

# **ATTACHMENTS**

## **Ordinary Council Meeting**

**26 March 2019**

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**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ  
ON TUESDAY, 26 FEBRUARY 2019 AT 1.30PM**

**PRESENT:** Mayor David Trewavas (in the Chair), Cr John Boddy, Cr Rosie Harvey (until 3.26pm), Cr Barry Hickling, Cr Rosanne Jollands, Cr Anna Park (until 4.37pm), Cr Christine Rankin (until 3.43pm), Cr Kirsty Trueman, Cr John Williamson

**IN ATTENDANCE:** Chief Executive, Head of Communications & Customer Service, Head of Finance & Strategy, Head of Community, Culture & Heritage, Head of Economic Development & Business Transformation, Head of Regulatory & Risk, Head of Democracy, Governance & Venues, Head of Operations, Infrastructure Manager, Asset Manager Water & Waste, Asset Manager Transportation, Asset Manager Stormwater & Solid Waste, Senior Reserves Planner, Economic Relationships Manager, Building Project Manager, Finance Manager, Group Accountant, Policy Manager, Senior Policy Advisor, Legal Counsel, Resource Consents Manager, Senior Resource Consents Planner, District Parks Operations Manager, Democratic Services Officer

**MEDIA AND PUBLIC:** 17 members of the public  
Mrs Kylie Hawker-Green, General Manager, Enterprise Great Lake Taupō  
Mr Alex Schmid, Managing Director, 4nature Ltd

His Worship the Mayor, David Trewavas welcomed everyone and Cr Kirsty Trueman opened the meeting with a karakia. His Worship then called for a minute's silence in honour of Mr Don Campbell who had recently passed away. Mr Campbell had been deputy chairman and long-standing member of the Turangi/Tongariro Community Board in the past.

Notes:

- (i) Cr Rosie Harvey left the meeting at 3.26pm. She was not present for resolutions TDC201902/19-23, TDC201902/12 and TDC201902/C01.
- (ii) Cr Christine Rankin left the meeting at 3.43pm. She was not present for resolutions TDC201902/19-23, TDC201902/12 and TDC201902/C01.
- (iii) Cr Anna Park left the meeting at 4.37pm. She was not present for resolutions TDC201902/20-23.

## 1 APOLOGIES

### TDC201902/04 RESOLUTION

Moved: Cr Barry Hickling  
Seconded: Cr John Williamson

That the apology received from Crs Maggie Stewart and Tangonui Kingi be accepted.

**CARRIED**

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**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

**3.1 ORDINARY COUNCIL MEETING - 31 JANUARY 2019**

Item 4.2 of the minutes was amended to include reference to the fact that the Long-term Plan 2018-28 budget for Poihipi Road widening was \$256k in 19/20, not \$300k as noted in the report attached to the agenda.

**TDC201902/05 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Cr John Boddy

That the minutes of the Council meeting held on Thursday 31 January 2019 be confirmed as a true and correct record, as amended.

**CARRIED**

**3.2 EXTRAORDINARY COUNCIL MEETING - 11 FEBRUARY 2019**

**TDC201902/06 RESOLUTION**

Moved: Cr Anna Park

Seconded: Cr Christine Rankin

That the minutes of the extraordinary Council meeting held on Monday 11 February 2019 be confirmed as a true and correct record.

**CARRIED**

**4 RECEIPT OF MINUTES**

**4.1 ORDINARY TURANGI/TONGARIRO COMMUNITY BOARD MEETING - 9 OCTOBER 2018**

**TDC201902/07 RESOLUTION**

Moved: Mayor David Trewavas

Seconded: Cr Barry Hickling

1. That Council receives the minutes of the Turangi/Tongariro Community Board meeting held on Tuesday 9 October 2018.
2. That Council adopts Turangi/Tongariro Community Board recommendation **TT201810/01** "That [...] Council [...] accepts ownership of the water pump installed at the Motuoapa Boating and Fishing Club ("Club") valued at \$3,000 (excl GST), on the basis that the pump supplies water to the Motuoapa public toilets and notes that the Club has agreed to continue to pay for electricity supplied to the pump and Council owned toilets.

**CARRIED**

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**4.2 ORDINARY FENCES, ROADING, RESERVES & DOGS COMMITTEE MEETING - 31 JANUARY 2019****TDC201902/08 RESOLUTION**

Moved: Cr Barry Hickling

Seconded: Cr John Boddy

That Council receives the minutes of the Fences, Roading, Reserves & Dogs Committee meeting held on Thursday 31 January 2019.

**CARRIED****5 POLICY AND DECISION MAKING****5.1 PETITION - TREES IN RESERVE NEXT TO DOCHERTY DRIVE, TAUPŌ**

Mrs Heather and Mr Graeme Anderson presented the petition "for the thinning out and removal of trees in the reserve, running north and south of Docherty Drive, Brentwood, Nukuhau" (A2409862) and answered questions. They tabled photographs and a telephone bill in support of the petition (A2418167, A2418172 and A2418174). The following points were noted:

- Not against trees, but there was a limit.
- Had approached Council staff to trim trees and take out rubbish in the reserve.
- The reserve was a fire risk.
- Trees from the reserve overhang into properties and tower over fences. Property owners could trim to a point, but it was too dangerous for elderly residents to climb ladders and trim Council trees.
- Some trees were 8m-10m tall. Some of the native trees could be trimmed or replaced with Kowhai trees. Some non-natives should be removed.
- The trees in the reserve were blocking sun coming into Mr and Mrs Anderson's property until after 10am in summer, and all day in winter.
- Rats were breeding in the reserve, adding to the health and safety risk. Residents were using traps and cats to control the rodents, but this should be a matter for Council, not individuals.
- Blackberry would spread onto private property and householders would have to clear it.
- Residents' views were suffering due to the overgrown trees.
- Mr and Mrs Anderson's insurance company would claim damages from Council in the event of a fire starting in the reserve.
- Council should be a good neighbour and maintain the reserve through trimming and removal of trees to create airflow and allow sun to reach neighbouring properties.
- Referred to tabled photographs which included rats; and power bills. Mr and Mrs Anderson paid \$150 extra per month in winter due to lack of sun reaching their property / increased drier use.

In answer to questions, the Chief Executive advised that staff would attend the site to see what could be done right away. Anything requiring Fences, Roading, Reserves & Dogs Committee approval would be taken to that Committee for consideration. A councillor asked for elected members to be invited to the site visit.

**TDC201902/09 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Cr Barry Hickling

That Council receives the petition for the thinning out and removal of trees in the reserve, running north and south of Docherty Drive, Brentwood, Nukuhau (A2409862).

**CARRIED**

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**5.2 PETITION - STOP TRAFFIC LIGHTS AT NORMAN SMITH STREET / WAIRAKEI DRIVE**

Mr Paul Henson presented the petition asking Council "to stop plans for traffic lights at the Norman Smith / Wairakei Drive intersection" (A2409665) and answered questions. The following points were noted:

- Nobody Mr Henson had spoken with liked the idea of traffic lights at Norman Smith Street / Wairakei Drive. He started the petition towards the end of 2018, it ran for five weeks and over 1,000 people had signed it.
- Had elected members received Mr Henson's report criticising the Traffic Design Group's work (A2416141)? The Traffic Design Group report to Council in 2018 contained about 20 errors, for example the assertion that roundabouts were 4-5 times the cost of traffic lights and a roundabout at Norman Smith Street would cost \$1.5-2m. It was possible to buy a recycled roundabout for \$1,500. A roundabout at Norman Smith Street would cost approximately \$400k and there was plenty of space for one to be installed.
- When the power failed in Taupō last year for a day, Mr Henson had videoed the Tongariro Street traffic lights for 30 minutes. The flow was 30% better without traffic lights.
- Mr Henson had found 33 different international studies which outlined the advantages of roundabouts as opposed to traffic lights. He was representing ratepayers, including those who had signed the petition, who were against the idea of traffic lights on Norman Smith Street. There was no research (for example surveys) from Council to support the view that ratepayers want lights.
- Have there been any incidents involving school children crossing Norman Smith Drive? If not, what was the problem? There were other places for pedestrians to cross. There was no point putting traffic lights in 24/7 for the sake of school children crossing for one hour in the morning and one hour in the evening.

In answer to a question, the Chief Executive advised that an item would be brought to a future Council meeting for approval to award the tender for installation of the traffic lights at Norman Smith Street. No physical works would be undertaken until the tender had been awarded.

**TDC201902/10 RESOLUTION**

Moved: Cr John Boddy

Seconded: Cr Rosanne Jollands

That Council receives the petition relating to traffic lights at Norman Smith Street / Wairakei Drive, Taupō (A2409665).

**CARRIED****5.3 LICENCE TO OCCUPY - FLYLINE AT HIPAPATUA/REID'S FARM**

Mrs Kylie Hawker-Green, General Manager, Enterprise Great Lake Taupō (EGLT) addressed the Council. The following points were noted:

- EGLT had been working with Mr Alex Schmid for the last six months via New Zealand Trade & Enterprise.
- Six or seven sites had been considered for the Flyline, including Council; iwi; and privately owned land.
- The ideal site would have gradient, fall, some trees, be close to the Taupō CBD and ideally located alongside or near to complementary tourism activities, with a view of the river.
- The project was in keeping with the goals outlined in Council's District Economic Strengthening Strategy; and with EGLT's strategy and business plans, including attraction of new operators to the district.
- Hipapatua/Reid's Farm had been identified as a suitable site for the Flyline in consultation with Council staff from the reserves, regulatory and operations departments.
- The proposed Flyline was quite different to a zipline.
- It had been hard to determine the best point at which to bring the proposal to elected members. The next stage, if Council was keen, was to consult with neighbours and iwi. It did not seem appropriate to have consulted prior to bringing the proposal to Council.
- The project had support from Destination Great Lake Taupō as well as EGLT and was unlike anything

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else on offer in New Zealand. It would add value to a neglected part of Hipapatua, which would be an additional benefit – use of private developer funding to enhance public land.

Mr Alex Schmid, Managing Director, 4nature Ltd made a PowerPoint presentation (A2425192) and tabled brochures with information about Flylines (A2425718). The following points were noted:

- Mr Schmid's company founded and developed the Redwoods tree walk in Rotorua.
- The company was the holder of exclusive rights to the Flyline operation.
- The concept was to heighten visitors' experience of the unique location that is Hipapatua. The Flyline would enhance the natural environment, not detract from it.
- Flylines are the opposite of ziplines and an exciting, innovative new way to explore nature in a silent, calm way. Innovative ground-breaking technology means that they are soundless and travel at speeds of between 6-10 km / hr, as opposed to ziplines where riders rush along the line. Flylines are made to enjoy the scenery and hear birdsong.
- Younger children could tandem ride with their parents.
- The target market was primarily domestic tourists within three hours' drive of Taupō.
- The ride would be safe, representing a new stage of ecotourism where people explore nature in a responsible way.

Mr Schmid showed two videos of people using a Flyline in Italy, noting how quiet the ride was.

- Structures would be built to the highest European standards. Flyline had received an international adventure park award in 2014 for innovation and excellence in design. There was no way to make the Flyline run any faster.
- The proposed Flyline would be 450m long and wind through the forest away from the road. The duration of the ride would be between three to four minutes. A footpath would be installed, incorporating a lookout over the river, with room for historical story boards. Pest control would be put in place, and areas replanted to bring this abandoned site back to life. There would be a small coffee cart to host guests and enjoy the scenic view over the river. A shuttle would then transport people back to the start. There would be educational and entertainment areas for children, for example a slide or climbing obstacles. The start platform would be away from the road, not higher than the trees (10-15m maximum height). The landing platform would be a small (3-6m) wooden platform where guests land and remove harnesses.
- It was envisaged that there would be a 20ft container on site selling coffee. This was an important part of the business plan.
- This could be an exclusive offering for Taupō and was a great opportunity for the region.
- 20 full-time staff would be employed.
- There would be no need for a long safety briefing or helmets. Flylines make the forest accessible for people with disabilities, for example someone in a wheelchair could experience the forest in a unique way.
- Council would receive income from the licence fee and visitation numbers to the area would increase.

In answer to questions, Mrs Hawker-Green and Mr Schmid advised that:

- The proposed overflow car park would only be used at busy times.
- Special chairs would be available to lift visitors in wheelchairs up onto the Flyline.
- Mr Schmid was hooked on trees and liked to add value to nature.
- Proposed hours of operation had not yet been worked out.
- The Flyline was fundamentally different to ziplines and would be very quiet. It would be sited as far away from the road and neighbours as possible. The next stage in the process would be talking to the neighbours and hours of operation would be part of that conversation.
- Parking would be considered further at the detailed design stage.
- The project could attract central government funding.
- It was anticipated that 50 people would visit the Flyline on a quiet day; 100 people on a busy day. There would be seasonal variations.
- The ride was designed for one person, but children could go tandem with an adult.

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- The project had been considered in light of the relevant reserve management plan.
- Whether or not the proposal would require resource consent and/or be notified would depend on the height of the structures.
- The proposed area of the reserve was under-used and in need of improvement.
- All potentially interested neighbours and iwi representatives would be included in the consultation.

Members decided to proceed to the next stage of the process for the Flyline proposal and approve the licence to occupy in principle, but asked for an extended consultation period of two months. The Legal Counsel provided some updated wording for members to consider for the resolution (A2421145).

#### **TDC201902/11 RESOLUTION**

Moved: Cr Barry Hickling  
Seconded: Cr Rosanne Jollands

That, pursuant to section 54(d) of the Reserves Act 1977, Council agrees in principle to grant a ten year licence to occupy to 4nature NZ Ltd for the site of the southern end of Hipapatua Reserve/Reids Farm subject to the outcome of ~~extended~~ public consultation (~~two~~ **one** months) to be carried out in accordance with the Reserves Act 1977.

**CARRIED**

*Note: Later in the meeting, at the conclusion of item 5.10, members received fresh facts / information concerning item 5.3 – Licence to Occupy – Flyline at Hipapatua/Reid's Farm.*

A councillor advised that they had received a message from Enterprise Great Lake Taupō explaining that an extended public consultation period of two months would jeopardise the Flyline project's chance of success. Based on this new information, members decided to alter resolution TDC201902/11, pursuant to Standing Order 23.5, so that the consultation period would be one month. They asked staff to update all interested parties who were present at the meeting when the earlier resolution was passed.

#### **TDC201902/12 RESOLUTION**

Moved: Cr Anna Park  
Seconded: Cr Rosanne Jollands

That, pursuant to Standing Order 23.5, resolution TDC201902/11 above be altered in the following manner: delete the word "extended" before "public consultation"; and replace the words "two months" in brackets with "one month".

**CARRIED**

*Notes: (i) 75% of the members present and voting agreed to the alteration via resolution TDC201902/12 of resolution TDC201902/11.*

*(ii) Cr John Boddy requested his dissent to resolution TDC201902/12 be recorded.*

#### **5.4 TENDER CONTRACT TDC/1819/251 SW QUALITY IMPROVEMENT DEVICE**

In answer to a question, the Asset Manager-Storm Water & Solid Waste advised that the Long-term Plan 2018-28 budget for this particular project was \$133k. Some money had already been spent on design work; and the underspend on the last device installation had been carried forward to the Kohineheke Reserve device project, hence the difference in LTP figures.

#### **TDC201902/13 RESOLUTION**

Moved: Cr John Williamson  
Seconded: Cr Rosanne Jollands

1. That Council approves an additional \$108,000.00 [excl. GST] of unbudgeted expenditure for the Stormwater quality improvement device in the Kohineheke Reserve in Turangi.

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2. That Council accepts the Tender for Contract TDC/1819/251 submitted by E&J Contractors for the sum of \$249,404.50 [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.

**CARRIED**

#### **5.5 TENDER CONTRACT TDC/1819/268 TURANGI AND TOKAANU WATER AND WASTEWATER RENEWALS 2018-19**

In answer to a question, the Asset Manager Water & Waste advised that this project was not connected to the work of the Turangi wastewater treatment plant steering group, but was a like-for-like replacement of pipes in the ground.

##### **TDC201902/14 RESOLUTION**

Moved: Cr Anna Park

Seconded: Cr Kirsty Trueman

That Council accepts the Tender for Contract TDC/1819/268 for Turangi and Tokaanu Water and Wastewater Renewals 2018-19 submitted by Downer for the sum of \$3,243,595.30. [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.

**CARRIED**

#### **5.6 NEW PUBLIC ROAD NAME - WHAREWAKA EAST**

##### **TDC201902/15 RESOLUTION**

Moved: Cr John Boddy

Seconded: Cr Anna Park

That Council approves the following road name for the Wharewaka East Subdivision, Taupō:

- Maru Terrace

**CARRIED**

#### **5.7 PEDESTRIAN CROSSING OPTIONS FOR SPA ROAD**

In answer to questions, the Infrastructure Manager and the Asset Manager Transportation advised that:

- Installation of a mid block refuge island would enable pedestrian counts to be undertaken.
- Zebra crossings with less than 50 pedestrians per hour as per the NZTA guidelines could create a false sense of security for pedestrians. The crossing at the bottom of Spa Road was removed after a fatality and there had also been a fatality at the Rifle Range Road crossing recently.
- The refuge island would enable pedestrians to cross Spa Road in two 'legs' and a pedestrian crossing could be considered in the future if the counts justified it.
- Five or six car parks would be removed as part of the refuge island installation.
- A pedestrian refuge island could be incorporated within the minor improvements budget, however the proposed project would be brought back to Council for final approval.
- Accident statistics would be provided following the meeting.

Members agreed to investigate installation of a pedestrian refuge island. They emphasised the importance of consultation with business owners in the vicinity.

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**TDC201902/16 RESOLUTION**

Moved: Cr Rosanne Jollands  
 Seconded: Cr John Boddy

That Council instructs staff to investigate installation of a pedestrian refuge island on Spa Road, mid block between the intersection of Nukuhau and Oruanui Streets (Option 4 as outlined in the report).

**CARRIED****5.8 REQUESTED 15 MINUTES PARKING TIME RESTRICTION SPACE OUTSIDE 1ST CHOICE ENGRAVERS AT RUAPEHU STREET****TDC201902/17 RESOLUTION**

Moved: Cr John Boddy  
 Seconded: Cr Anna Park

That Council declines the proposed 15 minutes parking time restriction space request at Ruapehu Street outside number 47 Heuheu Street.

**CARRIED****5.9 TAUPŌ DISTRICT COUNCIL TRAFFIC CONTROL DEVICE UPDATES****TDC201902/18 RESOLUTION**

Moved: Cr Barry Hickling  
 Seconded: Cr John Boddy

That pursuant to the Taupō District Council Traffic Bylaw 2014, Council imposes the following traffic controls and/or prohibitions on roads and/or public spaces in the Taupō district:

Sign/Marking	Why	Where
1. Giveway sign and marking	To improve road safety and optimise traffic flow	Motuoapa Marina driveway, Motuoapa Esplanade and Maniapoto Street intersection
2. 23.1m No Stopping yellow lines.	To improve road safety near zebra crossings	Zebra crossing at Rifle Range Road.
3. 18m No Stopping yellow lines.	To improve road safety near zebra crossings and maintain access to properties.	Zebra crossing at Taharepa Road
4. Motorcycle parking	To improve parking space usage	Western kerbline of Ruapehu Street outside number 28 Paora Hapi Street
5. Two (2) 60 minutes parking spaces removal.	To improve visibility for proposed pedestrians crossing Lake Terrace.	On Lake Terrace in the vicinity of Ruapehu Street intersection.
6. Two (2) keep left signs installation.	To guide traffic when approaching the refuge island, so that the traffic should pass left of the refuge island. Will be installed on the refuge island.	On Lake Terrace in the vicinity of Ruapehu Street intersection.
7. 7m long no stopping yellow line marking.	To stop vehicles parking and hindering visibility for pedestrians.	On Lake Terrace in the vicinity of Ruapehu Street intersection.

**CARRIED**

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*The meeting adjourned at this point (3.26pm) and reconvened at 3.33pm. When the meeting reconvened, Cr Rosie Harvey was not present.*

#### 5.10 COUNCIL'S JANUARY PERFORMANCE REPORT

The Chief Executive introduced the report and heads of department summarised their respective sections and answered questions, with additional points as noted below.

- Council irrigation schedules had been changed to adhere to water restrictions.
- Keeping expenses under control was a challenge. Finances were being carefully examined by staff across the organisation.
- Staff would provide a breakdown of the \$3.4m shareholding within the General/Special Funds portfolio following the meeting.

*Cr Christine Rankin left the meeting at this point (3.43pm)*

- Work with Turangitukua on the mana whakahono a rohe process was continuing.
- The IANZ audit of building team processes was due to commence shortly. Results would be reported to the Audit & Risk Committee.
- Good progress had been made by the animal control fees and charges focus group.
- Taupō district did not send staff to assist with the recent fires in Nelson.
- There was a lot of work underway in the recovery planning space.
- Staff had accepted an offer from Fonterra for some water tankers.
- The majority of costs for the Chinese exhibition at the museum had been paid for by Suzhou. Council costs related to security and some fit-outs to accommodate the exhibition. Visitor numbers had not been big, despite national promotion and advertising within Chinese communities.
- Staff would provide the number of properties which have opted to connect to the Waitahanui water supply following the meeting.
- Water non-compliances in Mangakino related to intermittent telemetry issues. Telemetry improvement work was ongoing.
- The tender period for Norman Smith Street traffic light installation had been extended and a couple of tenders received. Figures had come in over budget.
- Solid waste status was now 'orange' due to higher than anticipated volumes through the landfill.
- A joint Council - Taupō Airport Authority workshop would be scheduled to receive a presentation from Airbiz.

#### TDC201902/19 RESOLUTION

Moved: Cr Rosanne Jollands

Seconded: Cr John Williamson

That Council notes the information contained in the Council Performance report for the month of January 2019.

**CARRIED**

*Note: At the conclusion of item 5.10, members received fresh facts / information concerning item 5.3 – Licence to Occupy – Flyline at Hipapatua/Reid's Farm. They altered the previous resolution in accordance with Standing Order 23.5. Refer to item 5.3 above.*

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#### 5.11 ADOPTION OF THE DRAFT CONSULTATION DOCUMENT FOR THE AMENDMENT OF THE LONG-TERM PLAN 2018-28 FOR AUDIT NEW ZEALAND REVIEW

The Senior Policy Advisor provided the following updates:

- Councillors would be invited to provide feedback on consultation events over the next few days.
- The green highlighting on agenda p166 (Option Two, Assumptions) could be removed.
- The green highlighting on the first bullet point (agenda p167, Option Three, Assumptions) could be removed; and the second bullet point amended so that the text in brackets is deleted and replaced with "ancillary to Council's functions".

In answer to a question, the Head of Regulatory & Risk advised that no other civic administration buildings in New Zealand were entirely up to IL4 standard, however many of these were 20-40 years old. Contacts at the Ministry of Civil Defence & Emergency Management had indicated that it would be valuable for the Taupō district community to have the conversation about whether or not to build to IL4 standard for the entire building. He added that this would not necessarily make a difference to insurance premiums because Council was part of a collective. It would however potentially put Council in a better position to attract insurance cover.

Members agreed to consult on the basis that the entire civic administration building would be built to IL4 standard.

*Cr Anna Park left the meeting at this point (4.37pm).*

Members then discussed the fact that three of the options did not include a museum or a museum concept. The Senior Policy Advisor provided some amended wording that enabled a question to be asked about the Taupō museum during consultation. A third question was added to which members agreed and was set out as follows:

**Council intends to consider the opportunities for a museum during the development of the next Long-term Plan in 2021. Do you agree?**

☐ Consider as part of the next Long-term Plan in 2021;

OR

☐ Include the funding for a museum (about \$20.8 million, of which a third will be funded by rates) as part of this Long-term Plan amendment

It was noted that this related just to a museum and not improvements to Story Place; and that a third of the cost of a museum would be funded by rates, with the other two thirds funded by external sources.

A further amendment was made on agenda page 164, Option One – remove the third bullet point under Disadvantages "Long-term costs are greater than owning".

#### TDC201902/20 RESOLUTION

Moved: Cr John Boddy

Seconded: Cr Barry Hickling

That Council adopts the draft consultation document for the amendment of the Long-term Plan 2018-28, as amended, for Audit New Zealand to review.

**CARRIED**

#### 5.12 TERMS OF REFERENCE FOR TE KŌPUA KĀNAPANAPA AND APPOINTMENT OF MEMBERS

Members decided to appoint His Worship the Mayor, David Trewavas and Cr John Williamson as Council's representatives on Te Kōpua Kānapanapa, with Crs Rosie Harvey and Kirsty Trueman as alternates.

#### TDC201902/21 RESOLUTION

Moved: Cr Barry Hickling

Seconded: Cr John Boddy

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That Council:

1. Approves the Terms of Reference for Te Kōpua Kānapanapa.
2. Appoints His Worship the Mayor, David Trewavas and Cr John Williamson as members of Te Kōpua Kānapanapa until reappointment or replacement 59 days after the date of the triennial local government election.
3. Appoints Crs Rosie Harvey and Kirsty Trueman as the alternate members.

**CARRIED****5.13 COUNCIL ENGAGEMENTS MARCH 2019 AND CONFERENCE OPPORTUNITIES****TDC201902/22 RESOLUTION**

Moved: Cr John Boddy

Seconded: Cr John Williamson

1. That Council receives the information relating to engagements for March 2019.
2. That Council approves the attendance of Cr Rosanne Jollands at the *Making Good Decisions Chair Recertification* two day course in Auckland during July 2019 – travel, accommodation and course costs of \$1,582 (excl GST).
3. That Council approves travel and accommodation costs for Cr Anna Park and Turangi/Tongariro Community Board Chairperson, Mr Andy Hema to travel to Christchurch on 21-22 March 2019 – Emergency Management trip.

**CARRIED****5.14 MEMBERS' REPORTS****There were no reports received from members.****6 CONFIDENTIAL BUSINESS****TDC201902/23 RESOLUTION**

Moved: Cr Barry Hickling

Seconded: Cr John Boddy

**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 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
<b>Agenda Item No: 6.1</b> Confirmation of Confidential Portion of Ordinary Council Minutes - 31 January 2019	Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege  Section 7(2)(h) - the withholding	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

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Ordinary Council Meeting Minutes

26 February 2019

	<p>of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	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]*.

**CARRIED**

Cr Kirsty Trueman closed the meeting with a karakia.

**The meeting closed at 5.00pm.**

**The minutes of this meeting were confirmed at the ordinary Council meeting held on 26 March 2019.**

.....  
**CHAIRPERSON**

Confidential Council Meeting Minutes

26 February 2019

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE CONFIDENTIAL COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ  
ON TUESDAY, 26 FEBRUARY 2019 AT 1.30PM**

**PRESENT:** Mayor David Trewavas (in the Chair), Cr John Boddy, Cr Barry Hickling, Cr Rosanne Jollands, Cr Kirsty Trueman, Cr John Williamson

**IN ATTENDANCE:** Chief Executive, Head of Communications & Customer Service, Head of Finance & Strategy, Head of Community, Culture & Heritage, Head of Economic Development & Business Transformation, Head of Regulatory & Risk, Head of Democracy, Governance & Venues, Head of Operations

**MEDIA AND PUBLIC:**

*Crs Rosie Harvey, Tangonui Kingi, Anna Park, Christine Rankin and Maggie Stewart were not present.*

**CONFIDENTIAL BUSINESS**

**6.1 CONFIRMATION OF CONFIDENTIAL PORTION OF ORDINARY COUNCIL MINUTES - 31 JANUARY 2019**

**TDC201902/C01 RESOLUTION**

Moved: Cr Barry Hickling  
Seconded: Cr John Williamson

That the confidential portion of the minutes of the Council meeting held on Thursday 31 January 2019 be confirmed as a true and correct record.

**CARRIED**

**The meeting closed at 5.00pm.**

**The minutes of this meeting were confirmed at the confidential Council meeting held on 26 March 2019.**

.....  
**CHAIRPERSON**

Ordinary Council Meeting Minutes

19 March 2019

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ  
ON TUESDAY, 19 MARCH 2019 AT 2.00PM**

**PRESENT:** Mayor David Trewavas (in the Chair), Cr John Boddy, Cr Rosie Harvey, Cr Barry Hickling, Cr Tangonui Kingi, Cr Anna Park, Cr Maggie Stewart, Cr John Williamson

**IN ATTENDANCE:** Chief Executive, Head of Communications & Customer Relations, Head of Finance & Strategy, Head of Community, Culture & Heritage, Head of Democracy, Governance & Venues, Head of Operations, Head of Regulatory & Risk, Administrative Headquarters Building Project Manager, Finance Manager, Policy Manager, Senior Policy Advisor, Financial Analyst, Democratic Services Officer

**MEDIA AND PUBLIC:** Messrs Clarence Susan and Naudé Kotzé, Audit New Zealand  
One member of the public

His Worship the Mayor, David Trewavas welcomed everyone to the meeting. He called for a minute's silence in light of Friday's terrorist attacks in Christchurch, adding that he had sent his support on behalf of the Taupō district to the Mayor of Christchurch and the community there.

It was noted that the webcam was operating.

Cr Tangonui Kingi recited a karakia.

**1 APOLOGIES**

**TDC201903/01 RESOLUTION**

Moved: Cr Barry Hickling  
Seconded: Cr John Williamson

That the apologies received from Crs Rosanne Jollands, Christine Rankin and Kirsty Trueman be accepted.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

Nil

**4 POLICY AND DECISION MAKING**

**4.1 ADOPTION OF SUPPORTING INFORMATION FOR THE CONSULTATION DOCUMENT FOR THE AMENDMENT OF THE LONG-TERM PLAN 2018-28**

In answer to a question, the Administrative Headquarters Building Project Manager advised that the preferred option would result in 55 car parks being displaced by the building and 80 car parks being added within a block or two of Tūwharetoa Street. Parking for Council's pool cars would also need to be considered.

In answer to further questions, the Chief Executive advised that:

- Staff had had high-level discussions with Waikato Regional Council about Taupō-based staff from

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Ordinary Council Meeting Minutes

19 March 2019

that organisation being housed in the civic administration building. This possibility would be explored further at the detailed design stage.

- Discussions had also been had with several of the landlords of buildings currently occupied by Taupō District Council staff and some of these landlords may put proposals in during the consultation period.

Members thanked the Senior Policy Advisor, the Administrative Headquarters Building Project Manager and other staff involved in the project to date, along with Audit New Zealand representatives for their assistance.

#### **TDC201903/02 RESOLUTION**

Moved: Cr John Williamson

Seconded: Cr Anna Park

That Council adopts the following supporting information for the consultation document for the amendment of the Long-term Plan 2018-28:

- a) Business case completed by Habilis
- b) Civic Administration Building – high-level requirements
- c) Tongariro Domain masterplan
- d) 61 and 67 Tūwharetoa Street feasibility study
- e) 72 Lake Terrace feasibility study
- f) Taupō Cultural Precinct Civic Administration Community Centre and Museum concept estimate
- g) 72 Lake Terrace concept estimate
- h) 61 and 67 Tūwharetoa Street concept estimate.

**CARRIED**

#### **4.2 ADOPTION OF THE CONSULTATION DOCUMENT FOR THE AMENDMENT OF THE LONG-TERM PLAN 2018-28**

Messrs Clarence Susan and Naudé Kotzé addressed the Council. The following points were noted:

- They were presenting an unmodified audit opinion.
- The consultation document would provide an effective basis for consultation and decision-making on the proposed amendment to the Long-term Plan 2018-28.
- The reasons for the proposed amendment, the underlying information and assumptions were reasonable and the consultation document complied with Local Government Act 2002 requirements.
- Disclosures were consistent with the Council's current financial strategy, which had not changed significantly from the original financial strategy adopted with the Long-term Plan 2018-28. Council's approach to funding debt and capital expenditure was still prudent. No changes had been made to the infrastructure strategy or the performance framework.
- Audit New Zealand would complete the audit in early June 2019, after the consultation period.
- The Head of Finance & Strategy, the Finance Manager, the Senior Policy Advisor, the Administrative Headquarters Building Project Manager and the Policy Advisor were thanked for their positive engagement and the professional manner in which they had worked with the auditors.

Members had before them two documents which had been circulated via email the previous day, namely the proposed amendment to the Long-term Plan 2018-28 (A2427110) and the consultation document for the amendment of the Long-term Plan 2018-28 – Council administration building and Taupō Museum (A2426857).

In answer to a question, the Administrative Headquarters Building Project Manager explained that the public meeting consultation event would start with a quick presentation outlining the four options being consulted upon, followed by break-out sessions at which people could ask questions of clarification.

In answer to another question, the Financial Analyst advised that the network infrastructure capital expenditure graph in the Long-term Plan 2018-28 had been corrected within the proposed Long-term Plan amendment 2018-28.

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19 March 2019

A member noted that the proposed amendment to the Long-term Plan 2018-28 contained a graph showing the proposed budget for transport expenditure 2018-48 and part of the legend was not printed.

**TDC201903/03 RESOLUTION**

Moved: Cr Maggie Stewart

Seconded: Cr Anna Park

1. That Council adopts the proposed amendment to the Long-term Plan 2018-28.
2. That Council adopts the consultation document for the amendment of the Long-term Plan 2018-28, for consultation in accordance with section 93A(1)(a) of the Local Government Act 2002.

**CARRIED****5 CONFIDENTIAL BUSINESS**

Nil

Cr Tangonui Kingi closed the meeting with a karakia.

**The meeting closed at 2.24pm.**

**The minutes of this meeting were confirmed at the ordinary Council meeting held on 26 March 2019.**

.....  
**CHAIRPERSON**

Taupō Airport Authority Committee Meeting Minutes

18 February 2019

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING  
HELD AT THE TAUPŌ AIRPORT, ANZAC MEMORIAL DRIVE, TAUPŌ  
ON MONDAY, 18 FEBRUARY 2019 AT 10.30AM**

**PRESENT:** Mr Chris Johnston (in the Chair), Mr John Funnell, Cr Rosanne Jollands (from 10.32am), Cr Christine Rankin

**IN ATTENDANCE:** Head of Economic Development & Business Transformation, Head of Democracy, Governance & Venues, General Manager – Taupō Airport, Airport Operations Manager, Airport Safety Manager, Financial Accountant, Democratic Services Officer

**MEDIA AND PUBLIC:** Mr Mark Funnell, Chief Pilot Taupō Tandem Skydiving, CEO Helicopter Services (BOP) Ltd, Helimaintenance  
Mr Hamish Funnell, CEO / Director, Helimaintenance  
Mr Roy Clements, CEO Skydive Taupō  
Mr Brent McClellan, AVIS

Notes: (i) *Cr Rosanne Jollands entered the meeting at 10.32am. She was not present for resolutions TAA201902/01-02.*

(ii) *Items were considered in the following order: 3.1, 4.1-4.2, 4.4, 4.3, 4.5-4.6, 5.1-5.2.*

**1 APOLOGIES****TAA201902/01 RESOLUTION**

Moved: Mr John Funnell  
Seconded: Cr Christine Rankin

That the apologies received from His Worship the Mayor, David Trewavas (for absence) and Cr Rosanne Jollands (for lateness) be accepted.

**CARRIED****2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES****3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 5 NOVEMBER 2018**

*Cr Rosanne Jollands entered the meeting at this point (10.32am), just after the resolution to confirm the minutes was passed, but before 'matters arising' from the minutes.*

In answer to a question arising from the minutes, the General Manager – Taupō Airport advised that the 'no entry' signs had been relocated and no further issues had been reported in relation to car park safety.

In answer to another question, the Head of Economic Development & Business Transformation advised that there would be a joint Taupō Airport Authority Committee / Council workshop in March to discuss the Airbiz report, including the cost:benefit analysis; and to seek direction on a preferred approach. Taupō Airport Authority Committee would then make a recommendation to Council.

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Taupō Airport Authority Committee Meeting Minutes

18 February 2019

**TAA201902/02 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Mr Chris Johnston

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 5 November 2018 be confirmed as a true and correct record.

**CARRIED****4 REPORTS****4.1 TAUPŌ AIRPORT AUTHORITY MONTHLY AND SIX-MONTHLY FINANCIAL REPORTS**

The General Manager – Taupō Airport and the Financial Accountant answered questions and the following points were noted:

- Airport streetlight costs were no longer being paid by Airways and responsibility for payment had been transferred to the Airport. There were approximately 27 lights on site.
- Airbiz fees to date were currently operational expenditure. Should approval for a new terminal be approved, those costs could be capitalized.

**TAA201902/03 RESOLUTION**

Moved: Cr Rosanne Jollands  
Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the monthly financial report for December 2018, and the six-monthly financial performance report to 31 December 2018.

**CARRIED****4.2 DRAFT TAUPŌ AIRPORT AUTHORITY STATEMENT OF INTENT 2020-2022**

The Chairperson, Mr Chris Johnston and the Financial Accountant summarized the draft Statement of Intent 2020-2022 and answered questions of clarification.

Members decided to adopt the draft Statement of Intent, subject to inclusion of words in the 'strategic focus & major projects' section around the importance of future-proofing the growth of the airport.

**TAA201902/04 RESOLUTION**

Moved: Cr Christine Rankin  
Seconded: Mr Chris Johnston

That the Taupō Airport Authority Committee adopts the Draft Taupō Airport Authority Statement of Intent 2020-2022, subject to inclusion of words in the 'Strategic Focus & Major Projects' section signalling the importance of future-proofing the growth of Taupō Airport.

**CARRIED****4.3 STRATEGIC PLAN REFRESH: 'THE BEST LITTLE AIRPORT IN NZ'**

Members asked the Head of Economic Development & Business Transformation to schedule a workshop to progress the Strategic Plan refresh. An action plan would be formulated at the workshop, with key priorities identified and responsibilities allocated.

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Taupō Airport Authority Committee Meeting Minutes

18 February 2019

**TAA201902/05 RESOLUTION**

Moved: Cr Rosanne Jollands

Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the information.

**CARRIED****4.4 GENERAL MANAGER'S OPERATIONS REPORT**

The General Manager answered questions and highlighted the following points from the operations report:

- Although December 2018 had been quiet in terms of aircraft movements and passenger numbers, January passenger numbers had improved dramatically, with an increase of approximately 900 in January 2019 (total 5,546 passengers) compared to January 2018.
- Passenger numbers were in-line with projections provided to Airbiz.
- There had been only two disrupted flights in December 2018 (engineering faults). January 2019 cancellation numbers would be included in the next report to the Committee.
- The Civil Aviation Part 139 Surveillance Audit was complete and had been useful preparation for the upcoming Safety Management Systems (SMS) audit. Taupō Airport would be the first uncontrolled airport in the country to be audited for SMS certification.
- As part of the development off ANZAC Memorial drive to the north, the road would be widened, brought up to standard and a sewer pipe would run underneath it. Building would not happen on the site for 12-18 months. The Taupō Airport Authority Committee would be kept informed as the development progresses.

In answer to a question, Mr Clements from Skydive Taupō confirmed that three out of the four people who broke in to Skydive Taupō had been caught.

- The Airport Operations Manager had been working with Council staff in relation to drones and signage. She was also updating the drones 'app' and website.
- Charters – New Zealand owned jets were using Taupō Airport, but international charters were tending to use Auckland or Queenstown airports as a base and hiring local operators to move around while in New Zealand.

Memorandum of Understanding

The General Manager advised that Air New Zealand, Sounds Air and the Taupō Airport Operational & Safety Committee had signed the proposed Memorandum of Understanding (MoU), but other parties had not.

Messrs Mark and Hamish Funnell addressed the Committee. They advised that the version of the MoU signed by Air New Zealand and Sounds Air was different to the version they would like to see signed. The safety of their friends, families and staff was paramount. In answer to a question, they confirmed that they would be happy to attend a meeting organized by the Chairperson, Mr Chris Johnston, to clarify concerns and discuss points in contention.

The Airport Safety Manager advised that there were a lot of common areas between the two different versions of the MoU.

Mr Clements added that he too was frustrated with the process to date. The CAA considered Skydive Taupō to be industry leaders and his organization had done a lot to enhance safety. The intention was not to be obstructive, but to agree on a MoU that works for all parties.

Members noted that the Chairperson, Mr Chris Johnston would convene an urgent meeting to clarify concerns and discuss points in contention, with a view to reaching agreement on the wording of the MoU. The Chairperson would report back to members if the issue was not resolved at that meeting.

Taupō Airport Authority Committee Meeting Minutes

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**TAA201902/06 RESOLUTION**

Moved: Cr Christine Rankin  
 Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee receives the General Manager's Operations report as presented on February 18, 2019.

**CARRIED****4.5 SAFETY MANAGEMENT SYSTEM (SMS) UPDATE**

In answer to a question, the General Manager advised that the CAA had indicated their support of the Airport's SMS, however the SMS audit would hopefully provide confirmation of that. Auditors would speak with operators and Committee members may also be contacted.

**TAA201902/07 RESOLUTION**

Moved: Mr John Funnell  
 Seconded: Cr Christine Rankin

That the Taupō Airport Authority Committee receives the update on the Safety Management System.

**CARRIED****4.6 HEALTH AND SAFETY UPDATE**

The General Manager advised that there were no new health and safety issues to report.

**TAA201902/08 RESOLUTION**

Moved: Cr Christine Rankin  
 Seconded: Cr Rosanne Jollands

That the Taupō Airport Authority Committee receives the information relating to health and safety.

**CARRIED****5 CONFIDENTIAL BUSINESS****TAA201902/09 RESOLUTION**

Moved: Cr Rosanne Jollands  
 Seconded: Cr Christine Rankin

**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 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
<b>Agenda Item No: 5.1</b> Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 5 November	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of	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

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## Taupō Airport Authority Committee Meeting Minutes

18 February 2019

2018	members of the public	of information for which good reason for withholding would exist under section 7
<b>Agenda Item No: 5.2</b> Receipt of Unconfirmed Minutes: Taupō Airport & Operational Safety Committee - December 18, 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

I also move that *Mr Steve Petersen, Airport Safety Manager* be permitted to remain at this meeting, after the public has been excluded, because of his knowledge of *health and safety matters pertaining to Taupō Airport*.

**CARRIED**

The meeting closed at 11.44am.

The minutes of this meeting were confirmed at the Taupō Airport Authority Committee meeting held on 1 April 2019.

.....  
CHAIRPERSON

Kinloch Representative Group Meeting Minutes

28 February 2019

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE KINLOCH REPRESENTATIVE GROUP MEETING  
HELD AT THE KINLOCH COMMUNITY HALL , MATA PLACE , KINLOCH  
ON THURSDAY, 28 FEBRUARY 2019 AT 3.00PM**

**PRESENT:** Cr Rosanne Jollands (in the Chair), Mr Tim Brittain, Cr Barry Hickling, Cr Christine Rankin, Ms Belinda Walker

**IN ATTENDANCE:** Head of Finance & Strategy, Head of Democracy, Governance & Venues, Head of Communications & Customer Relations, Asset Manager Water, Parks & Recreation Specialist, Senior Reserves Planner, Policy Advisor – A Smith, Policy Advisor – T Wood, Democratic Services Support Officer

**MEDIA AND PUBLIC:** Two members of the public

The Chair welcomed everyone to the first meeting of 2019, noting that she looked forward to 2019 and member's continuing to work alongside the community to get the best outcomes for Kinloch.

**1 APOLOGIES**

**KIN201902/01 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr Tim Brittain

That the apologies received from Mayor David Trewavas and Mr Bruce Campbell be accepted.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

**3.1 KINLOCH REPRESENTATIVE GROUP MEETING - 8 NOVEMBER 2018**

Minutes of a meeting of the Kinloch Representative Group held on Thursday, 8 November 2018 had been circulated (A2369417).

**KIN201902/02 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr Tim Brittain

That the minutes of the Kinloch Representative Group meeting held on Thursday 8 November 2018 be confirmed as a true and correct record.

**CARRIED**

## 4 REPORTS

### 4.1 ACTION POINTS UPDATE

The follow action point updates were noted:

- Add replacement of rubbish bins at Kinloch golf course to the action sheet.
- Cr Rankin requested that the action item assigned to her be removed as at this stage, she would not likely get the report completed. Reiterated that development statistics and sustainability for Kinloch and New Zealand overall was positive.
- Mr Brittain was concerned that the proposed new footpath at Kinloch Road currently appeared to be going all the way to Whangamata Road, instead of ending at the poplars as per the original concept. He considered that the added section (poplars to Whangamata Road) served no purpose, that the extra expense was unjustified, and there were more higher priorities. It was also a premature move as that section of footpath would likely be ripped up upon the entranceway improvement and beautification work being undertaken. Ms Walker gave a brief update on engagement on that to date noting that the work was planned in two stages. The community survey that was done by the Kinloch Community Association (KCA) asked about the preferred length of the footpath. The majority of responses were in favour of the path going to the poplars. However technically the poplars was a private access and therefore not for public use. The Asset Manager Water advised (on behalf of the Asset Manager Transportation) that officers were currently undertaking consultation with the golf course and once that was completed, the contract for installation would go out for tender; \$250k had been allocated in 2019 for stage 1, and \$190k for stage 2 in 2020. Ms Walker undertook to do another community survey to understand the community's current views; that would be completed within the next two weeks. A member cautioned that the community should keep in mind that any decision to cease work would delay recommencement of that work if there was a future change in appetite.
- Discussion ensued regarding the commemorative memorial action. Cr Hickling advised that Council did not set aside reserve land for memorial purposes. The Senior Reserves Planner added that it was incumbent on the individual / group to suggest the site for a memorial. Staff would then prepare a report to the Fences, Roading, Reserves and Dogs (FRReD) committee for assessment against the policy. Mr Brittain noted that he would make a new submission request to extend the current memorial as that option was not proposed in the original request to the FRReD committee in November 2018. Officers were available to provide assistance if needed.
- Ms Walker noted that the Kinloch Community Association (KCA) had not received email notification of today's meeting as previously requested. The Democratic Services Support Officer apologised for the oversight and undertook to ensure notification email was sent to KCA going forward. Other options discussed to advise of upcoming Group meetings were the corflute sign at the big roundabout (Linda Malcolm would oversee notice there), and the Topsy Trout and Kinloch Store noticeboards.
- The Asset Manager Water gave a brief infrastructure update and tabled plans relating to the Loch Eagles intersection and Kenrigg Road (A.....).
  - Work on the landfill accessway was 95% completed.
  - Work was underway on the wastewater pond near the plant entrance.
  - New road markings had been completed and barriers (similar to those at Taupō Countdown) would be installed to prevent people driving over the roundabout. In response, Mr Brittain noted that the roundabout exit point on to Kenrigg Road should be widened and the island reduced as the angle was too acute for vehicles – especially those towing a boat – travelling from Loch Eagles and turning right into Kenrigg Road.
  - Officers were currently working with the new store owners on proposed footpath improvements
  - The Head of Operations and Asset Manager Transportation were meeting with Bruce Campbell in the following week to discuss Whangamata Road surfacing issues. The Chair advised that a large portion of the community had expressed concerns about the safety of the road, especially in winter, and requested that the Group receive an update via email post discussions.
  - The effluent and sludge holding tanks were 95% completed.
  - Consultation was underway on the next major (WWTP) project to irrigate the golf course. Currently preparing communications which would be shared at the next Group meeting.

## Kinloch Representative Group Meeting Minutes

28 February 2019

- Loch Eagles reservoir work was ahead of schedule with the roof currently being installed.
- Currently halfway through the first year of a 5-year project on the drinking water standards. Testing was completed over the Christmas period to capture pressure areas when network use was at a peak. A contract which looked at the whole distribution network had just been awarded. Discussions ensued about exploring other potential site options, in particular the hapū owned land at eastern beach lake reserve. The Asset Manager Water advised that the current site selected was near the landfill site however, he would be open to discuss the potential viability of the eastern beach site with hapū if wanted. Ms Walker undertook to organise a meeting between the parties.
- The Chair undertook to follow up the status of the proposed toilet on the eastern beach reserve with the Parks Manager Sports & Horticulture.

**KIN201902/03 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Cr Barry Hickling

That the Kinloch Representative Group receives the current action points update.

**CARRIED****4.2 DRAFT TAUPŌ DISTRICT COUNCIL SPORTS AND RECREATION FACILITY STRATEGY**

The Parks & Recreation Specialist introduced his report and provided an overview of engagement undertaken to date in the development of Council's sports and recreation facility strategy. Key points noted during the presentation including questions, answers and related discussion were:

- Sport Waikato had been engaged to undertake the next phase of engagement with stakeholders, develop surveys and questionnaires, and provide specialist services eg undertake research, understand national trends. Sport Waikato were a good fit for this work as Council already had a well established relationship with them.
- This was the first ever sports and recreation strategy for Council. Initially was going to be sportsfields only however decided to extend brief wider.
- Considerable time had been spent exploring the intent of the strategy which was about people, places, spaces, resourcing, partnerships and future proofing.
- For funding purposes the final version adopted would need to align with central government framework and the Sports New Zealand Strategy.
- The role of Sport Bay of Plenty would be the same as a key stakeholder (refer pg 22).
- Those sporting bodies that met criteria and were not currently included could still be added.
- Kinloch activities were primarily of a recreational nature.
- Stakeholder feedback would be collated and reviewed in April / May 2019 and brought back to the Group for comment.
- The draft would be developed in June / July 2019 before elections and put on hold until after the local government elections.
- It was identified around 18 months ago that there was a big gap in sports areas in Kinloch; would like that included in strategy.
- The future assessment process for allocation of resources would be fair and equitable.

**KIN201902/04 RESOLUTION**

Moved: Ms Belinda Walker

Seconded: Cr Christine Rankin

That the Kinloch Representative Group receives the update on the Draft Taupō District Council Sports and Recreation Facility Strategy.

**CARRIED**

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Kinloch Representative Group Meeting Minutes

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#### 4.3 TRANSPORT STRATEGY ENGAGEMENT

Policy Advisor Aidan Smith gave a brief overview of engagement to date on the transport strategy. User feedback from walkers, cyclists, truck drivers etc. had been Taupō centric however, the scope of engagement would now be broadened. Was interested to hear views from the Kinloch community on various aspects specific to Kinloch including speed limits, cycling linkages, safety, commute times to Taupō, walking paths, , as well as Taupō town centre parking restrictions.

A report had also been commissioned to investigate parking demand, travel times etc.

The following comments were noted during questions, answers, and related discussion:

- A major issue in Kinloch was the limited amount of parking and access to the lakefront. Additionally there was no requirement on developers to provide parking for their proposed lots, which council planning needed to incorporate.
- Publicly accessible land and use was a district wide issue.
- The strategy needed to consider senior drivers and their unique requirements.
- Suggestion for public transport in future.
- Ms Walker extended an offer for KCA to host a workshop if Council wanted.
- Ms Walker referred to a walking map for Kinloch that had been previously drawn up. Walkways that connected people to the lake, and other key areas in Kinloch were important and should be factored in.

#### KIN201902/05 RESOLUTION

Moved: Mr Tim Brittain

Seconded: Cr Christine Rankin

That the Kinloch Representative Group receives the report in relation to the Transport Strategy engagement.

**CARRIED**

#### 4.4 DRAFT WATER SUPPLY STRATEGY

Policy Advisor Tanya Wood distributed a handout (A....). The Water Supply Strategy was a 30-year strategy and was legislatively required under the Infrastructure Strategy. The Asset Manager Water noted that the current draft was relatively complete and had been developed following several workshops with Council. The strategy was a high level document which had local, regional, and national components. There were four key outcomes and goals to guide the direction over next 30 years. Other key points noted were:

- A key focus was to accelerate items that related to the protection of public health.
- Responsible use of water was a high driver for regional council and key reason for developing and updating the strategy.
- Taupō district water consumption was high in comparison to other towns and averaged around 400 litres per person per day. Council were looking at ways to minimise impacts on the environment and overall reduce water use. A target of 10-years had been set which was also the median level in line with other towns.
- Needed to understand figures more by looking at dynamics such as summer to winter pressures, and holiday peak seasons. A profile could then be developed and growth predictions provided to WRC.
- The fourth outcome related to financial management and crossed over into asset management. The goal was to ensure fairness with how water was charged.
- Kinloch rates paid for water upgrades in Kinloch. A new funding plan for Kinloch upgrades would be included in the next Long-Term Plan.
- Community and stakeholder feedback would be taken back to Council later this year.
- More work was being done to understand the dynamics of the Kinloch population and how that affected water use and supply.
- The Group's role would be ensure that the community was aware of the strategy and their feedback included.

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## Kinloch Representative Group Meeting Minutes

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- The strategy was high level and would be signed off by Council. The consultation plan would be reviewed regularly and updated accordingly.
- Water meters were not part of any plans in the near future.

**KIN201902/06 RESOLUTION**

Moved: Ms Belinda Walker

Seconded: Cr Barry Hickling

That the Kinloch Representative Group receives the update on the Taupō District Council Water Strategy.

**CARRIED**

Cr Hickling left at this point – 4.43pm.

**4.5 UPDATE ON KINLOCH COMMUNITY PLAN AND VISION**

Ms Walker tabled documentation titled the Kinloch Community Hub Project (A.....), and gave a brief summary of the project. Post initial community plan work in 2017, the community identified that a larger community hall was wanted; \$200k was set aside for that in the LTP. Consulted community again in April and July 2018; desire was now for a new hall. A third workshop was held in February 2019 to develop principles; another had been scheduled for evening of March 25, 2019. Chief Executive Gareth Green had agreed to be direct contact for Council on the project. Currently looking into NZ Lotteries funding for a feasibility study. A provider to do that work had been chosen and quote was currently being developed.

**KIN201902/07 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the information.

**CARRIED****4.6 MEMBERS' REPORTS****Tim Brittain**

- Advised that a number of people had complained about the access from Nisbet Terrace reserve to lakefront and Lady Henry had fallen over going down there. There was three entry points along the reserve that went down a bank to the beach; the main issue was the rough terrain and subsidence on one lot of steps. No maintenance had been done in those areas for at least a decade. Cr Jollands asked Mr Brittain to take photographs of the entrance points so she could follow up with the Parks Manager Sports & Horticulture before the next Group meeting.
- Noted that on the two busiest days in summer, trailers went right to the back of the domain.

**Belinda Walker**

- Waiting to hear back from the Parks Manager Sports & Horticulture when the cricket net would be installed on the corner of the domain (opposite to pending rugby goal posts). Funding for the net was an outcome of a partnership with Taupō cricket. Happy for any other partners to come onboard.

**Cr Rosanne Jollands**

- A comprehensive review of Council's district plan was well underway. Had spoken with the Policy Manager who advised new planning standards - which would impact on Kinloch - were due for release in April 2019. Would organise a workshop / meeting with the Policy Manager so that the community could feed into that process.

**KIN201902/08 RESOLUTION**

Moved: Cr Christine Rankin

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Kinloch Representative Group Meeting Minutes

28 February 2019

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the reports from members.

**CARRIED**

**5 CONFIDENTIAL BUSINESS**

Nil

**The Meeting closed at 4.52pm.**

**The minutes of this meeting were confirmed at the Kinloch Representative Group Meeting held on 2 May 2019.**

.....  
**CHAIRPERSON**

Audit & Risk Committee Meeting Minutes

11 March 2019

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE AUDIT & RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ  
ON MONDAY, 11 MARCH 2019 AT 10.00AM**

**PRESENT:** Mr Anthony Byett (in the Chair), Cr Barry Hickling, Cr Rosie Harvey, Cr Anna Park, Cr Maggie Stewart

**IN ATTENDANCE:** Chief Executive, Head of Regulatory & Risk, Head of Finance & Strategy, Head of Operations, Head of Democracy, Governance & Venues, Infrastructure Manager, Manager Legal & Compliance, Risk Manager, Consents & Regulatory Manager, Building Technical Specialist, Democratic Services Officer

**MEDIA AND PUBLIC:** Messrs Matthew Wilson and Andrew Carlson, AON Insurance

**1 APOLOGIES**

**AR201903/01 RESOLUTION**

Moved: Cr Barry Hickling  
Seconded: Cr Maggie Stewart

That the apologies received from His Worship the Mayor, David Trewavas and Cr Rosanne Jollands be accepted.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

**3.1 AUDIT & RISK COMMITTEE MEETING - 29 OCTOBER 2018**

**AR201903/02 RESOLUTION**

Moved: Cr Anna Park  
Seconded: Cr Barry Hickling

That the minutes of the Audit & Risk Committee meeting held on Monday 29 October 2018 be confirmed as a true and correct record.

**CARRIED**

**4 REPORTS**

**4.1 PRESENTATION FROM AON - INSURANCE MARKET**

Mr Matthew Wilson made a PowerPoint presentation (A2422513) and answered questions. The following points were noted:

- The period 2006-2016 was a relatively benign period for the insurance market globally. 2017 was the worst year on record for insurers and the main reason for this was extreme weather events as a result of climate change.
- Major earthquakes could also compromise local councils ability to buy insurance cover.

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Audit & Risk Committee Meeting Minutes

11 March 2019

- There had been significant increases in liability premiums recently. Councils around the country had lodged large claims and were often the 'last man standing' in legal claims.
- Over the last four years, three insurers had received instructions not to write any more business with councils.
- The 'knowledge gap' was relevant in the infrastructure space, including above-ground mapping.
- Low value, high frequency losses were of most concern. What was Taupō District Council prepared to retain at its own risk, to reduce insurance premiums?
- The current 60:40 cost recovery arrangement with central government did not cover all costs incurred by a local authority in an event.
- Loss modelling would help inform future risk financing adequacy; accuracy of assumptions was also very important.
- Emerging risks included environmental impairment (pollution excluded unless sudden loss); and counterfeit / defective products.
- Flooding was a potential issue for inland councils as well as coastal councils.
- There was no difference from an insurance perspective between a council owning a civic administration building as opposed to leasing one.

In answer to a question, the Consents & Regulatory Manager confirmed that staff in the building team were aware of the need to look out for counterfeit and defective products.

**AR201903/03 RESOLUTION**

Moved: Cr Rosie Harvey

Seconded: Cr Anna Park

That the Audit & Risk Committee receives the information and thanks the AON representatives for their presentation.

**CARRIED**

**4.2 MBIE AUDIT OF BUILDING ACT TERRITORIAL FUNCTIONS**

The Consents & Regulatory Manager summarised the report and answered questions. The following points were noted:

- The IANZ audit of Taupō District Council had taken place the previous week. IANZ auditors had spent 3-4 days at Council and the report was due in 2-3 weeks. They had indicated that Taupō District Council would maintain its accreditation and staff were considering the auditors' suggestions for improvement.
- Although issued in November 2017, staff had waited until all actions had been completed before presenting the MBIE audit to the Committee.
- Staff aimed to audit around 25% of independent qualified person inspections.
- It had taken time to update compliance schedules, because resources were limited and the priority was ensuring buildings were safe.
- Two members of the business support team had up-skilled to assist the Building Technical Specialist.
- The Building Technical Specialist could not visit every site, but it was more efficient for him to accompany independent qualified persons on complex site visits.
- Buildings to which the public had access were required to have warrants of fitness.

The Chief Executive added that Taupō District Council's building consent timeframes were excellent.

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Audit &amp; Risk Committee Meeting Minutes

11 March 2019

**AR201903/04 RESOLUTION**

Moved: Cr Barry Hickling  
Seconded: Cr Rosie Harvey

That the Audit & Risk Committee receives the results of the MBIE audit dated 1 December 2017.

**CARRIED****4.3 S&P RATING UPGRADE TO OUTLOOK POSITIVE**

In answer to a question, the Head of Finance & Strategy advised that the positive rating was due in part to the changes Council had made to its financial strategy 8-10 years ago.

A member asked for Council to publicise the 'good news' story about the organisation's finances in a simple manner, to better inform people in the community that the financial outlook was a lot better than they may think. The Chief Executive advised that he would discuss this with the Head of Communications & Customer Relations.

**AR201903/05 RESOLUTION**

Moved: Cr Maggie Stewart  
Seconded: Cr Anna Park

That the Audit & Risk Committee receives the S&P research update report revising Taupō District Councils credit rating from AA stable outlook to AA positive outlook [A2406317] and their subsequent media release [A2406325].

**CARRIED****4.4 ASSET MANAGEMENT PLANS - PEER REVIEW REPORT**

The Infrastructure Manager introduced the report and answered questions. The following points were noted:

- Audit New Zealand had not provided any suggestions for improvement as a result of the audit of asset management plans via the audit of the Long-term Plan 2018-28.
- The approach to scoring was not about what level the asset management plan should be at; rather the focus was on what it is, and what may be missing from it. Missing references would have an impact on the score, but would be simple to fix up.
- No significant issues with Taupō District Council's asset management plans had been identified as a result of the audit.
- Council did not have a sustainability policy at present, although it was already a consideration for staff managing projects.

**AR201903/06 RESOLUTION**

Moved: Cr Barry Hickling  
Seconded: Cr Anna Park

That the Audit & Risk Committee receives the Asset Management Peer Review Report (A2353516)

**CARRIED****4.5 NEW ZEALAND TRANSPORT AGENCY INVESTMENT AUDIT REPORT**

The Infrastructure Manager introduced the report and answered questions. The following points were noted:

- The frequency of NZTA audits of Taupō District Council (up to 10 years) indicated that this particular council was considered to be 'low risk'.

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Audit &amp; Risk Committee Meeting Minutes

11 March 2019

- The audit had taken place in winter, when the roading network (particularly unsealed roads) was not looking its best.
- Improvements were being made to data reporting.
- Overall the auditors were happy. They had identified things to be reported back to them by June 2019.
- Taupō District Council had a strong seal extension programme. Unsealed roads or parts of roads were difficult to maintain.

**AR201903/07 RESOLUTION**

Moved: Cr Maggie Stewart

Seconded: Cr Barry Hickling

That the Audit &amp; Risk Committee receives the NZTA Investment Audit Report (A2371749)

**CARRIED****4.6 6 MONTHLY REVIEW OF SENSITIVE EXPENDITURE****AR201903/08 RESOLUTION**

Moved: Cr Anna Park

Seconded: Cr Rosie Harvey

That the Audit &amp; Risk Committee receives the information in the Sensitive Expenditure Report Feb 2019 (A2407530) for the period 1 July 2018 to 31 December 2018.

**CARRIED****4.7 ADOPTION OF ASSET DISPOSAL POLICY****AR201903/09 RESOLUTION**

Moved: Cr Anna Park

Seconded: Cr Barry Hickling

That the Audit &amp; Risk Committee recommends to Council that the proposed Asset Disposal Policy 2019 (A2376362) be adopted.

**CARRIED****4.8 REVIEW OF GOVERNANCE RISKS**

The Risk Manager summarised the report and attached analysis of the following risks: legal liabilities; inadequate strategic planning; underperforming Council; and not meeting obligations as the employer of the Chief Executive.

**AR201903/10 RESOLUTION**

Moved: Cr Rosie Harvey

Seconded: Cr Maggie Stewart

That the Audit &amp; Risk Committee receives the review of governance risk report.

**CARRIED**

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Audit &amp; Risk Committee Meeting Minutes

11 March 2019

**4.9 AUDIT & RISK COMMITTEE SCHEDULE OF POLICIES FOR REVIEW**

Members agreed to add the Asset Disposal Policy to the schedule of policies for review.

In relation to the Committee's Terms of Reference, members asked the Head of Democracy, Governance & Venues to facilitate a discussion about the Terms of Reference, suggestions from which could be referred to the incoming Council following the October 2019 elections.

**AR201903/11 RESOLUTION**

Moved: Cr Rosie Harvey

Seconded: Cr Anna Park

That the Audit & Risk Committee receives the Schedule of Policies for review (A2411544).

**CARRIED****5 CONFIDENTIAL BUSINESS****AR201903/12 RESOLUTION**

Moved: Mr Anthony Byett

Seconded: Cr Anna Park

**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 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
<b>Agenda Item No: 5.1</b> Confirmation of Confidential Portion of Audit & Risk Committee Minutes - 29 October 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
<b>Agenda Item No: 5.2</b> Litigation Update	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

**CARRIED**

The meeting closed at 11.51am.

Audit & Risk Committee Meeting Minutes

11 March 2019

**The minutes of this meeting were confirmed at the Audit & Risk Committee meeting held on 10 June 2019.**

.....  
**CHAIRPERSON**



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Minutes of Lake Taupō Protection Project Joint Committee Meeting 30 November 2018

Chair Kingi opened the meeting with a karakia.

**Apologies**

Agenda item 1

Apologies were received from Cr White, Cr Jollands and Laura-Kate Petersen.

M Nepia moved/ Cr K Hodge seconded

**LTJC18/21 THAT the apologies of Cr White, Cr Jollands and Laura-Kate Petersen be accepted.**

**The motion was put and carried LTJC18/21**

**Confirmation of Agenda**

Agenda Item 2

S Lewis moved/M Nepia seconded

**LTJC18/22 THAT the agenda of the meeting of the Lake Taupō Protection Project Joint Committee of 30 November 2018, as circulated, be confirmed as the business for the meeting.**

**The motion was put and carried LTJC18/22**

**Disclosures of Interest**

Agenda Item 3

There were no disclosures of interest.

**Minutes of Previous Meeting**

Agenda Item 4 Doc 13065242

Cr J Williamson moved/Cr K Hodge seconded

**LTJC18/23 RESOLVED  
THAT the Minutes of the Lake Taupō Protection Project Joint Committee meeting of 17 September 2018 be received and approved as a correct record.**

**The motion was put and carried LTJC18/23**

**Review of Regional Plan section 3.10: Lake Taupō Catchment**

(Agenda item 5) Doc 13407816

Principal Strategic Advisor (U Treblico) provided a powerpoint presentation (Doc # 13451852) to support the report which updated the Committee on the review of the Regional Plan section 3.10: Lake Taupō Catchment, and on a science workshop to support the review.

Minutes of Lake Taupō Protection Project Joint Committee Meeting 30 November 2018

During discussion the following points were noted:

- The Committee understood that once the Overseer version noted within the Taupō Waters section of the Regional Plan expired, it could not be used again. This gave strong direction on where Committee would need to be in the future.
- Staff took the Committee through the breakdown of issues resulting from inadequate on-site domestic sewage systems. It was noted that existing systems had been in place for a long time. There had been work undertaken in Hatape which identified that there were traces of nitrogen but at a low level. If a change of sewage systems was required, it would be extremely expensive. At this stage staff could find no scientific justification for a change. What was required was a management system in place in terms of inspection. There had been previous attempts at conducting inspections but these had been ineffective. Staff thought that implementation of a new inspection management system should be explored.
- Staff noted that the effects of inadequate on-site wastewater systems triggered a health issue rather than a nitrogen management issue.

M Nepia out of meeting at 11.32am.

- Staff explained they would be notifying an intention to review the Regional Plan (in part) before 20 December 2018, in that they would need to notify the new version with the new rules prior to the expiration of the current overseer version. The rest of the plan would be notified for review at a later date.
- A member asked what the implication for Taupō District Council would be in terms of the Regional Plan review. Staff responded that there are no specific implications foreseen at this stage, but encouraged joint participation with the Taupō District Council in order to get the best rules possible.
- A member noted their concern about the future for the ratepayers. The member elaborated that if there were any signs that the science produced inaccurate data then the time to act was now. Staff assured the Committee that the science was reliable based on the best methods to hand.
- A member noted the need for dialogue with the public so that they're kept informed. Members also noted pathogens are the main things to keep an eye on in the disposal system.
- Lake Taupō Protection Trust Manager M Peck addressed the Committee. It was noted that there was a vehicle in place via the Trust's communications plan which would be used as a tool to communicate with the public. It was also noted that the Lake Taupō Protection Trust received a request from Waikato Regional Council seeking \$25,000 to fund a research project to determine the impact of the cap on farmers. Waikato Regional Council advised the Lake Taupō Protection Trust that they have the funding available to undertake the research. The Trust was in general support of the research having an interest in the Catchment. However, the requirements for funds did not align with the Trust's research criteria which was relevant in terms of spending trust funds. The Trust deferred this decision and requested guidance from Lake Taupō Protection Project Joint Committee as an exception from the criteria.
- Staff advised the need to think about purposes for which money was collected. One of the very clear statements made in setting up the public

Minutes of Lake Taupō Protection Project Joint Committee Meeting 30 November 2018

fund was that could not be applied to business as usual for any of the agencies associated with the project. The question therefore, was whether the Committee felt there was some wider benefit in recommending to partners and seeking their views on whether it would be an appropriate use of funds given the earlier position. It was suggested that this matter could come back to the Committee as a formal item.

M Nepia in 11.54am

- The Crown saw benefit and also a dilemma in the lack of fit with the funding criteria. Staff would need to look at required approvals and whether a recommendation would be put to all partners.
- The Committee noted the request had not gone to Taupō District Council. The Waikato Regional Council could fund this itself but it would be useful to establish if there were research funds available. Staff stated that it was intended that the research would be completed between February and April 2019 with a total funding requirement of \$50,000.
- Staff noted that retrospectively, the Committee could fund this research should that be necessary. Partners who funded this would be acknowledged in the research report. This would indicate partner support. Staff suggested that the Trust could assist with the provision of a formal item for inclusion in the next Committee agenda for the March 2019 Committee meeting. The Crown noted it would be good to know what we would be trading this for – for instance, what would the Committee be missing out on if they were to fund this. The Trust was uncertain how much funding this would require to cover costs until June 2021 so financial planning would need to include adequate margins.
- The Committee would like to see more information on this including the risks and benefits inherent in the provision of funding.
- Waikato Regional Council staff will draft a report for the March meeting. The Trust will provide more information regarding its future funding requirements and the Official Working Party will draw up an appropriate recommendation to the Committee for the Lake Taupō Protection Project Joint Committee meeting in March 2019.

Cr K Hodge moved/Cr J Williamson seconded

LTJC18/24

**RESOLVED**

**THAT the report 'Review of Regional Plan section 3.10: Lake Taupō Catchment' Doc # 13407816 dated 21 November 2018) be received.**

**The motion was put and carried LTJC18/24**

**Resolution to Exclude the Public**

Agenda item 6

Cr K Hodge moved/M Nepia seconded

LTJC18/25

**THAT the public be excluded from the following parts of the meeting:**

Minutes of Lake Taupō Protection Project Joint Committee Meeting 30 November 2018

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

	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
7	Public Excluded minutes – Lake Taupo Protection Project Joint Committee meeting 17 September 2018	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
8	Update on monitoring of LTPT Nitrogen reduction agreements – remedial planting requirements.	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

<b>Item No</b>	<b>Interest</b>
8	Protect the privacy of natural person including that of deceased natural persons (Section 7(2)(a))
7	Maintain legal professional privilege (Section 7(2)(g))
7	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2)(i))

**The motion was put and carried LTJC18/25**

Meeting closed at: 12.15pm.  
Doc 13470686

[www.pwc.com/nz](http://www.pwc.com/nz)

# *Terms of Reference*

## Financial & Rating Analysis Project

Taupo District Council

20 March 2019

**pwc**



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# ***1. Terms of Reference***

## ***Background***

As part of the Internal Risk Programme for 2018/2019, and in accordance with our engagement letter dated 8 October 2018, we will undertake Internal Audit procedures for Taupo District Council ("TDC").

This will assist the Audit and Risk Committee to obtain an independent check of the financial and rating analysis for Taupo District Council. This will have specific analysis in relation to Turangi.

Our Internal Audit methodology is designed to complement the Internal Audit process of Council. These engagements are designed to specifically address areas where the identified risk is higher or where management and/or Council require additional procedures over and above what is provided in the ordinary course of business.

## ***Objective and scope***

The objective of this engagement is to test the financial and rating analysis as follows:

- To perform a number of specific tests over the excel model designed to identify any factors that could impact on the mathematical integrity of the model
- Assessment of the input sources into the model including procedures to ensure the completeness, accuracy and validity of data inputs.

In testing the excel model, we will undertake the following agreed upon procedures ("the Procedures") in relation to the excel model ("the Model") and its supporting documentation (detailed procedures are noted in the Appendix):

### **Integrity and Consistency**

- a) Gain an understanding of the development process for the Model through review of specification documentation and / or through discussion with you
- b) Integrity and arithmetical checks:
  - Whether calculations in the Model appear in all material respects logical, internally consistent and arithmetically correct
  - That the Models appear to allow changes in assumptions to correctly flow through to the results
  - That any macros in the Model that govern the calculation of the Model's outputs appear to function correctly.



- c) Assess the Model against good practice and design principles. These principles focus on users' ease of use and reducing the likelihood of errors.

The above Procedures will be carried out with the objective of supporting an overriding conclusion that, based solely on the work carried out, no matters have come to our attention to suggest that the Model is not mathematically reliable. However, it is not practicable to test a spreadsheet model to an extent whereby it can be guaranteed that all errors have been detected and accordingly we will give no such guarantee.

#### **Completeness, Accuracy and Validity**

- d) Gain from you a high-level understanding of Model data inputs and their relevant owner(s)
- e) Assess how management are selecting Model data input sources, including practices to ensure consistency of Model data input across different periods
- f) Agree underlying assumptions used in splitting revenue and/or expenditure to supporting documentation and provide observations on alternative basis for splitting expenditure between Taupo and Turangi
- g) Assess the scope and robustness of quality assurance checks completed by the Council over Model data inputs. This will include the independence of individuals completing the checks, the scope and nature of checks performed and how checks are documented
- h) For a sample of key data inputs of the Model, we will perform detailed testing as follows:
  - Compare the total value of data input into the Model to the data input source (audited financial statements, long term plan)
  - Where data is amended between source and the Model, perform a high level check over the reasonableness of any amendments made through discussion with management.
- i) Assess the presentation of the results of the revenue and expenditure split between Turangi and Taupo, and provide feedback on alternative options (if any) on how this could be reported.

The above Procedures have assumed that underlying data held within data repositories that are input into the Model are complete, accurate and valid. It is not practicable to test this assumption as part of our assessment, other than where tested back to combined balance (ie per audited financial statements) and accordingly we will give no such guarantee on this.

It should be noted that:

- a) Our work will not include any work in the nature of a financial audit and we will not verify any of the assets or liabilities involved; and
- b) We will not check whether the accounting assumptions and outputs from the model are in accordance with New Zealand Generally Accepted Accounting Principles (GAAP).



### *Approach*

The engagement will be undertaken as follows:

- Meet with key TDC staff to understand the analysis undertaken and the design and development of the Model
- Obtain from TDC all relevant documentation that support the design and development of the Model
- Perform the Procedures (a) to (i) above
- Develop our draft findings and recommendations for discussion with you and then finalise
- Attend community meeting, if required

### *Deliverables*

Throughout the fieldwork, we will share and validate our observations with management on a **no surprises** basis. This will enable us to confirm our understanding of management functions, processes and controls, as well as highlighting any areas of concern and agreeing practical ways in which these could be addressed.

At the conclusion of our fieldwork, we will hold a meeting with management to confirm the factual accuracy of our report. We will meet with the sponsor to discuss our conclusions.

Our oral reports and any draft reports which you might receive will not constitute our definitive findings and recommendations. These findings and recommendations, if any, will be contained solely in our final written report.

These reports are provided solely for the Council for the purpose for which the services are provided. Unless required by law you shall not provide this report to any third party, publish it on a website or refer to us or the services without our prior written consent. In no event, regardless of whether consent has been provided, shall we assume any responsibility to any third party to whom our report is disclosed or otherwise made available. No copy, extract or quote from our report may be made available to any other person without our prior written consent to the form and content of the disclosure.

The engagement will not constitute an agreed upon procedure, review or audit in terms of standards issued by the New Zealand Institute of Chartered Accountants. Accordingly, this engagement is not intended to, and will not, result in the expression of an audit opinion nor the fulfilling of any statutory audit or other requirements.

The deliverables will be provided solely for TDC and are subject to the confidential terms per the engagement contract between PwC and TDC.





### ***Sponsor***

The sponsor for this engagement is the Chair of the Audit & Risk Committee, Anthony Byett.

### ***Staffing***

This engagement will be performed by the following:

<b>John Dixon</b>	Engagement Partner responsible for the overall engagement.
<b>Natasha Eastwood</b>	Engagement Manager responsible for overseeing the delivery of the engagement.

Given the nature of this project, this engagement will primarily be performed by senior team members.

Other staff, including specialists, will be used as required.

### ***Timeframe***

The timeframes for this assessment will be agreed as required.

Planning of Engagement	TBC
Commence fieldwork (subject to availability of data)	TBC
Expected date for completion of fieldwork	TBC
Issue draft findings / workshop results	TBC
Management Comments received	TBC
Final results issued	TBC



### *Fees*

We estimate that this assignment will take approximately 5 days onsite in Taupo with 4 days planning, additional testing and reporting time from our Hawke's Bay office. This will have an estimated total fee range for this engagement will be \$14,000 - \$16,500 exclusive of GST and disbursements. The upper range is if attendance is required at a community meeting.

This fee excludes a service fee of 5% to cover our office support costs in respect of photocopying, postage, tolls and faxes, stationery, couriers and mileage. In addition to our fee, any other significant direct out of pocket expenses incurred would be charged at cost (e.g. travel and accommodation).

Achieving the timetable and budget, are dependent upon Council staff members being available to work with our team as required during that course of this evaluation and the availability of required documentation. Should the nature and extent of work required differ from that anticipated we will discuss with you and agree a revised timeframe and budget.



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## 2. Acceptance

Please contact me if you have any questions in respect of this Terms of Reference.

If you are in agreement with this Terms of Reference, please sign where indicated below and return to us.

A handwritten signature in black ink, appearing to read 'John Dixon', written over a dashed horizontal line.

**John Dixon**  
**Partner**  
**PwC**  
**Napier**  
**20 March 2019**

I accept the above terms of reference for the Internal Audit Procedures on behalf of Taupo District Council.

\_\_\_\_\_  
Anthony Byett  
Chairperson, Audit & Risk Committee  
Taupo District Council

\_\_\_\_\_  
Date

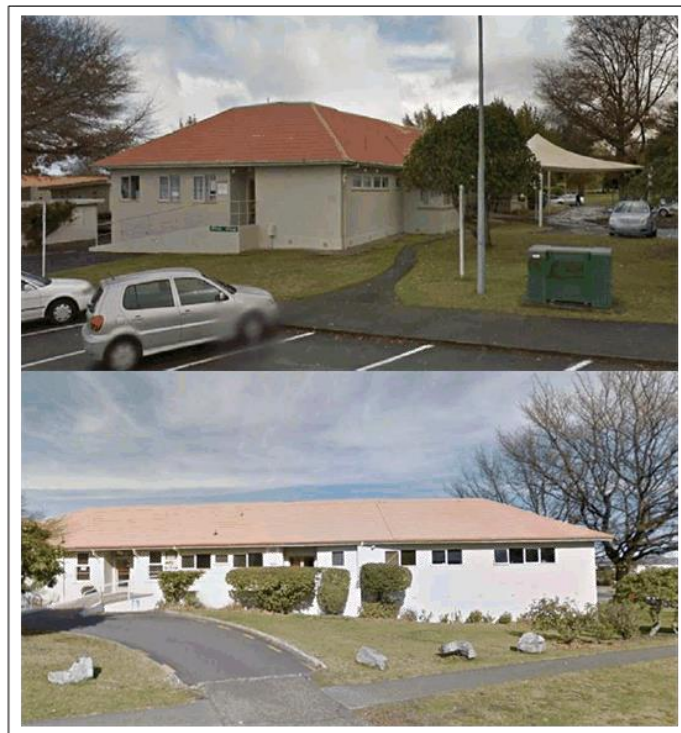




dbcon.co.nz 0800 23 22 66

DB Consulting Engineers  
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Taupo 3330  
07 378 5067  
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## **Structural Report on Effect of Asbestos Removal and Current Structural Condition of Waiora House 129 Spa Road, Taupo**



Job Ref. 182311  
Date: 12<sup>th</sup> February 2019  
Prepared by: Barry Smith  
Engineering Manager  
Peer Reviewed by: Derek Booth CP Eng  
Client: Taupo District Council

A handwritten signature in black ink, appearing to read 'B. Smith', is written over a horizontal line.

A handwritten signature in black ink, appearing to read 'D. Booth', is written over a horizontal line.

Waiora House 182311



#### Contents of Report

1. Introduction
2. Site Inspection
3. IEP
4. Discussion/Recommendations
5. Photos

#### 1. Introduction

DB Consulting Engineers were instructed by Garreth Robinson of Taupo District Council to prepare a report on the Structural Effects of Asbestos Removal and the current structural condition of Waiora House, 129 Spa Road Taupo.

On behalf of Ward Demolition, Virotech Hazmet Consultants have prepared a report dated 6<sup>th</sup> December 2018 which indicated that significant amounts of Class A asbestos were present in the building. Further investigations revealed that lesser classes of asbestos were present in the external cladding and soffits.

The building was constructed circa 1964/65. The original design called for a tiled roof on traditional timber construction supported on numerous loadbearing timber framed walls. The ground floor is timber joists supported on bearers which are in turn supported on internal piles and a concrete wall externally. The land slopes downwards from east to west meaning there is a large full storey height void below the ground floor to the western end.

#### 2. Site Inspections

The first inspection took place on 18<sup>th</sup> December in the roof of Area 1 and throughout the foundation void of Area 1 and 2 as shown on the attached plan. Due to hazmat suits etc we were unable to take photographs. The following points were noted:

##### Area 1 Roof

- 2.1. Approx. 50% of the rafters, purlins, bearers and posts in the fire damaged area have lost between 5 and 10mm of their sectional capacity.
- 2.2. The sarking to the flat section of roof has also lost 5mm of its structural section.
- 2.3. The remedial ply placed on top of the sarking has been simply nailed to the fire damaged sarking.
- 2.4. The props to high level bearers in the roof are sloping in various direction and have been simply nailed at the top and bottom.
- 2.5. There is no roof bracing either below the roof tiles on the sloping sections or below the flat sections.
- 2.6. The structural members appear to be of sufficient size but a full survey and calculations would be required to confirm.
- 2.7. There is no building paper below the roof tiles, there are small remnants of the original remaining.

Waiora House 182311



- 2.8. The strengthening of the individual rafters where another section has been simply nailed alongside does not continue to the support points meaning the connections remain weak.
- 2.9. The tapered timber sections forming the slope on the flat roof (firrings) have been burnt through where their depth is approx. 10mm.
- 2.10. In one area, 2 nailed together roof bearers could be seen as splitting apart, this is not in a major heat area.

#### Area 1/2 Foundation Void

Generally the structural format below the ground floor is an external concrete wall providing bracing with the ground floor joists and bearers supported on 150 x 150 or 200 x 200 concrete piles. The floor is timber joists with traditional timber floor boards in the older areas and particle board in the newer.

A central corridor, less than walking height has been constructed below the ground floor. The concrete seen in these walls appears to be of good quality. They do undermine the original central pile foundations which currently show no signs of distress carrying these loads.

- 2.11. There are a considerable number of trenches that have been dug perpendicular to the central corridor below ground and these have undermined a considerable number of the internal concrete pile foundations.
- 2.12. Openings have been constructed through the original walls to access the areas below the timber floor and have exposed the reinforcement.
- 2.13. The reinforcement to the 150 thick walls can be seen as generally 8mm diameter @ 300 spacing in each direction. The reinforcement was seen as mild steel and in fair condition.
- 2.14. At the western end of the building the external basement walls and piles are over 2.5m high.
- 2.15. Some sections of the expose concrete was crudely tested and approx. 30% of the areas tested showed to be softer than that normally expected of good concrete.
- 2.16. One internal pile was seen as being fractured horizontally which supported a bearer.

A further inspection was carried out on 5<sup>th</sup> February looking at the roof in Area 2 and some photos were taken and included in the rear of this report.

#### Area 2 Roof Void

- 2.17. The roof is traditionally constructed using timber purlins, rafters and struts. The ceiling joists are supported on binders. The binders and struts are supported on the loadbearing walls below.
- 2.18. The roof in this area is better than Area 1 with building paper in place and the timber being in relatively good condition.

Waiora House 182311



- 2.19. However, all the members are simply nailed together with 100 long nails.
- 2.20. There is no roof bracing throughout, the roof relies on the hip ends for bracing which is insufficient especially considering the item below.
- 2.21. At the hip ends it can be seen (Photo 5) that the cantilevering purlins have deflected and the hip member is unsupported for its complete length.

3. Initial Seismic Assessment/Initial Evaluation Procedure. (ISA/IEP)

- 3.1. An IEP has been prepared for the building and is attached at the end of this report. Taking into account the findings from our inspections the IEP results in a %NBS (New Building Standard) of 20%. An IEP is a generic based assessment in accordance with the NZSEE guidance documents.
- 3.2. In determining this %NBS the following items were considered to adversely affect the result:
  - 3.2.1. The overall plan irregularity of the building giving a 0.7 reduction.
  - 3.2.2. The lack of subfloor bracing, the excavations undermining the foundations and the external concrete walls being pumice concrete giving a further 0.7 reduction.

Further reductions could be considered for the roof structure, lack of roof bracing and fixings. The building is considered EARTHQUAKE PRONE.

4. Discussion / Preliminary Conclusions

- 1. Building paper is a building code requirement and needs to be re-installed which will require the removal of all roof tiles and battens.
- 2. The original fire damage has reduced the strength of the timber sections by 37% (100 x 45) and by 33% (140 x 45).
- 3. We are of the opinion that approx. 50% of the fire damaged roof should be replaced due to the reduction in structural capacity and the fact that the fire damaged connections have not been repaired.
- 4. The remedial ply does not appear to be nailed off at the correct centres to act as a diaphragm and is simply nailed to a defective fire damaged member. The ability of this to act as a bracing element in an earthquake is questionable.
- 5. The sloping struts, poor quality fixings and lack of bracing in the roof structures leads us to believe that the roof would react poorly in a moderate earthquake. Significant repairs and additional elements would be needed to be installed.
- 6. The building is approx. 12.0m wide and the timber ground floor cannot act as a diaphragm. Therefore, some of the internal concrete piles which are up to 2.0m high would be subject to horizontal loads in an earthquake and are not designed to resist this load, they can only carry vertical load.

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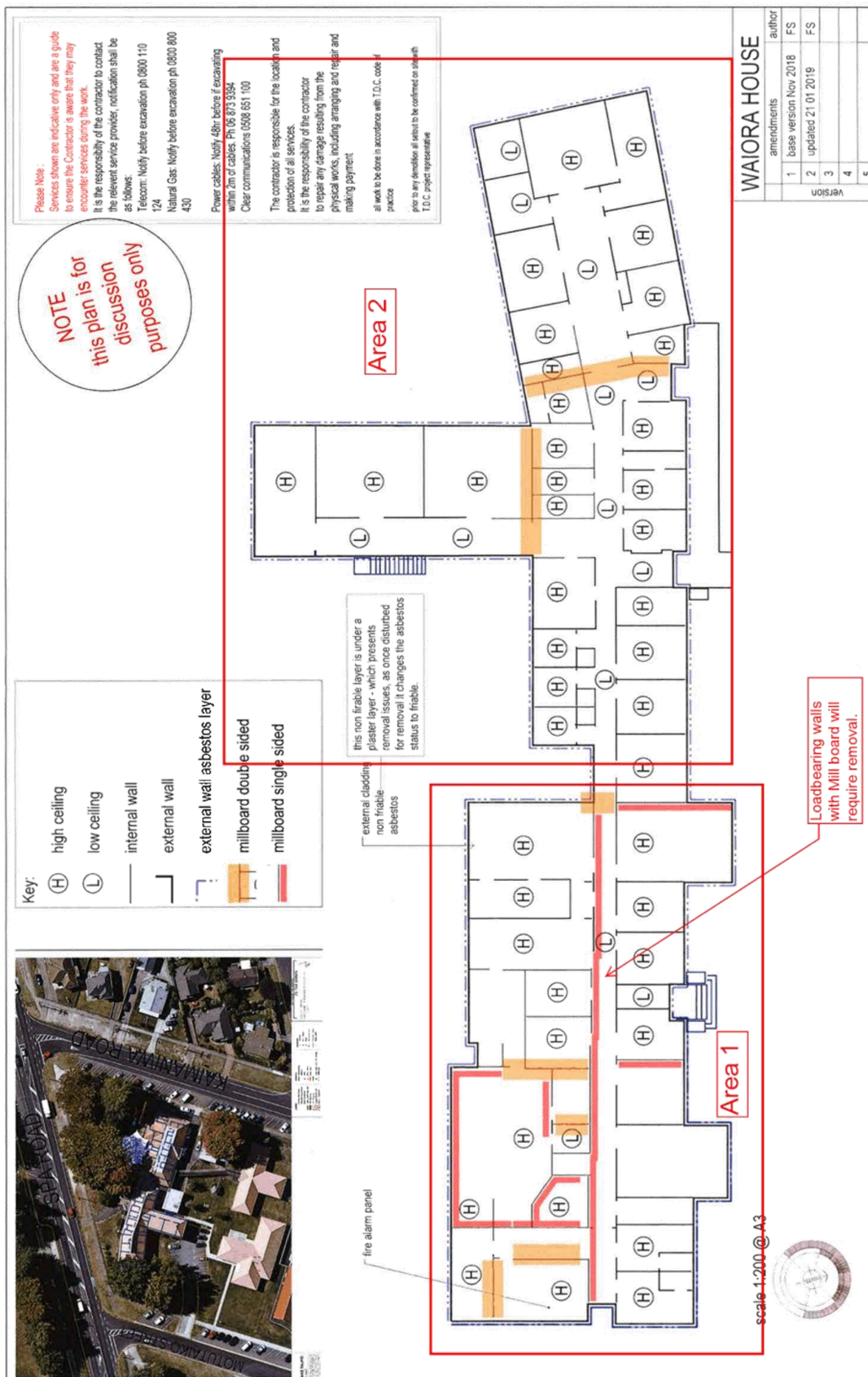


7. The dug trenches undermine the existing founds and again they could not resist horizontal loads developed in a moderate earthquake.
8. Towards the western end of the building the external walls are nominally reinforced and are some 2.5m high. Again, it is unlikely that these shear walls would have sufficient strength to resist seismic induced forces.
9. When carrying out seismic assessments of buildings consideration has to be given to Critical Structural Weaknesses. We are of the opinion that the CSW's seen in this building, both in the roof and in the foundations render the building as earthquake prone. This has been shown to be correct in the IEP. We are therefore of the opinion a Detailed Seismic Assessment is not necessary in this case and we would normally recommend going straight to a strengthening design. The internal and external walls would need to be checked but the roof and sub floor/foundation require significant structural strengthening.
10. With the demolition contractor we discussed the methodology of removing the Millboard and other asbestos based elements and the need to create an encapsulated air tight space. central load bearing walls.
11. In creating a structure to enable the safe removal of the Millboard, the structural integrity of the loadbearing elements will be compromised. In fact the loadbearing elements would have to be removed and either the roof removed or temporarily supported.

The structural works required to bring the building up to comply with the earthquake regulations and provide a building free of contaminates would be:

- a. Structurally assess the buildings capability to resist earthquake forces, checking internal bracing lines and investigate current bracing including the reinforced concrete walls.
- b. Provide a new bracing schedule for Areas 1 & 2.
- c. Remove the roof structure in Area 1.
- d. Remove the roof coverings in Area 2..
- e. Remove the roof structure over Part of Area 2.
- f. Remove and re-instate the structural walls affected by asbestos removal in Area 1.
- g. Remove and re-instate the structural walls affected by asbestos removal in Area 2.
- h. Provide a new roof over Area 1 to current standards.
- i. Carry out repairs and install bracing to Area 2.
- j. Provide a new roof over the affected part of Area 2 to current standards.  
Install portal frame bracing on new foundations below ground, likely to be 200 Universal beam or channel section portal frame and foundations on all the central and external wall lines. This is necessary as the walls are lightly reinforced and may not be able to resist the bracing loads required.
- k. Underpin or remove/replace the existing undermined foundations after removal of contaminated soils.

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## INITIAL SEISMIC ASSESSMENT/ INITIAL EVALUATION PREOCEDURE

Waiora House 182311

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## Initial Evaluation Procedure (IEP) Assessment - Completed for {Client/TA}

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Street Number & Name:		Job No.:	182311
AKA:		By:	GB
Name of building:	Wairora House	Date:	12/02/2019
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## Table IEP-2 Initial Evaluation Procedure Step 2

Step 2 - Determination of (%NBS)<sub>b</sub>

(Baseline (%NBS) for particular building - refer Section B5)

2.1 Determine nominal (%NBS) = (%NBS)<sub>nom</sub>

## a) Building Strengthening Data

Tick if building is known to have been strengthened in this direction

If strengthened, enter percentage of code the building has been strengthened to

## Longitudinal

☐

N/A

## Transverse

☐

N/A

## b) Year of Design/Strengthening, Building Type and Seismic Zone

Pre 1935 ☐1935-1965 ☒1965-1976 ☐1976-1984 ☐1984-1992 ☐1992-2004 ☐2004-2011 ☐Post Aug 2011 ☐Pre 1935 ☐1935-1965 ☒1965-1976 ☐1976-1984 ☐1984-1992 ☐1992-2004 ☐2004-2011 ☐Post Aug 2011 ☐Building Type: Others Seismic Zone: 

## c) Soil Type

From NZS1170.5:2004, CI 3.1.3 :

From NZS4203:1992, CI 4.6.2.2 :

(for 1992 to 2004 and only if known)

C Shallow Soil C Shallow Soil 

## d) Estimate Period, T

Comment:

timber framed

h<sub>n</sub> = 25A<sub>c</sub> = 1.00

25 m

1.00 m<sup>2</sup>

Moment Resisting Concrete Frames:

T = max(0.09h<sub>n</sub><sup>0.75</sup>, 0.4)

Moment Resisting Steel Frames:

T = max(0.14h<sub>n</sub><sup>0.75</sup>, 0.4)

Eccentrically Braced Steel Frames:

T = max(0.08h<sub>n</sub><sup>0.75</sup>, 0.4)

All Other Frame Structures:

T = max(0.08h<sub>n</sub><sup>0.75</sup>, 0.4)

Concrete Shear Walls:

T = max(0.09h<sub>n</sub><sup>0.75</sup>, A<sub>c</sub><sup>0.5</sup>, 0.4)

Masonry Shear Walls:

T ≤ 0.4sec

User Defined (input Period):

Where h<sub>n</sub> = height in metres from the base of the structure to the uppermost seismic weight or mass.

T: 0.40

0.40

e) Factor A: Strengthening factor determined using result from (a) above (set to 1.0 if not strengthened)

Factor A: 1.00

1.00

f) Factor B: Determined from NZSEE Guidelines Figure 3A.1 using results (a) to (e) above

Factor B: 0.04

0.04

g) Factor C: For reinforced concrete buildings designed between 1976-84 Factor C = 1.2, otherwise take as 1.0.

Factor C: 1.00

1.00

h) Factor D: For buildings designed prior to 1935 Factor D = 0.8 except for Wellington where Factor D may be taken as 1, otherwise take as 1.0.

Factor D: 1.00

1.00

(%NBS)<sub>nom</sub> = AxBxCxD(%NBS)<sub>nom</sub> 4%

4%

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## Initial Evaluation Procedure (IEP) Assessment - Completed for {Client/TA}

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Wairora House		
Taupo		

## Table IEP-2 Initial Evaluation Procedure Step 2 continued

## 2.2 Near Fault Scaling Factor, Factor E

If  $T \leq 1.5\text{sec}$ , Factor E = 1a) Near Fault Factor,  $N(T,D)$ 

(from NZS1170.5:2004, Cl 3.1.6)

b) Factor E

=  $1/N(T,D)$ 

Longitudinal

N(T,D): 1

Factor E: 1.00

Transverse

1

1.00

## 2.3 Hazard Scaling Factor, Factor F

a) Hazard Factor, Z, for site

Location: Taupo

Z = 0.28 (from NZS1170.5:2004, Table 3.3)

 $Z_{1992} = 1.08$  (NZS4203:1992 Zone Factor from accompanying Figure 3.5(b)) $Z_{2004} = 0.28$  (from NZS1170.5:2004, Table 3.3)

b) Factor F

For pre 1992

=  $1/Z$ 

For 1992-2011

=  $Z_{1992}/Z$ 

For post 2011

=  $Z_{2004}/Z$ 

Factor F: 3.57

3.57

## 2.4 Return Period Scaling Factor, Factor G

a) Design Importance Level, I

(Set to 1 if not known. For buildings designed prior to 1965 and known to be designed as a public building set to 1.25. For buildings designed 1965-1976 and known to be designed as a public building set to 1.33 for Zone A or 1.2 for Zone B. For 1976-1984 set I value.)

1

I = 1

b) Design Risk Factor,  $R_0$ 

(set to 1.0 if other than 1975-2004, or not known)

1

 $R_0 = 1$ 

c) Return Period Factor, R

(from NZS1170.0:2004 Building Importance Level)

Choose Importance Level

1 2 3 4

R = 1.0

d) Factor G

=  $IR_0/R$ 

Factor G: 1.00

1.00

## 2.5 Ductility Scaling Factor, Factor H

a) Available Displacement Ductility Within Existing Structure

Comment:

Timber framed bracing

 $\mu = 2.00$ 

2.00

b) Factor H

For pre 1976 (maximum of 2)  
For 1976 onwards $k_{\mu} = 1.57$  $k_{\mu} = 1$ 

Factor H: 1.57

 $k_{\mu} = 1.57$  $k_{\mu} = 1$ 

1.57

(where  $k_{\mu}$  is NZS1170.5:2004 Inelastic Spectrum Scaling Factor, from accompanying Table 3.3)

## 2.6 Structural Performance Scaling Factor, Factor I

a) Structural Performance Factor,  $S_p$ 

(from accompanying Figure 3.4)

Tick if light timber-framed construction in this direction

 $S_p = 0.50$ 

0.50

b) Structural Performance Scaling Factor

=  $1/S_p$ 

Factor I: 2.00

2.00

Note Factor B values for 1992 to 2004 have been multiplied by 0.87 to account for  $S_p$  in this period2.7 Baseline %NBS for Building, (%NBS)<sub>b</sub>(equals (%NBS)<sub>nom</sub> x E x F x G x H x I)

41%

41%

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## Initial Evaluation Procedure (IEP) Assessment - Completed for {Client/TA}

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## Table IEP-3 Initial Evaluation Procedure Step 3

## Step 3 - Assessment of Performance Achievement Ratio (PAR)

(Refer Appendix B - Section B3.2)

## a) Longitudinal Direction

Critical Structural Weakness      Effect on Structural Performance  
(Choose a value - Do not interpolate)      Factors

## 3.1 Plan Irregularity

Effect on Structural Performance    ☐ Severe      ☒ Significant      ☐ Insignificant

Factor A 

## 3.2 Vertical Irregularity

Effect on Structural Performance    ☐ Severe      ☐ Significant      ☒ Insignificant

Factor B 

## 3.3 Short Columns

Effect on Structural Performance    ☐ Severe      ☐ Significant      ☒ Insignificant

Factor C 

## 3.4 Pounding Potential

(Estimate D1 and D2 and set D = the lower of the two, or 1.0 if no potential for pounding, or consequences are considered to be minimal)

## a) Factor D1: - Pounding Effect

**Note:**  
Values given assume the building has a frame structure. For stiff buildings (eg shear walls), the effect of pounding may be reduced by taking the coefficient to the right of the value applicable to frame buildings.

Factor D1 For Longitudinal Direction: 

Table for Selection of Factor D1	Severe	Significant	Insignificant
Separation	0<Sep<.005H	.005<Sep<.01H	Sep>.01H
Alignment of Floors within 20% of Storey Height	<input type="radio"/> 0.7	<input type="radio"/> 0.8	<input checked="" type="radio"/> 1
Alignment of Floors not within 20% of Storey Height	<input type="radio"/> 0.4	<input type="radio"/> 0.7	<input type="radio"/> 0.8

Comment

## b) Factor D2: - Height Difference Effect

Factor D2 For Longitudinal Direction: 

Table for Selection of Factor D2	Severe	Significant	Insignificant
	0<Sep<.005H	.005<Sep<.01H	Sep>.01H
Height Difference > 4 Storeys	<input type="radio"/> 0.4	<input type="radio"/> 0.7	<input checked="" type="radio"/> 1
Height Difference 2 to 4 Storeys	<input type="radio"/> 0.7	<input type="radio"/> 0.9	<input type="radio"/> 1
Height Difference < 2 Storeys	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1

Comment

Factor D 

## 3.5 Site Characteristics - Stability, landslide threat, liquefaction etc as it affects the structural performance from a life-safety perspective

Effect on Structural Performance    ☐ Severe      ☐ Significant      ☒ Insignificant

Factor E 

## 3.6 Other Factors - for allowance of all other relevant characteristics of the building

For ≤ 3 storeys - Maximum value 2.5  
otherwise - Maximum value 1.5.  
No minimum.

Factor F 

Record rationale for choice of Factor F:  
Some areas of Pumice walls

## 3.7 Performance Achievement Ratio (PAR)

(equals A x B x C x D x E x F)

PAR  
Longitudinal

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## Table IEP-3 Initial Evaluation Procedure Step 3

## Step 3 - Assessment of Performance Achievement Ratio (PAR)

(Refer Appendix B - Section B3.2)

## b) Transverse Direction

Critical Structural Weakness      Effect on Structural Performance  
(Choose a value - Do not interpolate)      Factors

## 3.1 Plan Irregularity

Effect on Structural Performance    ☐ Severe    ☒ Significant    ☐ Insignificant    Factor A

Comment

## 3.2 Vertical Irregularity

Effect on Structural Performance    ☐ Severe    ☐ Significant    ☒ Insignificant    Factor B

Comment

## 3.3 Short Columns

Effect on Structural Performance    ☐ Severe    ☐ Significant    ☒ Insignificant    Factor C

Comment

## 3.4 Pounding Potential

(Estimate D1 and D2 and set D = the lower of the two, or 1.0 if no potential for pounding, or consequences are considered to be minimal)

## a) Factor D1: - Pounding Effect

**Note:**  
Values given assume the building has a frame structure. For stiff buildings (eg shear walls), the effect of pounding may be reduced by taking the coefficient to the right of the value applicable to frame buildings.

Factor D1 For Transverse Direction: 

Table for Selection of Factor D1	Severe	Significant	Insignificant
Separation	0<Sep<.005H	.005<Sep<.01H	Sep>.01H
Alignment of Floors within 20% of Storey Height	<input type="radio"/> 0.7	<input type="radio"/> 0.8	<input checked="" type="radio"/> 1
Alignment of Floors not within 20% of Storey Height	<input type="radio"/> 0.4	<input type="radio"/> 0.7	<input type="radio"/> 0.8

Comment

## b) Factor D2: - Height Difference Effect

Factor D2 For Transverse Direction: 

Table for Selection of Factor D2	Severe	Significant	Insignificant
	0<Sep<.005H	.005<Sep<.01H	Sep>.01H
Height Difference > 4 Storeys	<input type="radio"/> 0.4	<input type="radio"/> 0.7	<input checked="" type="radio"/> 1
Height Difference 2 to 4 Storeys	<input type="radio"/> 0.7	<input type="radio"/> 0.9	<input type="radio"/> 1
Height Difference < 2 Storeys	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1

Comment

Factor D 

## 3.5 Site Characteristics - Stability, landslide threat, liquefaction etc as it affects the structural performance from a life-safety perspective

Effect on Structural Performance    ☐ Severe    ☐ Significant    ☒ Insignificant    Factor E

Comment

## 3.6 Other Factors - for allowance of all other relevant characteristics of the building

For ≤ 3 storeys - Maximum value 2.5  
otherwise - Maximum value 1.5.  
No minimum.

Factor F 

## Record rationale for choice of Factor F:

Some areas of Pumice walls

## 3.7 Performance Achievement Ratio (PAR)

(equals A x B x C x D x E x F)

PAR

Transverse 

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Initial Evaluation Procedure (IEP) Assessment - Completed for {Client/TA}		Page 6																													
Street Number & Name:	Job No.: 182311																														
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Name of building:	Date: 12/02/2019																														
City:	Revision No.: 1																														
<p><b>Table IEP-4 Initial Evaluation Procedure Steps 4, 5 and 6</b></p> <p><b>Step 4 - Percentage of New Building Standard (%NBS)</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;">Longitudinal</th> <th style="width: 25%; text-align: center;">Transverse</th> </tr> </thead> <tbody> <tr> <td>4.1 Assessed Baseline (%NBS)<sub>b</sub> (from Table IEP - 1)</td> <td style="text-align: center;">41%</td> <td style="text-align: center;">41%</td> </tr> <tr> <td>4.2 Performance Achievement Ratio (PAR) (from Table IEP - 2)</td> <td style="text-align: center;">0.49</td> <td style="text-align: center;">0.49</td> </tr> <tr> <td>4.3 PAR x Baseline (%NBS)<sub>b</sub></td> <td style="text-align: center;">20%</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>4.4 Percentage New Building Standard (%NBS) (Use lower of two values from Step 4.3)</td> <td></td> <td style="text-align: center;">20%</td> </tr> </tbody> </table> <p><b>Step 5 - Potentially Earthquake Prone?</b> <span style="float: right;">%NBS ≤ 34</span></p> <p style="text-align: center;">(Mark as appropriate)</p> <p style="text-align: right;"><input type="checkbox"/> YES</p> <p><b>Step 6 - Potentially Earthquake Risk?</b> <span style="float: right;">%NBS &lt; 67</span></p> <p style="text-align: center;">(Mark as appropriate)</p> <p style="text-align: right;"><input type="checkbox"/> YES</p> <p><b>Step 7 - Provisional Grading for Seismic Risk based on IEP</b></p> <p style="text-align: right;"><b>Seismic Grade</b> <input type="text" value="D"/></p> <p>Additional Comments (items of note affecting IEP score)</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <p style="margin-top: 20px;">Evaluation Confirmed by _____ Signature</p> <p style="margin-left: 300px;">_____ Name</p> <p style="margin-left: 300px;">_____ CPEng. No</p> <p><b>Relationship between Grade and %NBS :</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Grade:</th> <th style="width: 10%;">A+</th> <th style="width: 10%;">A</th> <th style="width: 10%;">B</th> <th style="width: 10%;">C</th> <th style="width: 10%;">D</th> <th style="width: 10%;">E</th> </tr> </thead> <tbody> <tr> <td>% NBS:</td> <td>&gt; 100</td> <td>100 to 80</td> <td>79 to 67</td> <td>66 to 34</td> <td>33 to 20</td> <td>&lt; 20</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; font-size: small;"> <p><b>WARNING!!</b> This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in the New Zealand Society for Earthquake Engineering document "Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, June 2006". This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.</p> </div>				Longitudinal	Transverse	4.1 Assessed Baseline (%NBS) <sub>b</sub> (from Table IEP - 1)	41%	41%	4.2 Performance Achievement Ratio (PAR) (from Table IEP - 2)	0.49	0.49	4.3 PAR x Baseline (%NBS) <sub>b</sub>	20%	20%	4.4 Percentage New Building Standard (%NBS) (Use lower of two values from Step 4.3)		20%	Grade:	A+	A	B	C	D	E	% NBS:	> 100	100 to 80	79 to 67	66 to 34	33 to 20	< 20
	Longitudinal	Transverse																													
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4.2 Performance Achievement Ratio (PAR) (from Table IEP - 2)	0.49	0.49																													
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% NBS:	> 100	100 to 80	79 to 67	66 to 34	33 to 20	< 20																									



## PHOTOGRAPHS

Waiora House 182311

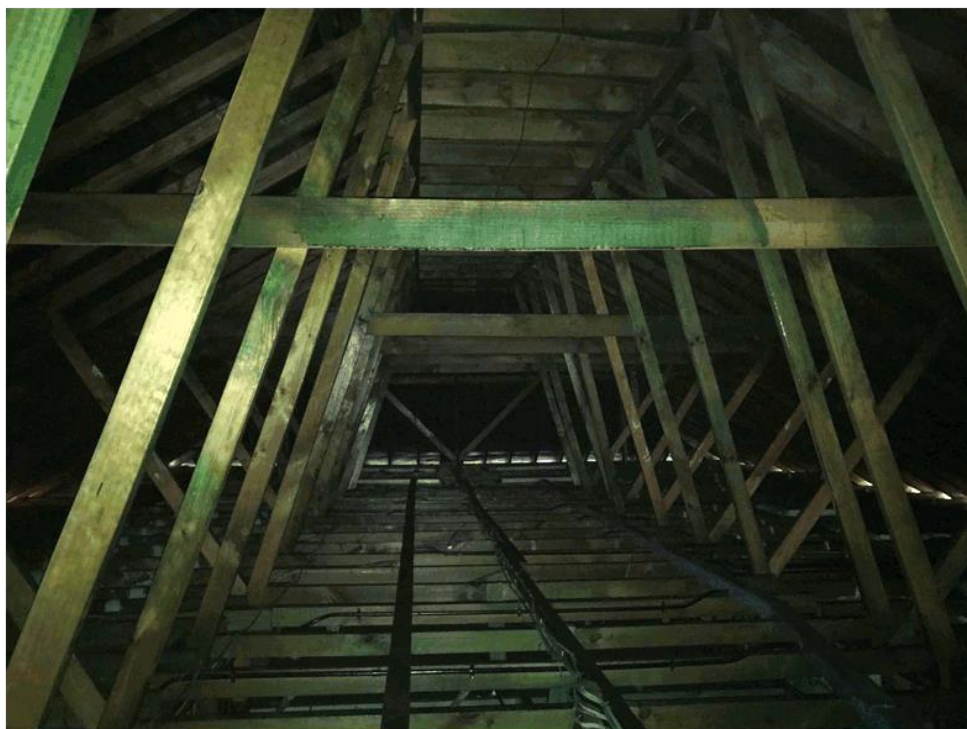


Photo 1



Photo 2



Photo 3



Photo 4





Photo 5



Photo 6

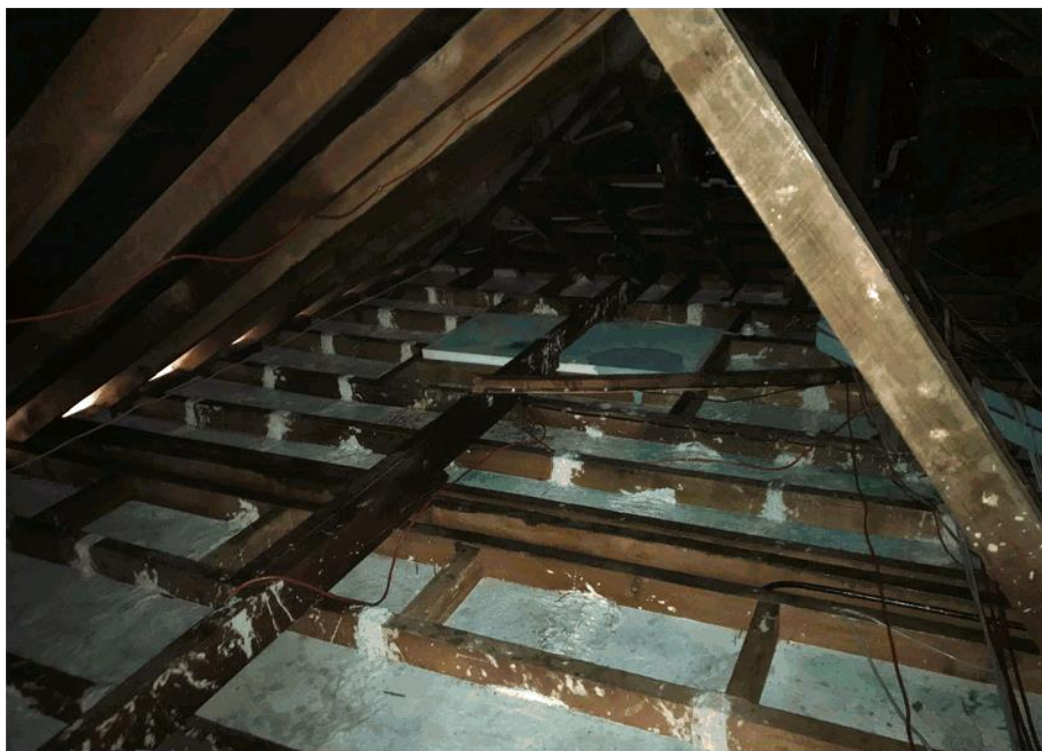


Photo 7



Photo 8



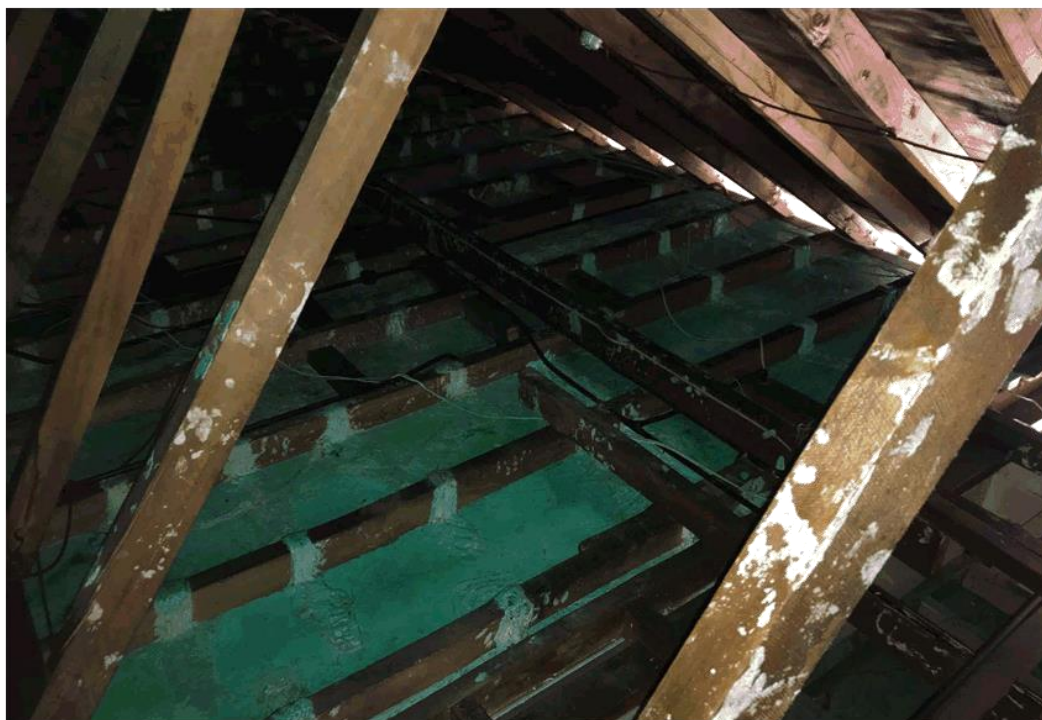


Photo 9

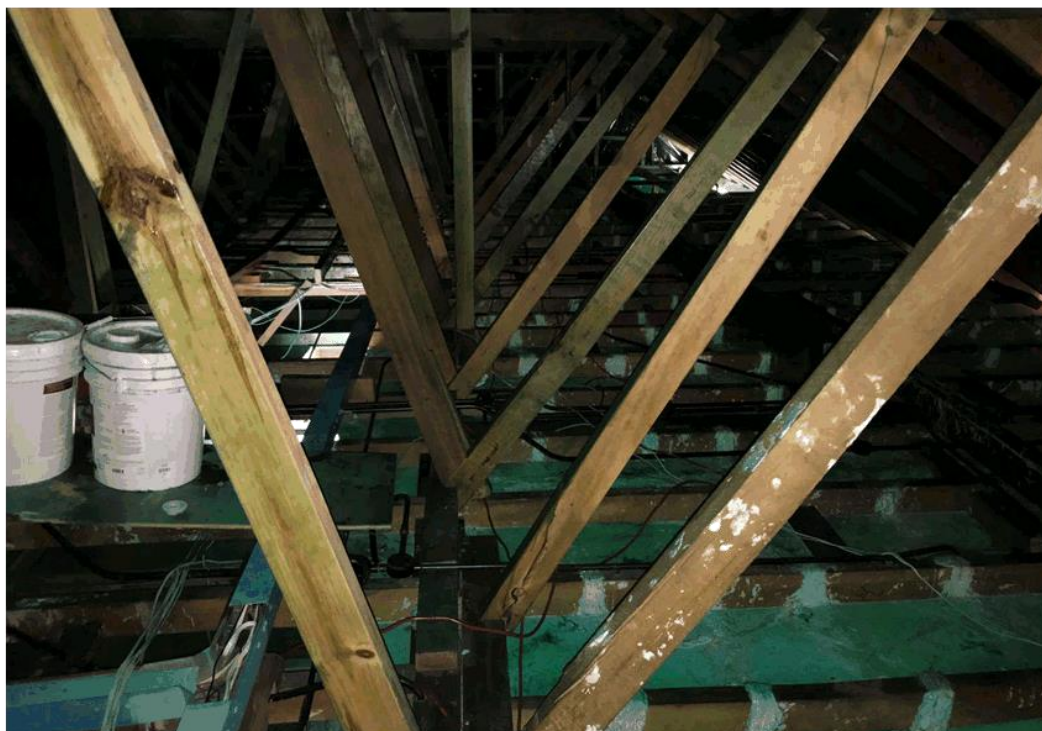


Photo 10

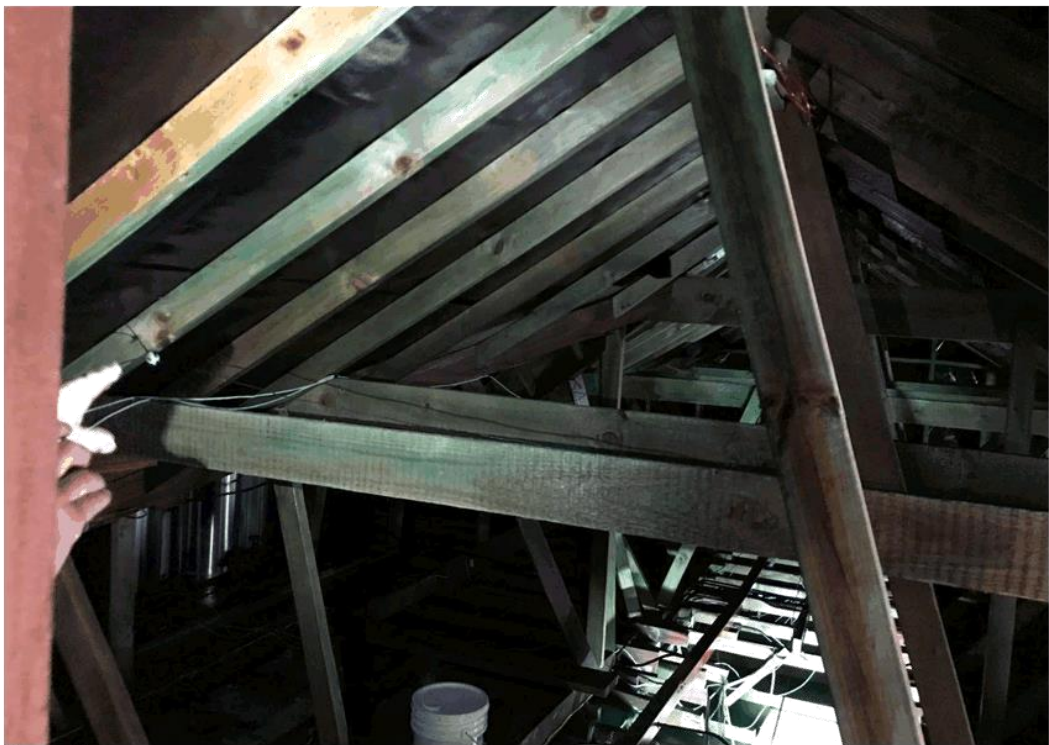


Photo 11

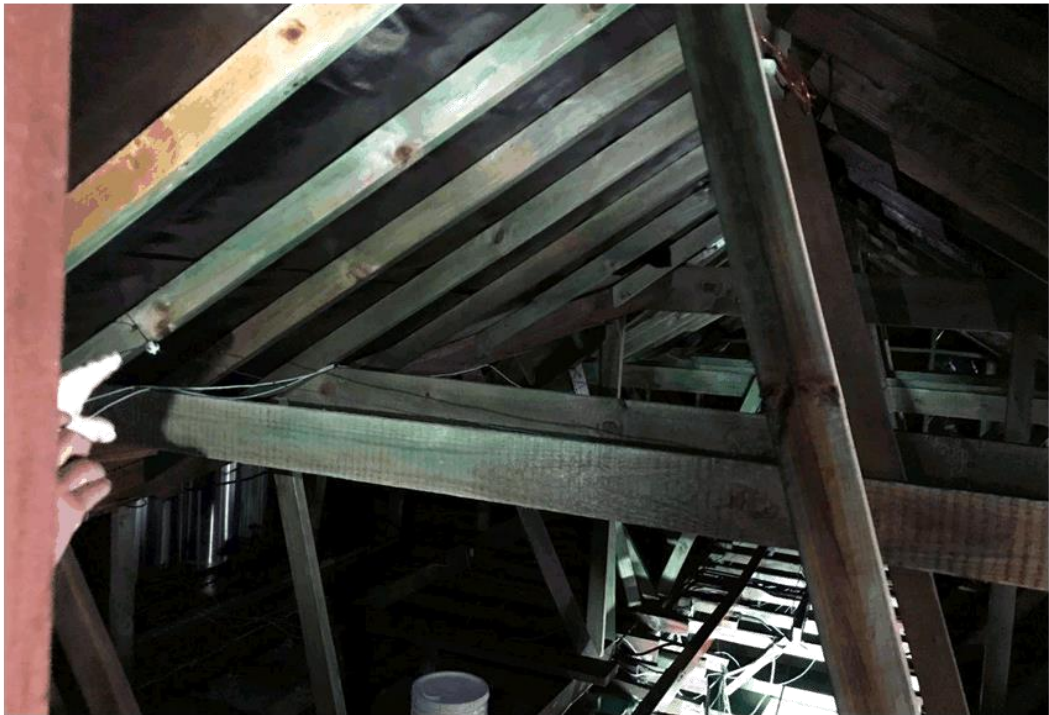


Photo 12





Photo 13



Photo 14





## ASBESTOS SAMPLING & ASSESSMENT REPORT

LOCATION | Wairoa House, 129 Spa Road, Taupo



Client: Taupo District Council

Date: 30<sup>th</sup> of January 2019



Virotech  
P.O Box 16033  
Bethlehem  
Tauranga

30<sup>th</sup> of January 2019

Taupo District Council  
Private Bag 2005  
Taupo 3352

Attention: Mr Gareth Robinson (Facilities Manager)

**Re: Asbestos Sampling & Assessment Report - Wairoa House, 129 Spa Road, Taupo**

**Introduction**

This report relates to invasive sampling for asbestos containing material ("ACM"), that was completed on the internal walls of Wairoa House, 129 Spa Road, Taupo. Composite bulk samples were taken from insulating board that was discovered inside the internal wall linings of the building.

The insulation board is commonly known as millboard and has been confirmed as an ACM. The millboard appears to have been installed as a fire proofing material.

The purpose of the invasive sampling was to ascertain the extent of all hidden millboard so that decisions can be made regarding the future of the building.

The invasive sampling work was completed between the 18<sup>th</sup> and 24<sup>th</sup> of January 2019.

Cement board ACM has previously been identified beneath the exterior plaster coating of the building. This ACM is present on all external wall elevations of the building.

**Relevant Policy**

Where applicable, all asbestos sampling procedures and laboratory analysis was conducted in accordance with the Health and Safety at Work (Asbestos) Regulations 2016 ("the Regulations"), and the Worksafe NZ Asbestos Code of Practice.

**Laboratory Testing**

All testing was carried out by an approved IANZ accredited laboratory (R J Hill Laboratories Ltd) using Low Powered Stereomicroscopy, and or, Polarised Light Microscopy.



### Laboratory Analysis Results

The following table details the laboratory analysis results:

Wairoa House - Taupo				
LOCATION	SAMPLE TYPE	SAMPLE NUMBER	DATE ANALYSED	RESULT
Zone 1	Secondary wall lining - Insulating board	S001	30/01/2019	Chrysotile and Amosite
Zone 2	Secondary wall linings - Insulating board	S002	30/01/2019	Chrysotile and Amosite
Zone 3	Secondary wall linings - Insulating board	S003	30/01/2019	Chrysotile and Amosite
Zone 4	Secondary wall linings - Insulating board	S004	30/01/2019	Chrysotile and Amosite
Zone 5	Secondary wall linings - Insulating board	S005	30/01/2019	Chrysotile and Amosite

The associated laboratory report (2115370) contains full details of the analysis and results. The attached map references the relevant sampling zones.

### Disclaimer

All results, reports and recommendations are subject to Virotech's standard terms and conditions of trade and service. This report is for the sole use of Taupo District Council. It is not to be reproduced without the written consent of Virotech.

### Insurance

Virotech holds Professional Indemnity, Public Liability, and Statutory Liability Insurances, for monitoring, sampling, testing, and reporting of hazardous materials, including an extension for asbestos. Copies of Virotech's policies are available upon request.

### Summary

On reliance of the laboratory analysis, the composite bulk samples taken from the internal millboard at Wairoa House, have been found to contain asbestos.

The millboard is a soft board type product that is easily damaged. It is considered friable when cut or generally disturbed.

Pursuant to the Asbestos Regulations, the removal of any friable product must be completed under Class A asbestos removal procedures, this includes constructing an enclosure around a particular removal zone. All enclosures require integrity testing to ensure no leaks are present.

In this case the millboard is concealed behind external layers of gib board and in most cases it penetrates into the ceiling cavity area. In all areas the millboard is sandwiched between structural wall framing and roof trusses (both timber). This amalgamation between the millboard and the structural timbers greatly increases the complexity of any removal procedures.



Any removal procedures would likely to require substantial deconstruction of the internal walls to enable the construction of an enclosure (to prevent the transfer of airborne respiratory fibre).

Given the stringent requirements of Class A removal procedures, and the extent of the internal concealment of the millboard, any asbestos removal is likely to be very difficult if the structural integrity of the building is required to be maintained.

A suitably qualified structural engineer should be engaged if any removal work requires surrounding walls and trusses to be cut or removed.

All millboard sampling locations have been sealed with an encapsulation product and covered with clear plastic to prevent airborne fibre transfer.

Exact measurements have not yet be calculated, however the total amount of millboard ACM is expected to be approximately 250 square metres.

The attached photographs of the millboard locations refer.

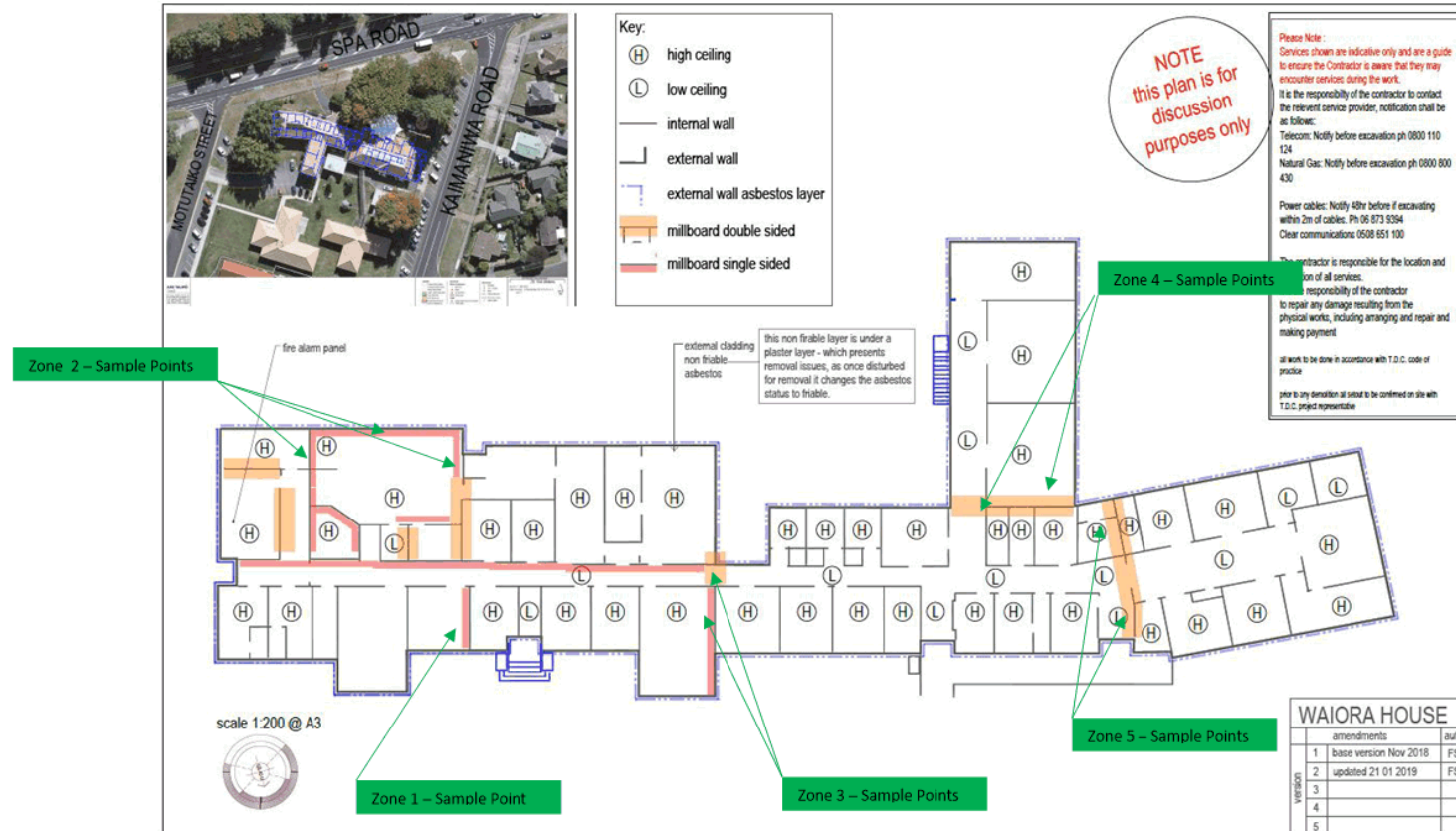
Yours faithfully

A handwritten signature in black ink, appearing to read 'Darren Adams', is written over a light blue horizontal line.

Darren Adams LL.B, Dip NZPOL, PGCertHealSc(HAZA)  
Hazmat Consultant  
Licensed Asbestos Assessor #AA16110215  
Certified Asbestos Surveyor (BOHS)  
Ph: 0275441437 / Email: [darren@virotech.co.nz](mailto:darren@virotech.co.nz)



# Waiora House – Overview Map





Zone 1 - Insulating Board Secondary Wall Lining - **Confirmed ACM**





Zone 2- Insulating Board Secondary Wall Linings - **Confirmed ACM**



Zone 3 - Insulating Board Secondary Wall Linings - **Confirmed ACM**





Zone 4- Insulating Board Secondary Wall Linings - **Confirmed ACM**



Zone 5 - Insulating Board Secondary Wall Linings - **Confirmed ACM**



**Hill Laboratories**  
TRIED, TESTED AND TRUSTED

R J Hill Laboratories Limited  
Level 1, 72 Grafton Road  
Grafton  
Auckland 1010 New Zealand

T 0508 HILL LAB (44 555 22)  
T +64 7 858 2000  
E mail@hill-labs.co.nz  
W www.hill-laboratories.com

## Certificate of Analysis

Page 1 of 1

<b>Client:</b> Virotech Limited	<b>Lab No:</b> 2115370	A3Py1
<b>Contact:</b> Mr Rich Martin	<b>Date Received:</b> 29-Jan-2019	
C/- Virotech Limited	<b>Date Reported:</b> 30-Jan-2019	
PO Box 16033	<b>Quote No:</b> 80768	
Bethlehem	<b>Order No:</b>	
Tauranga 3147	<b>Client Reference:</b> Taupo District Council - Waiora House, 129	
	<b>Add. Client Ref:</b> Spa Road, Taupo	
	<b>Submitted By:</b> Mr Rich Martin	
	<b>Sampled:</b> 24/01/19	

### Sample Type: Building Material

Sample Name	Lab Number	Sample Category	Sample Weight on receipt (g)	Asbestos Presence / Absence
Insulation Board - Zone 1	2115370.1	Fibre Board	1.78	Amosite (Brown Asbestos) and Chrysotile (White Asbestos) detected.
Insulation Board - Zone 2	2115370.2	Fibre Board	5.35	Amosite (Brown Asbestos) and Chrysotile (White Asbestos) detected.
Insulation Board - Zone 3	2115370.3	Fibre Board	1.60	Amosite (Brown Asbestos) and Chrysotile (White Asbestos) detected.
Insulation Board - Zone 4	2115370.4	Fibre Board	2.44	Amosite (Brown Asbestos) and Chrysotile (White Asbestos) detected.
Insulation Board - Zone 5	2115370.5	Fibre Board	1.29	Amosite (Brown Asbestos) and Chrysotile (White Asbestos) detected.

### Summary of Methods

The following table(s) give a brief description of the methods used to conduct the analyses for this job. The detection limits given below are those attainable in a relatively clean matrix. Detection limits may be higher for individual samples should insufficient sample be available, or if the matrix requires that dilutions be performed during analysis. Unless otherwise indicated, analyses were performed at Hill Laboratories, 28 Duke Street, Franklin, Hamilton 3204.

Sample Type: Building Material			
Test	Method Description	Default Detection Limit	Sample No
<b>Asbestos in Bulk Material</b>			
Sample Category	Assessment of sample type. Analysed at Hill Laboratories - Asbestos, 72 Grafton Road, Auckland.	-	1-5
Sample Weight on receipt	Sample weight. Analysed at Hill Laboratories - Asbestos, 72 Grafton Road, Auckland.	0.01 g	1-5
Asbestos Presence / Absence	Examination using Low Powered Stereomicroscopy followed by 'Polarised Light Microscopy' including 'Dispersion Staining Techniques'. Analysed at Hill Laboratories - Asbestos, 72 Grafton Road, Auckland. AS 4964 (2004) - Method for the Qualitative Identification of Asbestos in Bulk Samples.	-	1-5

These samples were collected by yourselves (or your agent) and analysed as received at the laboratory.

Samples are held at the laboratory after reporting for a length of time depending on the preservation used and the stability of the analytes being tested. Once the storage period is completed the samples are discarded unless otherwise advised by the client.

This certificate of analysis must not be reproduced, except in full, without the written consent of the signatory.

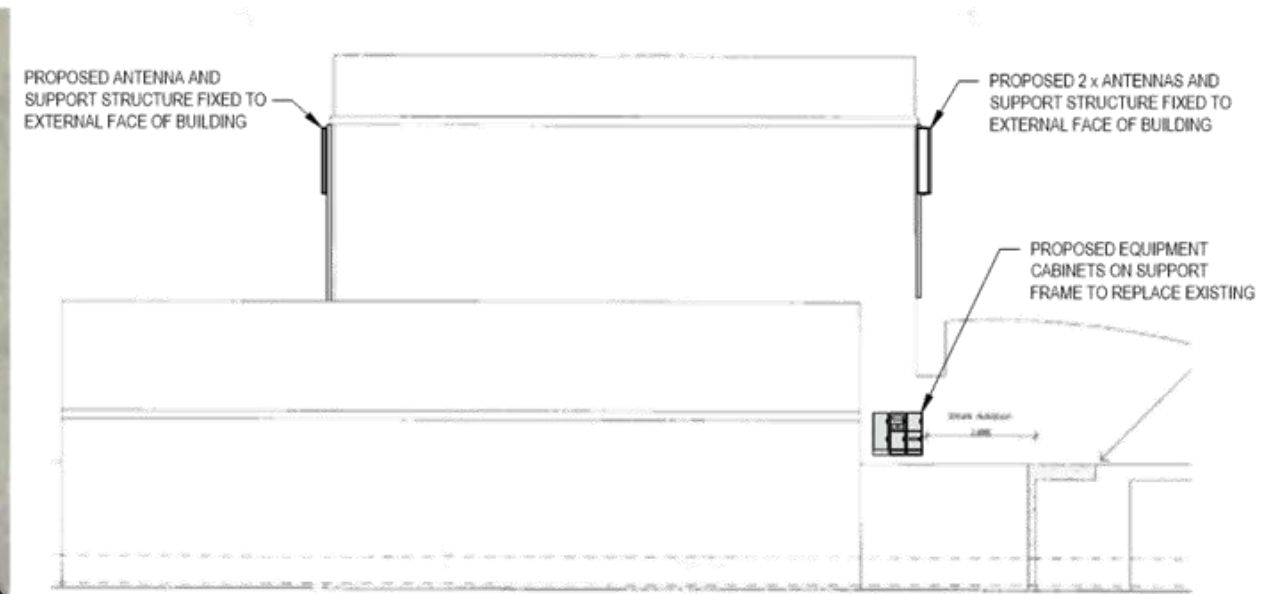
*Keith Benson*

Keith Benson HNC Chem  
Laboratory Technician - Asbestos

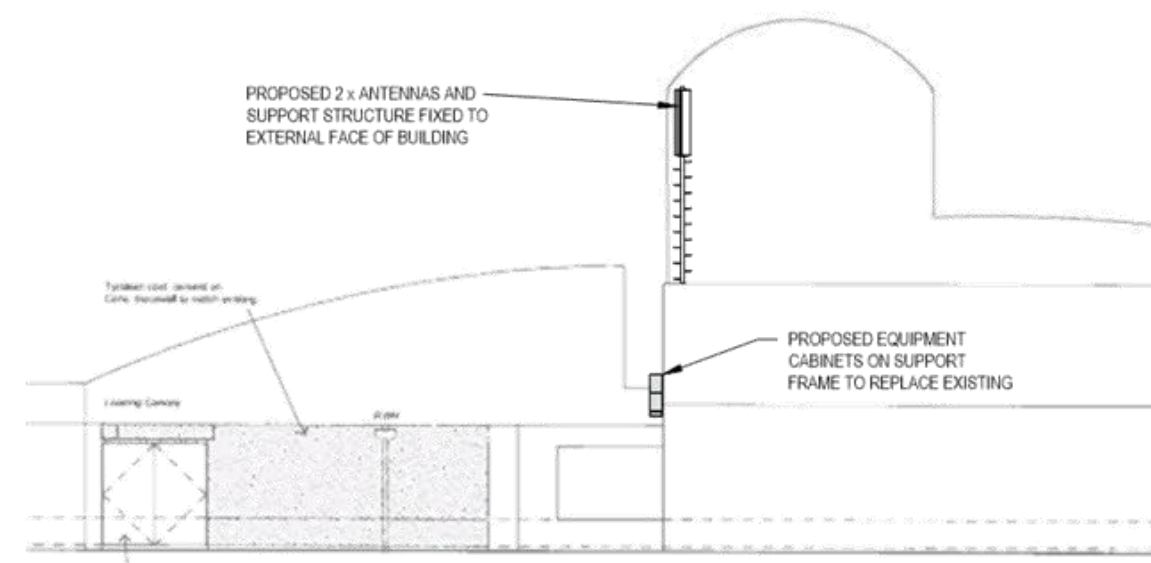


This Laboratory is accredited by International Accreditation New Zealand (IANZ), which represents New Zealand in the International Laboratory Accreditation Cooperation (ILAC). Through the ILAC Mutual Recognition Arrangement (ILAC-MRA) this accreditation is internationally recognised. The tests reported herein have been performed in accordance with the terms of accreditation, with the exception of tests marked \*, which are not accredited.





**EAST ELEVATION**  
NOT TO SCALE



**NORTH ELEVATION**  
NOT TO SCALE

MX64 - TAUPO TOWN CENTRE **ANTENNA OPTION A**

FIGURE: 503598-0000-FIG-ST-01



PHOTO ILLUSTRATION - OPTION A  
NOT TO SCALE

DRAFT

Plot Date: 13/3/2019 10:12:33 AM Office: NZA/L File Name: \AURECON\INFO\SHARES\NZA\L\PROJECTS\200000\BET\234865\PHASE 2\A\SITES\MTEC - TAUPO TOWN CENTRE 12018 NEW SITE\5 CAD\ORIG\STRA\INFORMATION\503598-0000\FIG-ST-04.DWG

DIAGRAM PREPARED FOR  
ILLUSTRATIVE PURPOSES ONLY

MX64 - TAUPO TOWN CENTRE **PHOTO ILLUSTRATION**

FIGURE: 503598-0000-FIG-ST-04

**Section 103 Class 4 Venues in Territorial Authority**

Report generated on: 6 March 2019

**TAUPO DISTRICT**

Society Name	Venue Name	Venue Physical Address	GM Count	Maximum GM	TA Approved Maximum	GM on 22 Sept 2003	Exist on 17 Oct 2001 (Y/N)	Off Schedule
GRASSROOTS TRUST LIMITED	Pitch Sports Bar	38-40 TUWHARETOA STREET	9	9	9	9	N	N
New Zealand Racing Board	TAB TAUPO	36 TUWHARETOA STREET	9	9	9	0	N	N
PELORUS TRUST	Turangi Tavern	17 OHUANGA ROAD	18	18		18	Y	N
PUB CHARITY LIMITED	Fox and Hounds	92 Roberts Street	9	9	9			N
TAUPO COSMOPOLITAN CLUB INC	TAUPO COSMOPOLITAN CLUB	5 TANIWHA STREET	18	18		18	Y	N
THE LION FOUNDATION (2008)	dbar	22-26 TUWHARETOA STREET	18	18		18	Y	N
THE SOUTHERN TRUST	MULLIGAN'S PUBLIC HOUSE	15 TONGARIRO STREET	9	9	9	0	N	N
Tokaanu-Turangi Districts Memorial RSA (Inc)	TOKAANU-TURANGI & DISTRICTS MEMORIAL RSA	KATOPU PLACE TURANGI	11	11		11	Y	N
YOUTHTOWN INCORPORATED	FINN MACCUHALS	CORNER TONGARIRO AND TUWHARETOA	18	18		18	Y	N
YOUTHTOWN INCORPORATED	LUCKY LIZARD	32 RICHMOND AVENUE	18	18		18	Y	N
YOUTHTOWN INCORPORATED	PUB 'N' GRUB	4 ROBERTS STREET	14	18		18	Y	N

Gaming machines currently operating at venues: 151

Plus number of gaming machines the venues below can increase by without TA consent:

PUB 'N' GRUB 4

Plus gaming machines and venues currently within 6 months of surrender date:

TAUPO RSA 18

Total number of gaming machines that may operate without TA consent: 173

Adopted:	12 December 2017
Next review date:	December 2020
Document number:	A2014485
Sponsor/Group:	Group Manager: Finance and Strategy



## Class 4 Gambling and TAB Venue Policy

### 1. Application

- 1.1 This policy applies to Class 4 and TAB Venues.

### 2. Objectives of the policy

- 2.1 To control the growth of gambling in the Taupō District within the legislative means available.
- 2.2 To minimise the harm to the community caused by gambling while allowing those who wish to participate to do so.
- 2.3 To ensure that the council and the community has influence over the location of new Class 4 and TAB venues in the Taupō District.
- 2.4 To facilitate community access to information about the funds produced and distributed from Class 4 venues within the Taupō District.

### 3. Revocations

- 3.1 The Taupō District Council Class 4 Gaming and TAB Venue Policy effective from December 2014 is revoked when this policy comes into force on 12 December 2017.

### 4. Definitions

authorised purpose	For Class 4 gambling is a charitable purpose, a non-commercial purpose that is beneficial to the whole or a section of the community, or promoting, controlling and conducting race meetings under the Racing Act 2003.
Class 4 gambling	means gambling that utilises or involves a gaming machine (as defined in the Gambling Act 2003).
Class 4 venue	means a place used to conduct Class 4 gambling.
club	means a voluntary association of persons combined for a purpose other than personal gain.
corporate society	means a society that is: <ul style="list-style-type: none"> <li>• incorporated under the Incorporated Societies Act 2003; or</li> <li>• incorporated as a board under the Charitable Trusts Act 1957; or</li> <li>• a company incorporated under the Companies Act 1993 that;               <ul style="list-style-type: none"> <li>○ does not have the capacity or power to make a profit; and</li> <li>○ is incorporated and conducted solely for authorised purposes;</li> </ul>               or             </li> <li>• a working men's club registered under the Friendly Societies and Credit Unions Act 1982.</li> </ul>
existing venue	means a venue granted a Class 4 venue licence after 17 October 2001 and before the 19 September 2003.
family	means any group that includes children under the age of 18 years.
gaming machine	as defined in the Gambling Act 2003, is a device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for use in gambling.



new venue	means a venue granted a Class 4 venue licence on or after 19 September 2003.
operator's licence	means a Class 4 operator's licence issued by the Secretary for Internal Affairs.
primary activity	means the activity primarily associated with and promoted by the venue.
society	means an association of persons established and conducted entirely for purposes other than commercial purposes.
TAB venue	means premises that are owned or leased by the New Zealand Racing Board and where the main business carried on at the premises is providing racing betting or sports betting services.
territorial authority consent	means a consent granted by a territorial authority under section 100 of the Gambling Act 2003.
venue licence	means a Class 4 venue licence issued by the Secretary for Internal Affairs.

## **5. Where Class 4 Gambling and TAB venues may be established**

- 5.1 New venues may be established within the Taupō, Turangi and Mangakino Town Centres (as defined on the maps in this policy), subject to meeting the other conditions of this policy.
- 5.2 An existing venue may continue to operate at the site where it was located on 23 March 2004, subject to meeting the other conditions of this policy.
- 5.3 If a venue that was granted a Class 4 venue licence on or before the 17 October 2001 is sold, it may continue to operate a maximum of 18 gaming machines at the site where it was located on 23 March 2004.

## **6. Number of gaming machines to be allowed**

- 6.1 The total number of gaming machines in the Taupō District shall not exceed 191.
- 6.2 Venues for which a Class 4 venue licence was granted after 17 October 2001 must not operate more than 9 gaming machines.
- 6.3 If two or more clubs merge, the merged venue may operate 30 gaming machines or the sum of the number of gaming machines licensed to operate at those sites, whichever is the lesser.

## **7. Relocation of existing Class 4 gambling venues**

- 7.1 An existing Class 4 venue may relocate provided it is relocating to or within the Taupō, Turangi and Mangakino Town Centres (as defined on the maps in this policy).
- 7.2 Class 4 venues that relocate may be allowed up to the maximum number of gaming machines approved at the time of closing of the former venue, subject to meeting the other conditions of this policy.

## **8. Primary activity of Class 4 gambling venues**

- 8.1 The primary activity of any Class 4 venue shall be for one or more of the following:
  - 8.1.1 sporting activities or
  - 8.1.2 private club activities or
  - 8.1.3 the sale of liquor, or for the sale of liquor and food, for consumption on the premises or
  - 8.1.4 racing and sports betting services.
- 8.2 The primary activity of the venue shall not be an activity associated with family or children's activities, and is generally expected that patrons would be restricted to persons 18 years or older.

## **9. Primary activity of TAB venues**



- 9.1 The primary activity of any TAB venue shall be for providing racing betting and sports betting services.

## **10. Consent requirements for Class 4 gambling venues**

- 10.1 The venue shall not be part of a place where another Class 4 venue is located.
- 10.2 The venue is not to be used mainly for operating gaming machines.
- 10.3 The venue shall not have a separate entrance, separate name, or otherwise seem to be separate from the primary activity of the venue.
- 10.4 The venue must have an on-licence, club licence or charter for the sale of liquor for consumption on the premises (TAB venues are exempt from this requirement).
- 10.5 The venue must have a statement of how it proposes to minimise the risks of problem gambling and underage gambling at the venue.
- 10.6 The applicant must meet the application and fee requirements.

## **11. Consent requirements for TAB venues**

- 11.1 The venue shall not be part of a place where another TAB is located.
- 11.2 The venue must have a statement of how it proposes to minimise the risks of problem gambling and underage gambling at the venue.
- 11.3 The applicant meeting application and fee requirements.

## **12. Application for consent**

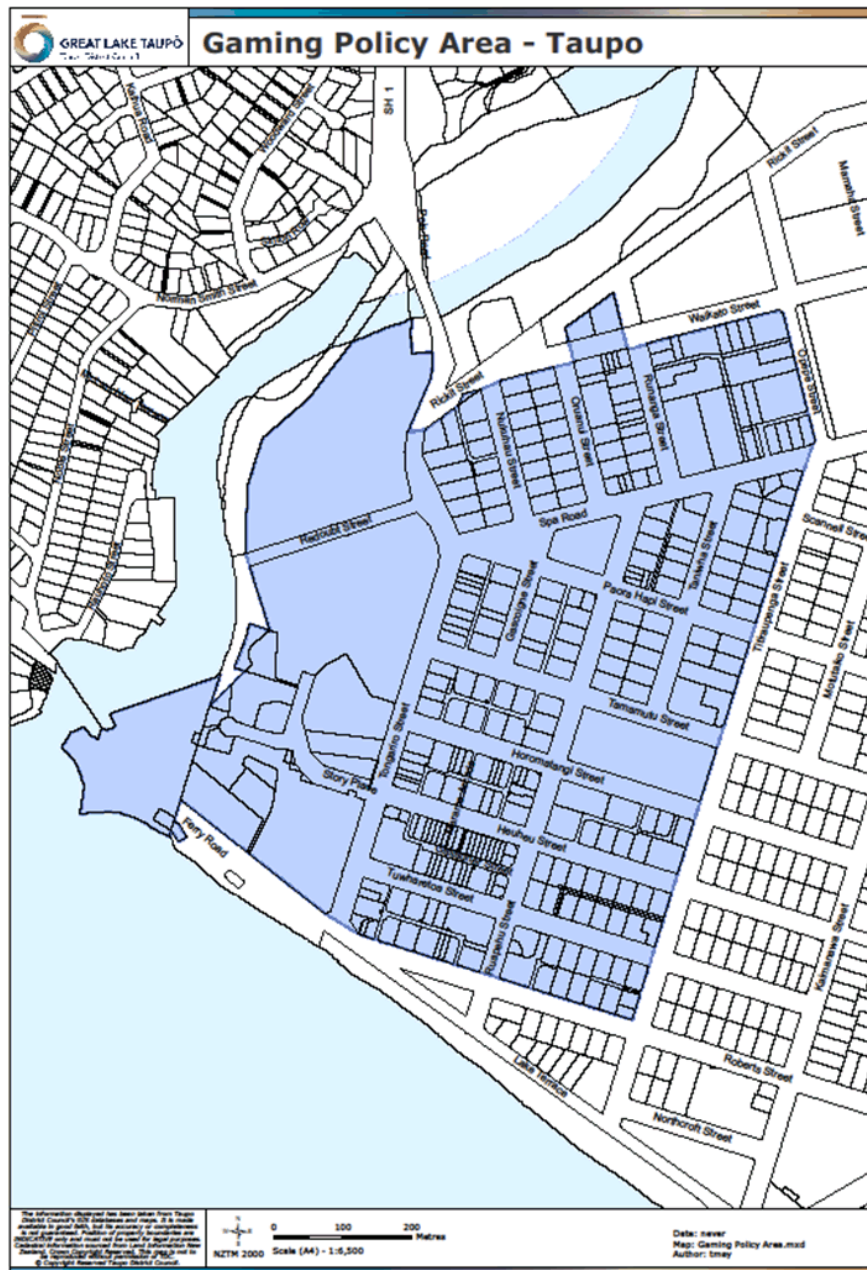
- 12.1 Applications for territorial authority consent must provide:
  - 12.1.1 name and contact details of the applicant, and
  - 12.1.2 a description of the proposed Class 4 or TAB venue and its location, and
  - 12.1.3 a profile of the venue manager and the venue operator including details of their experience in gambling, character, and qualifications, and
  - 12.1.4 the number of gaming machines to be located at the Class 4 venue, and
  - 12.1.5 evidence that the Class 4 venue will not be used mainly for operating gaming machines, and
  - 12.1.6 evidence of the distance to any education facility, community facility, place of worship, residential buildings or other Class 4 or TAB venues.
- 12.2 A statement of how the applicant proposes to minimise the risks of problem gambling and underage gambling at the venue.
- 12.3 Evidence of the liquor licence(s) applying to the proposed Class 4 gambling venue.
- 12.4 Any other information requested by the Council.

## **13. Fees**

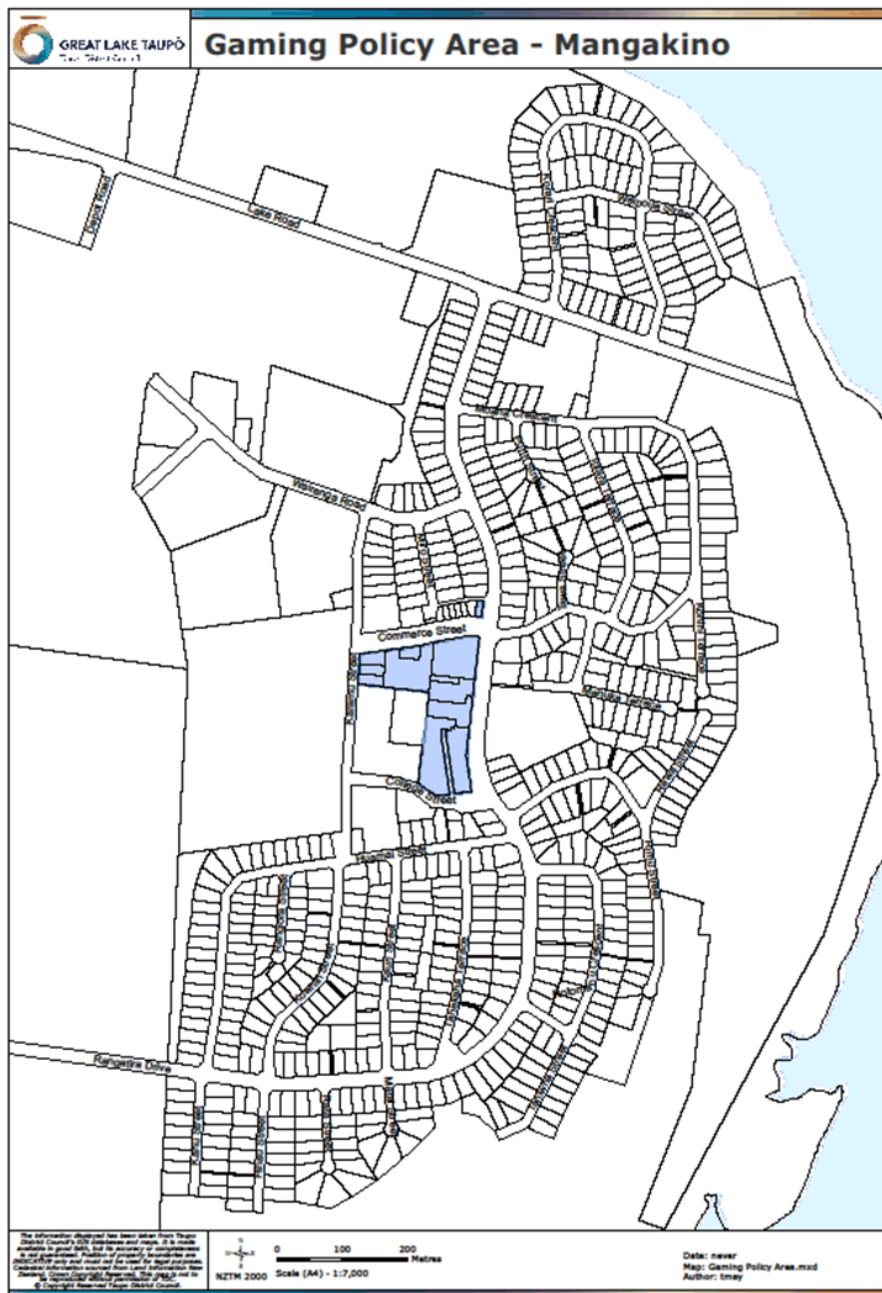
- 13.1 Fees shall be set from time to time by Council resolution in accordance with s150 of the Local Government Act 2002.

## **14. Policy review**

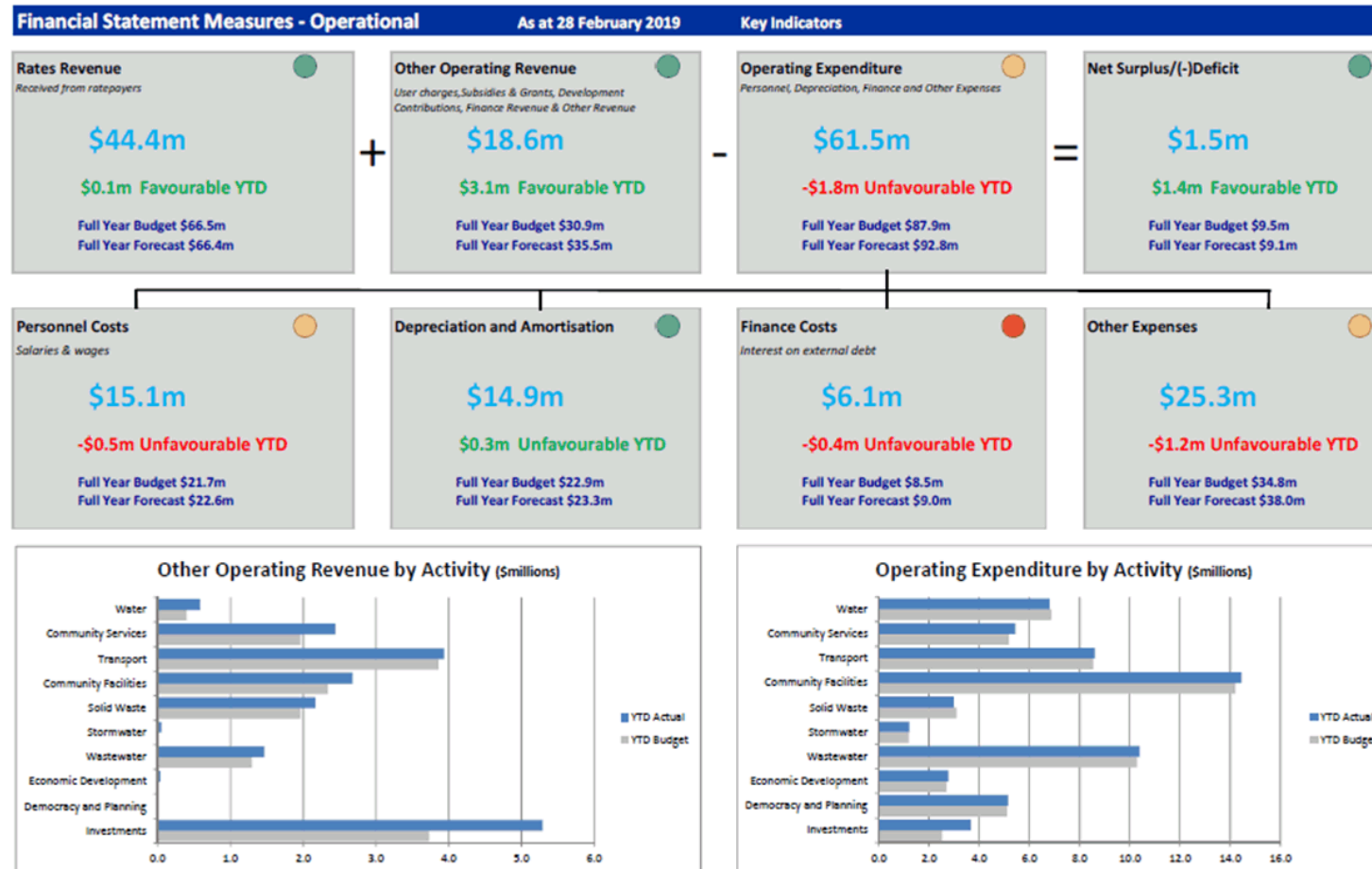
- 14.1 The policy will be reviewed from time to time as required by the Gambling Act 2003 and the Racing Act 2003.



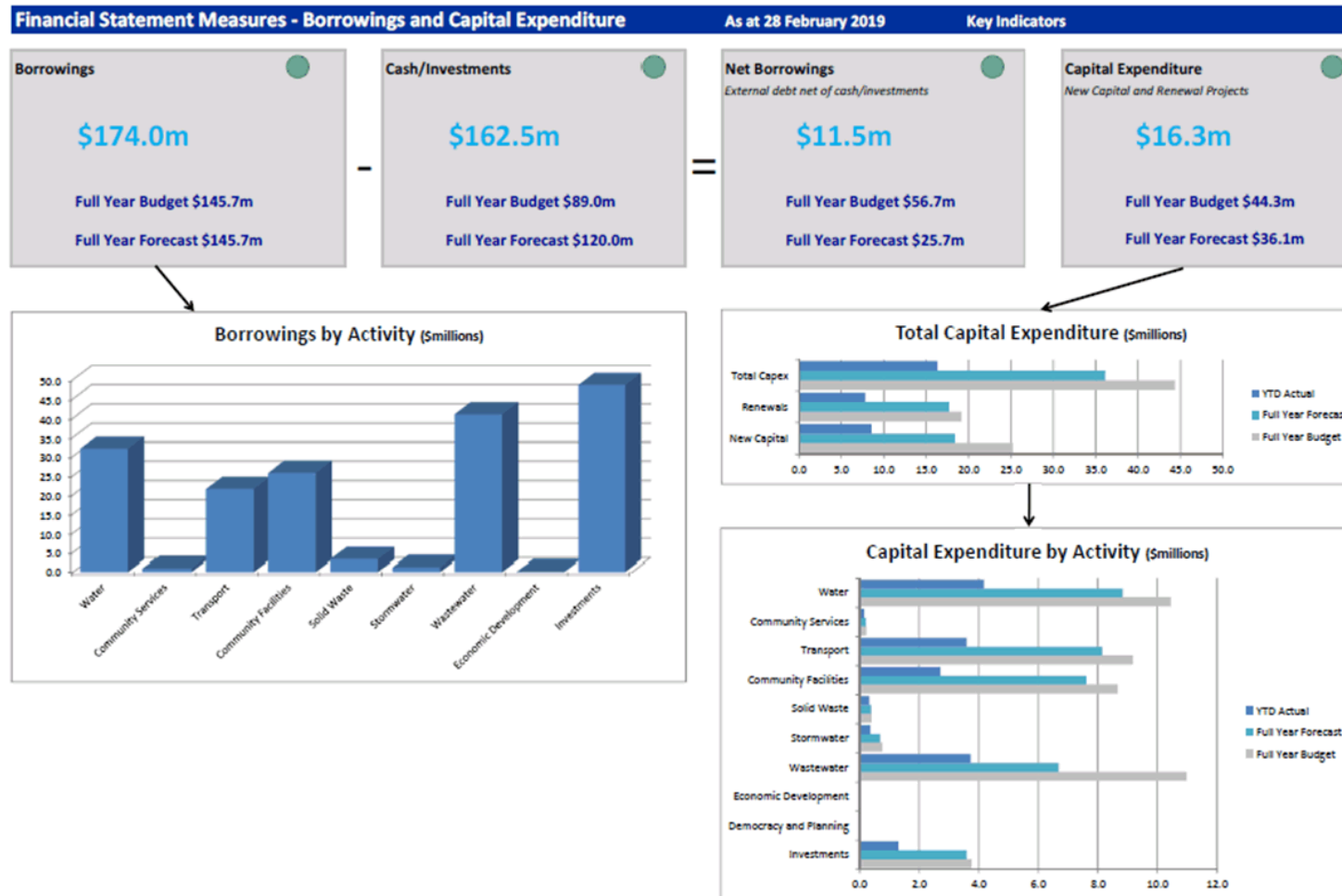




## Taupō District Council



## Taupō District Council

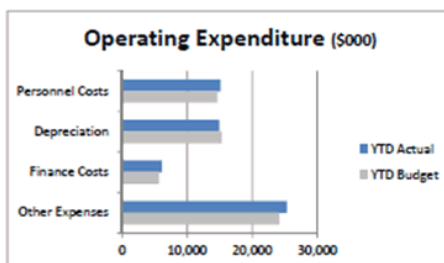
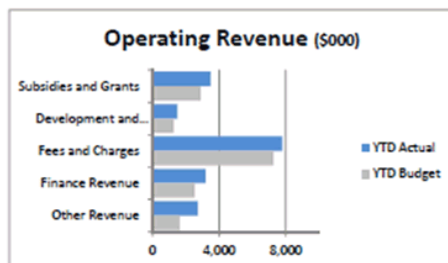




## Taupō District Council

### Statement of Comprehensive Revenue and Expense For the period ending 28 February 2019

\$000	Year to Date				Full Year			
	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	44,422	44,364	58	0%	66,473	66,413	(60)	0%
Subsidies and Grants	3,481	2,885	596	21%	4,582	5,577	995	22%
Development and Developer Agreement Contrib	1,484	1,267	217	17%	1,900	2,285	385	20%
Fees and Charges	7,782	7,242	540	7%	11,089	11,910	821	7%
Finance Revenue	3,172	2,526	646	26%	3,790	4,431	641	17%
Other Revenue	2,714	1,613	1,101	68%	9,574	11,286	1,712	18%
<b>Total Revenue</b>	<b>63,055</b>	<b>59,897</b>	<b>3,158</b>	<b>5%</b>	<b>97,408</b>	<b>101,902</b>	<b>4,494</b>	<b>5%</b>
<b>Operating Expenditure</b>								
Personnel Costs	15,142	14,600	(542)	-4%	21,748	22,553	(805)	-4%
Depreciation	14,938	15,270	332	2%	22,905	23,277	(372)	-2%
Finance Costs	6,061	5,673	(388)	-7%	8,510	8,972	(462)	-5%
Other Expenses	25,333	24,159	(1,174)	-5%	34,755	38,043	(3,288)	-9%
<b>Total Operating Expenditure</b>	<b>61,474</b>	<b>59,702</b>	<b>(1,772)</b>	<b>-3%</b>	<b>87,918</b>	<b>92,845</b>	<b>(4,927)</b>	<b>-6%</b>
<b>Net Surplus/Deficit</b>	<b>1,581</b>	<b>195</b>	<b>1,386</b>		<b>9,490</b>	<b>9,057</b>	<b>(433)</b>	
<b>Group of Activities</b>								
Water	230	(77)	307		767	1,253	486	
Community Services	98	(105)	203		(75)	(221)	(146)	
Transport	(241)	(256)	15		1,573	1,552	(21)	
Community Facilities	80	(21)	101		760	783	23	
Solid Waste	517	205	312		145	428	283	
Stormwater	18	(23)	41		756	788	32	
Wastewater	(157)	(251)	94		1,153	722	(431)	
Economic Development	(109)	(62)	(47)		(3)	(48)	(45)	
Democracy and Planning	(47)	7	(54)		0	(610)	(610)	
Investments	1,192	778	414		4,414	4,410	(4)	
<b>Net Surplus/Deficit</b>	<b>1,581</b>	<b>195</b>	<b>1,386</b>		<b>9,490</b>	<b>9,057</b>	<b>(433)</b>	



#### Explanation of variances to budget

- The Budget comparison for this report is based on the Approved Annual Plan plus any Council approved budgets subsequent to 30 June 2018.

2018/19 LTP budgeted surplus	10,505
Budgeted revenue entered as expense	20
Go Tongariro Funding TDC20160830/03	(3)
Suzhou Exhibition TDC201806/18	(86)
Litigation Funding TDC201807/Co3	(75)
Waia House TDC201809/02	(648)
Arrowsmith Washout TDC201812/09	(223)
Adjusted budgeted surplus	9,490

- Year-to-date surplus is \$1.386m ahead of the planned deficit
- Subsidies and grants are ahead of plan by \$596k due to Ministry of Health subsidy for Waitahanui budgeted in prior years \$242k and \$400k of other grants which due to their nature are unbudgeted and offset timing on NZ TA subsidies \$18k
- The development contributions budget is phased evenly across the year as it is difficult to know when developments will come on line
- The favourable variance of \$540k in fees and charges is mainly due to the following:
  - Regulatory revenue is ahead of plan by \$376k
  - Landfill revenue \$171k ahead of plan
- Finance revenue \$646k ahead of budget due to additional investment funds and \$30m of loan prefunding
- The favourable variance of \$1.101m in other revenue is made up as follows:
  - Community donations towards capital projects \$70k
  - Fines ahead of plan \$22k
  - Realised gains on share equities \$623k
  - Gain on sale of assets \$104k
  - Vested Assets \$102K
  - First time recognition of assets \$155k
- Other expenses are more than budget mainly due to:
  - Unrealised losses on share equities \$758k
  - Wastewater \$350k

## Investments

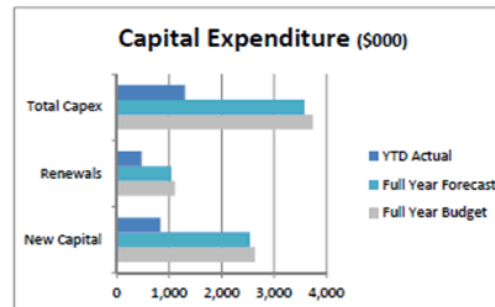
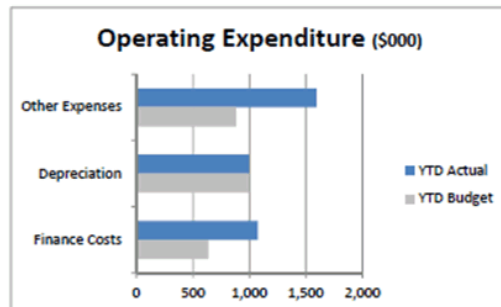


### Cost of Service Statement For the period ending 28 February 2019

	Year to Date				Full Year			
	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	(435)	(435)	0	0%	(969)	(969)	0	0%
Subsidies and Grants	149	0	149	0%	0	149	149	0%
Development and Developer Agreement Contrib	13	0	13	0%	0	13	13	0%
Fees and Charges	585	601	(16)	-3%	1,414	1,428	14	1%
Finance Revenue	3,172	2,526	646	26%	3,790	4,431	641	17%
Other Revenue	1,369	598	771	129%	3,577	5,011	1,434	40%
<b>Total Revenue</b>	<b>4,853</b>	<b>3,290</b>	<b>1,563</b>	<b>48%</b>	<b>7,812</b>	<b>10,063</b>	<b>2,251</b>	<b>29%</b>
<b>Operating Expenditure</b>								
Other Expenses	1,592	881	(711)	-81%	950	2,557	(1,607)	-169%
Depreciation	996	996	0	0%	1,494	1,728	(234)	-16%
Finance Costs	1,073	636	(437)	-69%	954	1,368	(414)	-43%
<b>Total Operating Expenditure</b>	<b>3,661</b>	<b>2,513</b>	<b>(1,148)</b>	<b>-46%</b>	<b>3,398</b>	<b>5,653</b>	<b>(2,255)</b>	<b>-66%</b>
<b>Net Surplus/Deficit</b>	<b>1,192</b>	<b>777</b>	<b>415</b>		<b>4,414</b>	<b>4,410</b>	<b>(4)</b>	

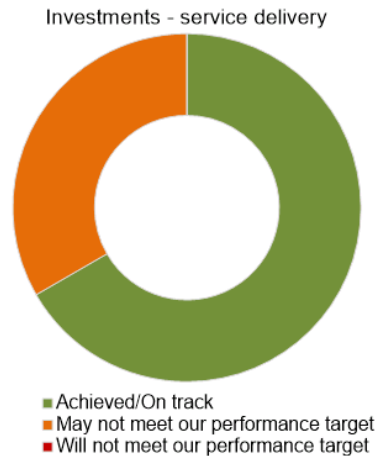
#### Explanation of variances to budget

- Grants received \$149k due to grant received for training
- Finance revenue \$646k ahead of budget due to additional investment funds and \$30m of loan prefunding
- The favourable variance of \$771k in other revenue is due to first time recognition of a land asset \$155k and net realised gains on shares \$623k
- Other expenses are over plan by \$711k due to net unrealised losses on shares \$758k offset by savings in other areas
- Finance costs are over plan by \$437k due to \$30m of loan prefunding






## Investments



Status	Performance Measure	Performance
	<p>The percentage yield on the TEL fund is greater than the minimum target set in the treasury management policy being &gt;1 per cent above the average 90 day bill rate.</p> <p><i>The average 90 day bill rate calculation for the purposes of this target is 50% of the average of daily BKBM 90 day rate for the current reporting month, plus 50% of the average of daily BKBM 90day rate for the month three months prior to reporting month.</i></p>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>The average 90 day bill rate calculation for the months of October 2018 and January 2019 = 1.94%</li> <li>Target return is 1.94% + 1% = 2.94%</li> <li>Actual Investment Yield TEL at February 2019 YTD total return basis is 2.89%</li> </ul> <p><i>The target yield on TEL fund has NOT been met on a YTD basis, by a marginal amount.</i></p> <p><b>Current issues</b></p> <ul style="list-style-type: none"> <li>The \$9.8m TEL equity portfolio is showing an unrealised loss of \$0.7m in market value as at the 28th of February 2019 following the fall in the NZ &amp; Australian share market mid-October.</li> <li>The cash return on the TEL investment portfolio is 4.81% for the YTD to 28 February 2019.</li> </ul>

## Democracy and Planning

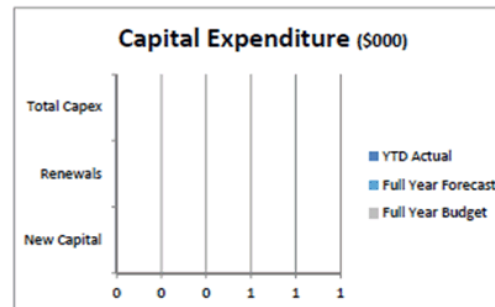
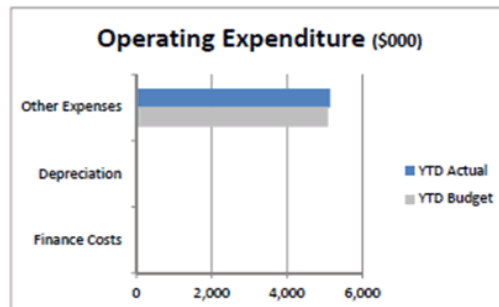
<b>Operating Revenue</b>  <b>\$5.1m</b> \$0.0m Favourable YTD Full Year Budget \$7.7m Full Year Forecast \$7.7m	-	<b>Operating Expenditure</b>  <b>\$5.2m</b> -\$0.1m Unfavourable YTD Full Year Budget \$7.7m Full Year Forecast \$8.3m	=	<b>Net Surplus/(-)Deficit</b>  <b>-\$0.1m</b> -\$0.1m Unfavourable YTD Full Year Budget \$0.0m Full Year Forecast -\$0.6m	<b>Capital Expenditure</b>  <b>\$0.0m</b> Full Year Budget \$0.0m Full Year Forecast \$0.0m
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### Cost of Service Statement For the period ending 28 February 2019

	Year to Date				Full Year			
	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	5,111	5,111	0	0%	7,666	7,666	0	0%
Subsidies and Grants	0	0	0	0%	0	0	0	0%
Development and Developer Agreement Contrib	0	0	0	0%	0	0	0	0%
Fees and Charges	2	1	1	100%	1	2	1	100%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	0	0	0	0%	0	0	0	0%
<b>Total Revenue</b>	<b>5,113</b>	<b>5,112</b>	<b>1</b>	<b>0%</b>	<b>7,667</b>	<b>7,668</b>	<b>1</b>	<b>0%</b>
<b>Operating Expenditure</b>								
Other Expenses	5,150	5,096	(54)	-1%	7,655	8,266	(611)	-8%
Depreciation	9	8	(1)	-13%	12	12	0	0%
Finance Costs	0	0	0	0%	0	0	0	0%
<b>Total Operating Expenditure</b>	<b>5,159</b>	<b>5,104</b>	<b>(55)</b>	<b>-1%</b>	<b>7,667</b>	<b>8,278</b>	<b>(611)</b>	<b>-8%</b>
<b>Net Surplus/Deficit</b>	<b>(46)</b>	<b>8</b>	<b>(54)</b>		<b>0</b>	<b>(610)</b>	<b>(610)</b>	

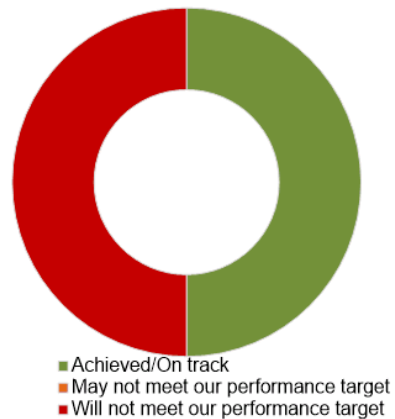
#### Explanation of variances to budget

- No significant variances to budget



## Democracy and Planning

Democracy and Planning - service delivery



Status	Performance Measure	Performance
	Percentage of requests for official information that are responded to within 20 working days.  (100 per cent per year)	<b>Highlights</b> 76 requests responded to within the required timeframe with 1 falling outside that timeframe.
		<b>Current issues</b> <ul style="list-style-type: none"> <li>No current issues</li> </ul>



Achieved



On track








May not meet our target

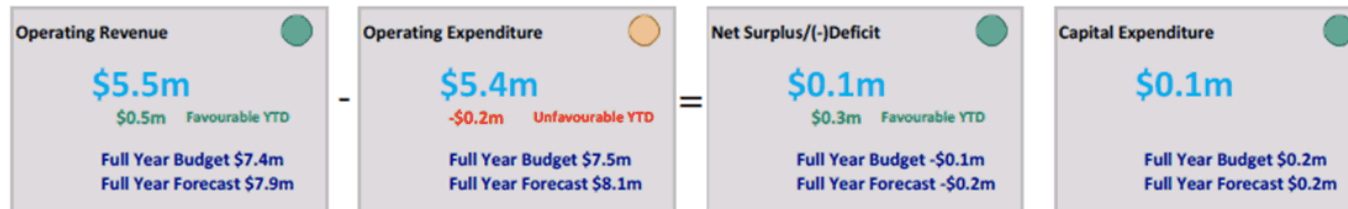


Will not meet our target

Project	Status	Comments or risks
Complete the Turangi Reserve Management Plan		This project has been put on hold while Council and Ngāti Turangitukua establish protocols for a wider ranging relationship and sharing of governance.
Plan Change 34 – Flood Hazard		The appeals period expired on 20 February 2019 and no appeals were received. Officers anticipate a report being presented to the Council meeting on 19 March to make the Plan Change operative.
Review of the District Plan		Work is progressing on the first set of work streams including landscape and natural values, natural hazards, rural areas, designations and the strategic direction. A workshop with Council took place on 26 February. Engagement with iwi authorities has begun and will be ongoing during the review process.
Prepare the Annual Plan 2019/20		As no material or significant changes compared to the Long-term Plan are anticipated the expectation is that consultation on the Annual Plan will not take place. Work is underway compiling work programmes and budgets for further analysis.

Project	Status	Comments or risks
Review the Water Supply Strategy		Engagement with the community is likely to follow the consultation on the Long-term Plan amendment.
Prepare the Transport Strategy		Experts to advise in the process have been selected and the project team is currently reviewing the project timeframes before reporting back to Council.
Advocate on the Healthy Rivers Plan Change		The first stage of hearings are set down for March. A combined case is being presented with a group of territorial authorities to ensure efficiencies and to try and minimise costs. Hearings will be ongoing throughout the first half of 2019.
Development of the Taupō Catchment Document with Ngāti Tūwharetoa and the Waikato Regional Council, following on from the Tūwharetoa settlement process		The settlement date in legislation is 12 March 2019 from which there is a six month period to begin the preparation of Kōpua Kānapanapa.
Representation review (which includes a review of Maori representation)		On track  Hearing held on 21 February 2018 with a final decision to be made 10 April 2019 in time for the 2019 local body elections.

## Community Services

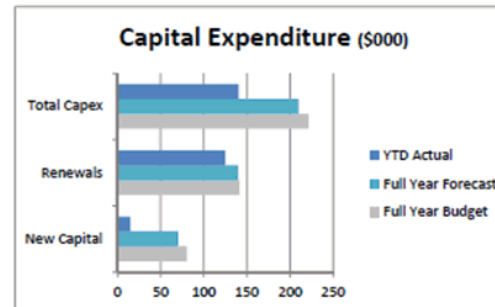
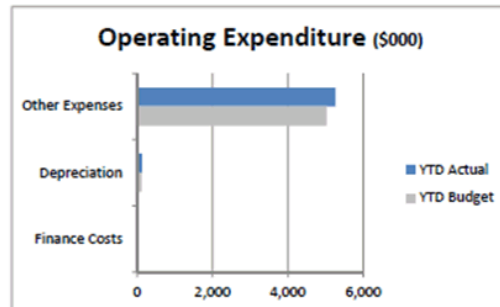


**Cost of Service Statement**  
For the period ending 28 February 2019

	Year to Date				Full Year			
	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	3,086	3,115	(29)	-1%	4,673	4,573	(100)	-2%
Subsidies and Grants	34	9	25	278%	13	34	21	162%
Development and Developer Agreement Contributions	0	0	0	0%	0	0	0	0%
Fees and Charges	2,038	1,662	376	23%	2,283	2,733	450	20%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	371	293	78	27%	440	526	86	20%
<b>Total Revenue</b>	<b>5,529</b>	<b>5,079</b>	<b>450</b>	<b>9%</b>	<b>7,409</b>	<b>7,866</b>	<b>457</b>	<b>6%</b>
<b>Operating Expenditure</b>								
Other Expenses	5,260	5,033	(227)	-5%	7,257	7,859	(602)	-8%
Depreciation	135	115	(20)	-17%	173	173	0	0%
Finance Costs	36	35	(1)	-3%	53	54	(1)	-2%
<b>Total Operating Expenditure</b>	<b>5,431</b>	<b>5,183</b>	<b>(248)</b>	<b>-5%</b>	<b>7,483</b>	<b>8,086</b>	<b>(603)</b>	<b>-8%</b>
<b>Net Surplus/Deficit</b>	<b>98</b>	<b>(104)</b>	<b>202</b>		<b>(74)</b>	<b>(220)</b>	<b>(146)</b>	

### Explanation of variances to budget

- Subsidies and Grants is ahead of plan due to grants carried forward from 2017/18 \$23k
- The favourable variance of \$376 in fees and charges is made up of:
  - Regulatory revenue is ahead of plan, this is made up of building consents \$219k and resource consents \$118k due to increased activity in the housing and development markets; dog registration revenue is ahead of plan by \$42k; Food and Liquor revenue is ahead by \$5k.
- Other revenue is ahead of plan due to Fines ahead of plan \$22k and vested assets (Unimogs) \$52k



## Community Services

Community Services - service delivery



- Achieved/On track
- May not meet our performance target
- Will not meet our performance target

All the Community Services service delivery measures are currently on track.



Achieved





On track



May not meet our target



Will not meet our target

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Generator inverter		\$2,200	\$0	Upgrading equipment for the Response Team, giving us better capability. Waiting on stock to arrive in the country.
Base set radio		\$2,000	\$1,900	Replace the EOC Fleetlink Radio that stopped working.

## Community Facilities

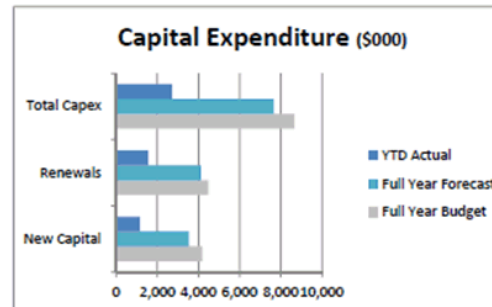
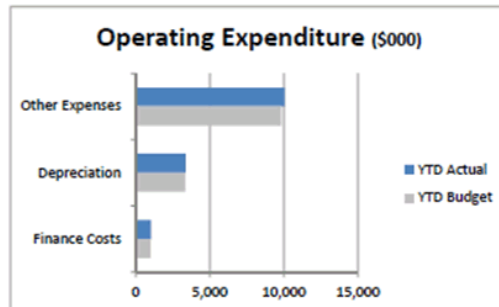
<b>Operating Revenue</b> <div style="text-align: center;"> <span style="color: green; font-size: 1.2em;">\$14.5m</span>  <span style="color: green; font-size: 0.8em;">\$0.3m Favourable YTD</span> </div> <div style="text-align: center; font-size: 0.8em;">                     Full Year Budget \$21.7m                      Full Year Forecast \$22.2m                 </div>	-	<b>Operating Expenditure</b> <div style="text-align: center;"> <span style="color: red; font-size: 1.2em;">\$14.4m</span>  <span style="color: red; font-size: 0.8em;">-\$0.2m Unfavourable YTD</span> </div> <div style="text-align: center; font-size: 0.8em;">                     Full Year Budget \$21.0m                      Full Year Forecast \$21.4m                 </div>	=	<b>Net Surplus/(-)Deficit</b> <div style="text-align: center;"> <span style="color: green; font-size: 1.2em;">\$0.1m</span>  <span style="color: green; font-size: 0.8em;">\$0.1m Favourable YTD</span> </div> <div style="text-align: center; font-size: 0.8em;">                     Full Year Budget \$0.8m                      Full Year Forecast \$0.8m                 </div>	<b>Capital Expenditure</b> <div style="text-align: center;"> <span style="color: blue; font-size: 1.2em;">\$2.7m</span> </div> <div style="text-align: center; font-size: 0.8em;">                     Full Year Budget \$8.7m                      Full Year Forecast \$7.7m                 </div>
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**Cost of Service Statement**  
For the period ending 28 February 2019

	Year to Date				Full Year			
\$000	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	11,840	11,840	0	0%	17,760	17,760	0	0%
Subsidies and Grants	212	28	184	657%	142	381	239	168%
Development and Developer Agreement Contrib	91	151	(60)	-40%	226	248	22	10%
Fees and Charges	2,081	2,025	56	3%	2,950	2,999	49	2%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	295	137	158	115%	659	801	142	22%
<b>Total Revenue</b>	<b>14,519</b>	<b>14,181</b>	<b>338</b>	<b>2%</b>	<b>21,737</b>	<b>22,189</b>	<b>452</b>	<b>2%</b>
<b>Operating Expenditure</b>								
Other Expenses	10,050	9,855	(195)	-2%	14,458	14,726	(268)	-2%
Depreciation	3,362	3,334	(28)	-1%	5,001	5,139	(138)	-3%
Finance Costs	1,027	1,011	(16)	-2%	1,516	1,541	(25)	-2%
<b>Total Operating Expenditure</b>	<b>14,439</b>	<b>14,200</b>	<b>(239)</b>	<b>-2%</b>	<b>20,975</b>	<b>21,406</b>	<b>(431)</b>	<b>-2%</b>
<b>Net Surplus/Deficit</b>	<b>80</b>	<b>(19)</b>	<b>99</b>		<b>762</b>	<b>783</b>	<b>21</b>	

### Explanation of variances to budget

- Subsidies & grants are ahead of plan mainly due to a grant from MBIE for Hipapatua Reserve \$157k and other sundry grants unbudgeted
- The development contributions budget is phased evenly across the year as it is difficult to know when developments will come on line
- Other revenue is ahead of plan by \$158k due to donations from community trusts towards two capital projects \$70k and gain on sale of vehicles \$87k



## Community Facilities

Community Facilities - service delivery



■ Achieved/On track  
■ May not meet our performance target  
■ Will not meet our performance target

All the Community Facilities service delivery measures are currently on track.



Achieved



On track










May not meet our target



Will not meet our target

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Great Lake Walkway upgrade		\$350,000	\$39,783	This round of upgrades should address issues identified with major events which use the GLW. Need to determine with the events team and facilities teams the priority locations for improvements and agree a works timeframe. Needs to be implemented with 70.3 world champ expectations.
Erosion control		\$300,000	\$30,507	Construction of the silt sock option at the Kuratau river mouth is completed, ongoing watering of the grass will be required. Detailed design (including bathymetric survey) is progressing for the offshore breakwaters in the vicinity of Parehopu and Motutaiko Streets.  Survey of the Taupō cliffs complete.
Taupō CBD intersection upgrades		\$200,000	\$19,147	Final design has been completed for tender in March / April.



Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
AC Baths Hydro slide tube replacement		\$1,060,000	\$85,453	Project start date is 1 April with completion expected in time for the July school holidays.
District Sportsground and Recreation strategy		No capital budget.	n/a	We are in the initiation phase of the project. Will be ready to commence engagement with stakeholders from March. Have engaged with Sport Waikato to provide information and engagement expertise.
Spa Park Reserve Management Plan review		No capital budget.	n/a	Will commence next month. This project is preliminary a review which will lead to a recommendation on any issues with the current management plan and if it requires a full consulted review.
Motutere Recreation Reserve Management Plan		No capital budget.	n/a	InSitu Heritage has been engaged to begin the first stage of a Maori Heritage Study. The archaeologist, Lynda Walters will meet with hapu and Mr Tilton before conducting desktop and physical assessments on site.
Fitness deck conservatory Taupō Events Centre		\$200,000	\$0	Project is currently out on Tenderlink as a RFP, RFP closes 16/03/19
Otumuheke Hot Stream cultural and ecological enhancement		\$1,394,011	\$1,365,508	Physical work has been completed and the site is fully open to the public. The project is now in the "close and handover" phase. Project has been completed within budget.
Turangi playground renewals and upgrades		\$15,000	\$0	Discussions around the TRMP and Mana whakahono a rohe have concluded that the basic plans and previous work around the playgrounds are valid and that the complementary governance work should not hold up work on the playground improvements.

## Water

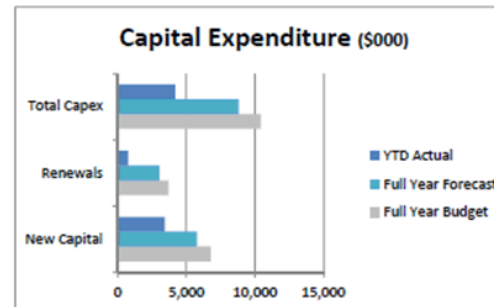
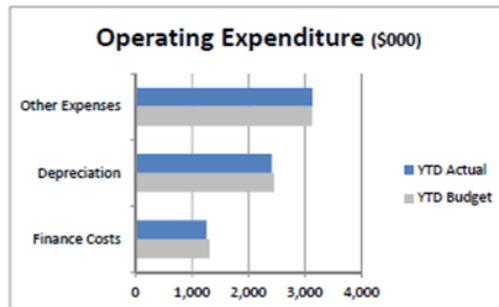


**Cost of Service Statement**  
For the period ending 28 February 2019

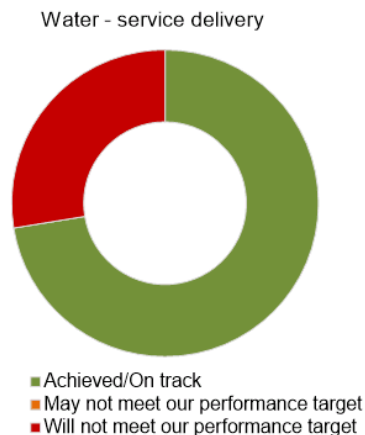
	Year to Date				Full Year			
	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	6,454	6,409	45	1%	9,857	9,897	40	0%
Subsidies and Grants	240	0	240	0%	0	578	578	0%
Development and Developer Agreement Contributions	245	322	(77)	-24%	484	550	66	14%
Fees and Charges	95	74	21	28%	111	113	2	2%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	0	0	0	0%	497	497	0	0%
<b>Total Revenue</b>	<b>7,034</b>	<b>6,805</b>	<b>229</b>	<b>3%</b>	<b>10,949</b>	<b>11,635</b>	<b>686</b>	<b>6%</b>
<b>Operating Expenditure</b>								
Other Expenses	3,132	3,123	(9)	0%	4,542	4,749	(207)	-5%
Depreciation	2,414	2,452	38	2%	3,679	3,679	0	0%
Finance Costs	1,260	1,307	47	4%	1,961	1,955	6	0%
<b>Total Operating Expenditure</b>	<b>6,806</b>	<b>6,882</b>	<b>76</b>	<b>1%</b>	<b>10,182</b>	<b>10,383</b>	<b>(201)</b>	<b>-2%</b>
<b>Net Surplus/Deficit</b>	<b>228</b>	<b>(77)</b>	<b>305</b>		<b>767</b>	<b>1,252</b>	<b>485</b>	

**Explanation of variances to budget**





- Ministry of Health have been invoiced for contributions to Waitahanui water which was budgeted in prior years
- The development contributions budget is phased evenly across the year as it is difficult to know when developments will come on line



## Water



Status	Performance Measure	Performance
The extent to which Council's drinking water supply complies with:		
Part 4, 5 and 8 of the Drinking-water Standards for New Zealand		
<ul style="list-style-type: none"> <li>All schemes compliant with Part 4 of the DWSNZ (Bacteria compliance criteria)</li> <li>Taupō, Turangi, and Mangakino schemes are capable of compliance with Part 5 of DWSNZ (Protozoal compliance criteria)</li> <li>Taupō, Turangi, Mangakino, Atiamuri, Waihaha, Tirohanga, River Road, Whareroa and Whakamaru are capable of compliance with Part 8 of the DWSNZ (chemical compliance criteria)</li> </ul>		
All non-compliances are responded to and rectified where possible. For DWSNZ compliance all failures result in non-compliance for the entire 2018/19 year.		
<b>FEB 19 UPDATE COMMENTS</b>		
<ul style="list-style-type: none"> <li>DATA LOSS - Loss of compliance data continues to be a problem area that is affecting compliance of some of our supplies. We have been working with electrical engineering consultants and our service provider for telemetry and communications to investigate causes and implement solutions to resolve these issues long term.</li> <li>WAIKATO RIVER SPILL – This event caused compliance issues at our Centennial Plant due to high turbidity in the source water. Funding has been requested in the Annual Plan for automated shut down improvements at our plants which will reduce future risk of non-compliance in similar circumstances.</li> <li>DWSNZ REVISION – Changes to the DWSNZ were made at the end of 2018 and come into effect from the 01 March 2019. The changes reflect a number of areas including compliance reporting. We are working through these implications with our Drinking Water Assessor and our new reporting software provider Water Outlook.</li> </ul>		
	Acacia Bay	Bacterial Compliance: Non-compliant due to data loss (Feb 19)
	Atiamuri	Bacterial Compliance: Non-compliant due to data loss (Feb 19)
	Centennial	Bacterial Compliance: Non-compliant due to high turbidity (Spill into Waikato River, Feb 19)
	Kinloch	Bacterial Compliance: Non-compliant due to turbidity sensor failure (Aug 18).

	Mangakino	Bacterial Compliance: Non-compliant due to data loss (July 18, Feb 19) Protozoal Compliance: Non-compliant due to data loss (July 18, Dec 18, Feb 19)
	River Road	Bacterial Compliance: Non-compliant due to high turbidity (storm washed out intake pipeline twice, Dec 18)
	Whakamoenga	Bacterial Compliance: Non-compliant due to low chlorine event possibly related to data loss (Feb 19), currently being investigated
	<p>The number of complaints received by Council on</p> <p>(a) Drinking water clarity</p> <p>(b) Drinking water taste</p> <p>(c) Drinking water odour</p> <p>(d) Drinking water pressure or flow</p> <p>(e) Continuity of supply</p> <p>(f) Council response to these issues</p> <p>This measure is expressed per 1000 connections to Council networked reticulation.</p> <p>(Less than 8 complaints per 1000 connections)</p>	<p>The number of call-outs received from 1st of July 2018 to 28<sup>th</sup> of Feb 2019 for the following:</p> <p>a) Drinking water quality = 8 (<i>water colour complaint</i>) <math>\frac{8}{20} = 0.4</math></p> <p>b) Drinking water taste = 5 <math>\frac{5}{20} = 0.3</math></p> <p>c) Drinking Water odour = 5 <math>\frac{5}{20} = 0.3</math></p> <p>d) Drinking water pressure or flow = 60 <math>\frac{60}{20} = 3.0</math></p> <p>e) Continuity of supply = 92 call-outs pertaining to no water <math>\frac{92}{20} = 4.2</math></p> <p>f) Council response to these issues = 0 <math>\frac{0}{20} =</math> not currently measured (review underway)</p> <p>Total complaints = <math>\frac{161}{20} = 8.05</math> per 1000 connections</p>



Achieved



On track







May not meet target



Will not meet our target

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Upgrade the capacity of the Taupō Water Treatment Plant to 30 MLD.		\$1,750,000	\$392,260	<p>The Taupō Water Consortium were awarded this project up to a maximum value of \$1.685M at the October Council meeting. The recommended option was accepted by Council, to complete all physical works for the Stage 1 and 2 (20 – 35MLD) upgrades while only procuring sufficient membranes for stage 1 (20 – 25MLD). The contract has been awarded and major equipment ordered. Construction on site begins in June 2019.</p> <p>Project completion is currently forecast for August 2019 and so the status is orange. The project is forecast to be delivered within the LTP budget of \$1.75M.</p>
Upgrade the Acacia Bay Water Supply to comply with the DWSNZ.		\$311,571	\$87,924	<p>The initial phase of this project is to update our hydraulic model for the Taupō and Acacia Bay schemes to allow full design for the extension to be completed.</p> <p>A field monitoring contract has been completed by Detection Services for pressure and flow monitoring throughout the water network.</p> <p>The modelling contract was awarded to Opus during February 2019. The forecast annual spend is approximately 70% of the year 1 budget and hence the project status is considered amber.</p>
Upgrade the Kinloch water security of supply.		\$2,716,000	\$1,843,513	<p>The Locheagles Reservoir Design &amp; Build contract was awarded to Concrete Structures in July 2018. The reservoir construction is progressing well with the concrete roof completed in Feb 2019. Final completion is forecast prior to Jun 2019. Forecast spend is inline with budget levels.</p>
Omori water pre-treatment to address poor water quality in storm conditions.		\$50,000	\$20,984	<p>Process Engineering consultants Lutra were engaged to complete outline design and optioneering. They recommended trialling hydrocyclone technology to perform the pretreatment upgrade.</p> <p>A hydrocyclone trial package plant is now being designed and fabricated and is expected to be onsite during March. The trial needs to operate during storm conditions of which timeframe is unknown but could be up to 3 months. The forecast spend is on track for this multi-year project.</p>

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Tirohanga water intake structure improvements		\$75,000	\$2,608	Process Engineering consultants Lutra were engaged to review the concept with the TDC operations team. A site visit was completed in February and a report provided with recommendation to construct a dividing wall in the spring with a penstock and walkway. Discussions are now being had with contractors and consultants regarding construction and consenting of the recommended improvements.
Complete the connection of the Waitahanui water supply to the Taupō water supply  <i>(This is a multi-year project)</i>		\$4,202,086	\$4,127,410	<p>The contract has been awarded to Smythe Contractors. Work started in November 2017. The pipelines are now complete and have been connected to the Taupō network however pressure is not sufficient to connect individual properties.</p> <p>Commissioning of the pump station and reservoir is occurring during March. An official opening is planned for the end of March. The project status is red due to time overrun.</p>
Bonshaw Park water bore		\$187,225	\$108,741	<p>An additional bore has been drilled and all mechanical and electrical commissioning completed. A price to decommission the old bore has been received and this work is planned to be completed during March 2019.</p> <p>Water quality issues were found during commissioning. Consultants have recommended installation of additional online monitoring instruments before the bore is placed into service. Budget pricing has been received and this additional scope will increase the expenditure to above the project budget.</p> <p>Operational issues are currently being experienced with one of the existing bores due to temperature increases in the raw water. This presents a high risk to the future security of this supply.</p> <p>The additional bore is not a long term solution to this supply due to arsenic levels in the bore water. The LTP includes \$1.5M expenditure in 2027/28 to enable connection of Bonshaw Park to the Taupō supply. Acceleration of this project is recommended if further problems are experienced with the existing bores.</p> <p>This project did not meet the 2017/18 year completion target, is forecast to track over budget, and risk to supply security is high, therefore the project status is red.</p>

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Motuoapa reservoir renewal		\$788,100	\$607,037	<p>Contract awarded to Service Engineers. The project has had a number of delays due to the contractor entering voluntary administration. The first of two tanks is constructed and commissioned. Expected completion of the second tank is not until April 2018.</p> <p>Due to the extended timeframes, additional costs have been incurred for project and contract management and it is currently being assessed if these costs will result in an overall budget overrun.</p> <p>The project status is red due to time and possible cost overruns.</p>

## Transport

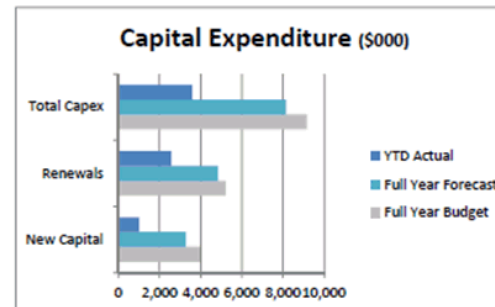
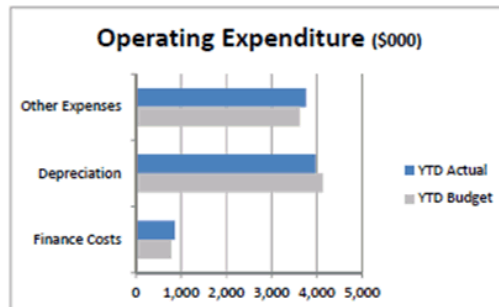
<b>Operating Revenue</b> <span style="color: green;">●</span> <b>\$8.4m</b> <span style="color: green;">\$0.1m Favourable YTD</span> Full Year Budget \$14.7m Full Year Forecast \$14.8m	-	<b>Operating Expenditure</b> <span style="color: orange;">●</span> <b>\$8.6m</b> <span style="color: red;">-\$0.1m Unfavourable YTD</span> Full Year Budget \$13.1m Full Year Forecast \$13.2m	=	<b>Net Surplus/(-)Deficit</b> <span style="color: green;">●</span> <b>-\$0.2m</b> <span style="color: green;">\$0.0m Unfavourable YTD</span> Full Year Budget \$1.6m Full Year Forecast \$1.6m	+	<b>Capital Expenditure</b> <span style="color: green;">●</span> <b>\$3.6m</b> Full Year Budget \$9.2m Full Year Forecast \$8.1m
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**Cost of Service Statement**  
For the period ending 28 February 2019

	Year to Date				Full Year			
\$000	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	4,429	4,429	0	0%	6,644	6,644	0	0%
Subsidies and Grants	2,727	2,769	(42)	-2%	4,308	4,308	0	0%
Development and Developer Agreement Contrib	501	383	118	31%	575	649	74	13%
Fees and Charges	75	120	(45)	-38%	140	110	(30)	-21%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	629	585	44	8%	3,044	3,044	0	0%
<b>Total Revenue</b>	<b>8,361</b>	<b>8,286</b>	<b>75</b>	<b>1%</b>	<b>14,711</b>	<b>14,755</b>	<b>44</b>	<b>0%</b>
<b>Operating Expenditure</b>								
Other Expenses	3,762	3,622	(140)	-4%	5,758	5,780	(22)	0%
Depreciation	3,979	4,139	160	4%	6,208	6,208	0	0%
Finance Costs	861	781	(80)	-10%	1,172	1,215	(43)	-4%
<b>Total Operating Expenditure</b>	<b>8,602</b>	<b>8,542</b>	<b>(60)</b>	<b>-1%</b>	<b>13,138</b>	<b>13,203</b>	<b>(65)</b>	<b>0%</b>
<b>Net Surplus/Deficit</b>	<b>(241)</b>	<b>(256)</b>	<b>15</b>		<b>1,573</b>	<b>1,552</b>	<b>(21)</b>	

### Explanation of variances to budget

- The development contributions budget is phased evenly across the year as it is difficult to know when developments will come on line
- Fees and Charges are below budget by \$45k mainly due to an annual off highway charge being lower than anticipated





## Transport

Transport - service delivery



- Achieved/On track
- May not meet our performance target
- Will not meet our performance target

All the Transport service delivery measures are currently on track.



Achieved



On track








May not meet our target



Will not meet our target

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Poihipi road widening		\$300,000	\$26,465	Tender approved by Council on 31 January 2019 for both Poihipi Road Widening & Tirohanga Road Widening. Schick Civil Construction expect to start mid March.
Seal extension		\$400,000	\$333,711	This contract was been let to Inframax Construction Ltd. Physical works on Wereta Road were completed in December 2018.
Kinloch road footpath		\$250,000	\$14,205	Design and cost estimates completed. Consultation being undertaken.
Norman Smith Street signals		\$478,500	\$80,887	Contract documents and plans completed and sent out to invited contractors for traffic calming, tender period extended due to no tenders received. Two tenders now received. Item will be brought to March meeting of Council. May not meet our programme due to due delays during tender process.

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Tirohanga Road widening		\$300,000	\$6,612	Tender approved by Council on 31 January 2019 for both Poihipi Road Widening & Tirohanga Road Widening. Schick Civil Construction expect to start Poihipi mid - March then move to Tirohanga Road.
Minor safety improvements		\$193,330	\$30,457	Investigation & designs completed.
Complete construction of Huka Falls footpath <i>(Multi year project)</i>		\$430,623	\$284,788	The survey and design of the remaining section back to The Boulevard has been finalised. Investigation and design of stage 2 has commenced.
Continuation of the concrete footpath on Mapara Road <i>(Multi year project)</i>		\$87,829	\$12,931	Multi year project that is behind programme. Design completed. Project estimate based on design exceeds budget. Exploring options for funding.
Replace streetlights throughout the district with LED lights		\$2,500,000	\$1,307,795	60% of LED's installed to February 2019.

## Wastewater

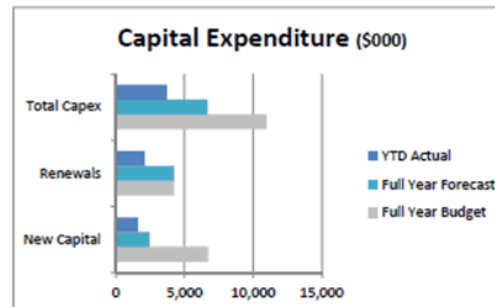
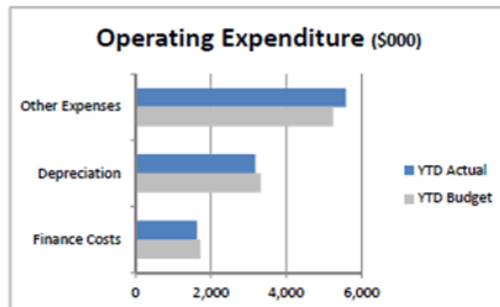
<b>Operating Revenue</b> <b>\$10.2m</b> \$0.2m Favourable YTD Full Year Budget \$15.7m Full Year Forecast \$16.0m	-	<b>Operating Expenditure</b> <b>\$10.4m</b> -\$0.1m Unfavourable YTD Full Year Budget \$14.5m Full Year Forecast \$15.3m	=	<b>Net Surplus/(-)Deficit</b> <b>-\$0.2m</b> \$0.1m Favourable YTD Full Year Budget \$1.2m Full Year Forecast \$0.7m	<b>Capital Expenditure</b> <b>\$3.7m</b> Full Year Budget \$11.0m Full Year Forecast \$6.7m
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**Cost of Service Statement**  
For the period ending 28 February 2019

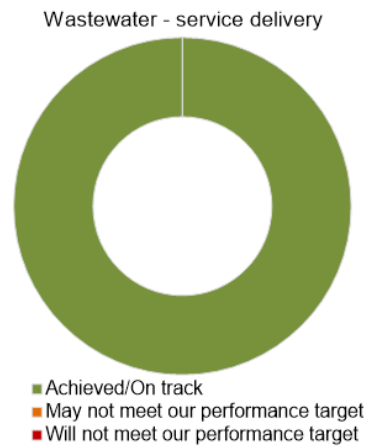
	Year to Date				Full Year			
\$000	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	8,776	8,741	35	0%	13,111	13,111	0	0%
Subsidies and Grants	0	0	0	0%	0	0	0	0%
Development and Developer Agreement Contributions	634	411	223	54%	616	825	209	34%
Fees and Charges	830	880	(50)	-6%	1,370	1,484	114	8%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	0	0	0	0%	602	602	0	0%
<b>Total Revenue</b>	<b>10,240</b>	<b>10,032</b>	<b>208</b>	<b>2%</b>	<b>15,699</b>	<b>16,022</b>	<b>323</b>	<b>2%</b>
<b>Operating Expenditure</b>								
Other Expenses	5,589	5,239	(350)	-7%	6,982	7,750	(768)	-11%
Depreciation	3,179	3,318	139	4%	4,978	4,978	0	0%
Finance Costs	1,629	1,725	96	6%	2,587	2,572	15	1%
<b>Total Operating Expenditure</b>	<b>10,397</b>	<b>10,282</b>	<b>(115)</b>	<b>-1%</b>	<b>14,547</b>	<b>15,300</b>	<b>(753)</b>	<b>-5%</b>
<b>Net Surplus/Deficit</b>	<b>(157)</b>	<b>(250)</b>	<b>93</b>		<b>1,152</b>	<b>722</b>	<b>(430)</b>	

### Explanation of variances to budget

- The development contributions budget is phased evenly across the year as it is difficult to know when developments will come on line
- Other expenses are ahead of plan by \$350k due to the following:
  - Reticulation maintenance over several schemes being ahead of full year budget by \$331k
  - Other maintenance currently under year to date budget by \$7k and the sewer project has an unspent budget of \$100k as planning the next stage of the work
  - Wage capitalisation is behind plan by \$130k due to renewal programme being behind plan.



## Wastewater



All the Wastewater service delivery measures are currently on track.

<b>WRC Enforcement Actions (2018/19):</b>				
Item	Date Received	Details	Action Required	Current Status
<p>Taupō wastewater land disposal</p> <p><b>Formal Warnings Abatement Notice</b></p>	12 December 2018	The abatement notice relates to the 2017/18 monitoring period. The key issues related to: exceedance of nitrogen loading rates, inaccurate pivot flow measurement, uneven application of treated wastewater, E.coli levels.	Response to be provided to WRC by 28 February 2019.	<p>Report to WRC provided.</p> <p>The major issues have been resolved or a plan is in place to resolve.</p>
<p>Turangi WWTP</p> <p><b>Letter Of Direction</b></p>	16 November 2018	Both nitrogen and phosphorous exceed discharge consent conditions for the 2017/18 monitoring period. While the scale of the exceedances was minor the duration, particularly for nitrogen, was for a prolonged period which elevated the concern.	Provide an update, including anticipated timeframes, regarding construction of the new lined balance pond and any other site improvements anticipated to address the nitrogen and phosphorus noncompliance issues; due 31 January 2019.	<p>An update was provided to WRC.</p> <p>Details of the work Programme and how this will improve plant performance has been provided.</p> <p>Carbon dosing project is the key deliverable.</p> <p>More recently the performance of the Turangi WWTP has improved. The issues experiences at Turangi can be intermittent.</p>
<p>Kinloch WWTP</p> <p><b>Formal Warning</b></p>	30 October 2018	Nitrogen exceeded consent conditions for the year. This is related to poor performance over the summer period. Sludge management was an issue and an additional sludge tank is planned to be constructed by Christmas.	Update WRC of steps being taken to resolve this issue by 21 December 2018.	<p>An update was provided to WRC.</p> <p>Additional sludge holding capacity was installed in late 2018 and with other plant changes performance of the plant was significantly improved over the summer period compared to the prior years.</p> <p>Summer performance risk still exists. Future plant upgrades are necessary to improve this further.</p>
<p>Whareroa WWTP</p> <p><b>Formal Warning</b></p>	6 September 2018	Site management issues related to irrigation and crop management.	Operate the plant in line with the current consent so much as is possible, and get new consent as soon as possible.	A new resource consent was issued in Jan 2019.



Achieved



On track







May not meet our target



Will not meet our target

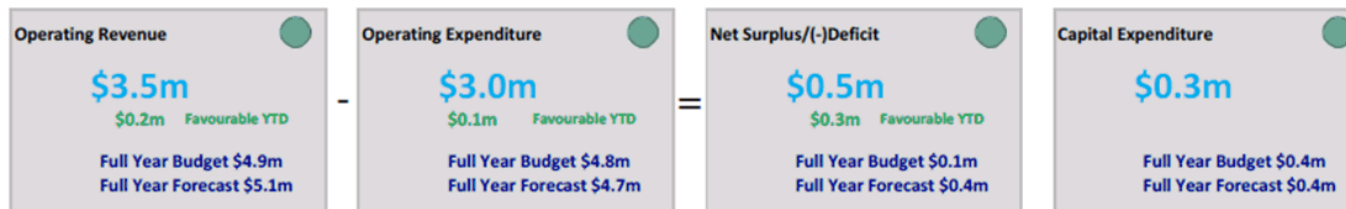
Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Kinloch Wastewater land disposal system		<p>\$3,795,118</p> <p>(\$502,122 released from bowwave as not required in 1819)</p>	\$1,307,795	<p>Two contracts, <b>flood protection and access improvement contract (\$495k)</b>, and an <b>effluent holding tank contract (\$370k)</b>, were awarded at the March 2018 Council meeting.</p> <p><b>Site Access and Flood Protection Works</b></p> <ul style="list-style-type: none"> <li>➤ Contract completed.</li> </ul> <p><b>Effluent Holding Tank</b></p> <ul style="list-style-type: none"> <li>➤ Completion of the effluent holding tank is due early 2019 (March - currently doing final water test).</li> <li>➤ Next steps; request quotes for a small contract for connecting pipework</li> </ul> <p><b>Process Review</b></p> <p>Harrison Grierson have provided a draft process review report. Significant changes are required in the work program for the Kinloch WWTP. It has highlighted the need for the treatment plant upgrade scheduled for 2023/24 to be completed in 2021. Several factors have contributed to this:</p> <ul style="list-style-type: none"> <li>(i) Rapid growth in housing in Kinloch</li> <li>(ii) Inaccurate flow data recorded at the Kinloch WWTP (under recording)</li> <li>(iii) The planned upgrade did not extend to cover the full growth potential of the Kinloch Structure Plan</li> <li>(iv)</li> </ul> <p>The current LTP budget for Kinloch WWTP upgrades are \$4.938m (2018/19 - \$0.1m, 2019/20 - \$1.743m + 2022/23 - \$0.275m + 2023/24 - \$2.82m).</p> <p>We are finalising the expected estimate for the upgrade cost but is likely to be in the order of \$8m. This estimate is being finalised at the moment. It is likely that a membrane plant will be required. The majority of the cost will fall in the 2020/21 year.</p> <p><b>Land disposal</b></p> <p>The land disposal project involves installation of drip irrigation in the public golf course, pipe lines and effluent pump station. CDM consultants (Colin) are project managing this project and consultation with the golf course has started. A communication plan is to be developed for this project as it will have a high degree of impact on the operator of the golf course.</p>

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Turangi wastewater balance pond		\$2,260,724	\$289,576	<p><b>No change this month – progressing as stated.</b></p> <p>This project is now in two parts: (i) Inlet Balance Pond, (ii) Carbon dosing system</p> <p>This project was delayed due to a lack of resources however a Project Manager has now been appointed.</p> <p><b>Balance Pond</b> Design of the inlet balance pond project is 95% complete. Construction of the balance pond will not occur in this financial year; suitable material needs to be sourced and the construction window in this area is over summer; due to ground conditions and water table. Risks related to delay in pond construction:</p> <ul style="list-style-type: none"> <li>➤ Untreated wastewater will still enter the large unlined balance pond</li> <li>➤ Plant performance issues (Formal Warning) related to dilution and inadequate nitrogen removal will remain; however the carbon dosing project will mitigate much of this issue.</li> </ul> <p><b>Carbon Dosing System</b> A process review has been completed and carbon dosing is recommended to improve nitrogen removal (key Formal Warning issue). The carbon dosing system is in the design phase and a tender for this work will be released as soon as possible. Implementation of the carbon dosing system is expected mid-2019. Next actions:</p> <ul style="list-style-type: none"> <li>➤ Progress the carbon dosing system ASAP.</li> <li>➤ Early engagement with contractors (EOI) to start the balance pond project in the first half of 2019 in preparation for 2019/2020 summer construction window.</li> </ul> <p><b>Other risks:</b> The <i>Turangi Wastewater Treatment Plant Future State of Disposal</i> project has identified that mitigation measures at the wastewater treatment plant site (mitigating the retention of the plant in its current location) are to be considered as part of the project. In a recent TAG meeting the issue that that balance pond might conflict with potential mitigation measures was raised. The alignment of site development and the mitigation measures needs to be kept in mind as both projects progress.</p>
Upgrade of the Whakamaru Wastewater Treatment Plant to meet likely consent renewal conditions (Multi year project)		\$541,000	\$529,267	<p>Construction of the wastewater treatment plant has been completed and has been commissioned.</p> <p>Performance Testing has begun and the plant is now achieving the required performance standards. Formal plant performance signoff is still to occur, however no issues are expected.</p>

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Undertake work to improve the Pukawa wastewater pump station and pipeline		\$494,392  (\$90,586 released from bowwave as not required in 1819)	\$347,052	The core project of pump station and rising main (2017/18) has been delivered.  An additional project to improve fencing around the pond (2018/19) is in progress on target for delivery this financial year (\$25k). A contract has been awarded for the fencing contract.
Waitahanui Wastewater Connection to Taupō		\$304,489	\$21,266	Waitahanui and Five Mile Bay wastewater is now being pumped to Taupō and the wastewater treatment plant at Waitahanui is no longer in use.  This project has ran over time due to the final restoration of the site depending on the future ownership of the land. Council has determined that the land will be returned to the original land owners following decommissioning / demolition.  A site meeting with Trust members has occurred and terms of land transfer agreed.  Demolition contract can now be finalised for tender to be released in March.



## Solid Waste



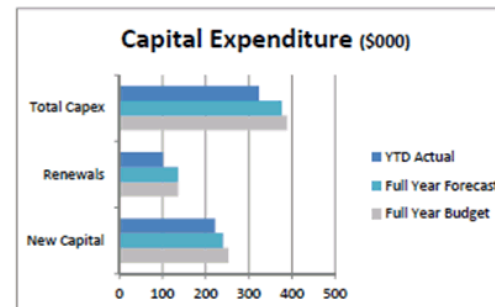
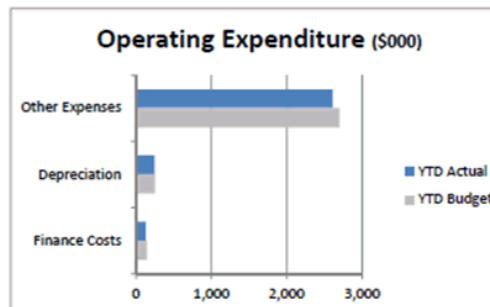
### Cost of Service Statement

For the period ending 28 February 2019

	Year to Date				Full Year			
	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	1,342	1,338	4	0%	2,007	2,007	0	0%
Subsidies and Grants	113	80	33	41%	120	120	0	0%
Development and Developer Agreement Contributions	0	0	0	0%	0	0	0	0%
Fees and Charges	2,051	1,880	171	9%	2,821	3,006	185	7%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	0	0	0	0%	0	0	0	0%
<b>Total Revenue</b>	<b>3,506</b>	<b>3,298</b>	<b>208</b>	<b>6%</b>	<b>4,948</b>	<b>5,133</b>	<b>185</b>	<b>4%</b>
<b>Operating Expenditure</b>								
Other Expenses	2,610	2,703	93	3%	4,217	4,120	97	2%
Depreciation	247	249	2	1%	374	374	0	0%
Finance Costs	130	141	11	8%	212	211	1	0%
<b>Total Operating Expenditure</b>	<b>2,987</b>	<b>3,093</b>	<b>106</b>	<b>3%</b>	<b>4,803</b>	<b>4,705</b>	<b>98</b>	<b>2%</b>
<b>Net Surplus/Deficit</b>	<b>519</b>	<b>205</b>	<b>314</b>		<b>145</b>	<b>428</b>	<b>283</b>	

#### Explanation of variances to budget


- Grants and subsidies are ahead of plan by \$33k due to \$22k funding from Glass Packaging Forum for upgrades to Kinloch Transfer Station and the waste minimisation subsidy ahead of plan by \$11k
- Revenue is currently tracking ahead of plan by \$171k this is due in part to increased volumes and timing against budget



## Solid Waste

Solid waste - service delivery



Status	Performance Measure	Performance
	The quantity of material (tonnes) diverted from landfill as a percentage of the total waste stream.	<p><b>Highlights</b></p> <p>18/19 waste landfill tonnes</p> <ul style="list-style-type: none"> <li>• 1919 tonnes July</li> <li>• 1945 tonnes August</li> <li>• 1956 tonnes September</li> <li>• 2094 tonnes October</li> <li>• 2083 tonnes November</li> <li>• 2281 tonnes December</li> <li>• 2278 tonnes January</li> <li>• 1832 tonnes February</li> <li>• Total tonnes to date 16,392</li> </ul> <p>Tracking Approximately 251 tonnes less than at same time 2017/18</p> <p><b>Current issues</b></p> <ul style="list-style-type: none"> <li>• New contract for litter bins starts in this March, awarded to the incumbent</li> <li>• Composting workshops were held in Taupō and Turangi</li> <li>• Green waste has been shredded at Turangi RTS</li> <li>• Ironman litter collection worked seamlessly</li> <li>• Wheel stops installed at the drop off pit at the Broadlands Rd Landfill</li> <li>• Entrance to Broadlands Rd Landfill to be enhanced with plantings</li> <li>• Working with contractor to maximize the advantages of the big belly bins around specific locations</li> </ul>

## Stormwater



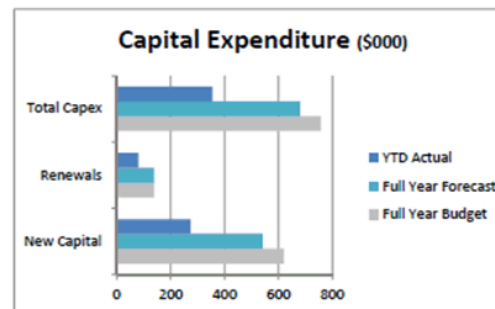
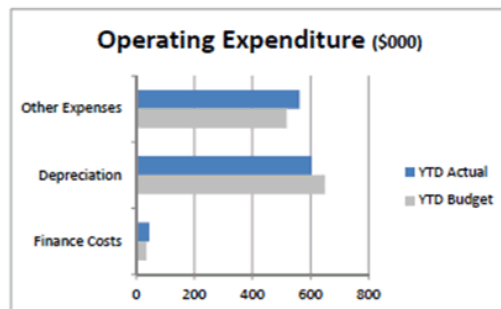
### Cost of Service Statement

For the period ending 28 February 2019

	Year to Date				Full Year			
	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	1,180	1,180	0	0%	1,769	1,769	0	0%
Subsidies and Grants	0	0	0	0%	0	0	0	0%
Development and Developer Agreement Contributions	0	0	0	0%	0	0	0	0%
Fees and Charges	0	0	0	0%	0	0	0	0%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	50	0	50	0%	756	806	50	7%
<b>Total Revenue</b>	<b>1,230</b>	<b>1,180</b>	<b>50</b>	<b>4%</b>	<b>2,525</b>	<b>2,575</b>	<b>50</b>	<b>2%</b>
<b>Operating Expenditure</b>								
Other Expenses	563	518	(45)	-9%	744	759	(15)	-2%
Depreciation	605	650	45	7%	974	974	0	0%
Finance Costs	44	34	(10)	-29%	51	54	(3)	-6%
<b>Total Operating Expenditure</b>	<b>1,212</b>	<b>1,202</b>	<b>(10)</b>	<b>-1%</b>	<b>1,769</b>	<b>1,787</b>	<b>(18)</b>	<b>-1%</b>
<b>Net Surplus/Deficit</b>	<b>18</b>	<b>(22)</b>	<b>40</b>		<b>756</b>	<b>788</b>	<b>32</b>	

#### Explanation of variances to budget

- No significant variances to budget



## Stormwater



All the Stormwater service delivery measures are currently on track.



Achieved



On track



May not meet our target



Will not meet our target

Project	Status	Life Budget to 30/06/19 (\$)	Actual (\$)	Comments or risks
Kohineheke Reserve Quality Improvement Device		\$133,000	\$135	Installation of the device is programmed for April / May, the device is currently being fabricated by Hynds, which will take 1 month.

## Economic Development

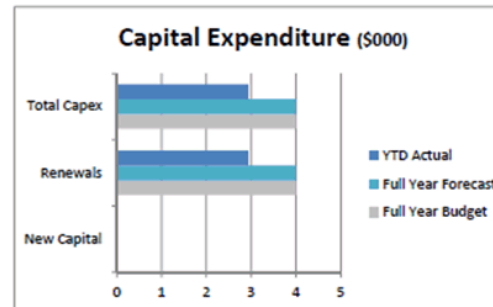
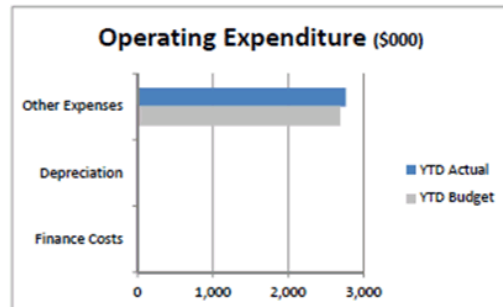


**Cost of Service Statement**  
For the period ending 28 February 2019

	Year to Date				Full Year			
	YTD Actual	YTD Budget	YTD Variance	YTD Variance %	Full Year Budget	Full Year Forecast	Variance	Variance %
<b>Revenue</b>								
Rates	2,639	2,637	2	0%	3,956	3,956	0	0%
Subsidies and Grants	7	0	7	0%	0	7	7	0%
Development and Developer Agreement Contrib	0	0	0	0%	0	0	0	0%
Fees and Charges	24	0	24	0%	0	35	35	0%
Finance Revenue	0	0	0	0%	0	0	0	0%
Other Revenue	0	0	0	0%	0	0	0	0%
<b>Total Revenue</b>	<b>2,670</b>	<b>2,637</b>	<b>33</b>	<b>1%</b>	<b>3,956</b>	<b>3,998</b>	<b>42</b>	<b>1%</b>
<b>Operating Expenditure</b>								
Other Expenses	2,765	2,688	(77)	-3%	3,943	4,030	(87)	-2%
Depreciation	12	9	(3)	-33%	14	14	0	0%
Finance Costs	2	2	0	0%	3	3	0	0%
<b>Total Operating Expenditure</b>	<b>2,779</b>	<b>2,699</b>	<b>(80)</b>	<b>-3%</b>	<b>3,960</b>	<b>4,047</b>	<b>(87)</b>	<b>-2%</b>
<b>Net Surplus/Deficit</b>	<b>(109)</b>	<b>(62)</b>	<b>(47)</b>		<b>(4)</b>	<b>(49)</b>	<b>(45)</b>	

**Explanation of variances to budget**

- No significant variances to budget



## Economic Development

Economic Development - service delivery



- Achieved/On track
- May not meet our performance target
- Will not meet our performance target

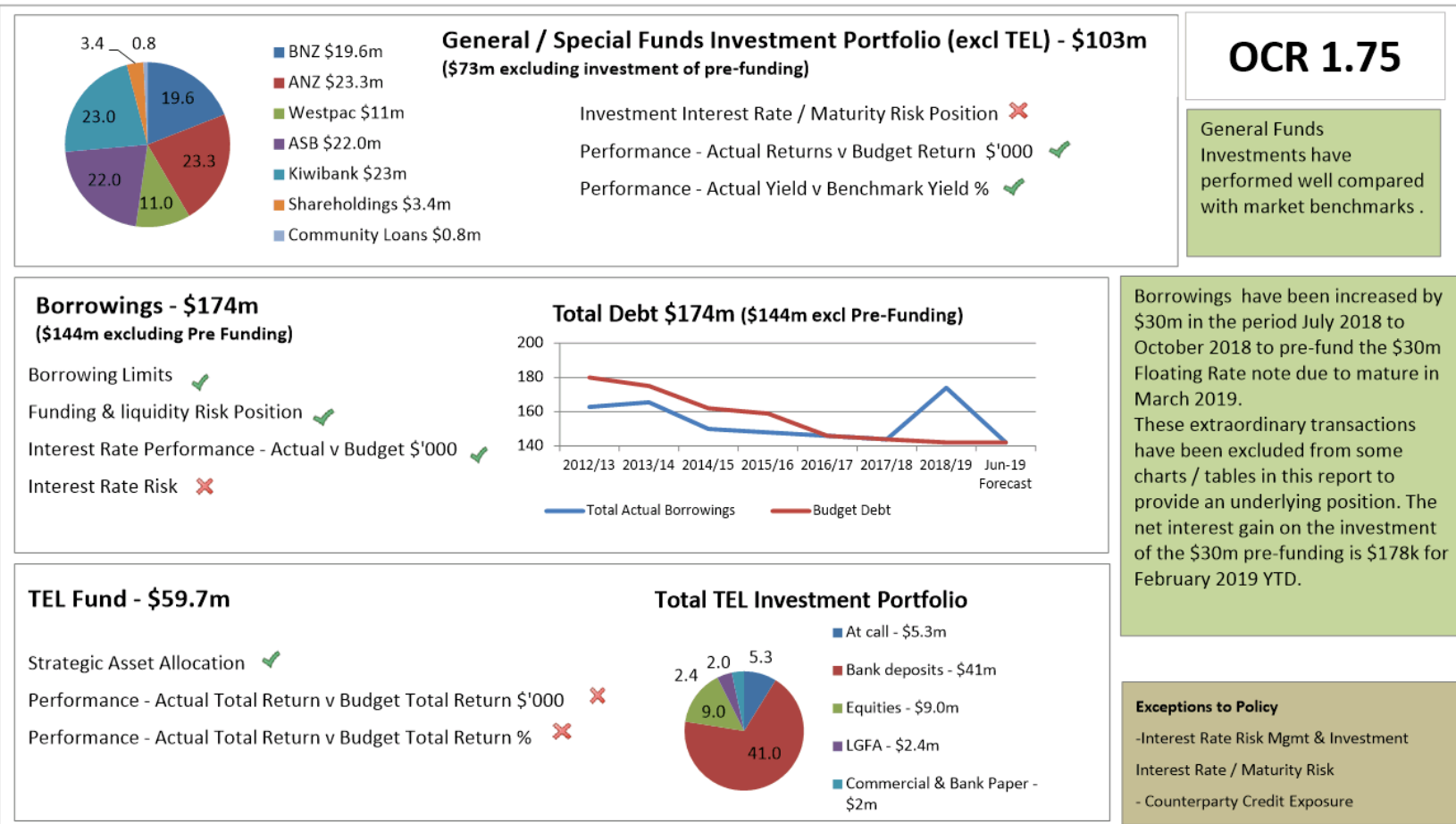
All the Economic Development service delivery measures are currently on track.

# Taupo District Council Monthly Treasury Management Report



Month Ended: 28 February 2019

## Summary





# Taupo District Council Monthly Treasury Management Report

Month Ended: 28 February 2019

General / Special Fund Investments - \$69m (excl \$4m shareholding & loans)

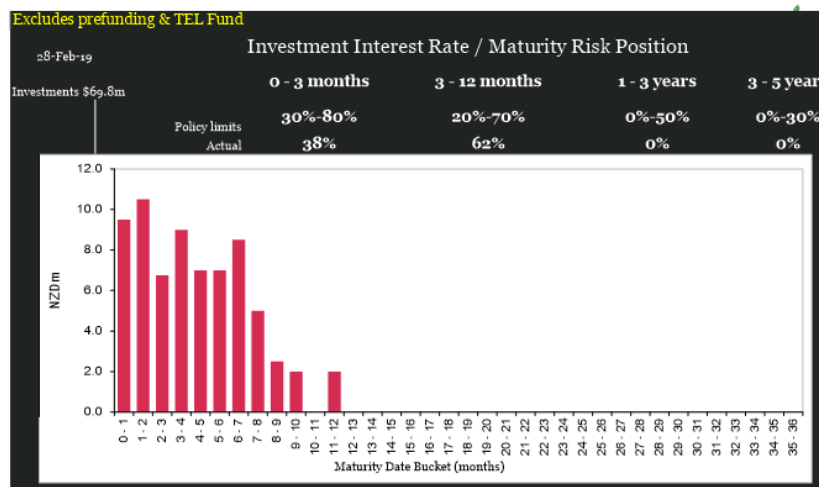
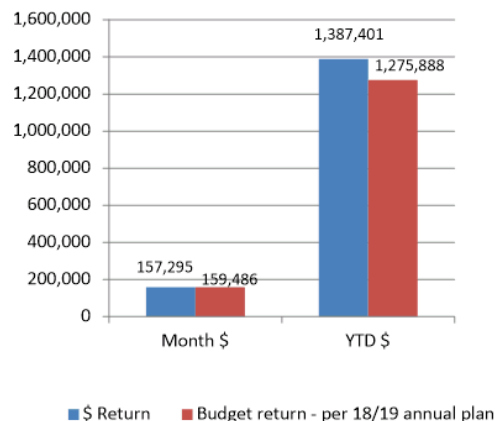


## Performance - Policy Compliance

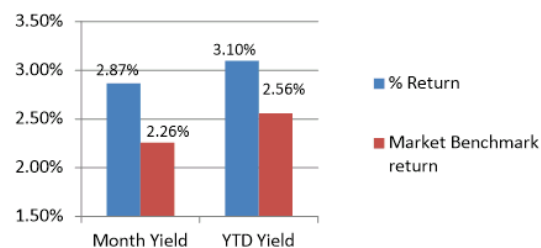
We are performing well against target returns this year, exceeding that planned.  
Performance against market benchmarks are also favourable for the month.

The investment return figures have been changed this month to show the return excluding interest earned on the \$30m additional deposits of funds borrowed early to pre-fund the LGFA debt falling due in March 2019.

### Investment Portfolio - Actual Return vs Budget \$'000 (cash return) ✓



### Investment Portfolio - Actual Return vs Market Benchmark Return (cash return) ✓



### Financial Investment Performance Measure:

Internally managed general funds/ special reserves actual investment returns must be benchmarked to a market interest rate. The benchmark is constructed as follows:

- 50% 6-month BKBM mid-rate (average of reporting month)
- 50% 6-month BKBM mid-rate, 6 months ago (average of month)
- = 100%

## Taupo District Council Monthly Treasury Management Report

Month Ended: 28 February 2019

Borrowing - \$144m

Current Standard &amp; Poors Rating: AA



### Funding Facility

We have \$29m issued under our Commercial Paper programme backed up by facilities with BNZ (\$40m) and Westpac (\$10m). This includes \$10m of pre-funding. We have issued \$145m of Floating Rate Notes under our Debenture Trust Deed, all of which is through the LGFA. \$20m of the \$145m is pre-funding. Total Borrowing is \$174 including pre-funding, \$144 excluding pre-funding.

### Borrowing Limits

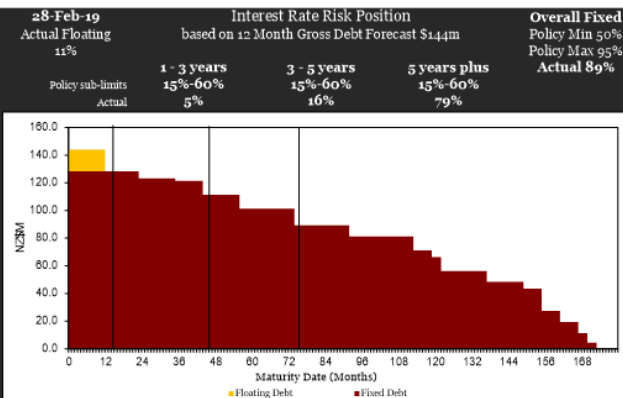
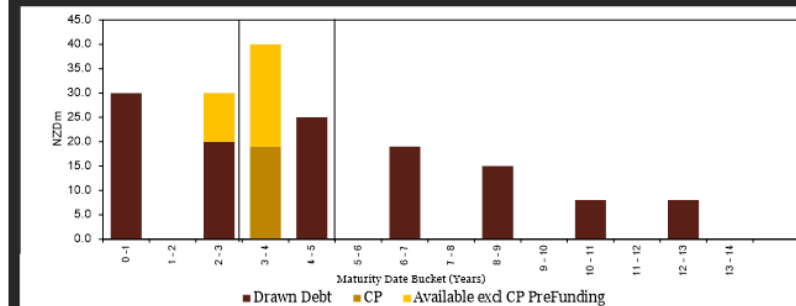
#### ii) Borrowing Limits

Borrowing Limits	Policy Limits	2018/19	Performance
Net External Debt / Total Revenue (TMP)	< 200%	84%	✓
Net Interest on External Debt / Total Revenue (TMP)	< 20%	6.3%	✓
Net Interest on External Debt / Annual Rates Income (TMP)	< 25%	7.8%	✓
Liquidity (External, term debt + committed bank facilities + liquid investments to existing internal debt)	> 110%	201%	✓

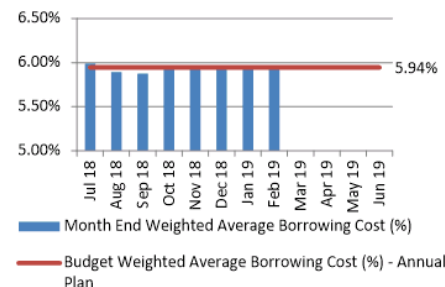
### 28-Feb-19 Funding & Liquidity Risk Position (excl. pre-funding)

Committed Loan/Stock/Facilities/Investment (excl. pre-funding) \$264.8m  
Current External Debt \$144m  
Current Net Debt (excl. pre-funding and GF investment) \$44.3m

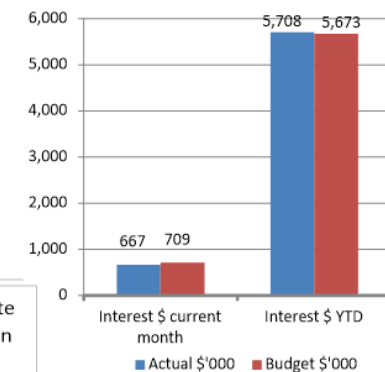
	0 - 3 years	3 - 5 years	5 years plus
Policy limits	15%-60%	15%-60%	10%-50%
Actual	34%	37%	29%



### Interest Rate Performance



The borrowing cost of the pre-funding by floating rate note and CPs have been excluded from these figures to show an underlying position which is comparable to budget



## Taupo District Council Monthly Treasury Management Report



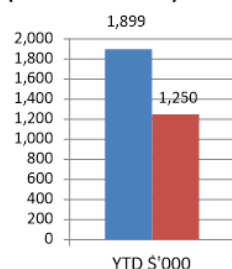
Month Ended: 28 February 2019

TEL Portfolio - \$59.7m

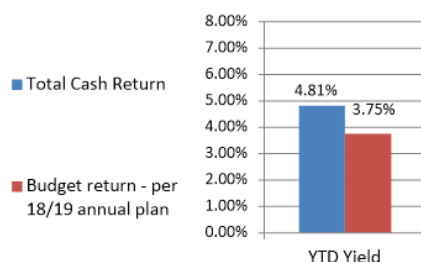
### TEL Investment Portfolio - Performance - Total Return ✗

Results for the TEL Fund were very positive in July 2018 and August 2018, boosted by realised gains on shares sold during this period. In mid-late October 2018 there was a fall in the sharemarket, and the total unrealised loss on the \$9.8m equity portfolio is \$0.7m at 28 February 2019. This has resulted in a \$1.1m return on the TEL investment portfolio for the year to date on a total return basis. The cash return on the portfolio is a very healthy 4.8% for the YTD to 28 February 2019, compared to budget of 3.75%. The cash result includes a \$122k realised gain on the sale of Rio Tinto shares in January & February 2019, and a \$54k realised gain on the sale of Auckland Airport shares in February 2019.

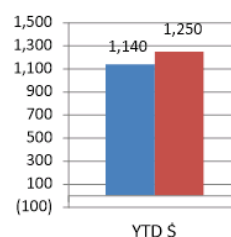
TEL Investment Portfolio -  
Actual vs Budget \$'000  
(cash return basis)



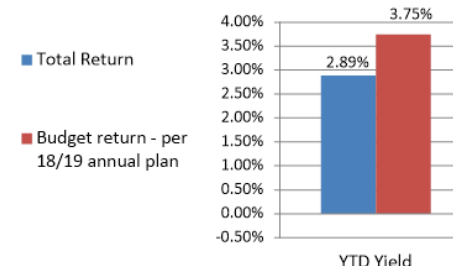
TEL Investment Portfolio - Actual  
vs Budget Yield (cash return basis)



TEL Investment Portfolio -  
Actual vs Budget \$'000  
(total return basis)

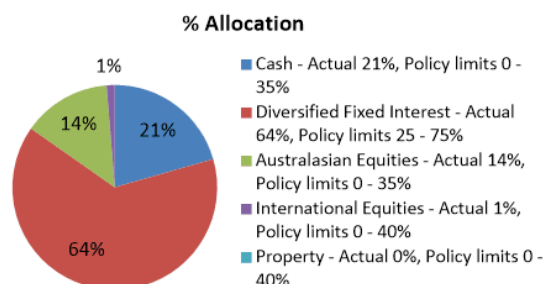


TEL Investment Portfolio - Actual vs  
Budget Yield (total return basis)



### TEL Investment Portfolio - Strategic Asset Allocation - Policy Compliance ✓

TEL strategic asset allocation is within the target allocation. Much of our investment is within lower yielding term investments but we have found, and continue to look for, opportunities to maximise our returns within lower risk equities and bonds.



### Equities:

The following equity transactions took place in February 2019 :

- Sale of 2,000 Rio Tinto shares at \$A89.27 per share - net sale proceeds \$NZ 186k.
- Sale of 75,000 Auckland Airport Shares at \$NZ 7.60 per share - net sale proceeds \$NZ 567k.
- Sale of 20,000 AGL shares at \$A22 per share - net sale proceeds \$NZ 456k
- Purchase of 10,000 James Hardie shares at \$A 17.978 -net cost \$NZ 188k

## Taupo District Council Monthly Treasury Management Report



Month Ended: 28 February 2019

### Counterparty Credit Exposure - Policy Compliance



Counterparty Credit Exposure for Total Investments with ANZ are marginally over limit as at 31 January 2019, due to an additional interest rate swap entered into with ANZ during the month of December 2018. The new transaction resulted in an increase in credit exposure of \$1.9m to ANZ within the Counterparty swaps sub-limit.

A submission will be made to the March 2019 Council meeting recommending a change in the measurement method of counterparty credit exposure for all swap transactions, following advice received from our Treasury advisors PwC. The recommended new measurement method is more sophisticated than the current method, and will result in a more accurate measurement of TDC's exposure to counterparties for these transactions. If the new method is adopted, It will significantly reduce the reported levels of exposure for all swap transactions, and thus will bring TDC's exposure to well within existing policy limits.

Counterparty Credit Risk (Interest Rate Risk Mgmt Instruments and investments, excl. property)

Policy Credit Limit (NZ\$) per NZ Registered Bank (Interest rate risk management)	\$20,000,000
Policy Credit Limit (NZ\$) per NZ Registered Bank (Investments)	\$35,000,000
Policy Credit Limit (NZ\$) per NZ Registered Bank (Total maximum per counterparty)	\$55,000,000

	Min LT/ST credit rating	Max \$ per counterparty (\$m)	\$m per issuer	Policy Max % of total investment portfolio	Actual Issuer % of total investment portfolio	Compliance
NZ Govt	NA	Unlimited	0.00	100%	0%	Y
NZ registered bank	A+/A-1	35.00	146.39	100%	98%	Y
NZ LGFA	AA-/A-1	40.00	2.32	50%	2%	Y
Corporate	A-/A-1	5.00	0.00	50%	0%	Y
SOE	BBB/A-2	5.00	0.00	50%	0%	Y
NZ local authority	A+/A-1	10.00	0.00	25%	0%	Y
NZ local authority unrated		5.00	0.00	25%	0%	Y

	Short Term Rating	Long Term Rating	Credit Exposure - Total investments (\$m)	Credit Exposure (Swaps) (\$m)	Credit Exposure (Carbon Credits) (\$m)	Compliance
Westpac	A-1+	AA-	20.00	0.00	0.00	Y
ANZ	A-1+	AA-	33.25	20.30	0.00	N
ASB	A-1+	AA-	35.00	13.91		Y
BNZ	A-1+	AA-	32.14	17.80		Y
KiwiBank	A-1	A+	26.00	0.00		Y
CBA	A-1+	AA-	0.00	0.00		Y
LGFA	A-1+	AA+	2.32			Y

### Investment Interest Rate / Maturity Profile (General / Reserve):

Period	0 - 3 months	3 - 12 months	1 - 3 years	3 - 5 years	INCLUDING PRE-FUNDING
Policy Limits	30% - 80%	20% - 70%	0% - 50%	0% - 30%	
Actual	57%	43%	0%	0%	
Policy Compliance	Y	Y	Y	Y	

### Exceptions to Policy

#### Interest rate risk position :

Council adopted a new treasury management policy in June 2015. This included a significant policy change to interest rate risk management parameters, moving to sub-limits over time bands. It will take 3-4 years for Council to transition its existing interest rate hedging instruments to align with the new policy.





**NOTES:**

1. ALL DIMENSIONS ARE SHOWN IN METRES UNLESS NOTED OTHERWISE.
2. ALL AREAS & DIMENSIONS SUBJECT TO FINAL LAND TRANSFER SURVEY.
3. COMPRISED IN RECORD OF TITLE 582861
4. LOCAL AUTHORITY: TAUPO DISTRICT COUNCIL

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				DRAWN:	DATE:	SIGNED:	PLOT DATE:				PROJECT NO:	SCALE:	A1
				CHECKED:	DATE:	SIGNED:	SURVEY BY:				1827	1:1,000 @ A1 1:2,000 @ A3	
				APPROVED:	DATE:	SIGNED:	SURVEY DATE:				DRAWING NO:		REV:
REV	FIRST ISSUE	JF	13/03/19					ALL DIMENSIONS TO BE CHECKED: DO NOT SCALE FROM DRAWING			1827-010		A
2019-03-13 15:13:37				REFER TO APPROVED MASTER DRAWING FOR ORIGINAL SIGNATURES				MCKENZIE & CO CONSULTANTS LTD Phone: 07 378 8635 info@taupo@mckenzieandco.co.nz			C:\120\SYNERGY\DATA\MCKSQL\0111827 255 CROWN ROAD - TAUPO_557\DRAWINGS\1827-010.DWG		