



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

<b>Date:</b>	<b>Tuesday, 12 December 2017</b>
<b>Time:</b>	<b>1.30pm</b>
<b>Location:</b>	<b>Council Chamber 107 Heuheu Street Taupō</b>

# **AGENDA**

## **MEMBERSHIP**

**Chairperson** Mayor David Trewavas  
**Deputy Chairperson** Cr Rosie Harvey

**Members**

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

**Quorum** 6

**Gareth Green**  
**Chief Executive Officer**

## Order Of Business

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**3.1 EXTRAORDINARY COUNCIL MEETING - 20 NOVEMBER 2017**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

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

**RECOMMENDATION(S)**

That the minutes of the extraordinary Council meeting held on Monday 20 November 2017 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Council Meeting Minutes - 20 November 2017 

**3.2 ORDINARY COUNCIL MEETING - 28 NOVEMBER 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 28 November 2017 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Council Meeting Minutes - 28 November 2017 

**4.1 ORDINARY EMERGENCY MANAGEMENT COMMITTEE MEETING - 20 NOVEMBER 2017**

**Author:** Raeleen Rihari, Democratic Services Support Officer

**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 20 November 2017.

**ATTACHMENTS**

1. Emergency Management Committee Meeting Minutes - 20 November 2017 

**4.2 ORDINARY AD HOC COMMITTEE - GAMBLING AND EASTER TRADING MEETING - 21 NOVEMBER 2017**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

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

**RECOMMENDATION(S)**

1. That Council receives the minutes of the Ad Hoc Committee - Gambling and Easter Trading meeting held on Tuesday 21 November 2017.
2. That Council adopts the Easter Sunday Shop Trading Policy (A2087320) in accordance with Ad Hoc Committee resolution ADGET201711/04.
3. That Council adopts the Class 4 Gambling and TAB Policy (A2014485) in accordance with Ad Hoc Committee resolution ADGET201711/05.

The Easter Sunday Shop Trading and Class 4 Gambling and TAB Policies are attached (A2087320 and A2014485 respectively).

**ATTACHMENTS**

1. Ad Hoc Committee - Gambling and Easter Trading Meeting Minutes - 21 November 2017 
2. Easter Sunday Shop Trading Policy (A2087320) 
3. Class 4 Gambling and TAB Policy (A2014485) 

**4.3 ORDINARY TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 27 NOVEMBER 2017**

**Author:** Raeleen Rihari, Democratic Services Support Officer

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

**RECOMMENDATION(S)**

That Council receives the minutes of the Taupō Airport Authority Committee meeting held on Monday 27 November 2017.

**ATTACHMENTS**

1. Taupō Airport Authority Committee Meeting Minutes - 27 November 2017 

**5.1 BROADLANDS ROAD AREA WIDE TREATMENT 2018 TDC/1718/213**

**Author:** Bryan Ferguson, Senior Engineering Officer - Transportation

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

This report is to seek the approval to award the tender for TDC/1718/213 Broadlands Road Area Wide Treatment 2018.

**EXECUTIVE SUMMARY**

Tenders for this contract closed on 24 November 2017. Two tenders were received with Inframax Construction Ltd being the lowest priced conforming tenderer.

**RECOMMENDATION(S)**

That Council accepts the Tender for Contract TDC/1718/213 for Broadlands Road Area Wide Treatment submitted by Inframax Construction Ltd for the sum of \$468,065.26 (excl. 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**

The proposal has not been presented previously.

**DISCUSSION**

This tender allows for the rehabilitation and seal widening of a 980m length of Broadlands Road located south of the River Road Intersection locally known as the River Road straight. The extent of pavement rutting, potholing and surface cracking makes it uneconomical to repair as a maintenance project with full rehabilitation giving greater value and better vehicle ride outcome.

In line with Taupō District Councils Broadlands Road Corridor Management Plan (Sept 2004) which recommends the inclusion of widening with any reconstruction works, this contract includes for the widening of the reconstruction length from the current 7.5m to a 11m wide carriageway (3.5m traffic lane with a 2m wide sealed shoulder), thus improving safety for both motorists and cyclists.

Contract works are programmed to commence immediately following the New Year public holiday in order to take full advantage of summer construction weather so that works are completed in advance of the Ironman event, a requirement which has clearly been spelt out in the contract document.

Inframax Construction Ltd the lowest priced conforming tenderer currently holds registration on TDC Health & Safety Preferred Contractors listing and has achieved Green Status on the Site Wise prequalification system (Objective A2089915). This system is currently being introduced by Taupō District Council for contractor approval in regard to confirming that contractors Health & Safety systems and procedures meet the requirements & standards of the Health & Safety at Work Act 2015.

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

1. Accept the tender of Inframax Construction Ltd which falls within the allowable budget.
2. Do not accept tenders however by doing this, any retendering would put the project into a time frame outside of ideal construction weather conditions.

**TENDERS RECEIVED**

Tender documents were issued for a proposed contract on 6 Nov 2017. Tenders closed on 24 November 2017. Two tenders were received from the following organisations:

- Inframax Construction Ltd (Te Kuiti)
- Parata Construction Ltd (Reporoa)

The lowest priced conforming tender was that of Inframax Construction Ltd at \$468,065.26 exclusive of GST.

The project was estimated at \$500,239.40 by Engineering Officer Bryan Ferguson.

Inframax Construction Ltd have completed a number of road construction projects for Taupō District Council namely rehabilitation and seal extension over the past seven years with a good outcome on all projects both in quality and timeliness.

### **TENDER EVALUATION**

Tenders were evaluated on a Relevant Experience, Track Record, Technical Skills, Resources, Management Skills and Methodology attributes basis.

Tenders were evaluated according to the Lowest Price Conforming Tender Method as described in the Taupō District Council's procurement policy.

### **RECOMMENDED CONTRACT PRICE**

The tender submitted by Inframax Construction Ltd being \$468,065.26 over the 10 week contract term.

### **OPTIONS**

Council may choose to accept the preferred tender or not. If the tender is not accepted the project would be put into a time frame outside of ideal construction weather conditions.

### **CONSIDERATIONS**

#### **Financial Considerations**

The financial impact of the proposal is estimated to be \$468,065.26.

#### Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for under \$552,000.00.

#### **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).

#### **Policy Implications**

#### **There are no known policy implications. Risks**

Known risks are the undertaking of road construction in unfavourable weather conditions mitigated by programming the work to be undertaken in the warmer and drier summer months. Not completing the project works prior to the Ironman event, the Contract Documents clearly state the completion to be prior to the Ironman with both Contractor and Council to work collaboratively to meet this goal.

### **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**

Residents that access their properties from the affected length of Broadlands Road will be notified prior to the commencement of physical works and updated as required.

A general media release will be made to notify the public of the proposed works.

**CONCLUSION**

It is recommended that Council accepts the tender from Inframax Construction Ltd for the Broadlands Road Area Wide Treatment 2018 contract.

**ATTACHMENTS**

Nil

**5.2 CONTRACT TDC/1718/211 - WATER SUPPLY TITOKI FALLING MAIN**

**Author:** Michael Cordell, Asset Manager Water & Waste

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

This report is to seek Council approval to award the tender for Contract TDC/1718/211 – Titoki Falling Main.

**EXECUTIVE SUMMARY**

Upgrade to the Titoki Falling main is required to provide the capacity to service the growth areas to the south of Taupō. The project renews an existing asbestos cement (AC) water main and upsizes it to provide the extra capacity required. Therefore the project is part renewals and part new capital expenditure.

Tenders closed for Contract TDC/1718/211 at 1.00pm on Monday, 27 November 2017. Three tenders plus one alternative tender were received with Waipa Civil Ltd being the lowest priced conforming tender.

**RECOMMENDATION(S)**

That Council accepts the Tender for Contract TDC/1718/211 for Titoki Water Supply Falling Main submitted by Waipa Civil for the sum of \$842,451 (excl. 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.

Upgrade to the Titoki Falling main is required to provide the capacity to service the growth areas to the south of Taupō. The project renews an existing 250 AC water main and upsizes it to provide the extra capacity required. Therefore the project is part renewals and part new capital expenditure.

The work consists of pipe installation from Titoki Ave, Ingle Ave and Richmond Ave ceasing at Matuku Street.



## TENDERS RECEIVED

Tenders closed for Contract TDC/1718/211 closed at 1.00pm on Monday 27 November 2017. Three tenders, and one alternative tender were received.

Tenders were received from:

- Waipa Civil Limited, Cambridge
- Downer New Zealand Limited, Taupō
- GT Civil Limited, Cambridge

Waipa Civil also provided an alternative tender.

Tender prices (conforming) ranged from to \$842,451, to 1,118,769.42.

Waipa Civil Ltd being the lowest priced conforming tender.

The alternative Tender from Waipa Civil is for \$738,524.00.

While the alternative tender is lower cost, some aspects of the proposal may increase the risk of the project. The alternative tender suggests pipe alignment in the base of the storm water gully, which could create erosion risk. Therefore we have not selected this option. However we will work with Waipa Civil to explore cost savings in the contact where practicable.

The project was estimated at \$ 828,000 by Mott McDonald.

## TENDER EVALUATION

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 Waipa Civil.

### RECOMMENDED CONTRACT PRICE

The recommended price tender submitted by Waipa Civil being \$842,451 over the four-month contract term.

The Contract period in the Tender is 22 December 2017 to 22 April 2018. However, by agreement, the contract will be delayed by one month to avoid the busiest period. Work on site is scheduled to start on the 15 February 2018.

### OPTIONS

Council may choose to accept the preferred tender or not. If the tender is not accepted, the project will not proceed.

In the past, there have been some complaints of low water pressure in the Wharewaka area during peak use times. If the project does not proceed these issues will worsen as growth in the southern area continues.

Option 1.- Do nothing

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>No renewal/upgrade cost to Council</li> </ul>	<ul style="list-style-type: none"> <li>Water supply issue to the southern area will increase over time as growth occurs</li> </ul>

Option 2. - Accept a tender

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

#### Analysis Conclusion:

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

### CONSIDERATIONS

#### Financial Considerations

The financial impact of the proposal is estimated to be \$842,451.

#### Long-term Plan/Annual Plan

The project will be part funded by capital budget \$640k available (GL 2634920) and part renewal \$420k available (GL 5985107).

#### 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

The major risks associated with the project are construction risks around working with old AC pipes and the potential for pipe failure. As AC pipes age, they become more delicate.

Effort will be required to minimise the disturbance of the old water main and spare pipe will need to be available at short notice in case of pipe failure.

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.

**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/1718/211 for Titoki water supply falling main submitted by Waipa Civil for the sum of \$842,451 [excl. GST] is the lowest price tender and should be accepted.

**ATTACHMENTS**

Nil

**5.3 CONTRACT TDC/1718/214 - RETAINING WALL - PUKAWA SLIP REPAIRS**

**Author:** Colin Giles, Transport & Projects Manager

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

This report was to seek Council approval to award the tender for Contract TDC/1718/214 for the Construction of two retaining walls on Pukawa Road.

This tender closed on Friday 24<sup>th</sup> November and the tender evaluation was not completed in time to meet the deadline for the Council meeting agenda.

This completed report with the recommendation will not be completed in time for the Council meeting on Tuesday 12<sup>th</sup> December.

This report is to seek Council approval to give delegated authority to the Mayor and Chief Executive to accept the recommendation to award the tender for Contract TDC/1718/214 - for Retaining Walls – Pukawa Road Slip Repairs to the tenderer who is evaluated as having the lowest price conforming tender.

**EXECUTIVE SUMMARY**

Tenders closed for Contract TDC/1718/214 – Retaining Walls – Pukawa Road Slip Repairs at 1.00pm on Friday, 24<sup>th</sup> November 2017. Two tenders were received. Tenders are being evaluated using the lowest price conforming method.

This report is to seek Council approval to give delegated authority to the Mayor and Chief Executive to accept the recommendation to award the tender for Contract TDC/1718/214 - Retaining Walls – Pukawa Road Slip Repairs to the Tenderer who is evaluated as having the lowest price conforming tender.

**RECOMMENDATION(S)**

That the powers to award the Tender for Contract TDC/1718/214 for Retaining Walls – Pukawa Road Slip Repairs be delegated to His Worship the Mayor and the Chief Executive provided that the preferred tender is within the Engineers Estimate of \$549,426.50 plus GST; and that His Worship the Mayor and the Chief Executive be authorised to sign the Contract Document(s) and attach the Council's Common Seal to them, following the award of tender..

**BACKGROUND**

The proposal has not been presented previously.

**DISCUSSION**

Tender documents were issued for a proposed contract on 1<sup>st</sup> November 2017. Tenders closed at 1.00pm on Friday 24<sup>th</sup> November 2017. Two tenders were received.

**TENDER EVALUATION**

Tenders are to be evaluated using the lowest price conforming method.

The attributes included:

- Site managers abilities
- Technical skills
- Resources
- Contractors programme
- Methodology
- Risk management

This tender evaluation is conducted in two stages as follows:

1. The first stage consisted of ranking tenders in ascending order based on prices.
2. The second stage consisted of determining tender acceptability when assessed against each of the non-price attributes. Each of these attributes were scored on a PASS/FAIL basis. Any attribute that scores a fail will exclude that tender from further consideration. Determination of acceptability shall commence with the lowest price tender and shall cease when the first conforming tender is determined.

The price is then checked.

## **OPTIONS**

Pukawa Road under-slips have reduced the carriageway to a single lane. Pukawa Road is the only vehicle access in and out of Pukawa and is considered a critical access.

The repair work is considered urgent as there is a possibility of further material slipping away which could close the road but will also result in a more expensive repair.

Due to the saturated nature of the soils, it is also considered imperative that the repair work be done during the summer period.

If a tender is not accepted, the slip repairs will not be completed and there is a risk that there could be further damage and, the possibility of losing the road and therefore any vehicular access in and out of Pukawa.

### **Option 1**

Council choose to accept delegating tender approval powers to the CE and Mayor thus allowing construction works to commence in January 2018 completing the project in more favourable weather and following the Christmas/New Year period when less traffic will be using the road.

### **Option 2**

Council defer the tender approval until the next Council meeting on Thursday 1<sup>st</sup> February 2018. This could delay the project start on site meaning that it could be exposed to wetter cooler weather.

## **CONSIDERATIONS**

### **Financial Considerations**

The financial impact of the proposal is estimated to be \$550,000 plus GST.

#### Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for in Emergency Works

### **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).

### **Policy Implications**

There are no known policy implications.

### **Risks**

Risks include:

- The stability of the site.
- Weather
- Traffic

**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**

A press release will be issued and the information will be available on the Council website. The communication will also advise details of the contract for the retaining wall, Pukawa slip repairs once confirmed.

**CONCLUSION**

It is recommended that Council delegates authority to the Mayor and Chief Executive to accept the recommendation to award the tender for Contract TDC/1718/214 - for Retaining Walls – Pukawa Road Slip Repairs to the tenderer who is evaluated as having the lowest price conforming tender.

**ATTACHMENTS**

Nil

**5.4 CONTRACT TDC/1718/220 - PROCUREMENT OF LED LUMINAIRES FOR UPGRADE OF TAUPŌ DISTRICT STREETLIGHTS**

**Author:** Colin Giles, Transport & Projects Manager

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

This report was to seek Council approval to award the tender for Contract TDC/1718/220 for the Procurement of LED Luminaires for the Upgrade of Taupō District Streetlights.

As this tender closed on Wednesday 6 December 2017, the tender evaluation has not completed in time to meet the deadline for the Council meeting agenda. The number of tenders received and the complexity of evaluating the technical elements are taking longer than originally anticipated.

This completed report with the recommendation will not be completed in time for the Council Meeting on Tuesday 12<sup>th</sup> December 2017.

This report is to seek Council approval to give delegated authority to the Mayor and Chief Executive to accept the recommendation to award the tender for Contract TDC/1718/220 - Procurement of LED Luminaires for the Upgrade of Taupō District Streetlights to the Tenderer who scores the highest overall index.

**EXECUTIVE SUMMARY**

Tenders closed for Contract TDC/1718/220 for the Procurement of LED Luminaires for the Upgrade of Taupō District Streetlights at 1.00pm on Wednesday, 6 December 2017. Six tenders were received. Tenders are being evaluated generally in accordance with the Weighted Attributes Method.

This report is to seek Council approval to give delegated authority to the Mayor and Chief Executive to accept the recommendation to award the tender for Contract TDC/1718/220 - Procurement of LED Luminaires for the Upgrade of Taupō District Streetlights to the Tenderer who scores the highest overall index.

**RECOMMENDATION(S)**

That the powers to award the Tender for Contract TDC/1718/220 for Procurement of LED Luminaires for Upgrade of Taupō District Streetlights be delegated to His Worship the Mayor and the Chief Executive provided that the preferred tender is within the Engineers estimate of \$954,000 plus GST; and that His Worship the Mayor and the Chief Executive be authorised to sign the Contract Document(s) and attach the Council's Common Seal to them, following award of tender.

**BACKGROUND**

The proposal has not been presented previously.

Late last year NZTA advised it was considering providing 85% funding assistance to upgrade streetlights using LED Luminaires.

Taupō District Council prepared a business case to NZTA with a programme to replace the vast majority of its high intensity discharge (HID) street lighting with Light Emitting Diode (LED) luminaires to realise the many benefits that this technology offers such as significant energy and maintenance savings, improved control possibilities, improved lighting, reliability and safety, and reduced carbon emissions. NZTA approved the business case and confirmed funding earlier this year.

Funding of \$2.5 million was identified in the Taupō District Council Annual Plan 2017/18.

Tender closed for the physical installation of the LED luminaires which Taupō District Council will pay for and free issue to the preferred installation tenderer. The report and recommendation for the Installation of the LED Luminaires will also be considered at the Council meeting on 12 December 2017.

**DISCUSSION**

This tender is for the supply of LED luminaires to Taupō District Council (TDC) to replace a large number of

the HID street lights on the TDC roading network. An order will not necessarily be placed for the quantities listed in the price schedule.

Tenderers were requested to provide information and pricing for LED street lighting luminaires. Each tenderer could provide a maximum of 5 luminaire model / driver current / optic combinations that they believe will be appropriate for the Taupō street lighting network and fill out a technical schedule for each of these. These are the "Recommended Luminaires". Brochures or data sheets could be included with the tender that cover other luminaires in the same range or cover differing optics, numbers of LED modules and wattages.

Recommended luminaires must meet the following requirements:

- Are approved by the NZTA for installation on P category NZ roads (on M30 Accepted Luminaires list, July 2017)
- Are currently approved by Auckland Transport for installation on their roading network
- Can be mounted on horizontal spigots or pole top
- Include a DALI driver and 7 pin NEMA socket
- Weigh less than 8 kg
- Include surge protection for 10kV/10kA

Optic files are to be provided for recommended luminaires in both .cie and .ies format.

### **TENDERS RECEIVED**

Tender documents were issued for a proposed contract on 17 November 2017. Tenders closed at 1.00pm on Wednesday, 6 December 2017. Six tenders were received.

The project is estimated at \$954,000 .00 plus GST.

### **TENDER EVALUATION**

Tenders are being evaluated on a weighted attributes basis.

Tenderers were requested to provide the following information:

1. Completed Schedule of Other Installations in New Zealand
2. Luminaire Technical Schedule for each of up to five recommended luminaires
3. Supporting documentation including test reports and data sheets
4. Completed Design Spacing Schedule
5. Luminaire Optic Files for all proposed luminaires in both .cie and .ies format

Attributes and weighting are as follows:

- 50% Price
- 20% Luminaire performance, range and efficiency
- 10% Track record and after sales service
- 10% Quality (e.g. maintenance factor) and aesthetics
- 10% Ease of installation and maintenance (e.g. wiring and cleaning)

Tenderers were requested to submit tenders in two separate envelopes:

- Envelope 1 shall contain all tender information other than price.
- Envelope 2 shall contain the tender price information.

Tenders are being evaluated in three stages.

Stage 1 – Open envelope 1 and assess the tender against the 4 non-price attributes listed above.

Each non-price attribute was graded from 0 (completely inadequate) to 100 (excellent). Any tender that scores 35 or less on any single attribute is excluded from any further consideration.

Stage 1 will be completed for all tenders before starting Stage 2.

Stage 2 – Open envelope 2 and convert the tender price to a grade in accordance with the Competitive Pricing formula.

Stage 3 – The calculation was completed for all tenders by multiplying the attribute weight by the grade to give an index for each attribute. The indices were added together to give an overall index for the tender.

The tender that scores the highest overall index is the winning tender.

## **OPTIONS**

Council may choose to accept the preferred tender that scores the highest overall index or not.

## **CONSIDERATIONS**

### **Financial Considerations**

The financial impact of the proposal is estimated to be \$954,000.00 plus GST.

#### Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for under the transportation and roading cost centres.

### **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).

### **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**

A press release will be issued and the information will be available on the Council website. The communication will also advise details of the contract for the installation of the LED Luminaires once confirmed.

**CONCLUSION**

It is recommended that Council approves to give delegated authority to the Mayor and Chief Executive to accept the recommendation to award the tender for Contract TDC/1718/220 - Procurement of LED Luminaires for the Upgrade of Taupō District Streetlights to the Tenderer who scores the highest overall index.

**ATTACHMENTS**

Nil

**5.5 EXTENSION OF CONTRACT TDC/1213/089 ROAD MAINTENANCE & RESEALING 2013-2016**

**Author:** Denis Lewis, Infrastructure Manager

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

This report is to seek Council approval to extend Contract TDC/1213/089 the Road Maintenance & Resealing Contract for a fifth and final year to 30 September 2018.

**EXECUTIVE SUMMARY**

The current contract with Higgins Contractors for Road Maintenance and Resealing finishes on 30 June 2018. It is considered timely to review the procurement strategy and contract scope for retendering this work given recent changes in the market. Morrison Low has been engaged to provide an independent and wholly objective view on this.

An initial timeline for this project has been developed which demonstrates that the earliest possible date for a contractor to commence would likely be by the end of July or early August and with little or no float time in that programme a commencement date of 1 October 2018 is considered appropriate.

The preferred option is to extend the contract for three months to 30 September 2018.

NZTA approval is also required for the contract extension.

**RECOMMENDATION(S)**

That Council approves an extension of the Contract TDC/1213/089 Road Maintenance & Resealing 2013-2016 with Higgins Contractors Ltd to 30 September 2018 with the contract value increasing by \$400,000.00 plus GST to a final Contract Value of \$14,175,000 Subject to NZTA approving the extension.

**BACKGROUND**

The proposal has not been presented previously.

The current contract with Higgins Contractors for Road Maintenance and Resealing finishes on 30 June 2018. It is considered timely to review the procurement strategy and contract scope for retendering this work given recent changes in the market resulting in part from NZTA's changes in their State Highway contracts, which has constricted the market somewhat, together with a desire to ensure that best value for investment, is achieved within an acceptable risk exposure.

To undertake this more in depth review requires a longer lead in time than previously envisaged. Consultant Morrison Low has been engaged to provide an independent and wholly objective view on this, to work closely with Council officers to facilitate a relook at the shape of the new contract and the optimised procurement strategy for consideration and decisions by TDC. Morrison Low will draw on their extensive national experience in infrastructure procurement.

An initial timeline for this project has been developed. It demonstrates that the overall programme to develop and consider options, craft the resulting tender documents, tender the work, evaluate tenders, award the contract and provide for a suitable mobilisation period for the incoming contractor is too tight. Having a new contractor (which must be assumed) in place ready to perform would be difficult to achieve by 1 July 2018. The earliest possible date would more likely be by the end of July or early August. This is at least a month later than the conclusion of the current contract.

It is necessary therefore for Council to extend the contract with the incumbent Higgins Contractors to a date that will allow an orderly transition into a new contract. Given that there is no float in the present timeline and the risk with cutting this too short, it is recommended that Higgins Contractors' contract be extended for a period of three months to 30 September 2018.

In considering this, it is noted that the period between October and Christmas is an increasingly busy time in the district with increased maintenance activity, improving weather, increasing tourist visits, and the many

summer activities within the district. This presents operational risks on the urban and rural road network that must be managed. Accordingly, it will be necessary to ensure the work done in the contract extension period dovetails with the programme of work developed with the new contractor to avoid or minimise any disruption. Provisions will be made in the new contract for this preparation to be well in place ahead of the commencement of the physical works on 1 October.

NZTA approval will also be required for such an extension beyond the maximum 5-year period allowed in Council’s NZTA approved Procurement Strategy. As long as NZTA is satisfied that the new procurement is being appropriately addressed it is envisaged that this will not be problematic.

Based on this information it is considered that there are two options extend the contract for three months or retain the current contract terminating on 30 June 2018.

**OPTIONS**

Analysis of Options

Option 1 – Extend the existing contract.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Would provide sufficient time to undertake a review of the tender documentation and provide for sufficient contractor mobilisation following tender award</li> </ul>	<ul style="list-style-type: none"> <li>• Requires an extension of the contract</li> </ul>

Option 2 – Retaining the current contract expiry at 30<sup>th</sup> June 2018.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Would not see an extension to the contract</li> </ul>	<ul style="list-style-type: none"> <li>• Would restrict the time available to undertake a complete review of the road maintenance tender</li> </ul>

Analysis Conclusion:

Option 1 - Extend the contract is preferred because it will enable sufficient time for an independent in depth review of the contract scope and procurement.

**CONSIDERATIONS**

**Financial Considerations**

The financial impact of the proposal is estimated to be \$400k

Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for in the operational budgets of the draft 2018 LTP.

**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).

Authorisations are required from external parties. (NZTA)

**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**

To enable an in depth review of the procurement strategy and contract scope for the road maintenance tender it is necessary to extend Contract TDC/1213/089 the Road Maintenance & Resealing 2013 – 2016 by three months.

#### **ATTACHMENTS**

Nil

**5.6 CONTRACT TDC/1718/216 SECURITY GUARD AND NOISE CONTROL SERVICES**

**Author:** Garreth Robinson, Facilities Manager

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

This report seeks Council's approval to award the TDC/1718/216 Security Guard & Noise Control Services contract to Senjo Security.

**EXECUTIVE SUMMARY**

The Security Guard and Noise Control Services contract combines the provision of security services relating to Council premises in the Taupō, Turangi and Mangakino environs, secure collection and banking of monies from Council centres, noise control, and freedom camping management.

The current contract is due to expire at the end of January 2018. Council went out to tender on the open market via GETS. The tender ran from the 25/10/2017 to the 09/11/2017. Four conforming tenders were received.

Five TDC staff members as well as an independent observer (Anthony Byett) were engaged to review and evaluate the tender documents.

The contract is a fixed price contract.

**RECOMMENDATION(S)**

That Council accepts the Tender for Contract TDC/1718/216 for Security Guard & Noise Control Services submitted by Senjo Security for the sum of \$833,400.00 (excl. GST) for three years starting 1 February 2018 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 & DISCUSSION**

The proposal has not been presented previously.

In 2011 Taupō District Council awarded a security guard and noise control contract to Senjo Securities for a period of 5 years with the opportunity to extend by up to 2 years in total. In 2016 the contract was extended for a sixth year to allow for tender preparation works to occur.

In October 2017 tenders were called for from the market for "The Security Guard and Noise Control Services contract". The contract combines a range of security operations across the district. It provides for the provision of security personnel to carry lock up and patrol services, noise control management, and the secure collection and banking of Council monies from Council facilities.

The contract also provides an alarm response and post incident security service element where and when required. It also includes the provision of patrol services through and around public reserves to assist with minimisation of antisocial behaviour and damage to Council property. An initial term of 3 years was proposed with the opportunity for this to be extended by two further one year terms.

Tenders closed on the 9 November 2017 and the review panel of 5 staff and an independent observer identified a total of four tenders received from the following parties:

- First Security
- Senjo Security
- Allied Security
- Independent Security

Four pricing options were offered by the tenderers. These parties provided fixed prices for a period of three years that ranged between \$776,358.00 and \$1,132,608.60.

The fixed prices have been utilised to undertake the evaluation against a weighted attributes evaluation process which had the following considerations:

- General Business Criteria – 35%
- Specific Service Criteria – 40%
- Price – 25%

Based on the process completed there are three options available for consideration:

1. Award the tender to Senjo Security
2. Decline the tender and retender the works
3. Extend the existing tender by one year and retender next year

### **RECOMMENDED CONTRACT PRICE**

The tender submitted by Senjo Security Limited being \$833,400.00 over the three year contract term.

### **OPTIONS**

Council may choose to accept the preferred tender or not. If the tender is not accepted Council will have to extend the tender for Senjo securities for a further year and retender next year. It is not appropriate from a health and safety and asset protection perspective not to have these properties monitored. Alternatively, in house staff would need to be budgeted for to provide these services.

### **CONSIDERATIONS**

#### **Financial Considerations**

The financial impact of the proposal is estimated to be \$833,400.00 for a three year period.

#### Long-term Plan/Annual Plan

The expenditure outlined is proposed in the Annual Term Plan going forward is currently budgeted for under operations for security.

#### **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 service providers are required to be in compliance with Council's Health and Safety policy and all appropriate legislation relating to security services.

#### **Policy Implications**

There are no known policy implications.

#### **Risks**

Council has to look after its assets and ensure that it meets its obligations to keep employees and the community safe. The recommendation is that this will be best achieved by approving the contract, however if Council chooses not to then additional staff will be required and there is a risk that this will increase costs to Council.

### **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**

Taking into consideration the offers presented it is considered appropriate to award the contract to Senjo Securities Ltd who is an experienced contractor and has successfully met all Council security, cash handling and noise control management operations.

#### **ATTACHMENTS**

Nil

**5.7 DRAFT ASSET MANAGEMENT PLANS**

**Author:** Denis Lewis, Infrastructure Manager

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

This report enables Council to consider its draft asset management plans (AMPs) and adopt them in principle. It should be noted that AMPs will remain as draft as they are subject to change through the Long-term Plan 2018 - 28 development process.

**EXECUTIVE SUMMARY**

Councils are required to ensure that their asset management planning is fit for purpose and provides the information and frameworks required for the effective and efficient management of infrastructure assets to meet the future needs of their communities.

The draft AMPs contain the operational and tactical policies and strategies relating to each of Council's assets.

The draft AMPs demonstrate how Council will ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region, including by planning effectively for the future management of its assets.

The preferred option is to adopt the draft AMPs that will meet the requirements of Sec 14, LGA 2002 and demonstrates prudent stewardship of Council's assets.

**RECOMMENDATION(S)**

That Council adopts the draft asset management plans subject to any changes required needed as a result of the Long-term Plan 2018–28 decision-making process.

**BACKGROUND**

Council owns assets in order to provide services. AMPs demonstrate responsible stewardship of Council's assets on behalf of its customers and stakeholders. The plans provide a focus within Council for ongoing development of good asset management practices. They demonstrate that the service potential of the assets are maintained at optimum cost to provide a defined level of service over the long term. The AMPs are a supporting document to the Council's Long-term Plan 2018 – 28 (LTP).

Council has AMPs for:

- Water
- Transportation
- Wastewater
- Solid Waste
- Stormwater
- Property
- Parks and reserves

Asset management plans address:

- Asset data
- Levels of service provided
- Demand forecasts and how the demand will be catered for
- Identification of risks
- Strategies for the maintenance and operation, renewal, creation and disposal of assets
- Financial cash flow predictions over a 10 year period and

- An improvement plan of tasks that need to be completed to improve the AMP.

A summary of each AMP is attached. Copies of the full plans will be available on the website during the Long-term Plan consultation period.

**DISCUSSION**

Councils are required to ensure that their asset management planning is fit for purpose and provides the information and frameworks required for the effective and efficient management of infrastructure assets to meet the future needs of their communities.

Council’s role is to approve the operational and tactical policies and strategies for the maintenance and operation, renewal, creation and disposal of assets. The approval of the funding will then be completed through the LTP decision making process. If there are any changes required to the AMPs as a consequence of that process these will be made before the LTP is adopted.

An Asset Management Policy was prepared in 2015. The objective of Council’s Asset Management Policy is to:

- ensure service delivery is optimized to deliver agreed community outcomes and levels of service for both residents, visitors and the environment
- optimise expenditure over the life cycle of the assets
- risks and opportunities are identified and managed appropriately
- provide a service delivery that is sustainable for today and future generations

Based on this information it is considered that there is one option.

**OPTIONS**

Analysis of Options

Option 1 - Adopt the Asset Management Policy and draft AMP’s

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Meets the requirements of Sec 14, LGA 2002</li> <li>• Demonstrates prudent stewardship of Council’s assets.</li> </ul>	<ul style="list-style-type: none"> <li>• None foreseen</li> </ul>

Analysis Conclusion:

The preferred option is to adopt the Asset Management Policy and draft AMP’s.

**CONSIDERATIONS**

**Financial Considerations**

Funding for the services will be provided for the first 10 years through the LTP process. If there are any changes required to the AMPs as a consequence of the decision-making process these will be made prior to adoption of the LTP.

Total expenditure including capital expenditure, renewals and operating expenditure is shown by activity. The financial information for Parks and Reserves and Community Facilities will be tabled at the meeting. Excluded from these totals are depreciation, interest, inflation adjustments and adjustments made through the group of activity workshops all of which will be included in the final draft AMP’s.

**Legal Considerations**

Local Government Act 2002

The matter comes within scope of the Council’s lawful powers, including satisfying the purpose statement of Section 14 of the Local Government Act 2002.

Section 14(g) of the Local Government Amendment Act 2014 states that "a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region, including by planning effectively for the future management of its assets".

The asset management plans demonstrate this prudent stewardship of Council's assets.

### **Policy Implications**

The draft AMPs contain the operational and tactical policies and strategies relating to each of Council's assets. The draft AMPs for core infrastructure (water, wastewater, stormwater & transport) will be forwarded to Audit NZ as part of the LTP audit process.

### **Risks**

There are no risks associated with the adoption of the policy or strategies contained within the draft AMPs.

### **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, and noting that the draft AMPs are supporting documents to the LTP, engagement with the community will be undertaken as part of the LTP process. In light of the decision being 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**

The draft AMPs will be made available on the Council website at the time of notification of the draft LTP.

### **CONCLUSION**

Adopting the draft AMP's will meet the requirements of sec 14 of the Local Government Amendment Act 2014.

### **ATTACHMENTS**

1. Solid Waste AMP Exec Summary 
2. Stormwater AMP Exec Summary 
3. Transportation AMP Exec Summary 
4. Water AMP Exec Summary 
5. Wastewater AMP Exec Summary 
6. Parks & Reserves AMP Exec Summary 
7. Property AMP Exec Summary 
8. AMP Policy 

**5.8 DANGEROUS AND INSANITARY BUILDINGS POLICY**

**Author:** Tanya Wood, Policy Advisor  
**Authorised by:** Alan Menhennet, Group Manager: Finance and Strategy

**PURPOSE**

To update Council with the changes that are required to the Earthquake-prone, Dangerous and Insanitary Buildings' policy.

**EXECUTIVE SUMMARY**

Recent amendments to the Building Act 2004 (the Act) mean that the Council is required to update the existing Earthquake-Prone, Dangerous and Insanitary Buildings Policy by removing all references to earthquake-prone buildings.

**RECOMMENDATION(S)**  
 That Council undertakes a special consultative procedure on the draft Dangerous and Insanitary Buildings Policy (objective reference A2046491).

**BACKGROUND**

The proposal has not been presented previously.

The Building Act 2004 requires Council to have a policy on the approach that it will take in performing its functions and priorities in relation to dangerous and insanitary buildings. Up until recently, the Act also required that Council had a policy on the approach that it will take in performing its functions and priorities in relation to earthquake-prone buildings. The Act has recently been amended and the section requiring Council to have a policy on earthquake-prone buildings was repealed. This means that Council is no longer required to have a policy on earthquake-prone buildings.

Council's existing Earthquake-prone, Dangerous and Insanitary Building Policy was adopted in 2006.

**DISCUSSION**

Council is required to update the existing policy by removing the references to 'earthquake-prone buildings'. It makes sense that at the same time, the Dangerous and Insanitary Buildings Policy is amended to make sure that it will provide a sound policy for dealing with issues relating to dangerous and insanitary buildings.

A draft policy is attached to this report (Objective reference A2046491). This draft is a marked up version showing where the references to earthquake-prone buildings have been removed and also suggested amendments relating to dangerous and insanitary buildings. The suggested amendments provide more clarity on how the Council proposes to deal with these buildings.

Council is required to undertake a special consultative procedure (SCP) to consult on any changes to the policy.

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

**OPTIONS**

Analysis of Options

Option 1 – do nothing (ie do not amend the existing Earthquake-Prone and Dangerous and Insanitary Buildings Policy)

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Council would not be meeting its obligations under the Building Act 2004</li> </ul>

Option 2 – develop a new ‘Dangerous and Insanitary Buildings Policy’ that excludes any references to earthquake-prone buildings

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Council will be meeting its obligations under the Building Act 2004.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<ul style="list-style-type: none"> <li>• Council is able to make any necessary tidy-ups/amendments needed to the policy.</li> </ul>	

**Analysis Conclusion:**

Option 2 - revoking the existing ‘Earthquake-Prone and Dangerous and Insanitary Buildings Policy and developing a new ‘Dangerous and Insanitary Buildings Policy’ is the preferred option because it will mean that Council is meeting its obligations under the Act.

**CONSIDERATIONS**

**Financial Considerations**

The financial impact of the proposal is estimated to be minimal. The costs associated with developing a new policy on Dangerous and Insanitary Buildings will relate to consultation costs such as public notices. This will be able to be catered for under existing budgets.

**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 performance of Council’s regulatory functions. (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:

Adopting a new policy on Dangerous and Insanitary Buildings will mean that we are meeting our obligations under the Building Act 2004.

**Policy Implications**

The policy implications have been discussed earlier in the report.

**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**

The Building Act 2004 requires that the Council must carry out a special consultative procedure before it can adopt a policy on Dangerous and Insanitary Buildings. The report writer recommends that a SCP be undertaken in February 2018 (prior to the consultation on the Long-term Plan).

**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: Council's usual communication channels and notifying contacts in the building industry.

**CONCLUSION**

It is recommended that Council undertakes a special consultative procedure on the draft Dangerous and Insanitary Buildings Policy.

**ATTACHMENTS**

1. Draft Dangerous and Insanitary Buildings Policy 

**5.9 MATERIAL DAMAGES INSURANCE POLICY APPROVAL**

**Author:** Tina Jakes, Democracy & Community Engagement Manager

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

**PURPOSE**

To approve the renewal of the Council's material damages insurance policy for a further 12 months.

**EXECUTIVE SUMMARY**

Council is part of the Bay of Plenty Local Authority Shared Services (BOPLASS) that includes the provision of insurances for all councils in that group. The Material Damages Insurance policy that covers Council's above ground assets is the most significant in respect of premium costs. As a result of increased premiums, the amount for this policy now exceeds the CE's delegation of \$250,000 (excluding GST).

The contract is now up for annual renewal.

**RECOMMENDATION(S)**

1. That Council approves the renewal of the material damages policy for a twelve month period from 1 November 2017 at a cost of \$280,905.67 (exclusive GST).
2. That Council authorises the Chief Executive to sign the contract.

**BACKGROUND**

The proposal has not been presented previously.

In accordance with the council's procurement policy, we require council approval to renew the policy for the continued provision of the material damages insurance.

**DISCUSSION**

AON is currently the broker for BOPLASS and the Waikato LASS councils and procures competitively all renewals of insurance on behalf of those councils.

**OPTIONS**

There is a contractual relationship with AON by all the BOPLASS councils and we are not able to opt out of the existing arrangement at the present time. This will be reviewed in two years' time as part of the overall insurance programme by all councils.

**CONSIDERATIONS****Financial Considerations**

The financial impact of the proposal is estimated to be \$280,905.67 (excluding GST).

Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for.

**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 public services. (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:

Meets our obligations under the Local Government Act 2002 and Local Government Official Information and Meetings Act 1987.

**Policy Implications**

This complies with the Delegations Manual and Council's Risk Management Charter.

**Risks**

The risk to Council for not continuing with this contract is failure to meet our legislative requirements under the Local Government Act and impact on staff and customers to perform their daily duties.

**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**

To ensure continued insurance coverage of our assets, Council is required to meet its share of the BOPLASS collective insurance arrangement.

**ATTACHMENTS**

Nil

**5.10 72 LAKE TERRACE, TAUPO - COUNCIL BUILDING**

**Author:** Garreth Robinson, Facilities Manager

**Authorised by:** Kevin Strongman, Group Manager, Operational Services

**PURPOSE**

This is a placeholder for a report relating to the Council building at 72 Lake Terrace, Taupō. The substantive report will be circulated prior to the meeting.

**ATTACHMENTS**

Nil

<b>5.11 COUNCIL ENGAGEMENTS JANUARY 2018, APPOINTMENTS AND CONFERENCE OPPORTUNITIES</b>
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**Author:** Tina Jakes, Democracy & Community Engagement Manager

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

**Engagements**

ENGAGEMENT	DAY	DATE	TIME
Workshop – Long-term Plan 2018-28	Thursday	25	10am-3pm
Fences, Rooding, Reserves & Dogs Committee meeting	Tuesday	30	10am-1pm

**Appointments**

At present His Worship the Mayor, David Trewavas is Council's representative on the Waikato Regional Transport Committee and Cr Anna Park is the alternate member. Similarly His Worship is Council's representative on the Waikato Civil Defence Emergency Management Group (WCDEMG) Committee and Cr Anna Park is the 1<sup>st</sup> alternate member, and Cr Tangonui Kingi is the 2<sup>nd</sup> alternate member.

It is recommended that these appointments be changed slightly to reflect what is happening in practice, i.e. that Cr Anna Park be appointed Council's main representative on both committees, with His Worship the Mayor acting as the alternate for the Waikato Regional Transport Committee and the 2<sup>nd</sup> alternate for the Waikato CDEMG Committee. If approved, Cr Tangonui Kingi would become the 1<sup>st</sup> alternate for the latter.

**Conference and Professional Development Opportunities**

To approve, either prior or retrospectively, Councillor attendance at conferences and professional development courses:

- New Zealand Planning Institute (NZPI) 2018 Annual Conference, 21-23 March 2018 in Tauranga – Cr Anna Park and \_\_\_\_\_.

**RECOMMENDATION(S)**

1. That Council receives the information relating to engagements for January 2018.
2. That His Worship the Mayor, David Trewavas be replaced by Cr Anna Park as Council's representative on the Waikato Regional Transport and Waikato Civil Defence Emergency Management Group (CDEMG) Committees, with His Worship the Mayor to become the alternate representative for the Waikato Regional Transport Committee; and Cr Tangonui Kingi to become the 1<sup>st</sup> alternate and His Worship the Mayor the 2<sup>nd</sup> alternate for the Waikato CDEMG Committee.
3. That Council approves the attendance of Cr Anna Park and \_\_\_\_\_ at the New Zealand Planning Institute 2018 Annual Conference, 21-23 March 2018 in Tauranga.

**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><b>Agenda Item No: 6.1</b> Confirmation of Confidential Portion of Ordinary Council Minutes - 28 November 2017</p>	<p>Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities</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><b>Agenda Item No: 6.2</b> Receipt of Confidential Portion of Minutes - Emergency Management Committee - 20 November 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>
<p><b>Agenda Item No: 6.3</b> Receipt of Confidential Portion of Minutes - Taupō Airport Authority Committee - 27 November 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>
<p><b>Agenda Item No: 6.4</b> Consideration of Disposal of 63 Broadlands Road, Taupo</p>	<p>Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or</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>

	disadvantage, negotiations (including commercial and industrial negotiations)	
<b>Agenda Item No: 6.5</b> Bad Debt Write-Offs	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
<b>Agenda Item No: 6.6</b> Receipt of Confidential Portion of Minutes - Performance Monitoring Group - 30 October 2017	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

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]*.