



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

Date:	Tuesday, 26 June 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
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Quorum	6
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Gareth Green
Chief Executive Officer

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3.1 ORDINARY COUNCIL MEETING - 30 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 Monday 30 April 2018 be confirmed as a true and correct record.

ATTACHMENTS

1. Council Meeting Minutes - 30 April 2018 [↗](#)

3.2 ORDINARY COUNCIL MEETING - 29 MAY 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 29 May 2018 be confirmed as a true and correct record.

ATTACHMENTS

1. Council Meeting Minutes - 29 May 2018 [↗](#)

4.1 ORDINARY EMERGENCY MANAGEMENT COMMITTEE MEETING - 7 MAY 2018

Author: Shainey James, Democratic Services Officer

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

RECOMMENDATION(S)

That Council receives the minutes of the Emergency Management Committee meeting held on Monday 7 May 2018.

ATTACHMENTS

1. Emergency Management Committee Meeting Minutes - 7 May 2018 [↗](#)

4.2 ORDINARY TURANGI/TONGARIRO COMMUNITY BOARD MEETING - 8 MAY 2018

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

Authorised by: Gareth Green, Chief Executive Officer

RECOMMENDATION(S)

That Council receives the minutes of the Turangi/Tongariro Community Board meeting held on Tuesday 8 May 2018.

ATTACHMENTS

1. Turangi/Tongariro Community Board Meeting Minutes - 8 May 2018 [↗](#)

4.3 ORDINARY AUDIT & RISK COMMITTEE MEETING - 21 MAY 2018

Author: Shainey James, Democratic Services Officer

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

RECOMMENDATION(S)

That Council receives the public and confidential portions of the minutes of the Audit & Risk Committee meeting held on Monday 21 May 2018.

ATTACHMENTS

1. Audit & Risk Committee Meeting Minutes - 21 May 2018 [⇒](#)
2. Audit & Risk Committee Minutes - 21 May 2018 (confidential portion) [⇒](#)

4.4 ORDINARY FENCES, ROADING, RESERVES & DOGS COMMITTEE MEETING - 22 MAY 2018

Author: Shainey James, Democratic Services Officer

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

RECOMMENDATION(S)

That Council receives the minutes of the Fences, Roading, Reserves & Dogs Committee meeting held on Tuesday 22 May 2018.

ATTACHMENTS

1. Fences, Roading, Reserves & Dogs Committee Meeting Minutes - 22 May 2018 [↗](#)

4.5 ORDINARY TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 11 JUNE 2018

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

Authorised by: Gareth Green, Chief Executive Officer

RECOMMENDATION(S)

1. That the minutes of the Taupō Airport Authority Committee meeting held on Monday 11 June 2018 be received.
2. That Taupō Airport Authority Committee recommendation TAA201806/05.2 that unbudgeted expenditure of \$84,000.00 (excl. GST) to complete the AirBiz work be approved.

The following is an extract from the minutes of the Taupō Airport Authority Committee meeting held on 11 June 2018. Part 2 is a recommendation presented for Council consideration. Council can either approve, or not approve the recommendation.

The original report was included on the agenda for the Taupō Airport Authority Committee meeting held on 11 June 2018.

TAA201806/01 RESOLUTION

Moved: Mr Chris Johnston

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee

1. Receives the information in relation to the master planning proposal from AirBiz.
2. Recommends to Council that unbudgeted expenditure of \$84,000.00 (excl. GST) to complete the work be approved.

ATTACHMENTS

1. Taupō Airport Authority Committee Meeting Minutes - 11 June 2018 [⇒](#)

5.1 CONFIRMATION OF EXTRAORDINARY COUNCIL MEETING MINUTES - 8 JUNE 2018

Author: Shainey James, Democratic Services Officer

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

RECOMMENDATION(S)

That the public portion of the minutes of the extraordinary Council meeting held on Friday 8 June 2018 be confirmed as a true and correct record.

ATTACHMENTS

1. Extraordinary Council Meeting Minutes (public portion) - 8 June 2018 [⇒](#)

5.2 RECEIPT OF LAKE TAUPŌ PROTECTION PROJECT JOINT COMMITTEE MINUTES 22 JUNE 2018

Author: Tanya Wood, Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

To receive the public minutes of a meeting of the Lake Taupō Protection Project Joint Committee held on 22 June 2018.

DISCUSSION

A meeting of the Lake Taupō Protection Project Joint Committee was held on 22 June 2018. Due to the fact that this agenda closed prior to the meeting occurring, these minutes will be circulated prior to this meeting starting.

CONCLUSION

It is recommended that Council receives the minutes.

RECOMMENDATION(S)

That Council receives the public portion of the minutes of the Lake Taupo Protection Trust Joint Committee meeting held on 22 June 2018.

ATTACHMENTS

Nil

5.3 EXTENSION OF CONTRACT TDC/1314/115 - LIQUID WASTE SLUDGE TRUCKING

Author: Kevin Sears, Operations Manager - 3 Waters

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

To seek approval for the extension of Contract TDC1314/115 Liquid Waste Sludge Trucking.

EXECUTIVE SUMMARY

The Liquid Waste Sludge Trucking Contract is a vital part of the solids management for TDC's many Wastewater Treatment Plants (WWTP). It enables the transportation of liquid sludge from the remote WWTP's to the centralised dewatering and biosolids handling facilities at the Taupō WWTP and processing of these solids to the Vermicomposting process at the View Rd Land Disposal Site.

The contract was tendered in 2014 for a four-year period for a value of \$914,840.40 + GST or \$228,710.10 + GST per year. The contract is a measure and value contract and has cost escalations applied.

As the contract is due for expiry on 30 June 2018 it is now necessary to either re-tender or approve an extension of the contract to manage the sludge transportation requirements for TDC's multiple WWTPs.

The preferred option is to extend the contract for a further one-year period. The reasons for this are the contractor has not sought an increase of the tendered price based on CPI and has carried out its obligations under the contract professionally and efficiently with no major failures or Health & Safety breaches.

RECOMMENDATION(S)

That Council accepts the Extension for Contract TDC/1314/115 for Liquid Waste Sludge Trucking submitted by Hydra-Care NZ Ltd for the sum of \$228,710.10 per annum increasing the total value of the contract to \$1,143,550.50 [excl. GST].

BACKGROUND

The transportation of liquid sludge from the rural WWTPs back to the Taupō WWTP for dewatering has been carried out since Taupō WWTP was upgrade in 1994 to include the belt press dewatering system. Between 1994 and July 2011 the trucking of sludge was done by purchase order and carried out by Rainbow Septic Tank Cleaners. The value of this work had increased significantly over the years and this practice no longer complied with TDCs procurement policy and so the Liquid Waste Sludge Trucking was put out to the market via a request for tender. As a result of this the tender was awarded to Hydra-Care Ltd for a period of three years and a significant saving in trucking costs was realised. Since then the work was re-tendered in 2014 with Hydra-Care being awarded the contract for a second period of four years.

DISCUSSION

Approval is now being sought for the extension of this contract for a further one year period. The value of this extension is \$228,710.10. This has been derived from an estimate of the volume of sludge to be removed from each rural WWTP and negotiation with the contractor. As a result there is no change to the proposed annual amount for the one year extension.

Hydra-Care Ltd is one of the main sludge cartage and dewatering companies in the North Island. They have held this contract over two tender periods totalling 7 years. Hydra-Care's performance is monitored continually and they have met a high standard of performance across the whole period of the contract.

Based on this information it is considered that there are two options to either accept a one year extension or re-tender the contract.

OPTIONSAnalysis of Options**Option 1. Approve an extension of the contract**

Advantages	Disadvantages
<ul style="list-style-type: none"> • Able to achieve the desired outcome of continuing sludge removal and dewatering and processing at the Vermicomposting process at View Rd Land Disposal Farm • Able to meet estimated volumes of dewater sludge to the Vermicomposting process at View Rd LDS 	<ul style="list-style-type: none"> • No Current test of the market for price.

Option 2. Public Tender

Advantages	Disadvantages
<ul style="list-style-type: none"> • Would allow TDC to test the market for price 	<ul style="list-style-type: none"> • The tendered price could be higher than the current price and budgets • If the contractor was to change TDC could lose efficiencies and experience that the incumbent has built up. • Negotiations with the incumbent would be needed to cover the period between the end of this contract and the start of a new contract.

CONSIDERATIONS**Financial Considerations**

The financial impact of the proposal is estimated to be \$228,710.10 ex GST.

Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for under the 18/19 financial year.

Legal ConsiderationsLocal Government Act 2002

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

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

Transportation of biological matter is classified as a Dangerous Goods under the Land Transport Management Act 2003 and requires appropriate signage/plaques to be displayed on the vehicle. The driver must also be trained in transportation of dangerous goods with this endorsement on their drivers licence. The Liquid Waste Sludge Trucking contract complies with this legislation and Hydra-Care Ltd has also complied with the contract and the legislation for the seven years that they have held the contract.

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

Hydra-Care Ltd is an experienced contractor with the required resources to be successful in the continued delivery of this contract. The value of the proposed extension has been included in the 18/19 budgets and it is anticipated that if this extension is approved the expenditure for this contract would not exceed the budgeted amount.

ATTACHMENTS

Nil

5.4 TENDER CONTRACT TDC/1718/235 - LOCHEAGLES RESERVOIR DESIGN BUILD

Author: Tom Swindells, Asset Manager Water

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

The purpose of this report is to seek Council approval to:

- (i) Award the tender for Contract TDC/1718/235 Locheagles Reservoir Design Build.
- (ii) Increase the project budget to allow completion of the project.

EXECUTIVE SUMMARY

Provision of a new reservoir in Kinloch is required to ensure there is sufficient capacity to meet the normal residential, peak holiday, and fire-fighting supply needs of the community. Contract TDC/1718/235 is to develop a design and construct a 2,000m³ treated water storage reservoir. The new reservoir site is at the top of the Locheagles subdivision in Kinloch.

A two stage procurement process was carried out and two final tenders were received. The tenders were evaluated using the weighted attributes process. The highest scoring tender was that of Concrete Structures Limited with a tender price of \$1,905,604.98.

The approved project budget of \$1,465,000 is insufficient to complete the project and an increase of the project budget to \$2,236,000 is required.

RECOMMENDATION(S)

That Council

1. Approves unbudgeted expenditure of \$771,000 (excl. GST) for the project.
2. Accepts the Tender for Contract TDC/1718/235 for Locheagles Reservoir Design Build submitted by Concrete Structures Limited for the sum of \$1,905,603.98 [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.

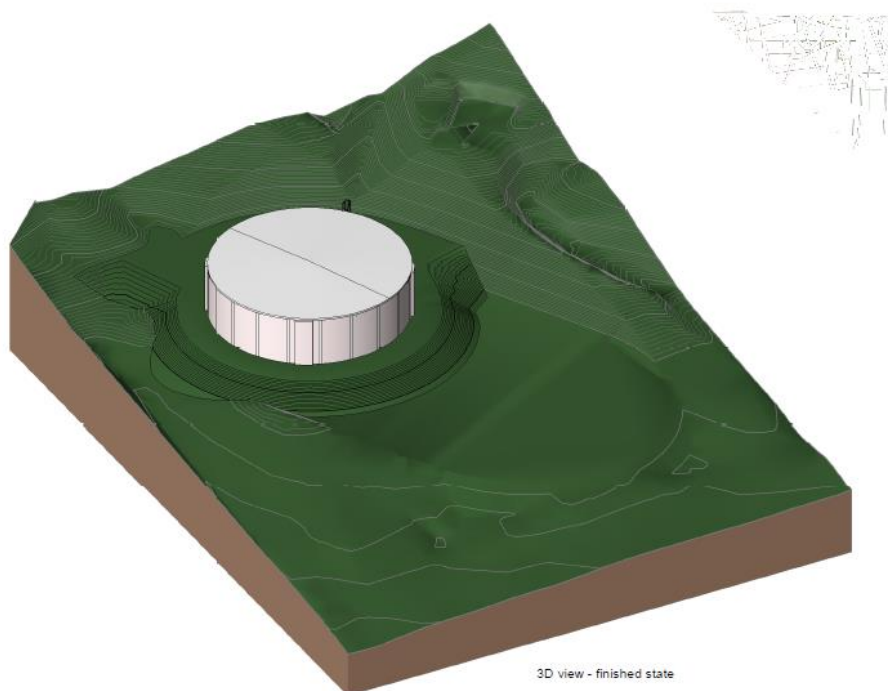
The Contract is to develop a design for two 2,000m³ treated water storage reservoirs and then to construct and commission the first of these two reservoirs for the community of Kinloch. The new reservoir site is at the top of the Locheagles subdivision in Kinloch.

The project was identified in the 2015-25 Long-term Plan as part of the Kinloch Security of Supply Project with additional funding allocated in year 1 of the 2018-28 Long-term Plan to enable completion of the reservoir build.

The location of the proposed new reservoir in Kinloch is shown below.



The concept design drawing of the reservoir site is shown below.



DISCUSSION

Provision of a new reservoir in Kinloch is required to ensure there is sufficient capacity to meet the residential, holiday, and fire-fighting supply needs of the community. The storage capacity currently available in Kinloch is 450m³ which is equivalent to 4.5hrs at peak demand. The TDC Water Strategy recommends that 24 hours of emergency storage is maintained in our water supply networks.

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

- Status quo, do nothing, unacceptable levels of water storage remain in Kinloch
- Construct new reservoir to meet water storage needs of Kinloch

TENDERS RECEIVED

A two stage procurement process was completed. Seven companies responded to the initial registration of interest and three of these companies were shortlisted and invited to tender for the project.

Tenders closed on 30 May 2018 and two tenders were received from the following organisations who are both civil construction companies with considerable reservoir building experience:

- Concrete Structures, Rotorua
- Spartan Construction, Hamilton

TENDER EVALUATION

Tenders were evaluated on a weighted attributes basis.

The highest scoring tender was that of Concrete Structures Limited with a tender price of \$1,905,603.98. The project was estimated at \$1,763,120.

The tenders received are higher than the original project estimate and project budget. A number of factors have affected the pricing including:

- Consent conditions relating to the reservoir site have increased cost e.g. limitations on reservoir height and colour,
- Design for appropriate seismic requirements not originally factored in budget,
- Currently tight construction market, one of the shortlisted companies did not submit a tender.

The project is due to be completed by May 2019.

RECOMMENDED CONTRACT PRICE

The tender submitted by Concrete Structured Limited being \$1,905,603.98.

Full financial considerations are presented later in this report.

OPTIONS

Council may choose to accept the preferred tender or not. If the tender is not accepted, Council will need to determine another way to increase treated water storage in Kinloch.

Retendering is not recommended, as we have two competitive prices and the outcome of a new tender is unlikely to be significantly different and costs may increase.

CONSIDERATIONS

Financial Considerations

This contract falls within a multi-year budget for the Kinloch Water Security of Supply Project. The project included pipeline upgrades and access track improvements at the Boojum Dell Reservoir site.

Spend to date of \$480,000 includes new pipeline construction, access track retaining wall construction, conceptual design, geotechnical testing, planning and designation, staff time, and other minor enabling works. Remaining budget is \$1,465,000.

The Tenderer price of the highest scoring tenderer is \$1,905,604.98.

We recommend a contract contingency of \$100,000 is appropriate for this contract to allow for unforeseen items.

Unbudgeted cost of \$771k which includes a contract contingency of \$100k is sought to complete the project.

The shortfall along with the original budget will be funded from the Kinloch water scheme. Developer contributions make up 23.9% of the funding.

Long-term Plan/Annual Plan

The expenditure outlined is as presented above, partially budgeted for in the 2017/18 and 2018/19 annual plan under the Kinloch water supply capital budget.

Legal Considerations

Local Government Act 2002

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

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

The following authorisations are required for the proposal:

✓ Resource Consent ✓ Building Consent ☐ Environmental Health

☐ Liquor Licencing ☐ Licence to occupy

Resource consent will be required for the earthworks.

Policy Implications

The proposal has been evaluated against the Taupō District Plan. The key aspects for consideration with regards to this proposal are as follows:

The site needed to be designated (originally TDC reserve) to allow the construction, operation, and maintenance of two water reservoirs and ancillary infrastructure. Written approval was received by the nearby landowners at 34 and 36 Locheagles Rise. The application was granted by Taupō District Council, proceeding as non-notified.

Risks

Financial / Construction risk: A risk with all construction projects is construction cost increases e.g. due to unforeseen costs that the contractor cannot be expected to have allowed for. An appropriate contingency of \$100k has been requested for this contract.

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

The contract is limited to the reservoir site and therefore there will be minimal interface with the public.

It is proposed to issue a media release, provide information on the Council website, site signage detailing the works and to communicate directly with the local landowners and Kinloch Community Association to advise of the project.

CONCLUSION

Tenders have been received and assessed; the tender by Concrete Structures Limited \$1,905,604.98 is the preferred tender.

The remaining project budget of \$1,465,000 is insufficient to complete the project and an increase of the project budget to \$2,236,000 is required.

ATTACHMENTS

Nil

5.5 CONTRACT TDC 1718/233 INTERIOR CLEANING FOR VARIOUS COUNCIL FACILITIES 2018-2021

Author: Garreth Robinson, Facilities Manager

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

This report is to seek the approval to award the tender for contract TDC/1718/233 Interior Cleaning for Various Council Facilities 2018-2021.

EXECUTIVE SUMMARY

The current Interior Cleaning Contract was awarded to Professional Property & Cleaning Services Limited (PPCS) in July 2015 for a period of three (3) years commencing on 1 August 2015 at a **fixed value** of \$693,116.28 plus GST with the option to extend it for two further periods subject to satisfactory contractor performance.

The current Contractor does not wish to further extend the contract period since the contract did not contain clause for contract price adjustment.

The term for the new Interior Cleaning contract is for an initial period of three (3) years. Commences on 1 August 2018 and ends 31 July 2021. There is a provision within the contract for an extension of contract for a further two (2) years subject to the mutual agreement of both parties and the achievement of the required performance criteria.

The new Interior Cleaning contract also includes all the leased office locations including the Council Chamber, the Turangi Service Centre and Aquatics Centre and Te Rangitautahanga public toilets.

RECOMMENDATION(S)

That Council accepts the Tender for Contract TDC 1718/233 for Interior Cleaning for Various Council Facilities submitted by Total Industrial Solutions for the sum of \$697,055.28 [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.

Tenders closed on Friday 25 May 2018 at 1:00pm.

The Government Electronic Tender Service <https://www.gets.govt.nz/> was used to invite Tenders for this contract.

This tender allows for interior cleaning for all council buildings including all Council leased offices and the Chamber that are currently cleaned by the current contractor.

DISCUSSION

Following the procurement process the tender panel recommend that Total Industrial Solutions be appointed as Councils cleaning contract for 2018-2021, in accordance with the Weighted Attribute method as outlined in the tender document.

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

- Accept the tender which includes all the current leased sites.

- Extend the current contract for a year and negotiate the cost adjustment to include all the current Council leased offices including the Council Chamber for the value of extended contract period.

By accepting the tender this will provide ratepayers with the most cost effective and efficient delivery of interior cleaning services to the highest standards for the majority of Council facilities.

TENDERS RECEIVED

Tender documents were issued for a proposed contract on 2 May 2018. Tenders closed on 22 May 2018. Four (4) tenders were received from the following organisations:

1. Professional Property Cleaning Services Ltd
2. Total Industrial Solutions
3. City Cleaning Services Ltd
4. Outsourced Client Solutions

TENDER EVALUATION

Tenders were evaluated on a weighted attributes basis.

The tender submitted by Total Industrial Solutions being the highest scoring tender with a tender price of \$697,055.28 over the period of three years contract term.

Tender prices ranged from \$697,055.28 to \$1,083,246.24 for a three (3) year period.

RECOMMENDED CONTRACT PRICE

The tender submitted by Total Industrial Solutions being \$697,055.28 over the period of three years contract term.

OPTIONS

Council may choose to accept the preferred tender or not. If the tender is not accepted we may need to extend the current contract for a year and negotiate the cost adjustment to include the additional Council facilities.

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be \$697,055.28 (exl GST) over the three year period.

Long-term Plan/Annual Plan

The expenditure outlined is currently budgeted for under various cost centre codes for cleaning contract.

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

There are no known policy implications.

Risks

When changing contractors, there is always some risk that transitional issues will arise. These risks are considered minimal, and can be managed through an induction process and staff management of the contractor.

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

It is considered that communication does not need to be extended beyond the Council and current and proposed contractors.

CONCLUSION

A robust tender process for the interior cleaning of various Council facilities and venues has been undertaken. As a result of this procurement process, it is recommended that the contract be awarded to Total Industrial Solutions as the successful contractor based on the tender evaluation process. This will result in minimal change to the present financial budget for cleaning of the majority of Council facilities included in the present contract. This will result in a new locally owned company providing the efficient management and consistency of service standards.

ATTACHMENTS

Nil

5.6 SUZHOU EXHIBITION - UNBUDGETED EXPENDITURE

Author: Luisa Haines, Library and Museum Manager

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

PURPOSE

This paper requests Council approve unbudgeted expenditure of \$93,678.00 + GST to upgrade security measures at the Taupō Museum to meet the requirements for the incoming Suzhou Exhibition, 21 August to 19 November 2018. This expenditure includes 24 hour a day security services onsite at the Taupō Museum, additional insurance and the installation of alarms in the display cases.

EXECUTIVE SUMMARY

Taupō Museum is due to receive an exhibition from the Suzhou Museum in August 2018. The exhibition is a key activity planned in celebration of the tenth anniversary of sister cities Taupō and Suzhou. The value of the exhibition is \$4.5 million NZD and contains items of national significance to China. To mitigate the risk of theft or damage to the artefacts the Suzhou Museum has requested the Taupō Museum provide 24 hour a day onsite security for the duration of the exhibition and the installation of alarms in the display cases.

Due to the value and significance of the exhibition Taupō District Council will be providing additional insurance cover at a cost of \$9,775 + GST.

The high risk of theft or damage to the exhibition while onsite at the Taupō Museum requires TDC to mitigate these threats or risk being negligent.

The full cost to provide the security measures and insurance is \$93,678.00 +GST. This is an unbudgeted expense.

RECOMMENDATION(S)

That Council approves unbudgeted expenditure of \$93,678.00 + GST for the purpose of providing additional security measures to meet the obligations of the Suzhou Exhibition loan agreement and guarantee Council's indemnity against theft or damage to the exhibition.

BACKGROUND

The proposal has not been presented previously as it was expected the museum budget and sponsorship would cover the costs of hosting the Suzhou Exhibition. The requirement for most of these measures was not anticipated and were only made known during the negotiation of the loan agreement and confirmed at the recent site visit by the Head of Security for the Suzhou Museum.

DISCUSSION

The Taupō District celebrates its tenth sister city anniversary with Suzhou, China in 2018. To celebrate this important milestone major activities have been planned, including the loan of a significant cultural and heritage artefact exhibition from Suzhou Museum.

Valued at over \$4.5 million NZD the exhibition representing life and faith during the transition from the Tang to Song Dynasty, 618 to 1279 A.D. will be on public display at the Taupō museum for nine weeks and in the care of the museum for thirteen weeks. This exhibition has only been exhibited outside China twice, in the large museums of Suzhou's sister cities' in Denmark and South Korea. Containing ancient artefacts of national significance the exhibition provides a magnificent opportunity to attract regional and national visitors to the district and presents the local community with a unique cultural and heritage experience not usually offered outside China. The exhibition will be showcased to the public from 31 August to 11 November 2018.

To ensure the success of the exhibition demands stringent security and safety measures are put in place to mitigate the risk of theft or damage of the priceless artefacts. Museum staff are working with the Taupō Police to ensure they are in the best possible position to meet these requirements.

The additional insurance, 24 hour a day security onsite at the museum and the installation of alarms in the display cases is fully expected to:

- Meet Suzhou Museum's loan agreement conditions.
- Provide assurance to all parties that the safety and security of this precious exhibition is paramount.
- Ensure Council is not exposed to financial risk or negligence.
- Guarantee the exhibition goes ahead.

Staff are currently working on sourcing this funding through sponsorship but to date there are no viable options on the table.

The budget for the Suzhou Exhibition was discussed at the November Council workshop. It was signalled that costs were expected to be met by the museum budget and sponsorship. However, this has changed significantly with the negotiation of the loan agreement and Suzhou Museum's request for 24 hour a day security and alarmed display cases.

Without approval of this unbudgeted expenditure and with less than two months until the exhibition is due to arrive, there is a high risk the exhibition will not go ahead.

OPTIONS

Analysis of Options

Option 1. Approve \$93,678.00 + GST unbudgeted expenditure to provide additional insurance for the Suzhou Exhibition, 24 hour a day security onsite at the museum and the installation of alarms in the display cases.

Advantages	Disadvantages
<ul style="list-style-type: none"> • This option meets the loan agreement obligations. • Suzhou are satisfied Council are fully invested in the sister city relationship with Suzhou. • Council will have taken all necessary precautions to mitigate the high risk of theft or damage to the exhibition. • Council have indemnity against theft or damage to the exhibition. • The Taupō Police have endorsed these measures. • The Suzhou Exhibition will proceed as planned. 	<ul style="list-style-type: none"> • Unbudgeted cost.

Option 2. Do nothing.

Advantages	Disadvantages
<ul style="list-style-type: none"> • No cost. 	<ul style="list-style-type: none"> • The risk of theft or damage to the exhibition is high. TDC would be negligent and in breach of obligations of the loan agreement and insurance indemnity. The damage to Council's reputation would be irreparable. • The loan agreement with Suzhou Museum stipulates TDC provide guarded security onsite at the museum.

	<ul style="list-style-type: none"> The exhibition could potentially not go ahead, which will have negative implications on the relationship with Suzhou and the work already completed by the Museum staff and others.
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Analysis Conclusion:

It is preferred that council approves the unbudgeted expenditure of \$93,678.00 + GST.

- | | |
|---|-------------|
| • Insurance for the Suzhou Exhibition | \$9,775.00 |
| • 24 hour a day security onsite at the museum | \$76,440.00 |
| • Installation of display case alarms | \$7,463.00 |

CONSIDERATIONS

Financial Considerations

The financial impact of the proposal is estimated to be \$93,678.00 + GST.

National marketing will attract additional visitors to the Taupō District with this being only the third time the exhibition has left China.

A preferred supplier rate has been provided by Senjo Securities as Council's Security contractor.

Long-term Plan/Annual Plan

The expenditure outlined is currently unbudgeted. It is requested that unbudgeted expenditure is approved. Unbudgeted expenditure is preferred because there is no existing budget and it is proposed that the unbudgeted expenditure will be absorbed within the overall result for the financial year.

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

There are no known policy implications.

Risks

There are several high risks which are as follows:

- The Suzhou Exhibition does not go ahead due to Suzhou Museum's concerns about security and risks irreparable damage to Council's reputation and relationship with Suzhou.
- The high risk of theft or damage of artefacts due to inadequate insurance and security measures is a huge financial risk to Council and will result in irreparable damage to Council's reputation and the on-going relationship with Suzhou.

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:

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

The approval of the unbudgeted expenditure of \$93,678.00 + GST to meet insurance and security requirements for the Suzhou Exhibition is vital if the exhibition is to go ahead. The additional insurance, 24 hour a day security onsite at the museum and the installation of alarms in the display cases will mitigate the high risk of theft or damage to the collection.

The implementation of these measures will meet the obligations of the Suzhou Exhibition loan agreement, protect Council from financial risk and negligence.

These measures are key components of the security plan developed by museum staff, Taupō Police and the Head of security for Suzhou Museum.

ATTACHMENTS

Nil

5.7 GRANTS AND PARTNERSHIPS POLICY AMENDMENT

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This report seeks Council's adoption of amendments to the Grants and Partnership Policy 2015.

RECOMMENDATION

That Council amends the community grants criteria in clause 23 of the Grants and Partnership Policy 2015 to allow independent distributors to distribute community grants to applicants who request funding for wages/salaries on an ongoing basis and day to day vehicle running costs.

BACKGROUND

In December 2015, Council adopted the Grants and Partnerships Policy 2015 (the policy). At that time, it was determined that the previous policy was operating sufficiently but that there needed to be changes made, among other things, to accountability, reporting and service agreements. The key changes included in the policy were:

- Council calling for independent distributors (not including the Turangi-Tongariro Community Board and Mangakino-Pouakani Representative Group), who will be appointed for a three year period to distribute community grants on behalf of Council. This amended the previous policy which named who the distributors would be and what purpose they would distribute for.
- The establishment of partnership agreements, which will be entered into by Council for a three-year period and be funded from a contestable fund. This removed the former service agreements, which were established on an ad-hoc basis.
- Updated application criteria, accountability and reporting for both successful grant applicants and distributors, which is more prescriptive than the previous policy.

The policy contains transitional provisions which state the aspects relating to the appointment of independent distributors and partnership agreements would not take effect until the adoption of the Long-term Plan 2018-28, which was adopted at this meeting.

DISCUSSION

The policy contains a section headed '*Community Grants Criteria*'. Clause 23 within this section lists what community grants may not be applied for. This includes, among other things, wages/salaries on an ongoing basis and day to day vehicle running costs.

Feedback received in the period since the policy was adopted indicates that some organisations have had difficulties sourcing funds for wages/salaries on an ongoing basis and day to day vehicle running costs.

Clause 20 states that Council may amend the criteria by resolution. Therefore Council could resolve to remove wages/salaries on an ongoing basis and day to day vehicle running costs from the list in clause 23. This would have the effect of allowing independent distributors to distribute community grants to applicants requesting funding for those two purposes.

OPTIONS

It is considered there are two options. Council can either amend the community grants criteria within the policy to allow independent distributors to distribute community grants to applicants requesting funding for wages/salaries on an ongoing basis and day to day vehicle running costs, or not.

It is preferred that Council amend the policy.

CONSIDERATIONS

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.

Policy Implications

The proposal is part of amending a current council policy.

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. This scale of change to the policy was anticipated at the time the policy was adopted with provision made for change by resolution. Furthermore, Council is aware of the views and preferences of those interested in this matter given the feedback through the Long-term Plan process and the workshop with distributors.

COMMUNICATION/MEDIA

The amended policy will be available on council's website, and be part of the information available to prospective independent distributors.

CONCLUSION

Feedback received in the period since the policy was adopted in 2015 indicates that some organisations have had difficulties sourcing funds for wages/salaries on an ongoing basis and day to day vehicle running costs. Therefore it is recommended that Council amends the policy to allow independent distributors to distribute community grants to applicants requesting funding for wages/salaries on an ongoing basis and day to day vehicle running costs.

ATTACHMENTS

1. Grants and Partnerships Policy 2015 - June 2018 amendment to criteria (A2238577) [⇒](#)

5.8 HEALTH AND SAFETY REPORT

Author: Michelle McGill, Health & Safety Business Partner

Authorised by: Brian Fox, Head of Regulatory and Risk

PURPOSE

The reason for the report is to ensure Councillors understand Taupō District Council's Health and Safety strategy for 2018 and are kept up to date with current and future health and safety matters. To provide an assurance that Taupō District Council has systems and processes in place that comply with the duties and requirements under the Health and Safety at Work Act 2015 (HSWA).

DISCUSSION

The six key pathways in the strategy have provided the structural approach to managing the identified risk profiles across council with the action plan demonstrating the significant improvement opportunities in the way Taupō District Council manages Health and Safety.

The Health and Safety Strategy outlines the key focus areas and this report provides an update on the safety performance measures in place demonstrating continuous improvement in health and safety matters.

1. Risk ManagementContractor Management

Taupō District Council contracts out a large proportion of high risk work to contracting companies and are managed by contract managers across the internal business units. The Contractor Health and Safety management framework is visible on the Taupō District Council website and is an accessible tool for both the contractor and our internal contract managers.

With the appointment of a Procurement and Contracts Specialist, the support from our council legal team and the Health and Safety Business Partner, there has been a united approach to delivering a professional standard of internal training ensuring our contract managers under the HSWA 2015 are meeting their legislative requirements in managing risks associated to contract management. This has been evidential in the momentum gained of contractors engaged in the Sitewise Pre-qualification Scheme with the current number of contractors registered for Taupō District Council at 75 with the average assessed score at 74%. The national average for Sitewise is 70%.

The 'contracting to council' framework on the website is not limited to the pre-qualification process with contract managers ability to demonstrate improvement in supporting contractor incident reporting, auditing and monitoring contractor safety performance.

The Facilities team utilized the resources and procurement process offered within the 'contracting to council' framework for the health and safety management of the demolition project on 72 Lake Terrace. With the public profile on asbestos removal, consultation with Worksafe occurred throughout the project with positive engagement.

As Contractor Management has been identified as a council critical risk, Key Performance Indicators (KPI's) have been set across the organisation with a measurable target of contractor compliance to the Sitewise Pre-qualification Scheme.

2. Incident Management

Across TDC internal departments, there have been no Notifiable Events or Serious Incidents resulting in Medical Treatment or Lost Time Injuries to employees for this financial year.

There is currently one employee on ACC rolling over from last year from a work related injury. People and Capability are working with ACC on a return to work process.

Serious TDC Incidents

1. 16/02/2018 Local children hot wire an unattended mower on public reserve
ICAM investigation completed by Health and Safety Business Partner
Corrective Actions - Manufacturer provided physical isolation preventative measures
 - Parks & Reserves review of procedures of unattended plant and assets.
H&S Business Partner issued Safety Alert to Parks and Reserves Team
2. 28/03/2018 Medical incident – member of public suffered a seizure following cutting himself at Kinloch Recycling Transfer Station.(RTS)
Envirowaste closed the RTS for 1.5hrs for patient assessment and transportation from site via ambulance.
Corrective Actions – no corrective actions required by TDC as cut was the result of handling own rubbish.
3. 26/05/2018 Burglary at Turangi Library – an unwitnessed burglary was committed at the Turangi library where a small amount of money was stolen. Staff were only made aware of burglary with the absence of the money bag and referencing security camera footage showing the offender walking behind counter and accessing the back room. The offender exited through the managers side exit door without anyone noticing his presence on site.
Investigation in underway for improvement on security measures for the facility and a robust escalation process.
EAP (Employee Assistance Programme) has provided counselling and support to staff members involved.
Corrective Actions – Community Culture and Heritage Head of Department has taken the lead on the actions itemised.
 - Senjo Security will accompany staff in open and close procedures until further notice
 - Panic button to be installed with appropriate training.
 - Security swikey fobs to be placed on two internal doors and door alarms on two external doors
 - One way safety glass installed at staff work room and Supervisor office.
 - Cash storage to be addressed
 - Rear external doors to be filmed
 - Cash handling protocols to be reviewed
 - Review of desk layout
 - Install/ review of cameras

Serious Contractor Incidents / Near Miss

1. TDC is expecting a full incident report from a contractor regarding a resident sustaining fractures to her hand as a result of tripping on irrigation hoses across footpaths in a recent development at Huka Heights. The irrigation was left in place post contract anticipating dry conditions through March and without the presence of contractors on site , the mitigation process for the slips, trips and falls hazard were not in place. The contractor company has taken this incident seriously and will share the findings.
Report still in progress.
2. 24/05/2018 Ingle/ Richmond Ave Taupo Gas Strike
A civil contracting company hit a 50mm gas line
Full Incident Report was submitted and reviewed in a meeting held with Taupō District Council Health and Safety Business Partner, TDC contract manager with the contractor.

Corrective Actions
Risk management and supervision were key area for improvement with mitigation strategies put in place.
TDC is facilitating a gas safety presentation by Electix targeted at civil contractors in the Taupō region and TDC civil contract managers to be held on 20 June 2018.

3. Health and Wellness

1. Waikato Occupational Health Consultancy (WOHC)

Taupō District Council have recently changed their provider for health monitoring to Waikato Occupational Health Services (WOHC). This is a more comprehensive health monitoring service with provision of an organisational database and reporting capabilities meeting legislative requirements.

2. RAUORA Quit Smoking campaign

Taupō District Council are supporting the RAURORA study – a clinical trial about helping people to stop smoking cigarettes and is specific to our Lakes DHB region. The University of Auckland researchers, along with Tipu Ora and Lakes District Health Board (DHB) are facilitating this trial targeted specifically at Maori and whanau of Maori. The study compares 2 similar medicines (Tabex and Champex) to evaluate the effectiveness of these treatments and is widely recommended by health professionals.

3. Mental Health & Wellbeing

Representation from People & Capability and the Health and Safety Business Partner attended a one day conference on mental health and wellbeing. The purpose was to distinguish between mental disorders and mental stress and provide an awareness of the level of stress individuals independently carry.

Although, as an organisation Taupō District Council have in place some great initiatives to provide the balance of health and wellbeing, the future potential direction is to engage tier 2 and 3 managers in an awareness presentation to understand the impact stress does have on individuals and to provide some tools to engage in conversations.

4. Culture

Underpinning all of these strategies is the engagement of our workers with a focus on better conversations, critical risks and influential relationships associated to workplace health and safety risks.

This was a key message communicated at the 2018 Safeguard National Health and Safety Conference with the theme of “Building Trust” and understanding the elements of a high-performing health and safety cultures.

Progression in this area is reflected in the performance framework with the development of effective health and safety KPI's for each level of Council. KPI's have been set for the CEO and the alignment of the Health and Safety KPI's to cascade down through the organisation structure with measurable targets.

Developing a high performing health and safety culture will enable better work environments and be integral in achieving the health and safety KPI's.

RECOMMENDATION

That Council receives the June 2018 Health and Safety Report.

ATTACHMENTS

Nil

5.9 ADOPTION OF WASTE MANAGEMENT AND MINIMISATION PLAN 2018

Author: Brent Aitken, Asset Manager - Storm Water and Solid Waste

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

To adopt the Waste Management and Minimisation Plan 2018 (WMMP).

DISCUSSION

Council heard and received submissions on the draft WMMP on 30 April 2018 and then on 14 May 2018 made no amendments to the Plan and instructed staff to bring the final document back for adoption. The final WMMP is attached.

CONCLUSION

It is recommended that Council adopts the final WMMP 2018.

RECOMMENDATION(S)

That Council adopts the Waste Management and Minimisation Plan 2018.

ATTACHMENTS

1. Final Waste Management and Minimisation Plan 2018 [↗](#)

5.10 ADOPTION OF FINAL ASSET MANAGEMENT PLANS

Author: Denis Lewis, Infrastructure Manager

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

This report enables Council to consider its final asset management plans [AMPs] and adopt them. Changes have been made to the AMPs as a result of the decisions made during deliberations on the Long-term Plan 2018–28.

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

The 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 asset management plans for Water, Transport, Wastewater, Solid Waste, Stormwater, Property and Parks & Reserves.

BACKGROUND

The proposal has not been presented previously.

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 | [fA153024] |
| – Transportation | [qA139067] |
| – Wastewater | [fA162716] |
| – Solid Waste | [qA147696] |
| – Stormwater | [qA158410] |
| – Property | [fA176532] |
| – Parks and reserves | [qA146144] |

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.

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 is undertaken as part of the LTP process. Changes have been made to the draft AMPs as a consequence of the decision making process.

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

OPTIONS

Analysis of Options

Option 1 - Adopt the AMPs

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

Analysis Conclusion:

The preferred option is to adopt the Asset Management Plans.

CONSIDERATIONS

Financial Considerations

Funding for the services will be provided for the first 10 years through the LTP process. Changes have been made to the draft AMPs as a consequence of the decision making process.

Total expenditure graphs in the executive summaries include capital and operational expenditure, and renewals shown by activity. Excluded in these totals are depreciation, interest and provision for inflation adjustments, adjustments made through the group of activity workshops have been included in the final AMPs. Total income and expenditure including the above is shown in Section 9 Financial Summary of the final AMPs.

Financial projections over a 30 year horizon are provided for those core assets included in the Infrastructure Strategy (water, waste water, storm water & transport). For solid waste, property and parks & reserves financial projections over a 10 year horizon have been provided in line with the LTP planning horizon.

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).

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

The AMPs for core infrastructure (water, waste water, stormwater & transport) were sent to Audit NZ as part of the LTP audit process. Audit NZ reviewed aspects of the AMPs with particular focus on the Water and Wastewater AMPs and concluded that the information contained in the AMPs was appropriate and reliable for preparing the LTP.

Risks

There are no risks associated with the adoption of the strategies contained within the 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

The AMPs are supporting documents to the LTP and were made available during the consultation on the LTP. No further consultation is required on the AMPs.

COMMUNICATION/MEDIA

The AMPs will be made available on the Council website following the adoption of the LTP.

CONCLUSION

The AMPs demonstrate prudent stewardship of Council's assets. The funding for the services and projects from the AMPs has been included in the LTP. Adopting the AMPs will meet the requirements of s14 of the Local Government Amendment Act 2014.

ATTACHMENTS

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

5.11 ADOPTION OF THE DEVELOPMENT CONTRIBUTIONS POLICY 2018

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This report seeks Council's adoption of the Development Contributions Policy 2018 (DC Policy).

EXECUTIVE SUMMARY

Development contributions are used to recover growth-related costs of new capital expenditure projects created by development. Council has a DC Policy because it is more transparent and easier to administer than financial contributions (financial contributions are also being removed from the Resource Management Act 1991).

The DC Policy has been considered in conjunction with the Long-term Plan (LTP) 2018-28 to take account of the new capital expenditure projects, the growth component and the timing of the expenditure. Officers have reviewed the Taupō District Growth Model (incorporated in the DC Policy 2018) and the proposed charges have been calculated with regard to the new lower growth estimates.

All the other charges calculated are considered appropriate and reasonable.

RECOMMENDATION

That Council adopts the Development Contributions Policy 2018 (A2246841).

BACKGROUND

The effects of residential and commercial growth, particularly the cumulative effects of development, require Council to incur capital expenditure to provide new or additional services. Funding tools, such as development contributions, ensure this cost is shared fairly between the existing and incoming community.

The DC Policy identifies those activities to be funded by development contributions ensuring a fair distribution of funding of infrastructure having regard to existing and future populations. The existing population has already made considerable investment in services and enjoys the benefit of using those services. Those undertaking new development benefit from connecting to existing services and should pay their fair share of the capital expenditure for this.

The methodology for development contribution collection is set out in the DC Policy.

Development contributions are charged by a Household Unit Equivalent (HUE), which is the unit of demand that creates an equivalency factor between a type of development and one detached dwelling unit (household unit). They are assessed for each service type in each catchment area and are then charged on the number of HUEs.

DISCUSSION

Minor changes have been made to this version of the DC policy since the 2015 policy. Other than minor wording changes, the only significant change relates to the funding of reserve land. This has changed from collecting contributions on a district-wide basis to a catchment based approach (Taupō and Kinloch only). This is because many areas of the district have adequate reserve land. If we continued with a district wide based approach, that would mean that a reserve land contribution would be charged in areas when there is no demand. The change to the policy means that new reserve land would only be charged towards the catchments of Taupō and Kinloch.

OPTIONS

The two options Council has are to either adopt the DC Policy, or not.

It is preferred that Council adopts the DC Policy to ensure it meets its legal obligations under the Local Government Act 2002 (LGA). There is a risk that Council would not meet its LGA obligations if the DC Policy was not adopted at this time.

CONSIDERATIONS**Financial Considerations**

Council recovers growth-related costs of capital expenditure projects through the collection of development contributions.

Legal Considerations

The DC Policy was prepared in accordance with the legislative requirements under the LGA.

Risks

Council would be at risk of not meeting its legal obligations under the LGA if the DC policy was not adopted.

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 was required to consult on the DC Policy in a manner that gives effect to s82 of the LGA. A special consultative procedure was undertaken in conjunction with the Consultation Document for the LTP 2018-28.

COMMUNICATION/MEDIA

No communication/media is required at this stage.

CONCLUSION

It is recommended Council adopts the DC Policy 2018.

ATTACHMENTS

1. Development Contributions Policy 2018 (A2246841) [⇒](#)

5.12 ADOPTION OF THE RATES REMISSIONS AND POSTPONEMENT POLICIES 2018

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This report seeks Council's adoption of the Rates Remissions and Postponement Policies 2018.

EXECUTIVE SUMMARY

Council is required to adopt a policy on the remission and postponement of rates on Māori freehold land and may adopt either or both a rates remission policy and/or a rates postponement policy. Council's Rates Remissions and Postponement Policies set out Council's policies in respect of Māori freehold land and rates remissions and rates postponement. These policies allow Council to provide for rates remissions and postponements with set conditions and criteria.

RECOMMENDATION

That Council adopts the Rates Remissions and Postponement Policies 2018 (A2052986).

BACKGROUND

Section 102(2)(e) of the Local Government Act 2002 (LGA) requires Council to adopt a policy on the remission and postponement of rates on Māori freehold land. Section 108 sets out what must be included in this policy.

Section 102(3) of the LGA states that Council may adopt either or both a rates remission policy and/or a rates postponement policy. Sections 109 and 110 set out what must be included in these policies.

Council's Rates Remissions and Postponement Policies set out Council's policies in respect of Māori freehold land and rates remissions and rates postponement.

Consultation on the draft policies was undertaken in accordance with s82 of the LGA, and in conjunction with the Consultation Document for the Long-term Plan 2018–28.

OPTIONS

The two options Council has are to either adopt the Rates Remissions and Postponement Policies 2018, or not. It is preferred that Council adopts the policies to ensure it meets its legal obligations under the LGA.

CONSIDERATIONS

The financial, legal and policy implications of the Rates Remissions and Postponement Policies 2018 were considered during the development of the policies.

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 Māori 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

Consultation on the draft Rates Remissions and Postponement Policies 2018 was undertaken in conjunction with the Consultation Document for the LTP 2018-28.

COMMUNICATION/MEDIA

The Rates Remissions and Postponement Policies 2018 will be provided on the website.

CONCLUSION

It is recommended Council adopts the Rates Remissions and Postponement Policies 2018.

ATTACHMENTS

1. Rates Remissions and Postponement Policies 2018 (A2052986) [⇒](#)

5.13 ADOPTION OF THE TREASURY MANAGEMENT POLICY 2018

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This report seeks Council's adoption of the Treasury Management Policy 2018.

EXECUTIVE SUMMARY

Council is required under the Local Government Act 2002 (LGA) to have a liability and investment policy. The Treasury Management Policy provides for this requirement. The policy maintains the prudent and conservative focus of the existing policy.

RECOMMENDATION

That Council adopts the Treasury Management Policy 2018 (A2246872).

BACKGROUND

Section 102(2)(b) and (c) of the Local Government Act 2002 (LGA) requires that Council must adopt a liability policy and an investment policy outlining how it will manage its investments and liabilities. Sections 104 and 105 set out what must be included in these policies. Council's Treasury Management Policy includes Council's policies in respect of both liabilities and investments.

Consultation on the draft Treasury Management Policy 2018 was undertaken in accordance with s82 of the LGA, and in conjunction with the Consultation Document for the Long-term Plan 2018–28.

OPTIONS

The two options Council has are to either adopt the Treasury Management Policy 2018, or not. It is preferred that Council adopts the Treasury Management Policy 2018 to ensure it meets its legal obligations under the LGA.

CONSIDERATIONS

The financial, legal and policy implications of the Treasury Management Policy 2018 were considered during the development of the policy.

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

Consultation on the draft Treasury Management Policy 2018 was undertaken in conjunction with the Consultation Document for the LTP 2018-28.

COMMUNICATION/MEDIA

The Treasury Management Policy 2018 will be provided on the website.

CONCLUSION

It is recommended Council adopts the Treasury Management Policy 2018.

ATTACHMENTS

1. Treasury Management Policy 2018 (A2246872) [⇒](#)

5.14 ADOPTION OF THE REVENUE AND FINANCING POLICY 2018 AND ASSOCIATED S101(3) CONSIDERATIONS REPORT

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This report seeks Council's adoption of the Revenue and Financing Policy 2018 and the associated s101(3) considerations report.

RECOMMENDATIONS

1. That Council adopts the Revenue and Financing Policy 2018 (A2052983).
2. That Council adopts the s101(3) considerations report for Revenue and Financing Policy 2018 (A2052975).

BACKGROUND

Several workshops were held in 2017 to discuss the Revenue and Financing Policy. The results of those discussions are reflected in the Revenue and Financing Policy 2018. This included discussion of the s101(3) considerations report, which sets out Council's reasons for funding each activity in a particular way.

Council has spent a significant amount of time preparing the Long-term Plan 2018-28. The Revenue and Financing Policy is one of the key policies that underpins this document.

Section 102 of the Local Government Act 2002 states that Council must adopt a Revenue and Financing Policy and must consult on it. Consultation on the Revenue and Financing Policy 2018 and the associated s101(3) considerations report was undertaken in accordance with s82 of the LGA, and in conjunction with the Consultation Document for the Long-term Plan 2018-28.

OPTIONS

The two options Council has are to either adopt the Revenue and Financing Policy 2018, or not. It is preferred that Council adopts the Revenue and Financing Policy 2018 to ensure it meets its legal obligations under the LGA.

CONSIDERATIONS

The financial, legal and policy implications of the Revenue and Financing Policy 2018 were considered during the development of the policy.

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

Consultation on the draft Revenue and Financing Policy 2018 was undertaken in conjunction with the Consultation Document for the LTP 2018-28.

COMMUNICATION/MEDIA

The Revenue and Financing Policy 2018 will be provided on the website.

CONCLUSION

It is recommended Council adopts the Revenue and Financing Policy 2018 and the associated s101(3) considerations report.

ATTACHMENTS

1. Revenue and Financing Policy 2018 (A2052983) [⇒](#)
2. Section 101 (3) considerations report for Revenue and Financing Policy 2018 (A2052975) [⇒](#)

5.15 ADOPTION OF THE LONG-TERM PLAN 2018-28

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

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

RECOMMENDATIONS

1. That Council receives the audit report from Audit New Zealand on the Long-term Plan 2018-28. *(circulated separately)*
2. That Council adopts the Long-term Plan 2018-28. *(circulated separately)*

BACKGROUND

Section 93 of the Local Government Act 2002 (LGA) requires Councils to have a Long-term Plan (LTP) and it must include all the information as per part 1 of schedule 10.

The Consultation Document for the LTP 2018-28 was developed following a series of workshops and was the basis for the consultation with the community 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 LTP 2018-28.

Council adopted the draft LTP 2018-28 for audit on 29 May. Any changes required as a consequence of the audit will be identified. The Audit New Zealand report will be circulated separately and included in the LTP 2018-28.

OPTIONS

Council can either adopt the LTP 2018-28, or not. It is preferred that Council adopt the LTP 2018-28 to ensure it meets its legal obligations under the LGA.

CONSIDERATIONS**Financial Considerations**

The financial considerations and implications associated with the LTP 2018-28 are included in the suite of financial statements and the funding impact statement of the LTP 2018-28.

Legal Considerations

The LTP 2018-28 has been prepared in accordance with the legislative requirements under the LGA. Council is required to adopt the LTP 2018-28 by the end of June. It must contain a report from the Auditor-General.

Policy Implications

The LTP 2018-28 sets out Council's policy direction, specifically over the years 2018 – 2021. It also contains Council's vision and illustrates Council's work programme for the Taupō District.

Risks

If Council chooses not to adopt the LTP 2018-28 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 significant.

ENGAGEMENT

Engagement with the community took place via the Consultation Document, with those views and preferences considered by Council through the hearings and deliberations process. Communication will be undertaken with the community following the adoption of the LTP 2018-28.

Individual letters will be sent to each submitter advising them of Council's decision in relation to their submission.

CONCLUSION

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

ATTACHMENTS

Nil

5.16 ADOPTION OF RESPONSES TO SUBMISSIONS RECEIVED ON THE CONSULTATION DOCUMENT FOR THE LONG-TERM PLAN 2018-28

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

This report seeks Council's adoption of the responses to submissions received on the Consultation Document for the Long-term Plan 2018-28 (LTP).

RECOMMENDATION

That Council adopts responses to submissions received on the Consultation Document for the Long-term Plan 2018-28.

BACKGROUND

The Consultation Document for the LTP 2018-28 was developed following a series of workshops and was the basis for the consultation with the community 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 LTP 2018-28. Responses to each of the main submission points have been prepared based on the discussions and decisions made during deliberations.

OPTIONS

Council can either adopt or amend the responses to the submissions. This allows for Council's decisions to be communicated to the submitters in line with the expectations of s82 of the Local Government Act 2002.

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

Engagement with the community took place via the Consultation Document for the LTP 2018-28, with those views and preferences considered by Council through the hearings and deliberations process.

COMMUNICATION/MEDIA

Communication will be undertaken with the community following the adoption of the LTP 2018-28.

Individual letters will be sent to each submitter advising them of Council's decision in relation to their submission.

CONCLUSION

It is recommended that Council adopts the responses to the submissions on the Consultation Document for the Long-term Plan 2018-28.

ATTACHMENTS

1. LTP 2018-28 submissions responses [⇒](#)

5.17 RATES RESOLUTION 2018-19**Author:** Toni Wilkinson, Revenue Manager**Authorised by:** Alan Menhennet, Head of Finance and Strategy**PURPOSE**

This report recommends for the Council to set rates for 2018/19 in accordance with section 23 of the Local Government (Rating) Act 2002, the due dates for payment in accordance with section 24 of the Local Government (Rating) Act 2002, and to authorise the addition of penalties in accordance with sections 57 and 58 of the Local Government (Rating) Act 2002.

RECOMMENDATION(S)

That, pursuant to section 23 of the Local Government (Rating) Act 2002, and in accordance with the Taupō District Council's Long Term Plan 2018-28, including the Funding Impact Statement the Taupō District Council hereby sets the rates and charges as set out in this resolution; (and in accordance with sections 24 and 57 states the due dates for payment of rates and authorises the addition of penalties to unpaid rates) for the period commencing on 1 July 2018 and ending on 30 June 2019:

The rates and charges are as follows:

1. General Rate

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

Rating Unit	2018/19 GST incl
Residential	0.0026666/\$
Rural	0.0026666/\$
Utility Assets and Networks	0.0026666/\$
Electricity generators	0.0026666/\$
Industrial/Commercial	0.0047999/\$
Accommodation	0.0047999/\$
Other	0.0026666/\$

Uniform Annual General Charge

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

	2018/19 GST incl
Uniform Annual General Charge	\$250.00

2. Sewage Disposal

A targeted rate for sewage disposal, set under section 16 of the Local Government (Rating) Act 2002, assessed on every rating unit connected or available to be connected (serviceable) to an accessible Council scheme on the basis of one charge per pan or urinal (with the exception of the residence of a single household – which shall be assessed only one charge). For the avoidance of doubt the words 'a single household' do not restrict the charge to one pan/urinal in the situation where a rating unit has separately used or inhabited parts. In such a situation each separately used or inhabited part is regarded as a separate household, and a charge applied, at the sliding scale, for each separately used or inhabited part of the rating unit. (Serviceable - rating units within 30 meters of an accessible sewage drain).

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

Targeted Sewer Disposal charges per SUIP are:

Factor	2018/19 GST incl
Connected (1st pan/urinals) per pan/urinal	\$714.54
Connected (2 – 10 pans/urinals) per pan/urinal	\$535.91
Connected (10 + pans/urinals) per pan/urinal	\$357.27
Connected (schools 10 + pans/urinals) per pan/urinal	\$178.64
Serviceable (available to be connected) per rating unit	\$357.27

3. Sewer Loan Servicing

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

Targeted Sewer Scheme Loan Charges are:

Sewer Loan	2018/19 GST incl
Waitahanui/Five Mile Bay	\$161.20

4. Targeted Rates for water supply

Water Schemes with fixed charge targeted rates.

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

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

Water Scheme	2018/19 GST incl Serviceable (available to be connected)	2018/19 GST incl Connected
Taupō (includes Taupō township, Waitahanui, Wairakei Village, Acacia Bay and the wider Mapara area.	\$227.69	\$455.38
Kinloch	\$220.31	\$440.62
River Road	\$335.24	\$670.48
Mangakino Township	\$229.11	\$458.22
Atiamuri	\$447.40	\$894.80
Whakamaru	\$585.05	\$1,170.10
Turangi Township/Tokaanu	\$164.45	\$328.90
Motuoapa	\$257.42	\$514.84
Omori/Kuratau/Pukawa	\$153.22	\$306.44
Hatepe	\$443.59	\$887.18
Whareroa	\$201.61	\$403.22

Water schemes with charges based on land value.

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

The water schemes and targeted water rates are:

Water scheme	Rate of land value per \$ 2018/19 GST incl
Whakaroa	0.0016973/\$
Rakaunui Road	0.0023838/\$
Centennial Drive (untreated)	0.0054910/\$
Bonshaw Park	0.0047789/\$
Whakamoenga Point	0.0013488/\$
Waihaha	0.0031319/\$
Tirohanga	0.0010481/\$

5. Metered Water Supply

Targeted rates for metered water supply, set under section 19 of the Local Government (Rating) Act 2002, and assessed on the volume of water supplied to every rating unit with a water meter. These metered water charges apply for supply over and above the equivalent supply allocation provided under the relevant fixed charge for water schemes, where the equivalent supply allocation is the amount of the relevant fixed charge, divided by the relevant rate per m³.

The targeted water meter rates are:

Water Supply	2018/19 GST incl
	cents/m ³
Taupō (includes Taupō township, Waitahanui, Wairakei Village, Acacia Bay and the wider Mapara area.	227
Kinloch	144
Whakaroa	229
Bonshaw Park	291
Whakamoenga Point	161
River Road	162
Mangakino Township	178
Tirohanga	93
Turangi Township	69
Motuoapa	110
Tokaanu	131
Hatepe	259
Omorī/Kuratau/Pukawa	148
Whakamaru	152
Atiamuri	178
Rakaunui Road	63
Centennial Drive (untreated)	51

6. District Refuse Disposal Charge

A targeted rate for district refuse disposal, solid waste operations and waste minimization initiatives, set under section 16 of the Local Government (Rating) Act 2002 and assessed on each separately used or inhabited part (SUIP) of each rateable rating unit in the district on the basis that properties categorized as residential, rural or other shall be assessed with one charge per SUIP, and industrial/commercial, accommodation, electricity generator and utility assets and network rating units shall be assessed with twice

the charge per SUIP. For the avoidance of doubt, where a rating unit is divided into separate parts for rating purposes, each separate part is treated as if it were a separate rating unit for the application of this District Refuse Disposal Charge.

The targeted District Refuse Disposal Charge is:

	2018/19 GST incl Accommodation, Industrial/Commercial, Electricity Generators, Utility Assets & Networks	2018/19 GST incl Residential, Rural or Other
District Refuse Disposal Charge	\$105.88	\$52.94

7. Whakamaru Fire Protection Rate

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

The targeted Whakamaru Fire Protection Rate is:

	2018/19 GST incl
Whakamaru Fire Protection	\$164.28

8. Whareroa Refuse Rate

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

The targeted Whareroa Refuse Rate is:

	2018/19 GST incl
Whareroa Refuse Rate	\$90.90

9. Town Centre Taupō Management Rate

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

The targeted Town Centre Taupō Management Rate is:

	2018/19 GST incl
Town Centre Taupō Management	\$354.78

10. Turangi Tongariro Community Board Rate

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

	2018/19 GST incl
Turangi Tongariro Community Board Rate	\$16.62

11. Goods and Services Tax (GST)

15% GST is included in the rates.

12. Due dates for payment

The due dates for the four instalments for rates assessed (excluding rates for metered water supply) are set out in the table below:

Instalment	Due Dates
One	20 August 2018
Two	20 November 2018
Three	20 February 2019
Four	20 May 2019

The due dates for the targeted rates for metered water supply are set out in the table below:

Meter area	A/c numbers	Due dates from 1 July 2018 to 30 June 2019
Taupō Town	015115 - 015970	20 February & 20 August
Taupō Town	017950 - 018910	
Taupō Town	012375 - 015100	20 March & 20 September
Wairakei	018915 - 018955	
Taupō Town	019000 - 019999	
Acacia Bay	020000 - 029999	
Taupō Town	015985 - 017640	22 April & 22 October
Turangi	050015 - 055000	
Mapara	100000 - 109999	
Tokaanu	130000 - 130482	
Omori	160015 - 160355	
Broadlands Rd/TMP	301000 - 399999	
Mangakino	040000 - 040580	20 May & 20 November
Centennial Drive	080000 - 089999	
Bonshaw Park	120000 - 129999	
Waitahanui/Hatepe	140000 - 159999	
River Road	170000 - 179999	
Serenity Cove	400010 - 400510	
Taupo Town	017650 - 017935	20 June & 20 December
Kinloch	030000 - 039999	
Whakaroa	060000 - 069999	
Tirohanga	110000 - 119999	
Taupō Town	010015 - 012325	20 July & 21 January
Ashwood Park	300000 - 300999	
Various (read monthly)	090000 - 099999	20th of each month
Various (read monthly)	200000 - 299999	
Various (read quarterly)	180000 - 189999	20 March, 20 June, 20 September, 20 December

(unless otherwise noted in the table, meters are read six monthly)

13. Penalty Charges

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

Due Date	Penalty added
20 August 2018	27 August 2018
20 November 2018	27 November 2018
20 February 2019	27 February 2019
20 May 2019	27 May 2019

A further 10% penalty on any rates that are unpaid from previous years on 1 July 2018 will be added on 4 July 2018 being 5 working days after this resolution is made, as provided in Section 58(1)(b)(ii) of the Local Government (Rating) Act 2002.

BACKGROUND

On 27 March 2018 Council adopted the Consultation Document for the Long Term Plan 2018-28. The supporting documentation available during the consultation period included a draft Funding Impact Statement. The submission period opened on 12 March and closed on 16 April 2018. A total of 334 submissions were received. Hearings were held 30 April – 2 May 2018, where approximately 100 submitters spoke to their submissions. Deliberations on submissions were held on 14 & 15 May 2018.

Today Council adopted the Long Term Plan 2018-19 including the Funding Impact Statement.

OPTIONS

The two options Council has are to either set the rates, set the due dates and authorise penalties in accordance with the Local Government (Rating) Act 2002, or not. If Council chose not to do so Council would not have the ability to assess and collect rates for 2018-19.

CONSIDERATIONS

Financial Considerations

The rates resolution sets the rates to be assessed.

Legal Considerations

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

Policy Implications

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

Risks

There are no risks identified.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Officers have undertaken an assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the decision to set the rates, set the due dates for payment and authorise the addition of penalties to unpaid rates for 2018-19, is a significant decision.

ENGAGEMENT

Council consulted with the community to develop the Long Term Plan, which has now been adopted. There is no further engagement required prior to Council making a decision to set rates, set due dates for payment and authorise the addition of penalties to unpaid rates for 2018-19.

COMMUNICATION/MEDIA

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

CONCLUSION

The Long Term Plan 2018-19 has been adopted, including the Funding Impact Statement. Under Section 23 of the Local Government (Rating) Act 2002, rates need to be set for 2018-19 as set out in this resolution.

ATTACHMENTS

Nil

5.18 COUNCIL'S MAY PERFORMANCE REPORT

Author: Gareth Green, Chief Executive Officer

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This report provides Council with an overview on the performance of the organisation.

RECOMMENDATION(S)

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

Work on the wastewater pipe inspection programme is progressing well with about 1470 manholes inspected to date. This equates to roughly 25 per cent of all manholes in Taupō and Acacia Bay. Around 50 per cent of these require follow up work and about 20 per cent need to be raised to the surface as they have been buried. We will be working with land owners to ensure the required work takes place. To date, we have surveyed 1268 pipes which equals about 63.2km of pipe of the 200km that makes up the network. This equates to about 32 per cent of all pipes having been inspected. One third have returned a poor survey score and require CCTV inspection to establish the cause of the blockage. If it is fat, roots and rag the pipes are being water jetted. If other causes like Telecom cables being thrust through our pipes we are working with the company to get it removed and repaired.

We have also launched a district wide public education campaign that focusses on the 'If it's not paper, pee or poo, don't put it down the loo'. This campaign will see mail drops, billboards and social media used to help spread the message. We are also hoping supermarkets and other retailers who sell wipes will get on board by displaying signage where the products are displayed.

Earlier this month, Waikato and Horizons Regional Councils announced lake algae *Lindavia intermedia* was present in some Waikato and Manawatu-Wanganui waterways including Lake Rotoaira and Lake Taupō. While this variety of algae has the potential to produce lake snow, none has yet been detected these lakes. We will be doing what we can to reinforce the clean, check, dry message in our communications and will be monitoring the situation closely. There is no risk to human or animal health from this type of algae however if lake snow is produced it may cause blockage issues at our water intakes. We are doing some preplanning in this space should the worst case eventuate.

The footpath along Lake Terrace near Rainbow Point is nearing completion. The project was initiated following a request raised by residents, mainly from Summerset Village about the lack of footpath and pedestrian facilities along Lake Terrace which at the time was State Highway 1. The request was for a link from the village to the shops at Rainbow Point shops, as it was noted that many of the mobility scooters were using the State Highway as the grassed berm was not conducive for wheels. This was seen as a safety issue as the speed along this section of road was posted at 100km. As the path needed to cater for mobility scooters, wheelchair and mobility impaired pedestrians, the concrete path has been designed to be slightly wider than normal footpaths, to allow two mobility scooters to pass. Lake Terrace was seen as the preferred route due to the relatively flat gradient, which is ideal for elderly walkers and for those pedestrians not keen on being on a shared path with cyclists. There was also an opportunity to link the existing footpaths on Rainbow Drive and install new kerb ramps as well as a link to the underpass on Lake Terrace. The village residents requested the footpath be officially opened by the Mayor.

The first stage of the footpath on Huka Falls Road was to provide a pedestrian link from the residential area to Hipapatua Recreation Reserve (Reid's Farm). With the increase in the number of tourists and visitors in the area it was seen as an opportunity to provide a safer facility for pedestrians rather than have them walk along the road. There is also a proposal to reduce the speed limit from 80 to 60km along Huka Falls Road which will also provide a safer environment. The idea is to complete the link from Reid's Farm to Huka Falls carpark as part of stage two.

Both projects have been co-funded with assistance from NZTA.

Work on the Otumuheke cultural and ecological enhancement project continues to progress well. The toilet block has been installed, the bulk of the earthworks completed, and the services to site installed as well as most of the erosion mitigation work. The contractor continues to work well in this challenging environment and interactions with the public remain very positive. The focus in the next month will be on the installation of the bridge and boardwalk sections, completing the viewing platform on the toilet roof and construction of the new pathways. Completion is still programmed for mid-August weather dependent.

The upgrade to Kinloch Esplanade is complete and the official opening is later this week. The upgrade included the development of three carpark areas, low timber retaining wall and bollard installations.

Last month Taupō Museum received a national award for the most innovative public programme. During the award-winning exhibition, two displays were run simultaneously. These included both canine owners and their dogs visiting the museum to see various dog-related works by artists. The ServiceIQ Museum awards recognises the best museum displays and exhibits throughout the country across many categories each year. We congratulate the team for being recognised on the national stage.

ATTACHMENTS

1. May 2018 Project and Service Council Performance Report (A2230519) [⇒](#)
2. Treasury Report May 2018 (A2241952) [⇒](#)

5.19 COUNCIL ENGAGEMENTS JULY 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
Destination Great Lake Taupo Board recruitment – interviews & deliberations (closed)	Monday	2	9.30am-4.30pm
Fences, Roding, Reserves & Dogs Committee meeting	Tuesday	3	10am-noon
Council meeting – hearing of submissions on proposed speed limits	Monday	9	9.30am-4.30pm
Turangi/Tongariro Community Board meeting (Turangi Service Centre)	Tuesday	10	1pm-4pm
Audit & Risk Committee meeting	Monday	23	10am-noon
Taupō Airport Authority Committee meeting (Taupō Airport ANZAC Memorial Drive)	Tuesday	24	10.30am-noon
Police briefing	Tuesday	31	12.30pm-1pm
Public forum	Tuesday	31	1pm-1.30pm
Council meeting	Tuesday	31	1.30pm-5pm

Conference and Professional Development Opportunities

To approve, either prior or retrospectively, Councillor attendance at conferences and professional development courses – *none received at the time of writing.*

RECOMMENDATION(S)

That Council receives the information relating to engagements for July 2018.

ATTACHMENTS

Nil

5.20 MEMBERS' REPORTS

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

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

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
Agenda Item No: 6.1 Confirmation of Confidential Portion of Ordinary Council Minutes - 29 May 2018	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)	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
Agenda Item No: 6.2 Confirmation of Extraordinary Council Meeting Minutes - 8 June 2018	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information 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)	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
Agenda Item No: 6.3 Receipt of Confidential Portion of Minutes - Taupō Airport Authority Committee - 11 June 2018	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public	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
Agenda Item No: 6.4 Receipt of the Lake Taupo Protection Joint Committee Public Excluded meeting minute - 22 June 2018	Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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]*.