

**I give notice that
a Taupō East Rural Representative Group Meeting will be held on:**

Date:	Thursday, 16 February 2023
Time:	9.00am
Location:	River Road Community Hall River Road Reporoa

AGENDA

MEMBERSHIP

Chairperson Cr Kylie Leonard

Deputy Chairperson

Members Cr Evelyn Forrest
Mr Patrick Hart
Mayor David Trewavas
Mr Mark Wynyard
Cr Danny Loughlin
Cr John Williamson

Quorum 4

Gareth Green
Chief Executive Officer

Order Of Business

- 1 **Karakia**
- 2 **Whakapāha | Apologies**
- 3 **Ngā Whakapānga Tukituki | Conflicts of Interest**
- 4 **Whakamanatanga O Ngā Meneti | Confirmation of Minutes**
Nil
- 5 **Ngā Ripoata | Reports**
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- 6 **Ngā Kōrero Tūmataiti | Confidential Business**
Nil

5.1 ELECTION OF DEPUTY CHAIRPERSON

Author: Paula Lawson, Executive Assistant

Authorised by: Nigel McAdie, Legal, Risk and Governance Manager

TE PŪTAKE | PURPOSE

To enable the election of a deputy chairperson for the Taupō East Rural Representative Group.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō East Rural Representative Group:

1. Confirms that System ___ be used to determine the election process for the Deputy Chairperson; and
2. Elects _____ as the Deputy Chairperson of the Taupō East Rural Representative Group.

NGĀ KŌRERORERO | DISCUSSION

Clause 25 of Schedule 7 of the Local Government Act 2002 sets out the voting systems that is to be used for certain appointments including the election or appointment of the deputy chairperson as follows:

25. Voting systems for certain appointments

This clause applies to—

- (a) *the election or appointment of the chairperson and deputy chairperson of a regional council; and*
- (b) *the election or appointment of the deputy mayor; and*
- (c) *the election or appointment of the chairperson and deputy chairperson of a committee; and*
- (d) *the election or appointment of a representative of a local authority.*

[(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting: —

- (a) *the voting system in subclause (3) ("system A");*
- (b) *the voting system in subclause (4) ("system B").]*

[(3) System A —

- (a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- (b) *has the following characteristics: —*
 - (i) *there is a first round of voting for all candidates; and*
 - (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*

- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.]
- (4) *System B—*
- (a) *requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*
 - (b) *has the following characteristics:*
 - (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.]

A 'lot' means that the Group can either toss a coin, put the two names in a hat, draw straws or whatever other method the Group determines in order to select the candidates in the event of an equality of votes.

The Group must firstly determine whether System A or System B is to be used for the election process for the deputy chairperson. Once decided, the Group must then proceed to call for nominations. Once nominations have closed, voting will take place using the option that the Group has chosen.

In accordance with the requirements of the process, Resolutions 1 and 2 must be taken separately.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.2 WELCOME TO THE TAUPŌ EAST RURAL REPRESENTATIVE GROUP OF TAUPŌ DISTRICT COUNCIL

Author: Jessica Sparks, Environmental Services Manager

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTAKE | PURPOSE

To provide information to support members of the Taupō East Rural Representative Group in their role.

NGĀ KŌRERORERO | DISCUSSION

As this is the inaugural meeting of the Taupō East Rural Representative Group for the 2022-2025 Triennium, some information is set out below to support members. Reference material has also been adapted from information provided to the Mayor and councillors shortly after the elections in October last year (Attachment 1). Officers from various teams across Taupō District Council will be present at the meeting to answer any questions arising.

Structure of Council and key contacts

Taupō District Council is governed by the Mayor (elected at-large) and 12 councillors elected via wards. There are four general wards and one Māori ward (Te Papamārearea, which covers the whole District):

- Taupō Ward (7 councillors);
- Mangakino Ward (1 councillor);
- Taupō East Rural Ward (1 councillor);
- Tūrangi-Tongariro Ward (1 councillor); and
- Te Papamārearea Māori Ward (2 councillors).

Mayor and councillor contact details are available on Council's website: [Mayor and Councillors - Taupō District Council \(taupodc.govt.nz\)](#)

The elected Council has one employee, being the Chief Executive. The Chief Executive employs all the staff (also known as 'officers'). Taupō District Council's current Chief Executive is Mr Gareth Green. Mr Green has announced his resignation and will leave Council at the end of March 2023, so recruitment for a new Chief Executive is underway.

Reporting to the Chief Executive are members of Council's Executive Team (ET):

- Deputy Chief Executive, Mrs Julie Gardyne
- General Manager Finance and Environment, Ms Sarah Matthews
- General Manager Operations and Delivery, Mr Andrew Moraes
- General Manager People and Customer, Ms Libby O'Brien

Leaders of the teams within each of the Executive Team members' portfolios form part of Council's Enterprise Leadership Team (ELT).

Prior to Christmas, Council established various committees and delegated functions and powers to those committees. The Taupō East Rural Representative Group Chairperson is Cr Kylie Leonard and 'terms of reference' and delegations are **attached** to this report (Attachment 2). More information about Council's committee structure is available on Council's website:

<https://www.taupodc.govt.nz/council/meetings/standing-committees>

Officers have been assigned to support Council's representative groups. For the Taupō East Rural Representative Group, the key officer contacts are ET member Julie Gardyne and ELT member Jessica Sparks, who is the Environmental Services Manager. Governance team members (committee advisors) are also available to support anything relating to your Group meetings.

Meeting dates and procedures

The Taupō East Rural Representative Group will meet every two months at different venues within the Taupō East Rural Ward. Here are the 2023 meeting dates (all Thursdays):

- 16 February;
- 4 May;
- 22 June;
- 19 October;
- 7 December.

Standing Orders and Code of Conduct

The Taupō East Rural Representative Group is a committee of Taupō District Council. As such, it is required to adhere to Council's Standing Orders (S.O.s). Standing Orders set out the procedural rules to be followed to ensure meetings run smoothly. Much of the content of Standing Orders comes from the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA). Standing Orders can be accessed via Council's website ([Taupo District Council Standing Orders 2022-2025.pdf \(taupodc.govt.nz\)](https://www.taupo.govt.nz/taupo-district-council/standing-orders)). Here are a few key points to note:

- The date, time and place of all meetings must be advertised to the public (S.O. 8).
- Agendas (S.O. 9) will be produced at least two clear working days prior to meetings. At Taupō District Council, agendas are generally produced one week prior.
 - o Agendas will set out the items to be discussed.
 - o Items not on the agenda may only be discussed or dealt with if the meeting passes a resolution to that effect (S.O.s 9.12 and 9.13).
 - o From time to time, there may be items to be discussed with public excluded. Such items may only be considered with public excluded if LGOIMA withholding grounds apply; and if the meeting resolves in public session to consider those items in confidence (S.O. 9.14).
 - o If you would like to request an item to be included on an upcoming meeting agenda, please discuss with your Chairperson in the first instance.
- Karakia or other statements may be used to open and close meetings.
- The quorum for this Group is 4 members. This is the minimum number of members who need to be present at the start and throughout meetings (S.O. 11).
- Meetings are open to the public and may be recorded. Public requests to record should be referred to the Chairperson prior to the meeting (S.O. 12.4).
- Apologies are called for at the start of meetings and recorded (S.O. 13.4). If you need to tender your apology, please notify the Chairperson, Enterprise Leadership Team liaison and the committee advisor for the meeting beforehand.
- Matters coming to you via agendas must be considered and resolved by majority vote. In the case of an equality of votes, the Chairperson has a casting vote.
 - o For each matter before the Group/committee, you will have an opportunity to ask questions following your consideration of the information provided on the agenda and any research you may have done prior to the meeting. Once you have gathered all the information you need to make a decision at the meeting, you can then 'move' (propose) a motion. This motion must then be 'seconded' before the Group can discuss it. After the motion has been discussed, the Chairperson will then 'put it to the vote' and each member can either vote in favour, against, or abstain from voting.
 - o See S.O. 19 for more details about voting.
- If you wish to speak during a meeting, simply raise your hand to indicate this to the Chairperson. At Taupō District Council meetings, the convention is that members speak "through the Chair". This simply shows respect for the role of the Chairperson, acknowledging they are managing the flow of the meeting including speaking order.
- The Chairperson decides all procedural points of order (S.O. 26.5).

- All elected and appointed members must speak and act respectfully at meetings (S.O. 20). Council has a Code of Conduct in place. This document can be viewed on Council's website via this link: [What is a Code of Conduct \(taupodc.govt.nz\)](#). The Code of Conduct is due for review early 2023, but in the meantime please note that it applies to the Mayor, councillors and appointed members of Council representative groups/committees.
- Minutes of all formal Council and representative group/committee meetings must be kept (S.O. 28). The committee advisor supporting the meeting will ensure the minutes are prepared as soon as possible after the meeting and included on Council's website as well as the next agenda to be confirmed as a true and correct record.
- You may encounter a situation where you feel you have a conflict of interest in relation to an agenda item. Conflicts of interest can be pecuniary (financial) or non-pecuniary. See S.O.s 20.7 and 20.8 for more information and seek guidance if in doubt.

Raising issues

As mentioned above, if you would like to see a specific item on a future meeting agenda, please contact your Chairperson. In between meetings however, you may be approached by members of your community seeking support and / or resolution to issues arising. The fastest way to raise these issues is to lodge a 'service request'. You (or the person seeking assistance) can do this by:

- Telephoning Council on 376 0899 or 0800 ASK TDC
- Emailing info@taupo.govt.nz
- Completing an online form via the Taupō District Council website: [Contact Us: Contact Us - Taupo District Council](#)
- Visiting one of Council's three customer service centres in the Taupō district:
 - o Taupō (30 Tongariro Street);
 - o Tūrangi (1 Ngawaka Place); and
 - o Mangakino (Rangatira Drive, Mangakino).
- Submitting a request via Antenno.
- Facebook message/webchat.

Opportunities to influence

Council will be undertaking several consultation processes in 2023. Some of these potentially of interest to the Taupō East Rural Representative Group are listed below. Full information will be available on Council's website as work on each piece of work progresses, but also other channels including representative group meeting agendas.

- District Plan changes
- Suite of Bylaws
- Class 4 Gambling Policy
- Sport and Recreation Strategy
- Housing Strategy
- Annual Plan
- Long-term Plan

WHAKAKAPINGA | CONCLUSION

It is recommended that the information is received.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō East Rural Representative Group receives the information provided to support members in their role for the 2022-2025 Triennium.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. 2022-25 Members Resource Library [⇒](#)
2. Taupō East Rural Representative Group Terms of Reference and Delegations 2022-2025 [⇒](#)

5.3 COMMUNITY GRANTS 2023

Author: Bryre Forlong, Senior Funding and Partnerships Advisor

Authorised by: Hadley Tattle, Community Engagement and Development Manager

TE PŪTAKE | PURPOSE

To advise the Taupō East Rural Representative Group of opening dates for community grants for 2023.

NGĀ KŌRERORERO | DISCUSSION

Ideas, projects and activities make a major contribution to the wellbeing of our communities across the Taupō District. Council has a variety of funding opportunities available to assist these initiatives and support positive change across communities.

The below funds will be accepting applications from individuals, groups or organisations across the Taupō East Rural Ward in 2023. To find out more or to submit an application individuals can visit our website or email funding@taupo.govt.nz.

Taupō/ Taupō East Rural Community Grant

- Opening on 13 March – 11 April 2023.
- This is the second year the grant is open to community groups or organisations from the Taupō and Taupō East Rural areas. The grant is to support groups or organisations that provide a service on behalf of Council, or for one-off events, assistance with projects and/or capital projects.
- The opening dates in 2023 are slightly earlier than 2022. This is to ensure alignment with opening dates for Council's other community grant opportunities.
- The Taupō/ Taupō East Rural Grants Distribution Committee is a separate Council committee that allocates this grant. It includes Elected Members for the Taupō and Taupō East Rural wards.

Community Sports Grant

- There are two funding rounds in 2023. The first funding round opens on 13 March – 11 April. The second funding round opens on 2 October – 27 October.
- The fund supports sports clubs or organisations in the provision of projects or services that improve the wellbeing of the community. It also supports individuals resident to the Taupō District who compete in a sport at a representative level.
- The Lake Taupō Sports Advisory Council allocates this funding on behalf of Council.

Social Services Community Grant

- There are two funding rounds in 2023. The first funding round opens on 13 March – 11 April. The second funding round opens on 4 September – 29 September.
- The Social Services Community Grants are for organisations and individuals making a difference in the social services sector. Projects and activities may vary between one off events to capital projects.
- Waiora Trust allocates this funding on behalf of Council.

Creative Taupō Community Grant

- There are two funding rounds in 2023. The first funding round opens on 6 March – 31 March. The second funding round opens on 4 September – 29 September.
- The Creative Taupō Grant is for organisations and individuals making a difference in their community in the arts sector. Projects and activities may vary between one off events to capital projects.
- The Creative Taupō committee distribute this funding on behalf of Council.

Creative Communities Scheme

- There are two funding rounds in 2023. The first funding round opens on 6 March – 31 March. The second funding round opens on 4 September – 29 September.
- The Creative Communities Scheme (CCS) is a partnership between Creative New Zealand (CNZ) and Taupō District Council. CCS helps to fund local arts projects that increase participation in the arts or culture at a local level, increase the range and diversity of arts and culture available, or enable and encourage young people to engage in the arts.
- The Creative Taupō committee distribute this funding on behalf of Council and Creative New Zealand.

Waste Minimisation Fund

- There are two funding rounds in 2023. The first funding round opens on 6 March – 31 March. The second funding round opens on 4 September – 29 September.
- The purpose of this fund is to provide individuals, community groups and organisations with the opportunity to fund initiatives that reduce the generation of waste, encourage the reuse and recovery of materials, divert waste from landfill, or raise awareness of issues around food waste, single-use plastics and other wastes.
- Applications are assessed by Council officers against a set criteria.

WHAKAKAPINGA | CONCLUSION

All community grant opportunities are available to view on our website and will be posted on social media channels when open.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō East Rural Representative Group notes the 2023 opening and closing for community grants.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.4 TAUPŌ EAST RURAL REPRESENTATIVE GROUP AIMS AND ASPIRATIONS

Author: Jessica Sparks, Environmental Services Manager

Authorised by: Julie Gardyne, Deputy Chief Executive Officer

TE PŪTAKE | PURPOSE

To enable members of the Taupō East Rural Representative Group to discuss aims and aspirations for both the 2023 calendar year and the Triennium (to October 2025).

NGĀ KŌRERORERO | DISCUSSION

This item enables members to discuss their individual and collective aims and aspirations for the Group.

WHAKAKAPINGA | CONCLUSION

It is recommended that the information is received.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō East Rural Representative Group receives the information generated as part of the members' discussion about aims and aspirations for the 2023 calendar year and the Triennium ending October 2025.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.5 MEMBERS' REPORTS

Author: Paula Lawson, Executive Assistant

Authorised by: Sarah Matthews, General Manager Finance and Environment

TE PŪTAKE | PURPOSE

This item permits members to provide feedback on any items of interest arising from meetings they have attended.

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

WHAKAKAPINGA | CONCLUSION

Members' reports will be presented at the meeting for receipt

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō East Rural Representative Group receives the reports from members.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil