

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

Date:	Tuesday, 29 May 2018
Time:	1.30pm
Location:	Council Chamber 107 Heuheu Street Taupō

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

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3.1 ORDINARY COUNCIL MEETING - 24 APRIL 2018

Author: Shainey James, Democratic Services Officer

Authorised by: Tina Jakes, Head of Democracy, Governance and Venues

RECOMMENDATION(S)

That the minutes of the Council meeting held on Tuesday 24 April 2018 be confirmed as a true and correct record.

ATTACHMENTS

1. Council Meeting Minutes - 24 April 2018 [↗](#)

4.1 TAUPO CBD INTERSECTION UPGRADE FOR THE RUAPEHU ST AND PAORA HAPI ST INTERSECTION

Author: Fraser Scott, Landscape Architect

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

The purpose of this report is for Council to consider an opportunity to improve the pedestrian experience at the Ruapehu/Paora Hapi Street intersection as part of budgeted central business district upgrade works by replacing six carparks to provide safe crossing areas and additional amenity.

EXECUTIVE SUMMARY

As part of the Commercial Industrial Structure Plan a greater emphasis was placed on the efficient and effective functioning of both traffic and pedestrian flows. Funding was set aside in the Long Term Plan, to allow for upgrade works to the roading network including streetscapes.

The crossing points at this intersection are very poor and place both pedestrians and vehicle users at a high risk of being involved in an accident.

For pedestrian safety, six (6) car parks are to be replaced with pedestrian space (supported and approved by TDC traffic engineer). Additionally, two (2) median islands will be constructed to further improve the pedestrian experience and safety.

RECOMMENDATION(S)

That Council approves the replacement of six (6) carparking spaces with new pedestrian space to improve the safety of the Paora Hapi Ruapehu St intersection as per the attached plans.

BACKGROUND

In 2015 Taupō District Council adopted Plan Changes 28-33 to the Taupō District Plan which incorporated the need for pedestrian and traffic management to enable a vibrant and safe town centre. As part of Council's commitment to the goals set out in these plan changes, the Long Term Plan included funding for Council's infrastructure in the area to help with ongoing revitalisation and streetscape works to ensure pedestrian and traffic safety.

Also in 2015 Council undertook the initial stage of these upgrade works to Tamamutu Street between Tongariro Street and Ruapehu Street. In addition in 2017 the intersection of Roberts Street and Ruapehu Street was upgraded to ensure appropriate traffic and pedestrian safety in this area, as well as an attractive streetscape. The intersection with Ruapehu Street and Paora Hapi was highlighted as the next highest priority due to the high traffic volumes and linkages to the Taupo CBD.

DISCUSSION

The detailed design of this area will support the Council's CISP (Commercial Industrial Structure Plan) Plan Changes. As part of the development of design plans, it was identified that there was an opportunity to improve the pedestrian experience in the area by replacing six (6) carparks with pedestrian space. The proposed upgrade works are to be undertaken following a tender process which will start in May 2018.

It is anticipated that by providing for a change of experience in this location, additional safety benefits and pedestrian experience will be provided.

OPTIONSAnalysis of Options

Council may choose to incorporate the replacement of six (6) carparking spaces with new pedestrian space as part of this upgrade works or try and achieve the same objectives with a different design.

Analysis of Options

Option 1: To authorise the replacement of six (6) carparks to pedestrian space.

Option 2: Not create the additional public space – re-design.

Option 1. **To authorise the replacement of six (6) carparks to pedestrian space.**

Advantages	Disadvantages
<ul style="list-style-type: none"> • Will increase the quality of the CBD experience and encourage pedestrian use. • Can be funded within the existing budgets. • Improve visibility for pedestrians and drivers. • Improve the aesthetic appeal of the area. • Is in line with best practise. • Is located in an area where the car parking has a low occupancy rate, minimal impact on the public. 	<ul style="list-style-type: none"> • Loss of six (6) carparks.

Option 2. **Not create the additional public space.**

Advantages	Disadvantages
<ul style="list-style-type: none"> • No additional carparks will be removed 	<ul style="list-style-type: none"> • Will limit the ability of this upgrade to meet the objectives of the CISP and best practice for public space design. • Will require additional design work to ensure pedestrian safety is addressed.

Analysis Conclusion:

As the project will provide benefits and added value to the CBD which support the intent of the CISP Plan Changes, pedestrian safety, and traffic safety, it is recommended to proceed with Option 1.

CONSIDERATIONS

Financial Considerations

The project is yet to go to tender but the anticipated cost of the works is under the current budget of \$375,000.00

Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for under CBD upgrade works (\$200,000.00) and CBD renewals (\$150,000.00 and minor traffic improvements (\$15,000.00).

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

The proposal will support the Commercial Industrial Structure Plan and Plan Changes.

Risks

The perception from adjoining landlords / business owners that the loss of car parking will negatively impact on their business. This risk was considered against the objectives of CISP. The outcome was that while this might be the perception it was considered a secondary consideration to pedestrian and vehicle user safety. In addition it should be noted that it has been well proven that the more people are encouraged to walk and spend time in the CBD the more money they will spend.

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. It is noted that the landowners in the area will be engaged during the development of the detailed design of this area.

COMMUNICATION/MEDIA

There is no direct communication required in relation to this proposal. It is noted that as part of the construction works, appropriate communication will be undertaken with both the public and those parties who will be directly affected by the works.

CONCLUSION

It is considered that approving option 1 will ensure that Council is fulfilling its undertakings set out in the Annual Plan and supporting the direction provided for the town centre by the CISP.

ATTACHMENTS

1. CBD intersction upgrades Paora Hapi Ruapehu St [⇒](#)

4.2 CONTRACT TDC/1718/228 - TAUPŌ DISTRICT COUNCIL STREETLIGHT MAINTENANCE 2018-2021

Author: Colin Giles, Transport and Projects Manager

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

This report is to seek Council approval to award the tender for Contract TDC/1718/228 Taupō District Council Streetlight Maintenance 2018 – 2021.

EXECUTIVE SUMMARY

Tenders closed for Contract TDC/1718/228 for the Maintenance of Taupō District Streetlights at 1.00pm on Friday 4 May 2018. Four tenders were received. Tenders were evaluated using the lowest price conforming Method. The Tender Evaluation Team (TET) considered that the tender received from Horizon Networks Ltd for Contract TDC/1718/228 - Taupō District Council Streetlight Maintenance 2018 – 2021 was the lowest priced conforming tender.

Funding is available in Traffic Services (maintenance and renewals) for the work identified in this tender.

RECOMMENDATION(S)

That Council accepts the Tender for Contract TDC/1718/228 Taupō District Council Streetlight Maintenance 2018 – 2021 as submitted by Horizon Networks Ltd for the sum of \$1,016,141.06 [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.

The current Taupō District Council Streetlight Maintenance Contract will end on 30 June 2018.

Scope of Works.

There are approximately 4,300 streetlights in Taupō District Council roads, service lanes, pedestrian walkways and carparks. Council also maintains about 52 streetlights on State Highway mainly within speed restriction zones.

Currently, the majority of the existing streetlight luminaires are being upgraded to LED luminaires under a separate contract.

The work for this contract involves:

- The maintenance and renewal of luminaires.
- The renewal of streetlight columns.
- The maintenance, installation, removal and storage of annual festive lighting which comprises approximately 30 light displays.

The objective of this Contract is to provide safe, consistent, and functional street lighting that is well maintained in a cost-effective manner.

There are requirements within the specification to gather additional information and update Council's databases.

DISCUSSION

The tender for Contract TDC/1718/228 – Taupō District Council Streetlight Maintenance 2018 – 2021 was tendered on TenderLink on 5 April 2018 and closed at 1.00pm on Friday 4 May 2018.

The term of the contract is initially for a 3 year period. An additional 2 extensions of 1 year is available subject to satisfactory performance and agreement by both parties.

The RFT was prepared on the basis that the tenderers must demonstrate that they are able to meet the requirements for approval to work on the Unison and The Lines Company networks.

TENDERS RECEIVED

Tender documents were issued for this Contract on 5 April 2018. Tenders closed on Friday 4 May 2018. Four tenders were received from the following organisations:

- Horizon Networks Ltd from Whakatane
- Broadspectrum Ltd from Rotorua
- Sefton Electrical Ltd from Rotorua
- Downer NZ Ltd from Auckland

Tender prices ranged from \$1,016,141.06 to \$1,674,442.94 plus GST.

The Engineers Estimate was \$819,900.00 plus GST.

TENDER EVALUATION

Tenders were evaluated using the lowest price conforming method.

The attributes included being able to demonstrate their ability to gain approval to work on Unison's network and The Lines company network.

The Lowest Price Conforming Method involves ranking tenders by price in ascending order with marking the non-price attributes as either a pass or fail. If any attribute fails, then that tenderer is eliminated and the process is then repeated with the next lowest submitter.

Horizon Networks Ltd are involved with a number of Streetlight Maintenance and Upgrade Contracts for other local Councils as well as NZTA and InRoads. They have also been involved with LED Upgrade Projects.

Horizon Networks Ltd were the Lowest Price Conforming Tender.

RECOMMENDED CONTRACT PRICE

The tender submitted by Horizon Networks Ltd being \$1,016,141.06 plus GST over the initial 3 year period of the contract.

OPTIONS

Council may choose to accept the preferred tender or not. If the preferred tenderer is not accepted Council will need to make arrangements for maintaining the streetlights until this work is retendered.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be \$1,016,141.06 plus GST

Funding of \$1.045 million is identified in the Taupō District Council Long Term Plan 2018/21 for the next three years for maintenance and renewal work of streetlights. There is also \$80k identified for capex works (over a two year period from 2019/20).

Funding is available in Traffic Services (maintenance and renewals) for the work identified in this tender. The tender price consists of both lump sum and unit rate items. Allowance has been made to replace up to 210 streetlight columns over the next 3 years, based on historic information and condition rating. As with all measure and value items, the budget will need to be managed appropriately.

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 is a possible risk with the time that it will take the preferred Contractor to gain Network Approval to be able to work on both Unison's and The Lines Company's network. If this occurs, Council will need to make alternative arrangements for urgent repairs in the interim.

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.

CONCLUSION

It is recommended that Council accepts the tender received from Horizon Networks Ltd for Contract TDC/1718/228 - Taupō District Council Streetlight Maintenance 2018 – 2021.

ATTACHMENTS

Nil

4.3 CONTRACT TDC/1617/191 TAUPŌ AND TURANGI WATER NETWORK RENEWALS

Author: Colin Giles, Transport and Projects Manager

Authoriser: Kevin Strongman, Head of Operations

PURPOSE

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

EXECUTIVE SUMMARY

This Contract for Taupō and Turangi Water Network Renewals 2017 was awarded to Civtec Ltd of Hamilton at the Council Meeting held on 27 June 2017 for the sum of \$1,275,786.40 plus GST. The contract is a combination of lump sum and measure and value items.

The work was carried out in the CBD and Commercial areas as well as adjacent to high trafficked roads and involved numerous water shutdowns. As some businesses were unable to function without water, temporary connections were required. Work is nearing completion and additional funds are requested.

RECOMMENDATION(S)

That Council approves the increase in value of Contract TDC/1617/191 for Taupō and Turangi Water Network Renewals by \$100,000 to a total sum of \$1,375,786.40

BACKGROUND

This item is being presented to Council to seek approval to increase the Contract Value for Contract TDC/1617/191 – Taupō and Turangi Water Network Renewals 2017.

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

This contract was for the renewal of water mains and rider mains in Taupō and Turangi.

The work consisted 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 was awarded to Civtec Ltd of Hamilton at the Council Meeting held on 27 June 2017 for the sum of \$1,275,786.40 plus GST. The Engineers Estimate was \$1,478,425.00 plus GST.

The cost of this work has incurred additional unforeseen costs and additional funds totalling \$100,000 is requested.

Based on this information it is considered that there is only one option to increase the value of the Contact.

The main reasons for the changes and the additional scope of that project are summarised below:

Additional Contract Value:

The original design made provisions to connect the new water network into the existing network of private connections together with the existing manifold meters. A provision was made to replace 40 existing manifold meters with new ones to TDC standard based on a preliminary assessment of condition at the time the tender document was developed. The final quantity of manifolds that were needed to be replaced was closer to 200. For most of these the need for replacement was not apparent until they were excavated. The contractor also took additional time to locate these due to errors in the as-built information. Updated as-built plans will be provided by the contractor after completion.

The other significant variation came about through a change in materials for fittings from that which were originally specified.

Other variations included:

- Night work to minimise disruption to some consumers.
- Temporary connections to some consumers who could not be without water.
- Additional water shutdowns.

The additional cost of these variations amounts to \$100,000.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be an additional \$100,000 plus GST.

There is \$2million in the 2018\19 Long Term Plan for further water renewals which will be used to fund the increase of \$100,000 to this contract.

Annual Plan

The expenditure outlined in Contract TDC/1617/191 – Taupō and Turangi Water Network Renewals 2017 of \$1,275,786.40 is currently budgeted for under water renewals.

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 increase the Contract value, the Contractor will not be paid.

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 or media releases are required as the work is all but complete..

CONCLUSION

That Council approves the increase in value of Contract TDC/1617/191 for Taupō and Turangi Water Network Renewals by \$100,000 to a total sum of \$1,375,786.40

ATTACHMENTS

Nil

4.4 TENDER FOR CONTRACT TDC/1718/219 ROAD MAINTENANCE & RESEALING 2018 - 2024

Author: Colin Giles, Transport and Projects Manager

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

This report is to seek the approval to award a contract for the Council's Road Maintenance and Resealing for a period of five years and nine months from 1 October 2018, with the option to extend it for a further period of three years, subject to satisfactory contractor performance and Councils approval.

EXECUTIVE SUMMARY

The current Road Maintenance and Resealing Contract and the Signs Maintenance Contract will end on 30 September 2018.

In order to benefit from economies of scale by reducing operational and administration costs, the new maintenance contract merges both of the above contracts into one.

The Contract was tendered on TenderLink and four companies submitted tenders for the contract which was evaluated using the Price Quality Method based on 50% for the non-priced attributes and 50% on the price submitted.

As a result of the evaluation process, Inframax Construction Limited was the preferred tenderer.

RECOMMENDATION(S)

That the tender received from Inframax Construction Ltd for Contract TDC/1718/19 for Road Maintenance & Resealing 2018 - 2024, be awarded to Inframax Construction Limited for a five year and nine month period commencing 1 October 2018 for the sum of \$26,700,092.34 [excl. GST] and that His Worship the Mayor and the Chief Executive be authorised to sign the contract documents and attach the Common Seal to them.

BACKGROUND

The tender documents sought a highly collaborative relationship with the successful contractor aimed at achieving high performance, best value, managed contract risk and innovative solutions.

The scope of the Contract works includes maintenance of sealed and unsealed pavements, stormwater structures, surface water channels, road shoulder, edge marker posts, signs, bridge maintenance (non-structural), footpath maintenance and construction, street sweeping, reserves roads and carpark maintenance, mowing and chemical control of roadside vegetation and emergency maintenance works.

The Contract also includes the resealing of approximately 23 kilometres of the sealed network annually.

A presentation was workshopped with Council on 1 February 2018 where the various contract options and contract tenure were discussed.

DISCUSSION

The contract is for a period of five years and nine months with the option to extend it for a further period of three years, subject to satisfactory contractor performance and Councils approval.

A Registration of Interest process was run with respondents invited to a briefing session. Attendees were given the opportunity to provide feedback to Council staff on a one to one basis following the briefing session.

Following these discussions, the tender documents were finalised and advertised on TenderLink on 22 March 2018 with tenders closing at 4.00pm on Friday 20 April 2018.

TENDERS RECEIVED

Four tenders were received from the following organisations:

- Downer Limited

- Fulton Hogan Limited
- Higgins Limited
- Inframax Limited

Tender prices ranged from \$26,700,092.34 \$29,838,880.47, excluding GST.

The engineers estimate was \$34,135,000.00 plus GST and was based on historical spend and available budgets rather than an accurate pricing of individual rates.

TENDER EVALUATION

Tenders were evaluated on a non-price and price attributes basis in accordance with the Price Quality Method.

The attribute weighting was set at 50% for non-priced attributes and 50% for price attributes. The contract is based on a collaborative style with a potential term of 5.75 + 3 years.

The non-priced attributes were evaluated by the Tender Evaluation Team (TET). Referees were contacted regarding tenderer's performance which was taken into consideration with the scoring.

Inframax Construction Ltd (Inframax) is a 100% New Zealand owned company currently maintaining 2,500km of local authority roads and state highways across the central, western North Island with offices in Te Kuiti, Hawera and Stratford.

Inframax currently holds road maintenance contracts with Waitomo, Soujth Taranaki (STDC) and Stratford District Councils, plus a significant State Highway maintenance sub-contract WWSNOC (as a subcontractor to Broadspectrum). Inframax has previously worked for Otorohanga District Council on road maintenance and rehabilitation contracts.

Inframax has carried out a number of roading projects for Taupō District Council including seal extension, rehabilitation, seal widening and subdivisional work.

Their tender noted that collaboration was core to their operating philosophy. They actively promote and participate in an integrated approach to life cycle asset management, involving the client, engineer and contractor. They note that early contractor input to decision making is critical to optimising the timing, method, scale and cost effectiveness of treatment selections on the network

Once the scores for the non-price attributes were confirmed, the price envelopes were then opened and the lowest weighted price calculated with Inframax Construction Limited confirmed as the preferred tenderer.

The process has been audited and moderated by Morrison Low Consultants, who also assisted in drafting of the new contract.

RECOMMENDED CONTRACT PRICE

The tender submitted by Inframax Construction Limited being \$26,700,092.34 [excl. GST] over the five year and nine month contract term.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be \$26.7 Million.

Funding for this work has been allocated in Council's Transportation Operations 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 infrastructure (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

The matter assists Council in providing local public services. There are no known legal considerations.

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, Officers believe that the decision is of a low degree of significance. As this was an open and transparent tender process that included an independent auditor 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

As a result of the evaluation process, Inframax Construction Limited was the preferred tenderer.

Their tender offered innovation and added value items that will benefit the maintenance of the road network in the Taupō District. The TET was impressed by Inframax's methodology involving accurate, regular and thorough inspections of the entire network, followed by comprehensive programming, monitoring and reporting.

ATTACHMENTS

Nil

4.5 ADOPTION OF FEES AND CHARGES 2018/19

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This report seeks Council's adoption of the fees and charges for 2018/19.

RECOMMENDATION

That Council adopts the Fees and Charges 2018/19.

BACKGROUND

Council sets fees and charges annually for the various activities and services it provides. The schedule for 2018/19 is attached. We are required to consult on fees and charges for regulatory services (animal control, building services, planning services, and inspection services), water supply, parks and reserves, trade waste and solid waste. There are also a range of fees which may be set by Council resolution without consultation. However we took that opportunity to consult on the full schedule in conjunction with the Consultation Document for the Long-term Plan 2018-28.

Council's decisions following the deliberations have been incorporated into the attached schedule of fees and charges. As part of those deliberations, Council decided to remove the charges for entry to the district's pools for those aged five and under. It was also decided to retain all other district pool fees as they were set for the 2017/18 year.

OPTIONS

Council can either adopt the fees and charges for 2018/19, or not. It is recommended that Council adopts the fees and charges so that Council can continue to collect them.

CONSIDERATIONS**Financial Considerations**

The financial impact of the fees and charges have been included in the Long-term Plan 2018-28.

Policy Implications

The fees and charges may be set at Council's discretion taking into account the Revenue and Financing Policy and the cost of the activity.

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 significant.

ENGAGEMENT

Council consulted on fees and charges in conjunction with the Consultation Document for the Long-term Plan 2018-28. No further engagement is required prior to Council adopting the fees and charges for 2018/19.

COMMUNICATION/MEDIA

The schedule of fees and charges will be provided on the council's website.

CONCLUSION

Council sets fees and charges annually for the various activities and services it provides. Consultation was undertaken in conjunction with the Consultation Document for the Long-term Plan 2018-28, and Council's changes following deliberations have been incorporated.

ATTACHMENTS

1. Fees and Charges 2018-19 PDF Final [⇒](#)

4.6 ADOPTION OF THE DRAFT LONG-TERM PLAN 2018-28 FOR AUDIT

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This report seeks Council's adoption of the draft Long-term Plan 2018-28 for audit.

EXECUTIVE SUMMARY

Council must have a Long-term Plan (LTP) and it must include all the information as per Part 1 of Schedule 10 of the Local Government Act 2002 (LGA). The draft LTP was developed after a series of workshops. This information was used to prepare Council's Consultation Document for the LTP 2018–28.

Consultation with the community was undertaken from 12 March – 16 April 2018. Council received 334 submissions on the consultation document. Hearings were held from 30 April – 2 May. Council deliberated on all submissions on 14 – 15 May and made a number of decisions which have been incorporated into the draft LTP for audit.

Section 94 of the LGA requires the final LTP to include a report from the Auditor-General. Audit NZ will consider the incorporation of Council's decisions from the consultation process and review the draft LTP to gain assurance that all appropriate material, consequential changes and disclosures have been made.

It is recommended that Council adopts the draft LTP 2018-28 for audit.

RECOMMENDATION

That Council adopts the draft Long-term Plan 2018-28 for audit (A2222861) (to be circulated separately).

BACKGROUND

Section 93 of the LGA requires councils to have a LTP and the plan must include all the information as per Part 1 of Schedule 10. A number of workshops were held to develop Council's draft LTP, asset management plans, strategies and policies.

This information was used to prepare Council's Consultation Document for the LTP 2018–28. Consultation with the community was undertaken from 12 March – 16 April 2018. Council received 334 submissions on the consultation document. Hearings were held from 30 April – 2 May to hear submitters. Council deliberated on all submissions on 14 – 15 May and made a number of decisions which have been incorporated into the draft LTP for audit.

OPTIONS

The two options Council has are to either adopt the draft LTP 2018–28 for audit, or not. It is preferred that Council adopt the draft LTP 2018–28 for audit to ensure it meets its legal obligations under the LGA.

CONSIDERATIONS**Financial Considerations**

The financial considerations and implications associated with the draft LTP are included in the suite of financial statements and the funding impact statement of the draft LTP.

Legal Considerations

The draft LTP has been prepared in accordance with the legislative requirements under the LGA. Council is required to adopt a final LTP by the end of June. It must contain a report from the Auditor-General.

Risks

If Council chooses to not adopt the final LTP, it will not be able to meet its obligations under the LGA.

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

Consultation is not required when adopting the draft LTP for audit. Communication will be undertaken with the community when Council adopts the final LTP at the end of June.

CONCLUSION

It is recommended that Council adopts the draft LTP 2018-28 for audit.

ATTACHMENTS

Nil

4.7 COUNCIL'S APRIL 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.

RECOMMENDATION(S)

That Council notes the information contained in the Council Performance report for the month of April 2018.

Our wastewater pipe inspection work is continuing and so far one third of all pipes have required more work. There has been at least five instances where other services have been thrust through wastewater pipes and a further 50 have slumped due to earth movement. About eight of these pipes are now on a two monthly jetting program to avoid overflows until replacement work can occur. About every second or third manhole checked has had significant root intrusion and fat build ups so each one of these could potentially cause an overflow at some point. We have inspected over 1000 man holes in total. Any issues deemed urgent or high priority have been resolved and others will be completed within the next month.

The Mangakino wastewater system is being upgraded with an extensive relining programme that involves inspecting the existing pipes and using robotic cutters to remove any sharp objects like roots before they are relined with an expanding polyvinyl chloride (PVC) pipe. Because the relining smooths over areas that previously would have caught items that had been flushed, it means blockages are greatly reduced. The relining also prevents water from heavy rain events seeping into the pipe system and inundating the wastewater treatment plant. The programme should be completed by October.

The latest Marketview data for the quarter from January to March 2018 is in and shows spending and transactions up 6.7 per cent and 5.8 per cent respectively for the Taupō District. Of particular note, there has been a 9.2 per cent spend increase in Turangi on the same quarter from the previous year. Mangakino spend increased by 18.1 per cent. International spend was up 8.5 per cent.

Work on the construction of the new facilities at Ōtumuheke Hot Stream are full steam ahead with the arrival of the toilet block last week. Once the toilet block has been completed, a viewing platform will be added to the roof. Construction will continue until July, and the site will be completely closed at times. Signage will guide visitors to the areas of the site that are safe for use.

Staff from Taupō District Council's Three Waters team have been recognised as leaders in their field, winning a trifecta of awards at the Water Industry Operations Group (WIOG) association awards dinner held in Palmerston North. Water treatment plant operator Jake Hanshaw received the coveted Young Operator of the Year Award (under 25 years) and the wider team also won the operations competition that runs throughout the conference.

Work is underway to prepare the site for the new temporary changing rooms at Turangitukua Park in Turangi. There will be a changing and shower room for teams and a joint toilet facility, and the containers are being professionally converted and will be colour schemed to fit in with their surroundings. So though this is a temporary facility we are making sure it will serve the community well. Work on the new changing rooms should be completed by early to mid-July, weather permitting

Work on the Kinloch Esplanade started mid-April and progress at the eastern end of the reserve is going well. Excavation of parking bays is almost complete and the laying of block pavers and the continuation of the small retaining wall is underway. The project should be finished next week.

ATTACHMENTS

1. 2018 05 - April 2018 Project and Service Council Performance Report (A2209773) [⇨](#)
2. Treasury Report Apr-18 (A2214818) [⇨](#)

4.8 REQUEST TO ENABLE RESERVE LAND TO BE DECLARED ROAD - WAIPAHIHI RECREATION RESERVE

Author: Flash Sandham, Commercial Manager

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

To seek formal approval to undertake the necessary processes under Section 114 of the Public Works Act 1981 to vest the proposed road access across the Waipahihi Recreation Reserve to the East Urban Lands and rescind the previous resolution proposing it to be vested as local purpose reserve road.

DISCUSSION

In March 2017 Council agreed to the sale of Area B of the EUL being 7.5ha of land behind the Waipahihi Recreation Reserve. As part of enabling the sale, there is a requirement to establish legal road access to this lot from Richmond Avenue across the Waipahihi Recreation Reserve. This process was intended to be initiated as follows:

Directs officers to notify the intent to revoke in part that portion of the Waipahihi Recreation Reserve as per the attached plan (Attachment 2) subject to vesting that same part as Local Purpose Reserve - Road. (Item 6.3, Resolution 1 28 March 2017)

It was initially proposed to establish this access via the provisions under the Reserves Act (including a consultation and submissions considerations process), however it is understood, after further analysis that it is more appropriate for the access to be established via the Section 114 of the Public Works Act.

The process required under Section 114 is as follows;

1. Obtain a resolution from Council consenting to the vesting of the road in its capacity as the administering body/body in whom the land is vested (pursuant to section 114(2)(b) and in its' capacity as the territorial authority (pursuant to Section 114(2)(h) which read as follows

114(2)(b) the body or persons in whom the land or its control is vested, and the lessee or licensee (if any), if the land is a reserve or an endowment or is held in trust. Notwithstanding anything to the contrary in any Act or rule of law, the body or persons in whom any land or its control is so vested shall have authority to give any consent that may be required for the purposes of this section:

114(2)(h) the territorial authority in whose district the land is situated, in the case of a road or proposed road, as defined in section 315 of the Local Government Act 1974:
2. Seek written approval from the Minister of Conservation as the land is recreation reserve and consent is required.
3. Surveying of the area will be required and, subject to the approval of the Minister of Conservation and TDC in its capacity as the administering body and territorial authority, a request will need to be made for the Minister to issue a notice in the Gazette declaring the land to be road.

This process will ensure the access lot/road is provided for via the most legally appropriate process relative to the circumstances. It is noted that there will be no need for further consultation on the matter, however, as mentioned in 2018, the community, via the Resource Management Act notification process had opportunity to be heard in relation to this aspect and as such it is not considered essential to undertake any alternative consultation in place of the consultation which was required by the Reserves Act.

In relation to the remaining aspects required to be considered by Council under the Local Government Act in its decision making, the balance of the matters outlined in March 2018 remain applicable to the proposal and the proposed resolutions remain consistent with that initial report.

CONCLUSION

The outcome of this process will be to correctly establish legal road access and enable the area to be upgraded to public road standards as part of the residential subdivision works for Area B. This will enable better access to the Waipahihi Recreation Reserve and provide for further residential development in accordance with the East Urban Lands consents while assisting Council in its land sales processes.

RECOMMENDATION(S)

1. That Council revokes resolution number 1 of item 6.3 of 28 March 2017.
2. That, in relation to the area shown in orange (subject to survey) being part of Section 67 SO 49356 Blk VI, Tauhara SD being the Waipahihi Recreation Reserve:
 - a. Council as administering body of the Waipahihi Recreation Reserve consents to the declaring of that area as road pursuant to Section 114(2)(b) of the Public Works Act
 - b. Council, as territorial authority consents to the declaring of that area as road pursuant to Section 114(2)(h) of the Public Works Act
 - c. Council formally requests approval from the Minister of Conservation to consent to the declaration of the area shown in orange as road.
3. That upon receipt of the approval requests the Minister, and upon survey of the land, by way of notice in the Gazette declare the land to be road.
4. That Council authorises the Chief Executive to execute the necessary approvals on behalf of Council in order to enable the vesting.

ATTACHMENTS

1. Area of Waipahihi Recreation Reserve proposed to be declared Road pursuant to Section 114 of the Public Works Act. [⇒](#)

4.9 UPDATE TO THE TERMS OF REFERENCE FOR TURANGI WASTE WATER WORKING GROUP

Author: Dylan Tahau, Head of Community, Culture and Heritage

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

To seek approval to amend the membership including minor updates to the Terms of Reference for the investigations into alternative options for the discharge of wastewater for Turangi.

DISCUSSION

In April a paper was presented outlining the establishment of a Steering Group. Tangata Whenua representation is requested to be increased to four members rather than three and a corresponding increase in Council representation is also proposed. This is a material difference to what Council approved in April and therefore requires Council amendment of the resolution. The Terms of Reference (TOR) are also proposed to be slightly amended. Both proposed versions are attached. The steering group cannot be formed without endorsement from tangata whenua, which requires the membership to increase, and agreement to the TOR.

CONCLUSION

The steering group cannot be formed without endorsement from tangata whenua and as such it is considered necessary to enable the project to continue for these changes to be made to the resolution.

RECOMMENDATION(S)

1. That Council revokes part 1 a) i) and ii) of resolution TDC201804/17 dated 24 April 2018 and:
2. That Council directs officers to establish a working group to identify a preferred option for the discharge of wastewater for the Turangi Community which will assess the engineering, environmental and cultural aspects associated with the discharge of wastewater. Further, it is anticipated that:
 - a) the working group shall be made up of:
 - i) Four hapu/iwi endorsed tangata whenua representatives of Ngāti Tūrangitukua (2), Tūwharetoa Māori Trust Board (1) and Ngāti Kurauia (1): and
 - ii) Four Council representatives, with Cr Williamson and three Council representatives.
 - b) The working group shall be required to report back to Council in accordance with the agreed Terms of Reference for the Working Group.
 - c) The Terms of Reference for the Working Group shall be as outlined in Attachment 1;

ATTACHMENTS

1. Updated Terms of Reference for Turangi Wastewater Steering Group [⇒](#)
2. Original Terms of Reference [⇒](#)

4.10 ADOPTION OF DISTRICT ECONOMIC STRENGTHENING STRATEGY

Author: Jessica Simpson, Economic Relationship Manager

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

The purpose of this report is to receive the District Economic Strengthening Strategy and formally adopt this as the guiding economic document for Taupō District to become “the most liveable and prosperous district in the North Island by 2022”.

EXECUTIVE SUMMARY

The goal of Taupō District Council is for the Taupō District to become the most liveable and prosperous district in the North Island by 2022. A step-change is needed in the district's economic development plans to achieve this goal.

Council commenced an economic development strategy in 2017 to find ways to further improve the economic direction of the district, as specifically addressed in the S17A legislative review. The DESS brings together the area's natural advantages of water, geothermal energy, and diverse landscapes to create a roadmap for the future. It also aligns with key national and regional funding streams announced by the new Labour government.

The execution of the strategy is interlinked with six catalyst projects. The redevelopment of the Taupō Airport and precinct, the Cultural/Civic precinct (CISP), a focus on geothermal energy and a geo heat centre, the Turangi to Taupō shared use trail, a tertiary hub and the Wairakei Tourist Park/Huka Falls development. These projects all have the potential to be transformational for the District and provide points of focus.

RECOMMENDATION(S)

That Council adopts the District Economic Strengthening Strategy, to be the document for economic direction to achieve the long term vision for the Taupō District.

BACKGROUND

The proposal has been presented to Council at a workshop on 12 December 2017.

As a result of this Workshop further editing of the document has been undertaken, with corrections and feedback as discussed.

DISCUSSION

The Taupō District Council Long Term 2015 – 2025 states that our goals are to

- Ensure that the Taupō District remains a great place to live
- Promote Economic Development
- Protect our water resources and use them wisely
- Maintain the quality infrastructure that we have and;
- Keep rates and debt affordable.

A growing district can provide services more cost effectively than a declining one and without a growing economy there is a risk that our industries will shrink and our businesses will struggle, lack of employment opportunities will mean that talent attraction becomes more difficult. Clean abundant water is a key component of our economic prosperity, health and environmental values and the lake plays a vital role in all aspects of the Taupō economy. We have demonstrated economic and demographic growth in the current business environment however there remains significant potential to leverage this growth for broader, more sustainable regional economic development that will meet the needs of our district now and in the future.

As identified in the recent Section 17A review, there is an opportunity and inherent need for TDC to provide leadership in identifying and facilitating the development of catalyst infrastructure projects that will encourage development. Accordingly, a key function of the DESS is the identification of key catalyst projects and suitable funding models and delivery partnerships; investment from national government, support and

investment from key partners including iwi and other stakeholders, understanding and support from local community and investment from the private sector.

The DESS provides a platform from which we can springboard the economic future and ensure resilience of our economy.

Based on this information it is considered that there are 2 options.

OPTIONS

Analysis of Options

Option 1. Adopt the DESS as the guiding economic document for the Taupō District.

Advantages	Disadvantages
<ul style="list-style-type: none"> • This will ensure that the direction for economic development for the Taupō District Council is clear and aligns with the other super regional strategies. TDC will have a document that we are able to leverage central government funding with. • The six catalyst projects will be endorsed. 	<ul style="list-style-type: none"> • Opportunity cost – other economic projects may not get the exposure they require.

Option 2. Do not adopt the DESS as the guiding economic document for the Taupō District.

Advantages	Disadvantages
<ul style="list-style-type: none"> • There are other opportunities identified for economic development that may not have been already. 	<ul style="list-style-type: none"> • The direction for economic development for the Taupō District Council will remain unclear and there will be no alignment with the other super regional strategies. TDC will not have a document that we are able to leverage central government funding with. • The six catalyst projects will not be endorsed.

Analysis Conclusion:

The preferred option recommended by officers is that the District Economic Strengthening Strategy be adopted by Taupō District Council.

CONSIDERATIONS

Financial Considerations

There are no current financial considerations, however, council may be approached in the future for the funding of different aspects of projects as appropriate as they are developed further.

There is \$2.5million for the redevelopment of the Taupō airport in the draft long term plan 2018-2028. This quantum may change dependent on the final decision on the breadth and depth of the capital works 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 local infrastructure and public services. (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

Policy Implications

There are no known policy implications.

Risks

There are several low risks which are as follows;

- Non-Approval of councillors for investment into individual projects
- Negative feedback from key stakeholders and local residents
- Lack of interest from key investment sectors; however this has been mitigated by engaging with sectors during the development of the document.

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

A number of key stakeholders were engaged during the development of the DESS including iwi, Towncentre Taupō, Enterprise Great Lake Taupō and Destination Great Lake Taupō. A hui was also held for interested parties in Turangi during the development of the strategy. There was no wider community engagement given the document's high-level, strategic nature, however a number of the catalyst projects have been included in LTP 2018-2028 and the Council may consider engagement appropriate as these projects advance.

COMMUNICATION/MEDIA

A communications plan is being developed.

CONCLUSION

The District Economic Strengthening Strategy, once formally adopted, will enable the six catalyst projects, guide the other economic agencies that Council funds and offer best practice models for future partnerships to enable growth in our district.

ATTACHMENTS

1. Adoption of Economic Strengthening Strategy (under separate cover) ⇨

4.11 ADOPTION OF FORMS FOR GRANTS AND PARTNERSHIPS

Author: Rose Prisk, Strategic Partnerships Advisor

Authorised by: Dylan Tahau, Head of Community, Culture and Heritage

PURPOSE

This item seeks Council's adoption of forms for the administration of Council's Grants and Partnerships Policy.

- Application form for Independent Distributors
- Application form for Partnership Agreement, and
- Accountability form for Partnership Agreement

EXECUTIVE SUMMARY

Council has adopted the Grants and Partnerships Policy, dated 8 December 2015 and requires community groups and organisations to apply for either a partnership agreement or to be an independent distributor of funds on Council's behalf.

The Policy requires that Council adopt the relevant application and accountability forms.

RECOMMENDATION(S)

That Council adopts the following:

- Independent Grant Distributor Application Form
- Partnership Agreement Application Form
- Partnership Agreement Accountability Form

BACKGROUND

This proposal has been presented to Council at a workshop on 12 April 2018.

The workshop clarified some of the detail around calling for Independent Distributor(s) and the Partnership Agreements. A working group of Councillors Harvey, Jollands, Park and Stewart was created to develop the application and accountability forms with staff.

They have met and provided feedback to staff, and approved these forms for adoption by Council.

DISCUSSION

Council has committed to continue to deliver community grants and introduces partnership agreements from 2018.

A total allocation of \$600k per annum has been agreed and requires forms to enable community groups and organisations to apply to either act on behalf of Council to distribute funds, or apply to Council to enter into a partnership.

The Independent Distributor applications sought are for social services, sport, the arts and the environment.

At Council's allocation meeting the following matters will be considered;

- The split of the \$600k allocation between grants and partnerships
- Amounts for each area to be distributed into the community
- The independent distribution agencies
- Partnership agreement applications

OPTIONS

Analysis of Options

Option 1. Adopt the forms for administration of the Grants and Partnership Policy

Advantages	Disadvantages
<ul style="list-style-type: none"> Funds will be distributed 	

Option 2. Amend the forms, and adopt for administration of the Council Grants and Partnerships Policy

Advantages	Disadvantages
<ul style="list-style-type: none"> Process can continue with approved content 	

Option 3. Do not adopt the forms

Advantages	Disadvantages
	<ul style="list-style-type: none"> Time delay to the application process

Analysis Conclusion:

It is preferred that Council adopts the attached forms, as it contains up to date information, following the closed workshop and meeting with working group.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be nil.

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).

Policy Implications

The Grants and Partnerships 2015 Policy outlines the process for Council's grants distribution and requires that Council approves the adoption of the relevant forms.

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

Once adopted, forms will be available on Council's website and circulated to public interested in the administration of Council's Grants or partnerships with Council

CONCLUSION

Council signalled in the Grants and Partnerships Policy 2015 it would adopt an application form that takes into account the purpose of the policy; and should be adopted prior to Council calling for applications.

ATTACHMENTS

1. Partnership Agreement Application Form [⇨](#)
2. Partnership Agreement Accountability Form [⇨](#)
3. Independent Distributors Application Form [⇨](#)

4.12 REPRESENTATION REVIEW - INITIAL PROPOSAL FOR CONSULTATION

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

The purpose of this report is for Council to resolve an initial proposal for its review of representation arrangements that will apply for the 2019 and 2022 triennial elections.

EXECUTIVE SUMMARY

The Local Electoral Act 2001 (LEA) requires local authorities to undertake a review of their representation arrangements at least once every six years. The Council carried out its last review in 2012 (for the 2013 and 2016 triennial elections) and is therefore required to undertake another review in 2018 (for the 2019 and 2022 triennial elections).

Current representation arrangements are the mayor (elected at large), 10 councillors (elected from three wards) and 6 community board members elected to one community board. The three wards do not comply with the fair representation criteria (+/-10% rule).

Council has held a number of workshops since the beginning of year to discuss and consider the relevant issues when undertaking a review (identifying communities of interest, ensuring fair and effective representation and reviewing community boards) and considered seven options.

RECOMMENDATION(S)

That Council in accordance with section 19H of the Local Electoral Act 2001, adopts as its initial proposal for the review of representation arrangements:

- a) Taupō District Council comprising 11 councillors elected under the ward system, plus the mayor elected at large
- b) Taupō District Council be divided into five wards, these being:

Mangakino/Pouakani Ward 1 councillor comprising Mangakino, Marotiri, Tatua, and incorporating six meshblocks from Oruanui, the proposed boundaries of which are shown on Attachment 3.

Kinloch/Oruanui Ward 1 councillor comprising Kinloch, Wairakei-Aratiatia and Oruanui (excluding six meshblocks to be included in the Mangakino/Pouakani Ward), the proposed boundaries of which are shown on Attachment 4.

Taupō Town Ward 7 councillors comprising Acacia Bay, Maunganamu, Taupō East, Wharewaka, Rangatira Park, Rangatira, Lakewood, Nukuhau, Taupō Central, Tauhara, Hilltop, Waipahihi, Richmond Heights, the proposed boundaries of which are shown on Attachment 5.

Southeast Rural Ward 1 councillor comprising Broadlands, Rangataiki, Waitahanui, Tongariro, Motuoapa, Tokaanu, Rangipo, Te More, Taharau, Omori, Kuratau, the proposed boundaries of which are shown on Attachment 6.

Turangi Town Ward 1 councillor comprising (Turangi), the proposed boundaries of which are shown on Attachment 7.

- c) one community board being;

Southeastern Community Board 6 members elected with three elected the Turangi Town Ward and three elected from the Southeast Rural Ward plus two councillors, one representing Turangi Town Ward and one representing Southeast Rural Ward, the boundaries of which are

shown on Attachment 8.

- d) The reason the total number of councillors is proposed to increase to 11 (plus the mayor) is to provide effective representation to Taupō residents and ratepayers.
- e) The reasons for the ward boundary alterations are to better reflect the communities of interest and fairer representation.
- f) The above initial proposal be submitted for formal public consultation, in the period 7 June to 3 August 2018.

BACKGROUND

Council workshops on representation review options have been presented to on 1 March & 7 May 2018.

The Local Electoral Act 2001 (LEA) requires every local authority to undertake a review of their representation arrangements at least once every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of these wards. Reviews also include whether there are to be community boards and if so, arrangements for these boards. Representation arrangements must provide fair and effective representation for individuals and communities.

Council last reviewed its representation arrangements before the 2013 triennial elections and is therefore required to undertake a review before the 2019 triennial elections.

Current representation arrangements, in addition to the mayor elected at large, are 10 councillors elected from three wards, and 6 community board members elected to one community board.

Ward	Councillors	Community Board	Members
Mangakino/Pouakani	1	Turangi/Tongariro	6
Taupō/Kaingaroa	7		
Turangi/Tongariro	2		

Current representation arrangements were confirmed by the Local Government Commission’s determination dated 3 April 2013. These arrangements also applied for the 2013 and 2016 triennial elections.

The Local Government Commission issued guidelines for local authorities when undertaking a review of representation arrangements must be taken into consideration.

Council has previously considered the choice of electoral system and resolved to retain the FPP electoral system, which will apply for the 2019 triennial election.

Workshops were held to consider the review of representation arrangements with Council on 1 March and 7 May 2018, with the Turangi/Tongariro Community Board, the Mangakino/Pouakani Representative Group and the Kinloch Representative Group.

DISCUSSION

Part 1A of the LEA sets out the requirements for a representation arrangements review. Issues that a local authority is required to consider include:

- whether councillors (other than the mayor) are to be elected by electors of the district at large, by electors of two or more wards, or in some cases by a mix of electors of the district at large and by electors of wards;
- the proposed number of councillors to be elected in each category (as a whole/ward/mixture - if applicable);
- the proposed name and boundaries for each ward (if Council agrees to elect its members under the ward system);
- whether there should be communities and community boards, and if so, the nature of a community and structure of a community board;
- whether one or more communities should be constituted;

- whether any community should be abolished or united with another community;
- whether the boundaries of a community should be altered;
- whether a community should be subdivided for electoral purposes;
- the number of members of a community board (including the number elected and appointed);
- whether members of a community board to be elected by electors of a community at large, or by electors of two or more subdivisions, or by electors of each ward (if a community comprises two or more wards);
- the name, boundaries and number of members of each subdivision of a community (if adopted).

In undertaking a representation arrangements review, the following key principles must be considered:

- communities of interest
- effective representation
- fair representation (+/- 10% rule)

The Local Government Commission guidelines on undertaking a representation arrangements review contains the following information:

Communities of interest

- not defined in legislation and may mean different things to different people
- essential part of review process
- one definition describes it as a three-dimensional concept
 - perceptual – a sense of belonging to a clearly defined area or locality
 - functional – the ability to meet with reasonable economy the community's requirements for comprehensive physical and human resources
 - political – the ability of the elected body to represent the interests and reconcile the conflicts of all its members
- sense of community identity and belonging can be influenced by geographic features such as distinctive physical and topographical features
- community of interest can be identified by access to goods and services needed every day
- rohe or takiwa of local iwi and hapu may also be factors
- dependence on shared facilities (schools, recreational, retail, cultural) must be able to be defined as a single geographical area ie a physical boundary must be able to be defined

Effective representation

- once communities of interest have been defined by geographical boundaries, need to consider how these communities will be most effectively represented
- does each community of interest require separate representation?
- can communities of interest be grouped together to achieve effective representation?
- is effective representation best achieved by an at large system, a ward system or a mixed system?
- if at large - how many members would provide effective representation for the district as a whole?
- if wards - how many members for each ward would provide effective representation?
- should there be communities and community boards?
- ward and community board boundaries to coincide with mesh block boundaries

Fair representation

Population equity (plus/minus 10% of average representation) – applies to wards and subdivisions of community boards.

The process to follow when undertaking a representation arrangements review is:

- a. identify the district's communities of interest;
- b. determine the effectiveness of members by looking at the overall number of members, whether they represent the city at large or from wards or by a mixture, in order that members are effective (are able to listen to and represent constituents effectively);
- c. investigate whether there should be community boards, and if so, the number, boundaries, number of members, whether they be subdivided, etc.
- d. determine that members fairly represent their constituents by ensuring the average population ratio is no more than a +/- 10% variance.

Community Boards

In undertaking a review of community boards the Council is required to consider:

- whether there should be communities and community boards; and
- if it resolves there should, the nature of any community and the structure of any community board.

Currently there is one community board in the Taupō District – the Turangi/Tongariro Community Board. Community boards are established under the LGA to perform such functions and duties and exercise such powers as are delegated to them by the Council.

Membership of community boards is provided for through the LEA and can range between 4 and 12 members. Each board must include at least four elected members and may include appointed members. The number of appointed members must be less than half the total number of members.

Preliminary consultation

Informal preliminary consultation was undertaken in during April 2018 as part of the Long Term Plan consultation and also included a survey.

Thirteen people responded to the survey. In summary:

- 7 wanted a ward system, 2 wanted a mixed system (wards/at large), 1 wanted an at large system
- where the ward system was chosen, 5 wanted no changes to current wards, 2 wanted to disestablish wards and 1 wanted to establish different wards
- 6 wanted Turangi/Tongariro Community Board retained, 3 wanted it disbanded and 3 wanted other community boards established
- 6 did not believe that the current wards represented their community of interest, 4 thought that it did reflect their community of interest.

The district is currently divided into three wards and Council considers that the current ward structure does not reflect the district's communities of interest. The review of representation arrangements provides the opportunity for Council to amend the wards to better reflect the communities of interest and to provide fairer representation. Council also considers as a result of the proposed changes to the wards, that a community board for the southeastern part of the district would provide an appropriate local interface with the communities in those two wards and that Turangi/Tongariro Community Board is not retained.

The population of the district is 36,810 (estimated resident population as at 30 June 2017) compared to 34,030 as at 30 June 2011 and it is considered that an additional councillor (plus the mayor) will better provide for effective representation to constituents (access and availability, member workload, etc.). Council also considers that six community board members for the Southeastern Community Board (plus two appointed members) also provide effective representation (access and availability) to these local communities.

The requirement that the average number of resident population to councillors (for wards) should not exceed +/- 10% must be taken into account when undertaking a representation arrangements review. The latest population estimates (as at 30 June 2017) for each current ward are:

Current Arrangements

Ward	Population estimate (at 30/6/17)	Elected Members	Population per councillor	Deviation from average population per councillor	% deviation from average population per councillor
Taupō-Kaingaroa	29,000	7	4,143	462	+12.55
Turangi-Tongariro	4,950	2	2,475	-1206	-32.76
Mangakino-Pouakani	2,860	1	2,860	-821	-22.30

District Total	36,810	10	3,681		
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Note 36,810/10 councillors = 3,681 (+/- 10% range being 3313 – 4049)

For the current ward arrangements, the three wards fall outside the +/- 10% rule, with Mangakino/Pouakani -22.30% [over-represented], Taupō/Kaingaroa +12.55% [under-represented] and Turangi/Tongariro -32.76 % [over-represented]. Where a territorial authority considers that noncompliance with the +/- 10% rule would divide a community of interest between wards (or there are isolated or island communities), then the territorial authority may exceed the +/- 10% rule, but this must be treated as an appeal under section 19V (5) of the Local Electoral Act 2001. This means it must be referred to the Local Government Commission following the appeal/objection period.

OPTIONS

Council at its earlier workshops considered four options

Analysis of Options

Option 1. Status Quo

Advantages	Disadvantages
<ul style="list-style-type: none"> the current wards are well known and understood 	<ul style="list-style-type: none"> This does not comply with the +/-10% rule for fair representation Does not reflect all communities of interest

Option 2. Modified Ward

Advantages	Disadvantages
<ul style="list-style-type: none"> Includes representation for the more rural communities. Complies with the +/-10% rule 	<ul style="list-style-type: none"> Significant change of ward structure Some communities might not feel the new ward are reflective of their communities of interest

Option 3. Mixed system

Advantages	Disadvantages
<ul style="list-style-type: none"> Provides for local and district representation Electors can vote for both ward and at-large councillor(s) 	<ul style="list-style-type: none"> Potential for all the at-large councillors to be from the area with the highest population and that are might become overrepresented

Option 4. At large

Advantages	Disadvantages
<ul style="list-style-type: none"> Electors would have a wider choice of candidates 	<ul style="list-style-type: none"> Interests for smaller communities may be unrepresented Does not guarantee effective representation of communities of interest.

Analysis Conclusion:

The urban centre of Taupō is recognised as the principal servicing area for the majority of the Taupō District. There is a strong district wide community of interest centred around the town. This is evident in the form of recreational, social, cultural and economic interests and includes the bulk of the District’s retail outlets. Because of the large geographical nature of the district with Lake Taupō at its centre, that community of interest does dilute with distance from Taupō town. Beneath the district wide identity, lie more localised

communities of interest such as Turangi, Kinloch and Mangakino as well as smaller lakeside settlements. The other readily identifiable community of interest is the rural area which tend to be centred around a hall or a school.

It is considered that the modified Ward option with an increase of one councillor will best reflect the communities of interest, in particular the creation of two rural wards that would provide for better representation for rural and outlying communities. In addition, the establishment of a Community Board to include both the Turangi and the South East Rural wards will continue to provide additional representation for the Turangi Ward and enhanced representation for the South East Rural Ward.

Proposed Arrangements

Ward	Population estimate (at 30/6/17)	Elected Members	Population per councillor	Deviation from average population per councillor	% deviation from average population per councillor
Taupō Town	23,920	7	3,417	+63	+1.88
Turangi Town	3,300	1	3,300	-54	-1.61
Mangakino-Pouakani	3,035	1	3,035	-319	-9.51
Kinloch-Oruanui	3,565	1	3,565	+211	+6.29
Southeast Rural	3,070	1	3,070	-284	-8.47
District Total	36,890	11	3,354		

Note 36,810/11 councillors = 3,346 (+/- 10% range being 3018 – 3688). Rounding of population numbers for the area units is the reason for the difference in total population from the existing wards.

Under this proposal, all five wards comply with the +/- 10% rule.

Financial Considerations

The financial impact of the proposal is estimated to be \$10,000.

Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for.

Legal Considerations

Section 19 of the Local Electoral Act 2001 sets out the provisions for the Council's representation review. In particular, Sections 19T to 19V relate to the requirements around effective and fair representation when determining membership and basis of election.

Policy Implications

There are no known policy implications.

Risks

The main risk identified is in relation to meeting the timelines as set out in the LEA as this process needs to be completed and the representation structure determined in time for the 2019 triennial elections.

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 affects a large portion of the community and is of high community interest. As a result, the decision is considered as significant.

ENGAGEMENT

The LEA sets out the process required, including a formal consultation process which involves the ability for the public to make submissions on the representation arrangements review. Any submissions received will need to be considered by Council in August 2018 before a final proposal is resolved.

The proposed timetable is recommended as follows:

Action	Date
Council initial proposal	29 May 2018
Public notice of initial proposal	8 June 2018
Public submission period	8 June – 20 July 2018
Submissions heard	August 2018
Council resolution of final proposal	28 August 2018
Public notice of final proposal	7 September 2018
Public appeals/objection period	7 September – 8 October 2018
Forward material to LGC	November 2018
Determination by LGC	By 10 April 2019

COMMUNICATION/MEDIA

The consultative process will include:

- An outline of the proposal, including the rationale and the submission process.
- Formal submission form
- Consultation web page and Consult 24 process
- Email for residents associations
- Social media postings
- Full page advertising in the local paper
- Consultation meetings around the district
- Iwi and hapu

CONCLUSION

It is recommended that Council adopts, in accordance with the Local Electoral Act 2001, the initial proposal on representation for the Taupō District Council for consultation and invites the public to make submissions.

ATTACHMENTS

1. Current Taupo District Wards [⇒](#)
2. Current Boundary for the Turangi/Tongariro Community Board [⇒](#)

3. Proposed Boundary for all Wards [⇒](#)
4. Proposed Boundary for the Kinloch/Oruanui Ward [⇒](#)
5. Proposed Boundary for the Mangakino/Pouakani Ward [⇒](#)
6. Proposed Boundary for the Southeast Rural Ward [⇒](#)
7. Proposed Boundary for the Taupo Town Ward [⇒](#)
8. Proposed Boundary for the Turangi Town Ward [⇒](#)
9. Proposed Boundary for the Southeastern Community Board [⇒](#)

4.13 COUNCIL ENGAGEMENTS JUNE 2018 AND CONFERENCE OPPORTUNITIES

Author: Tina Jakes, Head of Democracy, Governance and Venues
Authorised by: Gareth Green, Chief Executive Officer

Engagements

ENGAGEMENT	DAY	DATE	TIME
Closed workshop – Cultural Precinct Project evaluation of master planner respondents	Wednesday	6	9am-5pm
Waikato Regional Council’s Draft Regional Public Transport Plan Development – roadshow / workshop	Thursday	7	1pm-3pm
Taupō Airport Authority Committee meeting (Taupō Airport, ANZAC Memorial Drive)	Monday	11	10.30am-noon
Turangi/Tongariro Community Board meeting (Boardroom, Turangi Service Centre)	Tuesday	12	1pm-4pm
Mangakino-Pouakani Representative Group meeting (Mangakino Service Centre)	Tuesday	19	10am-11.30am
Lake Taupō Protection Project Joint Committee meeting	Thursday	22	1pm-4pm
2018 Vital Signs launch (Wairakei Resort, SH1)	Tuesday	26	11.30am-12.30pm
Public forum	Tuesday	26	1pm-1.30pm
Council meeting	Tuesday	26	1.30pm-5pm
Kinloch Representative Group public forum (Kinloch Community Hall, Mata Place, Kinloch)	Thursday	28	9.30am-10am
Kinloch Representative Group meeting (Kinloch Community Hall, Mata Place, Kinloch)	Thursday	28	10am-11.30am

Conference and Professional Development Opportunities

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

- Local Government New Zealand Zone 2 meeting taking place on Friday 1 June 2018 at the ASB Baypark, Mount Maunganui – Cr(s)_____

<p>RECOMMENDATION(S)</p> <p>1. That Council receives the information relating to engagements for June 2018.</p> <p>2. That Council approves the attendance of Crs _____ at the LGNZ Zone 2 meeting taking place on Friday 1 June 2018 at the ASB Baypark, Mount Maunganui.</p>

ATTACHMENTS

Nil

4.14 MEMBERS' REPORTS

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Gareth Green, Chief Executive Officer

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

5 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: 5.1 Confirmation of Confidential Portion of Ordinary Council Minutes - 24 April 2018</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>Agenda Item No: 5.2 Lake Taupo Protection Trust: extension to project agreement</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>

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]*.