



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

Date:	Tuesday, 27 February 2018
Time:	1.30pm
Location:	Council Chamber 107 Heuheu Street Taupō

AGENDA

MEMBERSHIP

Chairperson Mayor David Trewavas

Deputy Chairperson Cr Rosie Harvey

Members

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

Quorum 6

Gareth Green
Chief Executive Officer

Order Of Business

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3.1 ORDINARY COUNCIL MEETING - 1 FEBRUARY 2018

Author: Tina Jakes, Democracy & Community Engagement Manager

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

RECOMMENDATION(S)

That the minutes of the Council meeting held on Thursday 1 February 2018 be confirmed as a true and correct record.

ATTACHMENTS

1. Council Meeting Minutes - 1 February 2018 

4.1 ORDINARY TURANGI RESERVES MANAGEMENT PLAN COMMITTEE MEETING - 8 FEBRUARY 2018

Author: Raeleen Rihari, Democratic Services Support Officer

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

RECOMMENDATION(S)

That Council receives the minutes of the Turangi Reserves Management Plan Committee meeting held on Thursday 8 February 2018.

ATTACHMENTS

1. Turangi Reserves Management Plan Committee Meeting Minutes - 8 February 2018 

4.2 ORDINARY TURANGI/TONGARIRO COMMUNITY BOARD MEETING - 13 FEBRUARY 2018

Author: Raeleen Rihari, Democratic Services Support Officer

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

RECOMMENDATION(S)

That Council receives the minutes of the Turangi/Tongariro Community Board meeting held on Tuesday 13 February 2018.

ATTACHMENTS

1. Turangi/Tongariro Community Board Meeting Minutes - 13 February 2018 

5.1 TENDER CONTRACT TDC/1718/222 - PAENOA ROAD DROP STRUCTURE

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

Authorised by: Kevin Strongman, Group Manager, Operational Services

PURPOSE

This report is to seek Council approval to:

- (i) Approve unbudgeted expenditure of \$203,000.00 to enable the Paenoa Road drop structure project to be completed
- (ii) Award the tender for Paenoa Road Drop Structure TDC/1718/222

EXECUTIVE SUMMARY

The bank at the end of Paenoa Road off Acacia Bay Road Taupō has been eroded and there is now a significant hole adjacent to houses that poses a health and safety risk to the local residents.

The catchment above Paenoa Road is around 500Ha and stormwater flow from that catchment passes under Acacia Bay Road and passes overland to where it discharges to the lake adjacent to a number of houses. This location has suffered erosion damage in the past and is a continuing concern to the residents that live there.

It is proposed that a gabion basket drop structure be constructed to enable the flow to reach the bottom of the bank without causing further damage.

The construction tender has now closed and Council has received one tender for the work from Seay Earthmovers, with the tender price being at the engineers estimate.

Council has approached the Waikato Regional Council to assist in funding the solution through the Lakeshore erosion part share funding agreement, but Council has been informed that the overland flow path damage does not meet the requirements of the Regional Councils funding criteria as set down in the agreement.

As the significant rainfall event that caused the erosion damage in this area was unforeseen, there was no project in the annual plan to cover the expenditure so this project cost is unbudgeted.

The preferred option is to award the construction tender to Seay Earthmovers for \$184,131.72 and approve a contingency sum of \$18,868.28.

RECOMMENDATION(S)

That Council:

1. Approves unbudgeted expenditure of \$203,000.00 (excl. GST) for the Paenoa Road Drop Structure project.
2. Accepts the Tender for Contract TDC/1718/222 for Paenoa Road Drop Structure submitted by Seay Earthmovers for the sum of \$181,131.72 (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.
3. Approves a contingency sum of \$18,868.28 (excl. GST)

PURPOSE

The purpose of this report is to

- (i) allow Council to make a decision on how to fund the unbudgeted expenditure to enable the drop structure to be constructed
- (ii) award the tender for Paenoa Road Drop structure TDC/17/18/222 to Seay Earthmovers

BACKGROUND

In April 2017 a large rainfall event caused the bank at the end of Paenoa Road to erode (see attached photos).

The damage to the bank is close to houses and is a health and safety risk to the local residents.

The catchment above Paenoa Road is some 500Ha, and large storm events cause overland storm flows to pass under Acacia Bay Road and run down Paenoa Road where previously water has discharged over a bank to the lake.

Council has been working with the local residents, Regional Council and local developers regarding the whole catchment to try and reduce the amount of flow that impacts this point, but to date have been unsuccessful. Discussions are ongoing and any diversion options are likely to form part of the future land development proposals on the lake side of Acacia Bay Road. The timing of development is currently unknown but is likely to be a number of years away.

Council has been monitoring the site after every rain event and it is considered that further erosion will occur if the drop structure is not constructed.

DISCUSSION

Residents have been awaiting remediation of the eroded bank at the end of Paenoa Road since April 2017.

Opus International have undertaken the design of a drop structure, and Council has received one tender for its construction.

The eroded area is a health and safety risk for the local community members and remediation costs will increase if not attended to.

TENDERS RECEIVED

Tenders were advertised through tender link and closed on 9 February 2018 with one tender being received from Seay Earthmovers.

The tender price being \$184,131.72 excluding GST.

The Engineers Estimate was \$181,820.00 excluding GST.

TENDER EVALUATION

Tenders were evaluated on a lowest price conforming basis.

The tender provided from Seay Earthmovers is a conforming tender with the tendered price being at the engineers estimate.

RECOMMENDED CONTRACT PRICE

The final tender sum by Seay earthmovers Contractors being \$184,131.72.

OPTIONS

Analysis of Options

Option 1.

Advantages	Disadvantages
Maintain status quo (do not proceed with the project) avoids cost of project	health and safety risk remains

Option 2.

Advantages	Disadvantages
Award contract and approve unbudgeted expenditure, to remove H&S risk	Would require unbudgeted expenditure

Option 3.

Advantages	Disadvantages
Retender the project to see if there are additional tenderers	Retendering is not recommended, as we have received a tender that is at the engineers estimate. There is no guarantee that we will receive additional tenders, and it is noted that contractors are currently heavily committed.

The preferred option is to award the contract and provide unbudgeted project budget.

CONSIDERATIONS

Financial Considerations

The project is currently unbudgeted as the expenditure was unforeseen.

The Tenderer price is \$184,131.72.

Total expected projects costs:

Tender Price	\$ 184,131.72
Contract Contingency	\$ 18,868.28
<u>TOTAL</u>	<u>\$ 203,000.00</u>

Unbudgeted cost of \$203,000.00 is sought to complete the project.

Council officers have considered other options to fund the shortfall. The preferred option is to fund the shortfall from the district Stormwater cost centre.

The other funding option considered was to use the WRC Lakeshore Erosion funding, but this was not successful as it did not meet the WRC funding criteria.

Legal Considerations

Local Government Act 2002

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

Regional Council has advised that no resource consent is required for the construction of the drop structure.

The works will require an earth works management plan to make sure that construction materials do not impact the lake.

Policy Implications

There are no policy implications with this project.

Risks

Construction risk. That during construction there is a large rainfall event that impacts the works. The contractor will pick a favourable weather pattern to complete construction but we are approaching autumn where the risk will increase.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Māori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

Funding of the unbudgeted expenditure is within the CEOs funding delegation, and the impact of the works will be limited to the residents of Paenoa Road.

ENGAGEMENT

Council has been liaising with the local community at the end of Paenoa Road regarding the overland flow path for a number of years and the Paenoa Road residents are awaiting the construction work to be completed so that the current health and safety risk is eliminated.

Considerable discussions have been undertaken with WRC re-funding and design considerations.

COMMUNICATION/MEDIA

Communication will be undertaken with the Paenoa Road community to make them aware of the time frame for construction of the Drop Structure if the contract is awarded.

Local residents have been kept up to date with progress by the Strategic Relationships Manager.

CONCLUSION

A tender has been received and assessed; the tender by Seay Earthmovers \$184,131.72 is the preferred tender.

There is currently no project budget due to the project being unforeseen so a project budget of \$203,000.00 is required to complete the project. The funding shortfall can be met by allocating the costs to the Stormwater cost centre.

ATTACHMENTS

1. Upstream catchment 
2. Location of drop structure and erosion 
3. Upstream flow path down Paenoa Road 
4. Proximity of eroded area to housing 
5. Extent of erosion 
6. Eroded materials entering lake 

5.2	TENDER CONTRACT TDC/1718/221 - OTUMUHEKE CULTURAL AND ECOLOGICAL ENHANCEMENT PROJECT
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Author: Fraser Scott, Landscape Architect

Authorised by: Kevin Strongman, Group Manager, Operational Services

PURPOSE

This report is to seek approval for unbudgeted expenditure to complete the Otumuheke cultural and ecological enhancement project, and award the tender for Contract TDC/1718/221 for the construction and installation of the works associated with the construction tender for the Otumuheke cultural and ecological enhancement project. These works include the following:

- reticulated public toilets, changing rooms, roof viewing platform, lockers and drinking fountain
- services (power, water, waste water) and their connection points at the new toilet block and Spa Rd
- fencing
- bridge and boardwalks
- erosion mitigation
- signage
- improved gradient and surfacing for the pathway and walking tracks
- improved contouring to address storm water erosion
- new planting areas

EXECUTIVE SUMMARY

Tenders closed for Contract TDC/1718/221 – Otumuheke Cultural and Ecological enhancement project on Friday 9 February 2018. Two conforming tenders were received. Tenders were evaluated using the lowest price conforming method. The successful tender met all the attributes required in the tender evaluation process and therefore we recommend that Council accepts the tender. The tender price is \$845,384.55 excl GST.

RECOMMENDATION(S)

1. That Council approves unbudgeted expenditure of \$334,814.65 [excl. GST] for the Otumuheke Cultural and Ecological Enhancement Project.
2. That Council accepts and awards the tender for Contract TDC/1718/221 Otumuheke Cultural and Ecological enhancement to Deano's Earthmoving and logging Ltd for the sum of \$845,384.55 [excl. GST] and authorises His Worship the Mayor and the Chief Executive to sign the Contract Document(s).

BACKGROUND

Council was advised of the issues in and around the Otumuheke Stream at a meeting held on 30 May 2017. Of specific concern were the issues relating to:

- Erosion (riverbank, stream edge and access track)
- Bush toileting
- Damage to the rare ferns that only grow in the ecosystem along the hot stream
- No recognition of the cultural significance of this site to Maori
- An increasing number of complaints regarding theft and threatening behaviour
- Lack of infrastructure to cater for the growing number of people drawn to the location.

In 2015, funds were allocated in the Long-term Plan (LTP) primarily for toilets and pathway improvements and consultation began with our key stakeholders, Patuiwi Trust, Tuwharetoa Maori Trust Board (TMTB),

Department of Conservation (DOC), Police and the Waikato Regional Council (WRC). We also consulted with visitors to the site.

We applied in 2016 to the Government's tourism fund for partial funding of the project with the application approved for \$118,000.

In May 2017 Council agreed to proceed to detailed design and tender based on the presented concept plans (Council Resolution Number TDC201705/19). Guidance was provided by Council to staff regarding the capacity and size of the toilet block to ensure that the facility could meet future demands. This increase in capacity and size also increased the associated engineering requirements to prepare the site for the toilet block.

DISCUSSION

In May 2017 the indicative cost of the project was \$750,000. As noted previously this type of project is challenging to price accurately at the concept stage. This is due to the specialist nature of many of the components including the toilet block, bridges, erosion control etc. This makes it challenging for consultants and contractors to provide an estimate on concept plans.

Detailed construction drawings were completed based on the concepts that Council had approved and the increase in capacity and size of the toilet block. This process also identified unforeseen technical requirements including the telemetry system for the wastewater. In addition several components of the design such as the lounging platforms located at the confluence of the Otumuheke Stream and Waikato River have been agreed in principle with Tuwharetoa Maori Trust Board. Other design components include bespoke items such as the fence from the toilet block to the Patuiwi Trust kiosk, boardwalk and bridge balustrades, and all timber decking associated with these features. The cost of these components are now included in the cost of the project. However they were not included in the tender documents due to the specialist and particular nature of the work. Pricing has been undertaken for these items to provide an understanding of the cost. The total cost of the project is now priced at \$1,334,010.65. This is a difference of \$584,010.65.

In December 2017 Council successfully secured additional funding from the Government's tourism fund, bringing the total from this fund to \$281,000. This additional funding was approved due to the increase in the scope of the project. If the scope of the project was reduced this could result in a reduced level of funding, or risk losing the tourism grant funding (as it is mentioned in the Risks paragraph on Page 8). This funding must be committed by June 2018.

Due to the significant growth component associated with the growing number of visitors to this location a portion of this project's budget can be provided from development contributions.

Based on the above the following table outlines the total project cost and the sources of funding. Based on the current funding available there is a shortfall of \$334,814.65.

OTUMUHEKE BUDGET OVERVIEW		
Total project cost	\$ 1,334,010.65	
Funding	\$ 300,000.00	\$281,000.00 Tourism Fund and \$19,000.00 Environment Waikato
Original budget*	\$ 255,000.00	16/17 and 17/18 Annual Plan
Current total budget	\$ 555,000.00	including grants
Development contribution funding	\$ 444,196.00	DC reserve accumulated @ 33.33%
Total	\$ 999,196.00	
Remaining shortfall	\$ 334,814.65	(unbudgeted) – loan funding required

* The original budget was based on several individual projects including a minor upgrade to the existing path, a single pan vault toilet, landscaping and the provision of a water tank.

TENDERS RECEIVED

Tender documents were issued for a proposed contract on 27 November 2017. The tender date was extended from 22 December 2017 to 12 January 2018 to ensure contractors were given the maximum time possible to submit tenders. TDC received three un-conforming tenders.

The tender was re-let with a closing date of 9 February 2018. Two complying tenders were received.

TENDER EVALUATION

Tenders were evaluated using the lowest price conforming method.

Tender prices ranged from \$847,054.35 to \$1,394,538.05 plus GST. The second tender included pricing of \$420,000 based on unfounded technical concerns around a services item. When this item is removed the two tenders are within \$100,000 of each other.

The recommendation from the tender evaluation team was for the tender to be awarded to Deano's Earthmoving and Logging Ltd.

OPTIONS

Analysis of Options

Option 1 – Council proceeds with the project, approves the tender and unbudgeted expenditure

Advantages	Disadvantages
<ul style="list-style-type: none"> • Maximises the improvement to the visitor experience • Addresses all the stakeholders concerns over the current environmental (including erosion), cultural and social issues • The reticulated toilet improves the toilet experience and reduces maintenance and servicing costs associated with a dry vault system – vandalism, sucker truck visits etc. • The reticulated system also improves the toilet experience meaning more will choose to use it • The toilets, changing area and lockers will be used more in this location. • future proofs the site for the growing visitor numbers • Ensures the new elements <u>work together</u> therefore maximising the return on investment • Having potable water supply for the flush system also means water can be used for hand cleaning and drinking purposes • The tourism fund will be fully utilised • The DC funding will be used • The budgeted funds for this reserve will be used as intended 	<ul style="list-style-type: none"> • More upfront costs associated with the project.

Option 2.

Do not construct mini boardwalks, new bridge and bridge boardwalks and lounging platforms.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Reduced installation construction costs. Price reduction of circa \$218,000.00 	<ul style="list-style-type: none"> • The CPTED principles of this design will be compromised • The visitor bathing experience of the stream won't be improved • No extra space will be created to cater for the additional visitors to this site. • The site threshold experience will have no opportunity to impact on visitor's behaviour. • The river edge will be a mass of rocks with no material or visual break (timber lounging decks)

Option 3.

Replace flushing reticulated toilet with storage tanks, remove mini boardwalks, new bridge and bridge boardwalks.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Reduced installation costs. • Price reduction of circa \$204,000.00 	<ul style="list-style-type: none"> • Ongoing sucker truck costs with the increased liquid large volumes of waste will require removal with a sucker truck required 2-3 times per week. • The CPTED principles will not work as well • The visitor bathing experience won't be improved • No extra space will be created to cater for the additional visitors to this site. • The site threshold experience will have no opportunity to impact on visitors behaviour • Requires a retaining wall • The toilets will have a low use rate therefore the quality of the visitor experience will continue to decline • Increased maintenance costs – dry vault systems are notorious for items being stuffed down them • The quality of the toilet experience will deter people from using it – dry vault systems are notorious for bad odour • The visitor experience will not be as good for the \$ invested

Option 4.

Relocate toilet further away from bathing area, replace flushing reticulated toilet with storage tanks, remove viewing deck, mini boardwalks, new bridge and bridge boardwalks.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Reduced installation costs. • Price reduction of circa \$392,000.00 	<ul style="list-style-type: none"> • The CPTED principles will not work as well • Ongoing sucker truck costs – with the increased liquid large volumes of waste will require removal with a sucker truck required 2-3 times per week. • The environmental expectations of the visitors will not be addressed • The visitor bathing experience won't be improved • No extra space will be created to cater for the additional visitors to this site. • The site threshold experience will have no opportunity to impact on visitors behaviour • The facilities will not be future proofed for the predicted increase in numbers • Requires a redesign • The toilets will have a low use rate therefore the quality of the visitor experience will continue to decline • The distance away from the stream will mean low use rate (toileting and changing) and therefore bush toileting will not be addressed and this will continue to adversely affect the visitor experience and the environment • Increased maintenance costs – dry vault systems are notorious for items being stuffed down them • The quality of the toilet experience will deter people from using it – dry vault systems are notorious for bad odour • The visitor experience will not be as good for the \$ invested

Option 5.

Council decides not to proceed with the project

Advantages	Disadvantages
<ul style="list-style-type: none"> • No loan component required. 	<ul style="list-style-type: none"> • Stakeholders concerns (including erosion), cultural and social issues will not be addressed • TDC will lose the Tourism funding as is it based on the project being completed • The Development contributions will not be used. • The site and it's associated features will continue to decline in quality • The budgeted funds for this reserve will not used as intended

Preferred option:

Option 1 – Council proceeds with the full project.

It is the combination of all the features of this design that help to maximise the positive benefits to this site, removing individual elements will have a negative flow on effect of reducing the effectiveness of the remaining features.

CONSIDERATIONS

Financial Considerations

The full financial impact of this project is \$1,334,010.65

There are three main areas that make up the project total, they are;

- A. The project construction tender which includes all on site works and water service installation.
- B. The TDC supplied items which are to be sourced from specialist suppliers and manufacturers.
- C. TDC expenses already incurred as part of the planning and design phase of this project.

Otumuheke cultural and ecological enhancement project Feb 2018		
Otumuheke cultural and ecological enhancement project TENDER	TDC supplied items	TDC expenses to date
preliminary and general	Decking timber	Toilet block deposit
site preparation	fixings	Consultants
earthworks	power connection	design
pathway	planting	
sanitary sewer drainage	balustrade	
water supply	fencing	
utilities		
buildings		
structural		
miscellaneous		
contingency		
Otumuheke cultural and ecological enhancement TENDER		\$ 845,384.55
TDC supplied items		\$ 155,904.10
TDC expenses to date		\$ 332,722.00
Total project cost		\$ 1,334,010.65

The expenditure for this site in the annual plans is currently:

Budget				Total \$ 555,000.00
	2016/17	Annual plan	\$ 160,000.00	
	2017/18	Annual plan	\$ 95,000.00	
		Central Government (MFF)	\$ 281,000.00	
		Waikato Regional Council	\$ 19,000.00	

Central government has already committed \$281,000 to this project from its Regional Mid-Sized Tourism Facilities Grant Fund (MFF). A further \$19,000 is available to be used on this site from Waikato Regional Council to assist with signage (improve awareness of the rare fern) and planting to improve the ecological values of this site.

Long-term Plan/Annual Plan

This will be funded from a combination of DC funding \$444,196.00, loan funding of \$334,814.65 and subject to financial assistance of \$281,000.00 from The Regional Mid-Sized Tourism Facilities Grant Fund (MFF).

Legal Considerations

Local Government Act 2002

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

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

The following authorisations are required for the proposal:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Resource Consent | <input checked="" type="checkbox"/> Building Consent | <input type="checkbox"/> Environmental Health |
| <input type="checkbox"/> Liquor Licencing | <input type="checkbox"/> Licence to occupy | |

Policy Implications

There are no known policy implications. Spa Park management plan and a master plan – project fits within the intent of these plans.

Risks

If Council chooses not to progress the entire concept to deliver the objectives of the stakeholders, there is a risk that Council will not receive central government funding. In addition and more importantly, we risk not meeting our stakeholder's expectations. This project has the opportunity to be a flagship for a truly collaborative approach to managing the many concerns raised about this site.

Not implementing the entire concept plan raises the risk of the project not achieving the outcomes that will benefit this site in the long term. It also raises the issue of ad-hoc development occurring where currently we have an opportunity to work together with the adjoining landowners on a plan that has their full support because it ensures this historic site will be protected for future generations to enjoy and will significantly enhance the visitor experience.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

We have had considerable conversations with key stakeholders and adjoining land owners including, Patuiwi Trust, Tuwharetoa Maori Trust Board (TMTB), Department of Conservation (DOC), Police and the Waikato Regional Council (WRC). We also consulted with visitors to the site.

COMMUNICATION/MEDIA

If the project progresses, a full communication plan will be developed.

CONCLUSION

It is recommended that Council approves unbudgeted expenditure of \$334,814.65 [excl. GST] for the Otumuheke Cultural and Ecological Enhancement Project and accepts the tender from Deano's Earthmoving and Logging Ltd.

ATTACHMENTS

1. Site Plan Setout 
2. Address Erosion Issues 
3. Toilet Changing Area Viewing Platform - Elevations 
4. Toilet Changing Area Viewing Platform - Deck Sketches 
5. Bridge 
6. Bridge Plan and Section 
7. Bridge Sections 
8. Site Contours 

5.3 WASTEWATER NETWORK INCREASED MAINTENANCE: OVERFLOW REDUCTION

Author: Michael Cordell, Asset Manager Water & Waste

Authorised by: Kevin Strongman, Group Manager, Operational Services

PURPOSE

The purpose of this report is to seek unbudgeted expenditure to begin a programme of sewer inspection and cleaning in order to reduce the risk of sewer overflows.

EXECUTIVE SUMMARY

Recently we have experienced several sewer overflows that have reached Lake Taupō and caused temporary closure of the affected beaches. Sewer overflows cause an increased risk to health, particularly when entering waterways.

The most common cause of sewer overflows is a combination of fat, rags (wet wipes and other sanitary items) and tree roots. When a sewer becomes blocked and overflows, it will often spill to the road and into the stormwater network. The stormwater network ultimately discharges directly to the lake in many cases.

In order to reduce the number of overflows quickly, an intensive investigation followed by cleaning of problem areas is required. This involves more work than the current budget can provide for.

To implement the programme of works immediately unbudgeted expenditure in the current (2017/18) financial year is required.

To keep the number of overflows down over the long term a programme of routine preventative maintenance is required and this is proposed in the draft LTP consultation document. Following consultation, the target level of service for wastewater overflows should be reviewed.

RECOMMENDATION(S)

That Council approves unbudgeted expenditure of \$395,000 [excl. GST] in the 2017/18 year for additional sewer inspection and cleaning.

BACKGROUND

The proposal has not been presented previously.

Recently we have experienced several sewer overflows that have reached Lake Taupō and caused temporary closure of the affected beaches. Sewer overflows cause an increased risk to health, particularly when entering waterways.

The most common cause of sewer overflows is a combination of fat, rags (wet wipes and other sanitary items) and tree roots. When a sewer becomes blocked and overflows, it will often spill to the road and into the stormwater network. The stormwater network ultimately discharges directly to the lake in many cases.

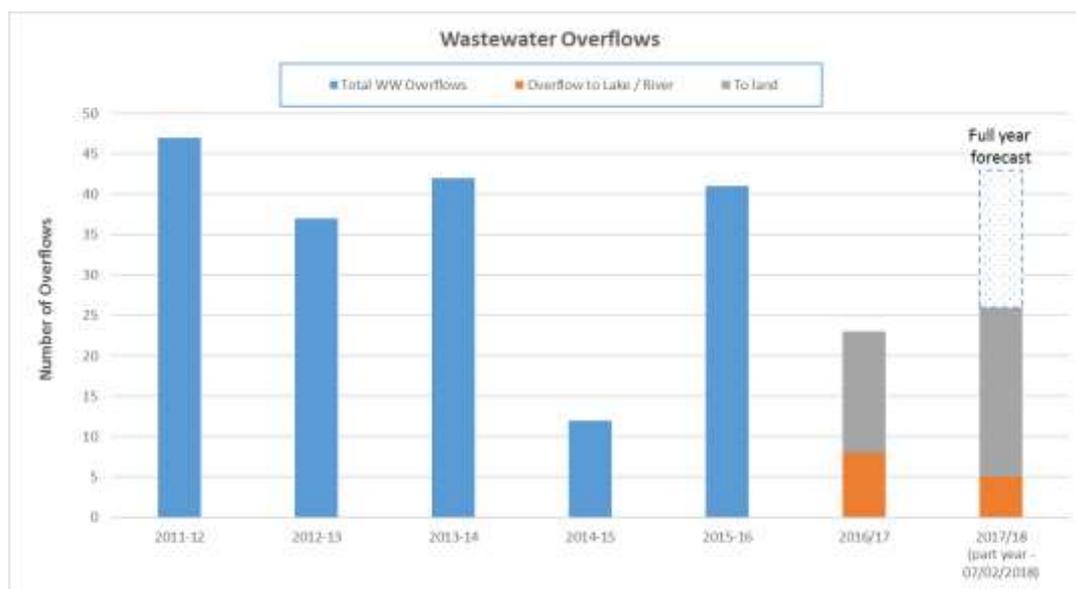
Targeted and routine sewer cleaning is currently undertaking in the Taupō CBD and Lake Front.

Further sewer cleaning is undertaken targeting areas where there have been increased overflows. This approach is reactionary and the rate of sewer overflows will remain at a similar frequency without wider preventative maintenance programme.

The current sewer-cleaning programme is not sufficient to reduce the number of overflows that are occurring.

Disposal of fats and oil, rags, and other foreign objects in the sewers is the other major cause of blockage and increased education of the public of what items are appropriate to be disposed of down the drains is required.

The chart below provides a history of the number of reported overflows from the sewer network; with more recent years providing a breakdown of the number of overflows to the water bodies. The 2017/18 column shows the number of overflows year-to-date and a projection of the number of spills for the full year based on the current rate.



DISCUSSION

There is concern over the number of overflows occurring.

In order to reduce the number of overflows quickly, an intensive investigation followed by cleaning of problem areas is required. This involves more work than the current budget can provide for. To implement the programme of works immediately, unbudgeted expenditure of \$395,000 is required; based on an assessment of the number of the manholes and pipes that require inspection unbudgeted

The increased budget will allow an increase in the increase the amount of manhole and pipe inspections; using both visual inspections and pipe blockage detection technology. The work will be focussed in the Taupō and Acacia Bay areas. The sum includes an allowance for jetting and CCTV based on assumption that 20% of the inspected lines and manholes have an immediate maintenance requirement.

We already spend over \$100,000 annually on sewer cleaning. To keep the number of overflows down over the long term a programme of routine preventative maintenance is required and this is proposed in the draft

LTP consultation document. Following consultation, the target level of service for wastewater overflows should be reviewed.

As more preventative maintenance is undertaken we expect a reduction in the number and cost of reactive events. There is some uncertainty about what degree of saving can be expected and as such the maintenance programme will be refined over time as we learn more about our sewer network. Future operational and maintenance budgets will be reviewed as the benefits of the cleaning programme are seen.

The target level of service defined for wastewater overflows is <3 per 1000 connections. This number of overflow events does not seem to be acceptable and the level of service should be reviewed.

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

The second decision is whether to implement the programme of works immediately, in the 2017/18 year, which will require unbudgeted expenditure, or to delay implementation of work until the next financial year following LTP consultation.

Overall the options are:

Option 1: Approve unbudgeted expense of \$395,000 +GST to immediately implement a programme of sewer inspection and maintenance

Option 2: Status-quo (which includes minimal preventative maintenance and is a more reactive approach).

OPTIONS

Analysis of Options

Option 1. Approve unbudgeted expense of \$395,000 +GST to immediately implement a programme of sewer inspection and maintenance

Advantages	Disadvantages
<ul style="list-style-type: none"> Better maintained sewers with less blockage risk and reduced sewer overflows 	<ul style="list-style-type: none"> Operational cost increase in the short term
<ul style="list-style-type: none"> Reduced risk of overflow to water and reduced health risk 	<ul style="list-style-type: none"> Unbudgeted expenditure required 2017/18
<ul style="list-style-type: none"> Reduced closure of beaches 	
<ul style="list-style-type: none"> Expect a reduction in reactive maintenance over time 	
<ul style="list-style-type: none"> Above benefits are realized sooner 	

Option 3. Status-quo

Advantages	Disadvantages
<ul style="list-style-type: none"> Lower operational cost in the short term 	<ul style="list-style-type: none"> Level of sewer overflows will persist and could increase over time.
<ul style="list-style-type: none"> Continued high reactive maintenance cost 	<ul style="list-style-type: none"> Higher health risk due to contamination of waterways
	<ul style="list-style-type: none"> Beach closures to remain at current frequency or increase over time.
	<ul style="list-style-type: none"> Cost of reactive maintenance in the future remains high.

Analysis Conclusion:

The preferred option is for Council to approve unbudgeted expense of \$395,000 +GST to immediately implement a programme of sewer inspection and maintenance.

CONSIDERATIONS

Financial Considerations

Long-term Plan/Annual Plan

The 2017 / 2018 additional budget of \$395,000 will be unbudgeted expense.

Legal Considerations

Local Government Act 2002

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

Policy Implications

There are no known policy implications.

Risks

There are no known risks with the preferred option.

Implementation of a routine preventive maintenance programme will lessen the risk of overflow and the associated health risks.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

The increase in the draft LTP budgets are included in the LTP consultation document.

The proposal to increase the current year's operational budget cannot be consulted on due to time limitations.

COMMUNICATION/MEDIA

Decisions made by Council should be communicated in the appropriate manner.

Specific communications will be required in areas where work is to be undertaken. This communication will be in line with our normal operational procedures and can include direct mail outs and via digital media.

CONCLUSION

Immediate implementation of a routine preventive maintenance programme for sewer inspection and maintenance is the preferred option. There is increasing concern over the number of sewer overflows occurring and the impact of these on our environment and health risk.

The level of service target for sewer overflows should be following review the feedback received from the consultation period.

ATTACHMENTS

Nil

5.4 DRAFT WASTE MANAGEMENT MINIMISATION PLAN FOR CONSULTATION

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

Authorised by: Kevin Strongman, Group Manager, Operational Services

PURPOSE

This report seeks Councils adoption of the Statement of Proposal for the draft Waste Management & Minimisation Plan (WMMP) for consultation.

EXECUTIVE SUMMARY

Council is required to adopt a WMMP by the end of June 2018 and this document is required to be consulted on using the requirements of Section 83 of the LGA. It is proposed that consultation be undertaken in conjunction with the special consultative procedure that Council must use for the consultation document for the Long-term Plan 2018. This is considered a cost effective approach.

The proposed consultation period is 12 March – 16 April 2018.

The draft plan supports the existing services and infrastructure that provide recycling and waste diversion and waste disposal options to the community, as well as identifies a number of new waste minimisation initiatives that could be implemented.

RECOMMENDATION(S)

That Council adopts the Statement of Proposal for the draft Waste Management & Minimisation Plan for consultation in accordance with Section 83 of the Local Government Act 2002.

BACKGROUND

Council's current Waste Management Minimisation Plan (WMMP) was adopted in 2012. The Waste Minimisation Act 2008 requires that the plan must be reviewed every six years. Any amendments to the plan require consultation using the special consultative procedure set out in section 83 of the Local Government Act 2002.

The vision articulated in the draft Waste Management and Minimisation Plan is "To protect public health and safeguard the Taupō District environment by ensuring refuse and recycling is managed in a safe, efficient and sustainable manner that maintains natural and aesthetic values".

DISCUSSION

The draft plan supports the existing services and infrastructure that provide recycling and waste diversion and waste disposal options to the community, as well as identifies a number of new waste minimisation initiatives that could be implemented using funding from Council and the waste minimisation levy revenue.

The new waste minimisation initiatives to be considered include:

- E-Waste recycling
- Waste minimisation education programmes for district Marae
- The provision of grant funding for community waste minimisation projects
- E-waste service provision
- Increasing the number of warranted litter officers
- Understanding the generation of construction & demolition waste
- Supporting schools to divert food waste
- Understanding the generation of farm wastes
- To support event waste reduction through education
- Implementation of a targeted litter reduction program
- Support and facilitate the reduction of single use plastic bags in the district

A workshop was held to discuss the waste assessment undertaken by Council's Solid Waste Manager. Council also discussed and supported an options table, which reflects the existing and potential additional

services proposed in the draft WMMP. Funding for existing and potential new service delivery has been included in the draft Long-term Plan. The Solid Waste Asset Management Plan also reflects the direction proposed in the draft WMMP.

OPTIONS

The two options Council has are to either adopt the Statement of Proposal draft WMMP for consultation or not. It is preferred that Council adopts the Statement of Proposal draft WMMP for consultation, to ensure it meets its legal obligations under the Waste Minimisation Act 2008.

CONSIDERATIONS

Financial Considerations

Council currently receives revenue from the waste minimisation levy for the provision of waste minimisation initiatives. This plan identifies a number of new initiatives that can be funded from the levy revenue and additional Council funding. The draft WMMP includes actions that require additional funding of \$40,000 over previous budgets. This additional funding has been included in the draft Long-term Plan.

Legal Considerations

Council's current Waste Management Minimisation Plan (WMMP) was adopted in 2012. The Waste Minimisation Act 2008 requires that the plan must be reviewed every six years. Any amendments to the plan require consultation using the special consultative procedure set out in section 83 of the Local Government Act 2002.

Policy Implications

The draft WMMP includes amendments from the plan adopted in 2012. Following consultation these changes may or may not be included in the final plan. Any changes made will be reflected in the AMP and the Long-term Plan.

Risks

If Council does not adopt the statement of proposal the risk includes a failure to comply with the requirements of the Waste Minimisation Act 2008. Council must adopt a WMMP by the end of June 2018. In order to do so Council must consult with the community using the special consultative procedure.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is not significant.

ENGAGEMENT

A special consultative procedure will be undertaken in accordance with section 83 of the LGA. This requires that a statement of proposal is prepared and is made publicly available for one month. It must also be clear how Council will provide the community with an opportunity to present their views to Council including an opportunity for persons to present their views to Council in a manner that enables spoken (or New Zealand sign language) interaction between the person and the Council. Council may also allow submitters to present their views to Council by way of audio link or audio visual link. The statement of proposal outlines that the

community are able to present their views to Council. We are always willing to facilitate communication between our community and the Council and we would make every effort to ensure that individuals with particular requirements are able to present their views.

The proposed consultation period is 12 March – 16 April 2018. It is proposed that consultation on the statement of proposal occurs in conjunction with the consultation for the Long-term Plan as provided for by section 83A. As the outcomes of the consultation on the draft WMMP may result in changes to the Solid Waste AMP and the final Long-term Plan it is considered appropriate for the consultation to occur in conjunction with the consultation document for the Long-term Plan. This is considered the most effective and efficient approach. Hearings will be held shortly after the hearings for the Long-term Plan with deliberations likely to follow immediately after the hearings. The deliberations will occur prior to the deliberations on the Long-term Plan to ensure that any proposed changes can be discussed for inclusion in the Long-term Plan.

COMMUNICATION/MEDIA

Communication regarding the Statement of Proposal for the draft WMMP 2018 will include information sent to ratepayers who live outside of the district, information in the local paper, information on the council website and social media. It is also intended that staff will attend the consultation events as part of the consultation for the Long-term Plan.

CONCLUSION

Council is required to adopt a WMMP by the end of June 2018 and this document is required to be consulted on using the requirements of Section 83 of the LGA. It is proposed that consultation be undertaken in conjunction with the special consultative procedure that Council must use for the consultation document for the Long-term Plan 2018. This is considered a cost effective approach.

ATTACHMENTS

1. Statement of Proposal Waste Assessment (A2098393) 
2. Statement of Proposal Draft Waste Management and Minimisation Plan (A2098386) 

5.5 SUBMISSION TO MAORI AFFAIRS SELECT COMMITTEE ON THE NGATI TUWHARETOA CLAIMS SETTLEMENT BILL

Author: Nick Carroll, Policy Manager

Authorised by: Alan Menhennet, Group Manager: Finance and Strategy

PURPOSE

This report seeks Council's retrospective endorsement for a submission lodged by officers with the select committee considering the Ngāti Tūwharetoa Claims Settlement Bill.

DISCUSSION

Ngāti Tūwharetoa and the Crown have been progressing the settlement of historical Treaty grievances. They signed a Deed of Settlement in 2017 and subsequently a Bill has been introduced to give effect to the Deed. The Bill is currently sitting with a select committee for consideration and they have sought submissions from the public (closed on 2 February 2018).

Due to the timing officers lodged a submission on behalf of the Council. The submission was made online and a copy has been attached to this report. Overall the submission is supportive of the Bill and provides confirmation of Council's willingness to manage Parakiri site B (known as the Taupō Landing Reserve). There is also specific support for the inclusion of the Motutere Recreation Reserve into the Bill, reflecting Council's previous discussion.

Officers are seeking endorsement of the submission, or alternatively direction for any clarification that the Council would like to provide to the select committee.

When the submission was lodged officers also indicated that Council wishes to present to the select committee. Timing for the hearings has yet to be set however it is anticipated that either the Mayor or the Deputy Mayor will present to the select committee.

RECOMMENDATION(S)

That Council endorses the submission to the Māori Affairs Select Committee on the Ngāti Tūwharetoa Claims Settlement Bill.

ATTACHMENTS

1. Taupo District Council submission on the Ngati Tuwharetoa Claims Settlement Bill 

5.6 COUNCIL'S JANUARY PERFORMANCE REPORT

Author: Gareth Green, Chief Executive Officer

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

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

RECOMMENDATION(S)

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

The results of our recent CouncilMark assessment have been published. We received a BBB rating which puts us fifth equal out of the 17 councils that have been through the process to date. It was a significant challenge for us to put all of the required information together to show a single picture of what we do but it also provided a good opportunity to stop and consider what we do and why we do it. We will be considering the recommendations, with the aim of putting improvement plans in place where possible.

We have been a number of wastewater spills to the lake, which is simply unacceptable. While the numbers are consistent with previous years, and national averages, current standards and community expectations resulted in this being something that clearly required our attention. This became a situation where we worked closely and quickly with our engineers to come up with a programme to help prevent future spills. We are in the process of developing a comprehensive public education campaign in partnership with Tuwharetoa and are looking to undertake more preventative maintenance on the wastewater network over the next few months. We will also be asking the community for feedback on a bolstered future programme when we consult on the draft Long-term Plan in March/April.

The toxic algae bloom outbreak leading up to Christmas was a huge challenge for us, and I am particularly proud of our response. We ran a professional and responsive process with our drinking water supplies, which achieved very positive feedback from Toi Te Ora Public Health and Waikato Regional Council, both commenting they were very comfortable and happy we had it under control. We ran a thorough communication campaign, ranging from face-to-face meetings with key stakeholders such as Ironman and local businesses, social media, traditional media, and even mobilising large numbers of staff to beaches and settlements to talk to people and let them know what was happening. We received very positive feedback from everyone involved about our actions during a recent debrief of this event. A number of opportunities were highlighted during the debrief and further work is being done on what an all of agency response will look like should it be required in the future.

Operationally we have had a number of challenges over the summer period, particularly in our parks and reserves areas. It is acknowledged that the combination of staff shortages and an amazing growing season has meant we have not kept up with the basics that are required to keep the district looking good. We put some short term measures in place (use of students, redeploying staff from other areas and use of contractors), but we acknowledge this has had a flow-on effect in some other areas where normal maintenance has not been done. We have a programme in place to deal with this, and we will be concentrating on this area over the next six months. On the flip side however, some changes that have been made to the parks area have resulted in some significant improvements to the way that we deal with things such as littering and graffiti.

The Christmas period was an amazingly busy period for the district. All of our economic indicators showed a massive increase in numbers of people and spend. The wider team worked incredibly hard over the Christmas break, and we did some amazing things around things such as events, venues (record numbers at AC Baths and the Rockwall) and compliance (particularly traditional issue areas such as freedom camping and dogs). We had very positive feedback from our partners about the normal hotspots, which was due to the management in place in those areas. We did get let down by our contractors around kerbside rubbish and recycling collection and CBD and lakeside bin emptying. We have held a debrief with both of these

contractors, and measures are being put in place to ensure we are not in this place again in the future (more resourcing and trucks, education and technology).

Work on the immediate options identified to help improve traffic flow to the northern entrance of the Taupō CBD is about to get underway. We will be installing 'merge like a zip' signs at the Norman Smith/Wairakei Drive intersection as well as changing the lane markings to give Norman Smith Street traffic more priority. There will also be lane changes at the Tongariro Street/Spa Road roundabout approach by Countdown to left and right hand turn only. This will be done after Ironman in the first week of March. Variable signage was used on State Highway 1 on Auckland Anniversary Weekend to direct traffic to other entrances into Taupō and this appeared to work well. We will be consulting with the community on the other options to improve traffic flow in the area as part of our Long-term Plan.

ATTACHMENTS

1. Treasury Report Jan-18 [A2146946] 
2. January 2018 Project and Service Council Performance Report [A2137148] 

5.7 COUNCIL ENGAGEMENTS MARCH 2018 AND CONFERENCE OPPORTUNITIES

Author: Tina Jakes, Democracy & Community Engagement Manager

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

Engagements

ENGAGEMENT	DAY	DATE	TIME
Workshop – Representation Review	Thursday	1	11.30am-12.30pm
Council meeting – Long-term Plan 2018	Thursday	1	1.30pm-2.30pm
Turangi Reserves Management Plan Committee workshop (Boardroom, Turangi Council / Department of Conservation Offices)	Friday	2	9.30am-noon
Audit & Risk Committee meeting	Tuesday	6	10am-noon
Workshop – Investment Strategy (closed)	Tuesday	6	1pm-2pm
Workshop – Speed Management	Tuesday	6	2pm-3pmw
Turangi Reserves Management Plan Committee meeting (Senior Citizens Hall, Turangi)	Thursday	8	9.30am-11am
Lake Taupō Protection Project Joint Committee meeting	Monday	12	10am-2pm
Turangi/Tongariro Community Board workshop – Turangi trees (Boardroom, Turangi Council / Department of Conservation Offices)	Tuesday	13	10am-11.30am
Turangi/Tongariro Community Board workshop – representation review (Boardroom, Turangi Council / Department of Conservation Offices)	Tuesday	13	10am-11.30am
Pre-TTCB meeting catch up (Boardroom, Turangi Council / Department of Conservation Offices)	Tuesday	13	11am-noon
Turangi/Tongariro Community Board meeting (Boardroom, Turangi Council / Department of Conservation Offices)	Tuesday	13	1pm-4pm
Fences, Roading, Reserves & Dogs Committee meeting	Tuesday	20	10am-noon
Workshop – EGLT six month report and strategy presentation	Tuesday	27	10.30am-11.15am
Workshop – DGLT six month report and draft SOI presentation	Tuesday	27	11.15am-12.15pm
Public forum	Tuesday	27	1pm-1.30pm
Council meeting	Tuesday	27	1.30pm-5pm

Conference and Professional Development Opportunities

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

- Zone 2 meeting hosted by Thames-Coromandel District Council, Friday 6 April 2018 in Whangamata.

RECOMMENDATION(S)

1. That Council receives the information relating to engagements for March 2018.
2. That Council approves the attendance of _____ at the Zone 2 meeting hosted by Thames-Coromandel District Council, Friday 6 April 2018 in Whangamata.

ATTACHMENTS

Nil

5.8 MEMBERS' REPORTS

Author: Tina Jakes, Democracy & Community Engagement Manager

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

PURPOSE

This item permits members to report on meetings/functions they have attended as Council's representative, or on behalf of Council, since the last Council meeting.

The item also provides an opportunity for members to report back, either verbally or by way of tabled information, specifically on conferences, seminars and professional development courses that they have attended.

No debate and/or resolution is permitted on any of the reports.

CONCLUSION

Members' reports will be presented at the meeting for receipt.

RECOMMENDATION(S)

That Council receives the reports from members.

ATTACHMENTS

Nil

6 CONFIDENTIAL BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

I move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the local government official information and meetings act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
<p>Agenda Item No: 6.1 Confirmation of Confidential Portion of Ordinary Council Minutes - 1 February 2018</p>	<p>Section 6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial</p>	<p>Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6</p>
<p>Agenda Item No: 6.2 Consideration of Offer to Purchase Part 405 SH1, Taupō</p>	<p>Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7</p>

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]*.