0045694/\$
Whakamoenga Point	0.0014503/\$
Waihaha	0.0031049/\$

Tirohanga

0.0007640/\$

5. Metered Water Supply

Targeted rates for metered water supply, set under section 19 of the Local Government (Rating) Act 2002, and assessed on the volume of water supplied to every rating unit with a water meter. In applying these metered water charges, the ratepayer will be provided with units of water at no charge up to the threshold at which the level of water usage multiplied by the rate per cubic metre matches the targeted rate contribution. It is only when this threshold is exceeded that water meter charges at the rates set below will be applied.

The targeted water meter rates are:

Water Supply	2017/18 GST incl
	cents/m ³
Taupō Township/Wairakei	227
Waitahanui	410
Acacia Bay	200
Kinloch	144
Whakaroa	229
Mapara Road	160
Bonshaw Park	291
Whakamoenga Point	161
River Road	162
Mangakino Township	178
Tirohanga	93
Turangi Township	69
Motuoapa	110
Tokaanu	131
Hatepe	259
Omori/Kuratau/Pukawa	148
Whakamaru	152
Atiamuri	178
Rakaunui Road	63
Centennial Drive (untreated)	51

6. District Refuse Disposal Charge

A targeted rate for district refuse disposal, solid waste operations and waste minimization initiatives, set under section 16 of the Local Government (Rating) Act 2002 and assessed on each separately used or inhabited part (SUIP) of each rateable rating unit in the district on the basis that properties categorized as residential, rural or other shall be assessed with one charge per SUIP, and industrial/commercial, accommodation, electricity generator and utility assets and network rating units shall be assessed with twice the charge per SUIP. For the avoidance of doubt, where a rating unit is divided into separate parts for rating purposes, each separate part is treated as if it were a separate rating unit for the application of this District Refuse Disposal Charge.

The targeted District Refuse Disposal Charge is:

	2017/18 GST incl Accommodation, Industrial/Commercial, Electricity Generators, Utility Assets & Networks	2017/18 GST incl Residential, Rural or Other
District Refuse Disposal Charge	\$90.88	\$45.44

7. Whakamaru Fire Protection Rate

A targeted Whakamaru Fire Protection Rate, set under section 16 of the Local Government (Rating) Act 2002, assessed on specified rating units within the Whakamaru Village as a fixed amount per rating unit.

The targeted Whakamaru Fire Protection Rate is:

	2017/18 GST incl
Whakamaru Fire Protection	\$167.71

8. Whareroa Refuse Rate

A targeted Whareroa Refuse Rate, set under section 16 of the Local Government (Rating) Act 2002, assessed on all rating units in the Whareroa rating area as a fixed amount per rating unit.

The targeted Whareroa Refuse Rate is:

	2017/18 GST incl
Whareroa Refuse Rate	\$90.90

9. Town Centre Taupō Management Rate

A targeted Town Centre Taupō Management Rate, set under section 16 of the Local Government (Rating) Act 2002, assessed on each separately used or inhabited part of industrial/commercial rating units within the defined central business district of Taupō town.

The targeted Town Centre Taupō Management Rate is:

	2017/18 GST incl
Town Centre Taupō Management	\$353.44

10. Turangi Tongariro Community Board Rate

A targeted Turangi Tongariro Community Board Rate, set under section 16 of the Local Government (Rating) Act 2002, assessed on each separately used or inhabited part of all rateable rating units within the Turangi-Tongariro ward.

	2017/18 GST incl
Turangi Tongariro Community Board Rate	\$16.71

11. Goods and Services Tax (GST)

15% GST is included in the rates.

12. Due dates for payment

There will be four instalments for rates assessed (excluding rates for metered water supply) as follows:

Instalment	Due Dates
One	21 August 2017
Two	20 November 2017
Three	20 February 2018
Four	21 May 2018

Targeted rates for metered water supply will be invoiced separately from other rates invoices and the due dates are:

Meter area	A/c numbers	Due dates
Taupō Town	015115 - 015970	20 February & 20 August
Taupō Town	017950 - 018910	
Taupō Town	012375 - 015100	20 March & 20 September
Wairakei	018915 - 018955	
Taupō Town	019000 - 019999	
Acacia Bay	020000 - 029999	
Taupō Town	015985 - 017640	20 April & 20 October
Turangi	050015 - 055000	
Mapara	100000 - 109999	
Tokaanu	130000 - 130482	
Omori	160015 - 160355	
Broadlands Rd/TMP	301000 - 399999	
Mangakino	040000 - 040580	20 May & 20 November
Centennial Drive	080000 - 089999	
Bonshaw Park	120000 - 129999	
Waitahanui/Hatepe	140000 - 159999	
River Road	170000 - 179999	
Serenity Cove	400010 - 400510	20 June & 20 December
Taupo Town	017650 - 017935	
Kinloch	030000 - 039999	
Whakarua	060000 - 069999	
Tirohanga	110000 - 119999	20 July & 20 January
Taupō Town	010015 - 012325	
Ashwood Park	300000 - 300999	20th of each month
Various (read monthly)	090000 - 099999	
Various (read monthly)	200000 - 299999	

Various (read quarterly)	180000 - 189999	20 March, 20 June, 20 September, 20 December
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(unless otherwise noted in the table, meters are read six monthly)

13. Penalty Charges

A 10% penalty will be added to any part of the rates instalment that remains unpaid by the due date as shown in the table below as provided for in Section 57 and 58(1)(a) of the Local Government (Rating) Act 2002.

Due Date	Penalty added
21 August 2017	28 August 2017
20 November 2017	27 November 2017
20 February 2018	27 February 2018
21 May 2018	28 May 2018

A further 10% penalty on any rates that are unpaid from previous years on 1 July 2017 will be added on 4 July 2017 being 5 working days after this resolution is made, as provided in Section 58(1)(b)(ii) of the Local Government (Rating) Act 2002.

BACKGROUND

On 26 April 2017 Council adopted the Consultation Document for the Annual Plan 2017-18. The supporting documentation available during the consultation period included a draft Funding Impact Statement. The submission period opened on 1 May and closed on 26 May 2017. A total of 260 submissions were received. Hearings were held 7 – 9 June 2017, where 18 submitters spoke to their submissions. Deliberations on submissions were held on 15 June 2017.

Today Council adopted the Annual Plan 2017-18 including the Funding Impact Statement.

OPTIONS

The two options Council has are to either set the rates, set the due dates and authorise penalties in accordance with the Local Government (Rating) Act 2002, or not. If Council chose not to do so Council would not have the ability to assess and collect rates for 2017-18.

CONSIDERATIONS

Financial Considerations

The rates resolution sets the rates to be assessed.

Legal Considerations

The Local Government (Rating) Act 2002 provides Council with the mandate to set and collect rates. Section 23 of the Local Government (Rating) Act 2002 requires the Council to set rates by a resolution of the local authority.

Policy Implications

The rates resolution is a complete statement of the rates to be set and is in accordance with the Funding Impact Statement.

Risks

There are no risks identified.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Officers have undertaken an assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the decision to set the rates, set the due dates for payment and authorise the addition of penalties to unpaid rates for 2017-18, is a significant decision.

ENGAGEMENT

Council consulted with the community to develop the Annual Plan, which has now been adopted. There is no further engagement required prior to Council making a decision to set rates, set due dates for payment and authorise the addition of penalties to unpaid rates for 2017-18.

COMMUNICATION/MEDIA

The Annual Plan and the revised rates will be published on the Council website and in hard copy.

CONCLUSION

The Annual Plan 2017-18 has been adopted, including the Funding Impact Statement. Under Section 23 of the Local Government (Rating) Act 2002, rates need to be set for 2017-18 as set out in this resolution.

ATTACHMENTS

Nil

5.8 COUNCIL'S MAY PERFORMANCE REPORT

Author: Gareth Green, Chief Executive Officer

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This report provides Council with an overview on the performance of the organisation in relation to:

- Our financial performance for the month;
- How projects are progressing with respect to time, budget and delivery
- Whether services are meeting the desired performance measures
- Any emerging challenges or opportunities.

RECOMMENDATION(S)

That Council notes the information contained in the Council Performance report for the month of May 2017.

HIGHLIGHTS FROM THE PAST MONTH

We've had great public feedback to our announcement that we will be working with stakeholders to make improvements to Spa Thermal Park's Otumuheke Stream. The area sees up to 1500 visitors each day, and with the number likely to grow there is a need to encourage greater respect and care of this culturally important site. Tenders will be called for in the near future and we're looking forward to working with stakeholders Patuwi Reserve Trust, Tūwharetoa Maori Health Board, Waikato Regional Council, Department of Conservation, police and the community on this exciting project.

Council has retained its AA credit rating with a stable outlook from international rating agency Standard and Poor's on the back of a strong financial position. Our budgetary performance and flexibility, exceptional liquidity and low contingent liabilities led to retaining the rating, which is the highest possible rating a territorial authority can attain. The agency forecast Council's debt levels would continue to decline relative to revenues as we maintain our strong operating position, and commended our focus on fiscal consolidation following years of key infrastructure spending.

The latest Marketview report showed it was a strong summer for local retailers with \$168.9 million worth of transactions in the district. Visitors from around New Zealand carried out 45.1 per cent of purchases, closely followed by local shoppers who contributed to 42 per cent of the total spend. International cardholders spent 14.1 per cent more in the district than the same time in 2016, with a total of \$17.84 million spent. Turangi also had a strong summer, with spending up 11 per cent on the previous year.

We have recently welcomed a large group of Chinese visitors from our friendship city Shaoxing who spent three days in the district experiencing local attractions, looking at investment opportunities and building business relationships. The visit was part of the Shaoxing 1000 initiative that guarantees 1000 visitors to the Taupo District. Highlights of the visit included a dinner with local business delegates and a free concert at the Great Lake Centre by music students from Shaoxing University's School of Music.

CHALLENGES

We are continuing with plans to relocate 130 staff from the Lake Terrace office and leases for the majority of the new offices have now been signed. Remedial work will need to take place on the office spaces to get them ready for staff to move into, and they all require IT connections and IT fit-outs. This work will be completed over the coming weeks with staff relocating in July and August.

The Senior Leadership Group are working to ensure the transition for staff is as seamless as possible and are ensuring staff are kept up-to-date with how work is progressing.

Our vision and values work has now been rolled out across the organisation and this will help to keep the team working together when they are physically spread over a number of offices. The What Does Great Look

Like project looking into our technology capability and our roadmap for the future continues to get good engagement from all teams, and the development of our customer experience strategy is continuing.

ATTACHMENTS

1. May 2017 Project and Service Council Performance Report [A1971537] 
2. Treasury Management Report May-17 [A1973887] 

5.9 HEALTH AND SAFETY REPORT

Author: Lyn Hura, People & Capability Manager

Authorised by: Brian Fox, Group Manager: Corporate and Community

PURPOSE

The reason for the report is to ensure Councillors understand Taupō District Council's Health and Safety strategy for 2017/18 and are kept up to date with current and future health and safety matters. To provide an assurance that Taupō District Council has systems and processes in place that comply with the duties and requirements under the Health and Safety at Work Act 2015 (HSWA).

DISCUSSION

As you are aware, Taupō District Council received ACC Workplace Safety Management Practice tertiary accreditation in September 2016. Since then, a new Health and Safety Policy Statement [attached] that encapsulates our new values and prioritises Health and Safety activities for 2017/18 has been developed to ensure continuous improvement. Our health and safety strategy underpins the implementation of this policy and outlines the key focus areas for 2017/18 year: Safe People, Safe Workplace and Safe Systems [attached].

Six key pathways in the strategy provide significant improvement opportunities in the way Taupō District Council manages Health and Safety.

1. Contractor Management

Waikato and Bay of Plenty Councils have teamed up to make employing contractors and checking health and safety requirements easier. A new streamlined pre-qualification process ensures Councils are using contractors who operate with effective health and safety management systems and are holding current and relevant insurances. This process helps us meet our responsibilities to ensure that contractors, working for or on Council assets and/or supplying services, have effective health and safety systems to prevent harm to people and the environment or damage to property.

The process involves contractors applying for a pre-qualified 'approved' status using a system owned by SHE Software NZ Ltd, providing health and safety documentation to show they understand and comply with the HSWA, and any associated Regulations. Contractors submit an application online that is evaluated by an external health and safety professional. When the evaluator is satisfied with the contractors' health and safety management systems, the contractor receives a confirmation email advising of their 'approved' status.

Once a contractor is 'pre-qualified,' their status is valid for two years at all participating Councils. Site specific safety plans are still required when physical work is carried out and Council representatives need to monitor the performance of each contractor. The pre-qualification process is not a guarantee of work however it may give the contractor an advantage in the selection process as they have already met the Council's pre-requisite health and safety expectations.

As contractors become pre-qualified, company/industry details will be accessible on a shared database and will provide visibility to contractors and Council staff to identify who is approved, assisting with the tendering process and Council procurement.

Taupō District Council has recently joined WLASS contractor pre-qualification process and are the 20th Council to sign up. We are in the initial set-up stage of this process however, this will provide legislative assurance to Council but also will benefit local contractors as being approved contractors for multiple councils. Our council contractor managers will have visibility of their respective contractors' management systems and will provide the framework for improved auditing on contractor's health and safety systems.

2. Incident Management

Taupō District Council is committed to continuous improvement of our safety performance and to achieve this, it is key we learn from retrospective findings from incidents. It has been identified there is a gap in the understanding of causal factors of incidents or events and consequently does not provide relevant corrective actions to prevent reoccurrence. To mitigate this gap, Taupō District Council will provide training to

managers and supervisors in medium to high-risk activities in ICAM (Investigation Causal Analysis Methodology) training; this will develop an understanding of the organisational root causes of incidents/events. The goal of the training is to maximise learnings from incidents/events to avoid reoccurrence and improve future resilience to hazards. It introduces to our staff best practice in incident investigations and develops practical hands on tools.

There have been no notifiable events or lost time injuries over the previous month.

3. Risk Management

The HSWA has increased the focus on risk management and there is now more prescriptive duties imposed on personnel at all levels of the organisation. Taupō District Council currently holds risk registers for most areas within Council and our strategy for 2017/18 is to proactively engage with workers to review current registers to ensure we are managing our risks effectively. The risks need to be site specific with definitive controls in place, identify critical risks and cover the health factor of “health and safety” - currently our registers are very safety focussed.

4. Emergency Preparedness

With the changes imminent with council employees relocating to other Taupō sites, a review of our emergency procedures will be required to align with the respective building’s evacuation plans in the event of an emergency.

5. Health and Wellness

The HSWA considers the potential work-related health conditions as well as injuries, where health conditions include both physical and psychological acute and long-term illnesses. The health and wellbeing of our staff is just as important as safety. The New Zealand Mental Health Survey 2016, states that one in two New Zealanders will experience a common mental health illness in their lifetime and we recognise the importance of building a mentally healthy workplace at Taupō District Council. Our 2017/18 Health and Safety strategy includes a Health and Wellbeing programme to be rolled out over the next few months to ensure we meet our obligations under the Act.

6. Culture

Underpinning all of these strategies is the engagement of our workers and a focus on better conversations allowing Taupō District Council employees to have a stronger influence on managing workplace health and safety. This will link to a new performance framework with a focus on developing the right health and safety KPIs for each level of Council.

RECOMMENDATION

That Council receives the Health and Safety Report dated 27 June 2017.

ATTACHMENTS

1. Health and Safety Policy Statement 
2. Health and Safety Strategy 2017/18 

5.10 ELECTED MEMBER REMUNERATION - ADDITIONAL RESPONSIBILITIES ALLOWANCE

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Brian Fox, Group Manager: Corporate and Community

PURPOSE

To consider proposals to be submitted to the Remuneration Authority for additional responsibilities for Councillors.

EXECUTIVE SUMMARY

The Remuneration Authority sets remuneration for local authorities, including additional responsibility payments.

Currently the Deputy Mayor and Chair of the Turangi/Tongariro Community Board receive additional responsibility payments.

In April 2016 Council considered the question of additional responsibilities and agreed at that time not to recommend any additional positions, however that this would be reviewed following the 2016 triennial elections.

Information regarding additional responsibilities [over and above the basic councillor roles], an estimate of extra time and recommended amount is required to be submitted for each position that Council recommends for additional payment.

RECOMMENDATION(S)

That Council approves the additional responsibilities proposal as set out in Appendix 3 for Councillors for submission to the Remuneration Authority for the following Standing Committees:

- Emergency Management Committee
- Fences, Roding, Reserves and Dogs Committee
- Mangakino-Pouakani Representative Group

BACKGROUND

The proposal has been before Council at a prior meeting 26 April 2016 at which no recommendation was made to the Remuneration Authority regarding additional responsibility payments.

The base Councillor salary as from the 2016 Election for the Taupō District will be \$33,415 per annum.

The Deputy Mayor currently receives an additional 20% of councillor salary and the Chair of TTCB double that of the Community Board salary. This equates to \$14,678.

The maximum amount available to distribute for positions of additional responsibility and/or significant extra duties associated with the District Plan process is \$66,830.

The Remuneration Authority has suggested that Chairs of Standing Committees could be in the range of 5% to 25% of the base salary for additional responsibilities.

DISCUSSION

In approving a proposal for additional remuneration for Councillors, the Remuneration Authority will look for evidence of significant and ongoing extra workload or responsibility. In particular, it will consider:

- the position description – the additional responsibilities over and above the basic councillor role (duties, delegations, deputising and reporting obligations)
- Council minutes and formal resolutions that set the additional responsibilities

- variation, and the extent to which the duties can vary
- benefits to ratepayers in assigning these additional responsibilities
- an estimate of the extra time (hours per month) involved in carrying out the additional responsibilities
- relative job sizes and remuneration

There are three Standing Committees that could be considered as set out below:

Committee	Size	Annual number of meetings	Notes
Emergency Management	7	4	Oversight of civil defence, emergency management and rural fire activities
Mangakino-Pouakani Representative Group	6	5	Focused on the MP ward advocating and representing the interests of the area.
Fences, Rooding, Reserves & Dogs	5	5	Considers appeals and objections to the application of specific legislation and bylaws

As outlined previously, a range of between 5% (\$1670) to 25% (\$8353) of the base salary can be considered for the Chairs of these Standing Committees.

Copies of Councillor base and additional councillor responsibilities role descriptions issued by the Remuneration Authority are attached [Appendix 1 & 2].

The application forms for additional responsibilities for these positions have been drafted [Appendix 3] following discussions with the Chairs of these committees.

Following the completion of the additional responsibility forms including the additional times spent and benefits to the ratepayers, it is proposed that the additional Councillor responsibilities be allocated at 15% for the Chairs of Emergency Management and Fences, Rooding, Reserves and Dogs Committees and at 10% for the Chair of Mangakino-Pouakani Representative Group.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be \$13,365.

Annual Plan

The previously approved responsibility payments for the Deputy Mayor and Chair of TTCB have been included in the Long-term Plan. Any additional roles are unbudgeted and would need to be included in the Long-term Plan 2018-28.

Legal Considerations

The Remuneration Authority sets remuneration for elected positions in local government. Council is required to submit a proposal for additional responsibilities to the RA for approval.

Policy Implications

There are no known policy implications.

Risks

There are no known risks.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council’s Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;

- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

COMMUNICATION/MEDIA

No communication/media is required.

CONCLUSION

Council can propose to the Remuneration Authority requests for additional payment for specific roles providing the total additional remuneration does not exceed \$66,830.

ATTACHMENTS

1. Councillor base role description 
2. Additional councillor responsibilities role description 
3. Position descriptions - Form B

5.11 COUNCIL ENGAGEMENTS JULY 2017 AND CONFERENCE OPPORTUNITIES**Author:** Tina Jakes, Democracy & Community Engagement Manager**Authorised by:** Brian Fox, Group Manager: Corporate and Community**Engagements**

ENGAGEMENT	DAY	DATE	TIME
Tutemohuta Reserve Trust Committee meeting [Waitahanui Community Hall]	Monday	3	4pm – 6pm
Workshop – Representation Review	Tuesday	4	12.30pm – 1.30pm
Performance Monitoring Group meeting [closed]	Tuesday	4	1.30pm – 2.30pm
Turangi/Tongariro Community Board meeting [Boardroom, Turangi]	Tuesday	11	1pm – 4pm
Audit & Risk Committee meeting	Monday	17	10am – 12pm
Fences, Rooding, Reserves & Dogs Committee meeting	Tuesday	18	10am – 1pm
Taupō Airport Authority Committee meeting [Taupō Airport, ANZAC Memorial Drive]	Monday	24	11am – 12pm

Conference and Professional Development Opportunities

To approve, either prior or retrospectively, Councillor attendance at conferences and professional development courses – none to consider at the time of agenda printing.

RECOMMENDATION(S)

That Council receives the information relating to engagements for July 2017.

ATTACHMENTS

Nil

5.12 MEMBERS' REPORTS

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Brian Fox, Group Manager: Corporate and Community

PURPOSE

This item permits members to report on meetings/functions they have attended as Council's representative, or on behalf of Council, since the last Council meeting.

The item also provides an opportunity for members to report back, either verbally or by way of tabled information, specifically on conferences, seminars and professional development courses that they have attended.

No debate and/or resolution is permitted on any of the reports.

CONCLUSION

Members' reports will be presented at the meeting for receipt.

RECOMMENDATION(S)

That Council receives the reports from members.

ATTACHMENTS

Nil

6 CONFIDENTIAL BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

I move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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
<p>Agenda Item No: 6.1 Confirmation of Confidential Portion of Ordinary Council Minutes - 30 May 2017</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Section 48(1)(a)(i)- 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 would exist under section 7</p>
<p>Agenda Item No: 6.2 Receipt of Confidential Portion of Minutes - Emergency Management Committee - 22 May 2017</p>	<p>Section 6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial</p>	<p>Section 48(1)(a)(i)- 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 would exist under section 6</p>

I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.