

THE DEPARTMENT OF INTERNAL AFFAIRS



Te Tari Taiwhenua

## **Lake Facilities Planning and Development Forum**

### **Capital Proposal Evaluation**

The purpose of this document is to provide the Forum with a process and criteria which will allow it to objectively evaluate the appropriateness of capital proposals received by the Department of Internal Affairs.

The process around which the criteria is based considers proposal relevancy and feasibility, and will allow the Forum to establish a ranked priority list of proposals which have been evaluated and recommended for funding. The process will be carried out in three stages.

The criteria will evaluate:

- Potential risks to user safety through not implementing the proposal;
- Whether the proposal is consistent with the Department of Internal Affairs' responsibility to maintain the facilities defined in Appendix 1;
- The urgency of implementation;
- Whether the proposal provides benefit to a significant number of users;
- The extent to which the proposal generates benefit to the community generally in addition to any identifiable persons or groups;
- The need for public funding; and
- The appropriateness of, and the Department's ability to, contribute funds and associated on-going maintenance costs to the project.

### **Stage 1 - Safety**

The stage one evaluation will address the Department of Internal Affairs' obligation to ensure that all existing Crown owned boating facilities at Lake Taupo are maintained to a standard that ensures safe public use. Any structure identified by regular safety audits undertaken by the Harbourmaster's Office as needing either extensive repair or replacement to ensure its on-going safe operational use (where desirable as determined by the process outlined in Appendix 2) will take precedence over any other proposal.

The order in which any proposals based on issues of safety are implemented will be determined by the Department.

## **Stage 2 – User Demand/Community Benefit**

The stage two evaluation will assess the level of user demand and community benefit. In this regard, it is likely that preference will be given to proposals involving the renovation or upgrading of existing facilities, where continued demand for this facility has been established, before investigating the provision of further facilities.

The application form which is to accompany a proposal requires an indication of the technical expertise required, the proposed method of implementation, community and environmental benefits or impacts of the proposal, an indication of the probable cost, the implications on future proposals, consultation with relevant organisations and users, and factors associated with the management of the facility.

Proposals will need to be submitted to the Department 20 working days prior to meetings of the Forum.

## **Stage 3 – Consideration of Proposal**

A proposal must be clearly described and well researched to assist the Forum in establishing a clear understanding of its rationale and an indication of the cost.

Proposals will be evaluated on their appropriateness and feasibility in regard to available resources.

## Proposal Evaluation Criteria

### Proposal:

<b>Stage One</b>		
<b>Safety</b>	Is the proposal based on an identified safety risk associated with an existing facility	Yes/No
	▶ What is the level of risk identified?	Nil/Low/Medium/High
	What is the demand for maintaining this facility?	Nil/Low/Medium/High
	What is the urgency of implementation	Nil/Low/Medium/High
<b>Conclusion</b>		
Decisions based on safety criteria do not require further evaluation		

<b>Stage Two</b>	
<b>User Demand/CommunityBenefit</b>	
Have all the relevant users' needs been adequately assessed?	Yes/No
What is the level of demand/desirability for the proposal?	Low/Medium/High
Are there community benefits associated with the proposal?	Yes/No
Does the proposal benefit a significant number of users?	Yes/No
<b>Conclusion</b>	
Proceed to stage three	

### Stage Three

#### Consideration of Proposal

The provision of information on the issues outlined below is required to ensure the Forum is fully informed when making its decision.

Does the proposal relate to an existing Crown asset? Yes/No

Is the community demand or desirability high enough for the proposal to proceed? Yes/No

Is sufficient information provided on the technical expertise required, method of implementation and cost? Yes/No

Have all appropriate organisations been consulted? Yes /No

Have the community and environmental effects been considered? Yes/No

Have other funding options been considered? Yes/No

Has the implication of future proposals been considered? Yes/No

Is it appropriate and feasible for the Department to meet the:  
(a) capital cost;  
(b) maintenance costs; and  
(c) rental costs?

Recommendation

## **Proposal Evaluation Report**

Proposal:

Date:

Submitted by:

### **Stage one - Safety**

Comments:

### **Stage two – Demand/Benefit**

Comments:

### **Stage three – Consideration of Proposal**

Comments:

Overall Evaluation

## **Department of Internal Affairs' Lake Taupo Facilities Management Responsibilities**

The Department is responsible for the maintenance of the boating facilities at the locations listed below.

### **Launching ramps**

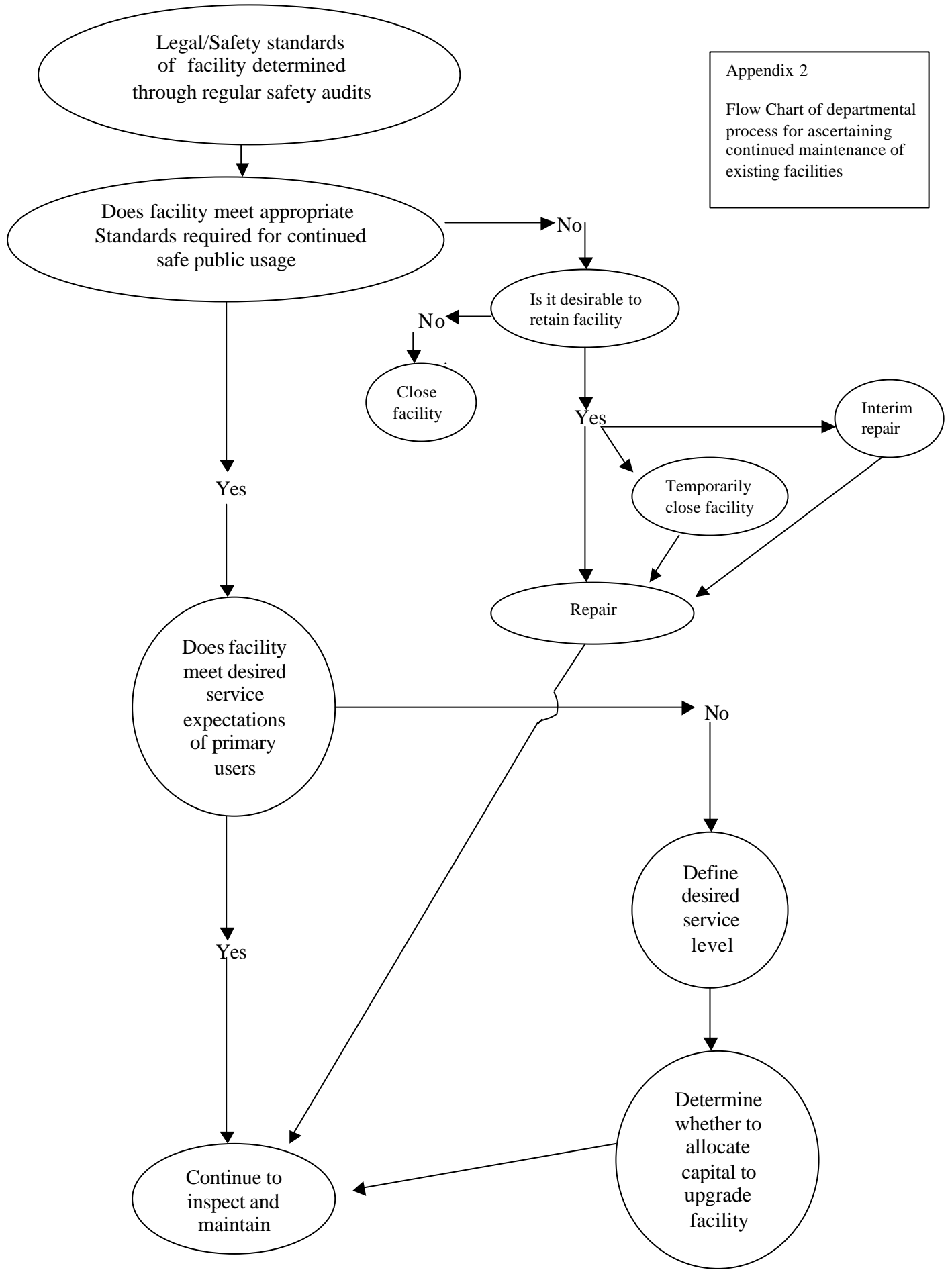
Two Mile Bay  
Three Mile Bay  
Motutere  
Mission Point  
Oratua Bay  
Motuoapa Bay  
Tokaanu  
Waihi Bay  
Pukawa  
Omori  
Kuratau  
Whareroa  
Acacia Bay South  
Te Moenga Bay  
Nukuhau  
Motorcamp  
Taupo Boatharbour

### **Jetties and Wharves**

Manuel's  
Two Mile Bay  
Three Mile Bay  
Mission Bay  
Motutere Bay  
Motuoapa  
Tokaanu  
Omori  
Kuratau  
Acacia Bay South  
Te Moenga Bay  
Nukuhau  
Taupo Boatharbour

### **Marinas**

Taupo Boatharbour  
Motuoapa  
Tokaanu



Appendix 2  
 Flow Chart of departmental process for ascertaining continued maintenance of existing facilities