

ATTACHMENTS

**Tūrangi Co-Governance Committee
Meeting**

7 June 2023

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Tūrangi Co-Governance Committee Meeting Minutes

5 April 2023

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TŪRANGI CO-GOVERNANCE COMMITTEE MEETING
HELD AT THE TŪRANGI CUSTOMER AND VISITOR INFORMATION CENTRE, 1 NGAWAKA PLACE,
TŪRANGI
ON WEDNESDAY, 5 APRIL 2023 AT 2.00PM**

PRESENT: Mr Te Takinga New (in the Chair), Member Christian Asher, Member Lauren Fletcher, Cr Sandra Greenslade, Member Amanda Martin, Cr Kevin Taylor, Member Amy Walker

IN ATTENDANCE: Acting Chief Executive, General Manager People and Customer, General Manager Operations and Delivery, Environmental Services Manager, Iwi and Co Governance Manager, Policy Manager, Community Engagement and Development Manager, Events and Venues Manager, Project Management Office Manager, Senior Funding and Partnerships Advisor, Senior Project Manager PMO, Parks Manager – Open Space, Co-Governance Management Partner, Southern Lake Taupō Engagement Partner, Team Leader Customer Support – Tūrangi, Infrastructure Project Manager – Operations, Iwi Engagement Partner, Co-Governance Management Partner

MEDIA AND PUBLIC: Three members of the public

- Notes:
- (i) Chair Te Takinga New opened with a mihi acknowledging the contributions of our hōia, those in the Māori battalion and all of those in the armed services.
 - (ii) Items were considered in the following order 5.1, 5.2, 4.1, 5.3 – 5.15
 - (iii) Iwi and Co-Governance Manager David Rameka recited a karakia, supported by staff.
 - (iv) Chair Te Takinga New added an additional item 5.15 Members' reports to the agenda.
 - (v) Chair Te Takinga New asked members to encourage the community to attend public forum to address the Committee.

1 KARAKIA

2 WHAKAPĀHA | APOLOGIES

TCG202304/01 RESOLUTION

Moved: Cr Kevin Taylor

Seconded: Member Christian Asher

That the apology received from Mayor David Trewavas be accepted.

CARRIED

3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST

Nil

4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES

4.1 ORDINARY TŪRANGI CO-GOVERNANCE COMMITTEE MEETING - 1 MARCH 2023

The minutes were amended in the following manner:

Item 5.2, Mihimihi – Introductions: Delete Member Amy Walker delivered her pepeha as she delivered a mihi. She also clarified that the whakataukī was "Hoki whakamuri kia anga whakamua" which was about looking to the past in order to see and build a better future.

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Replace “settlement” with “Tūāhu (altar)” in this sentence: His great-grandmother had stood in front of tractors across the road from where they now stood where Ngātoroirangi had built a settlement.

TCG202304/02 RESOLUTION

Moved: Member Lauren Fletcher
Seconded: Cr Sandra Greenslade

That the minutes of the Inaugural Tūrangi Co-Governance Committee meeting held on Wednesday 1 March 2023 be confirmed as a true and correct record, as amended.

CARRIED**5 NGĀ KAUPAPA HERE ME NGĀ WHAKATAUNGA | POLICY AND DECISION MAKING****5.1 ELECTION OF CO-CHAIR FOR THE MEETING****TCG202304/03 RESOLUTION**

Moved: Cr Sandra Greenslade
Seconded: Member Amy Walker

That the Tūrangi Co-Governance Committee elects Co-Chair Te Takinga New to Chair this hui.

CARRIED**5.2 OBSERVATION OF A MOMENT'S SILENCE FOR THOSE THAT HAVE PASSED AND OUR ANZAC SOLDIERS**

A moment's silence was observed to remember those that had recently passed including Nanny Hune and former Mayor Joan Williamson, as well as those that had served in the armed forces.

5.3 PUBLIC FORUM

Item **withdrawn**.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Tūrangi Co-Governance Committee receives comments from members of the public.

5.4 INTRODUCTION FROM TŪRANGI SCHOOL PRINCIPALS

Ms Miriama Prentice addressed the committee on behalf of Whaea Henarata Ham, Principal of Te Kura o Hirangi. She advised that the school adheres to the New Zealand curriculum while including Te Ao Māori.

She asked the Committee to investigate why the organising committee of the Taiopenga (Tūwharetoa Festival) were charged \$10-12K when it was funded mostly by the iwi.

Ms Prentice presented gifts to the Committee, the iwi aspirations summary document, iwi education strategy, and a book which guided education.

Acting Principal of Tongariro School, Mrs Denise New introduced herself to the Committee. She asked for its support to find someone in the local community who could work with students facing challenges such as social anxiety. Up until December 2022 Tongariro School had a social worker who was working with affected students but since her departure, this was a gap in the school's resources.

The school measured the success of its students by monitoring who had gone on to enter the workforce or tertiary education. The school was concerned about attendance from students and often the reason was community or whānau led, rather than initiated by the student itself. The reasons for not attending school

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included family visiting from overseas and/or special occasions.

Mrs New also informed the Committee that Taupō schools would be zoned over the next few years which would affect secondary school age students. Currently the school roll for secondary students was quite low and specialist subjects such as Statistics or Chemistry could not be offered due to lack of resources. If families did not have the option of sending their children to Taupō, there would need to be improvements made to the buildings and increased staff to accommodate these extra children. The Deputy Mayor and Acting Chief Executive confirmed that this issue would be raised with the Ministry of Education, and with other collective Council groups that monitored central government agencies providing services for the community.

The Chair thanked Ms Prentice and Mrs New for coming and reiterated that he would like to connect with the student voice going forward.

TCG202304/04 RESOLUTION

Moved: Member Christian Asher

Seconded: Member Amanda Martin

That the Tūrangi Co-Governance Committee receives the introductions from the Principals of Te Kura o Hirangi and Tongariro Schools.

CARRIED

5.5 MANA WHAKAHONO WORK PLAN

The Co-Governance Management Partner gave a mihi and shared her pepeha. She introduced the Iwi and Co-Governance team members present who also shared their pepeha (Iwi and Co-Governance Manager, Iwi Engagement Partner and Co-Governance Management Partner). The Committee was asked for its preference on how Council reports to it on the Mana Whakahono workplan. It was agreed that a workshop should be held to set timeframes and go over this work plan.

TCG202304/05 RESOLUTION

Moved: Member Christian Asher

Seconded: Member Lauren Fletcher

That the Tūrangi Co-Governance Committee receives the information regarding the Mana Whakahono work plan.

CARRIED

5.6 ANNUAL PLAN PROCESS

The Policy Manager introduced himself and gave a brief summary of his teams' mahi including the Annual Plan and Long-term Plan. A top priority identified in the Mana Whakahono was to enliven the Tūrangi Reserve Management Plan. His team would also speak to the Committee when changes came up in future with regards to the District Plan and Bylaw reviews. As the need arose, the policy team led work on behalf of the organisation looking at broader strategy development including water, transport, recreation and sport. They would look at the growth planning pressures beginning to affect the Tūrangi community, and how they could plan for this.

The Policy Manager gave an overview of what an annual plan was and updated the Committee on the annual plan process for 2023/24. The Long-term Plan (LTP) was reviewed every three years on a 10 year horizon. It concentrated on all that Council would deliver, how much it would cost, and how it would be funded. In intervening years, the LTP sometimes needed to be changed and the mechanism for this was the Annual Plan. Most of the time changes to the Annual Plan were small but if there was a significant change required, Council consulted with the community before making changes. The Annual Plan for 2023/24 had been challenging for Elected Members and staff due to inflation driving costs substantially higher. The cost pressures and potential impact on communities shaped this year's annual plan. The mandatory revaluation of property which had occurred in 2022 had valued residential property proportionally higher than commercial and rural property which increased residential ratepayer's share of the rates. Consultation was currently open with submissions due to close on Friday 28 April. The Policy Manager outlined the two key areas that

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Council were seeking feedback from the community on, the investment in the East Urban Lands (EUL), and the postponement of a portion of depreciation funding.

In answer to a question, the Acting Chief Executive clarified that the EUL development was not being done at the expense of other projects such as the Tūrangi Recreation and Activity Centre. She also confirmed that the investment funding did not come from rates, it was from money earned from sales.

Following discussion, and concerns raised by members, the Policy Manager explained that Council would not be ready to construct a building in the next financial year for the Tūrangi Recreation and Activity Centre. He confirmed that the project was continuing and that funding would go into the budget when construction of the building was ready to be commenced. Council staff agreed to bring an update to the Committee regarding the East Urban Lands project, as part of the Housing Strategy, to a future meeting.

Council staff also advised they would investigate options for how Council could support Ngāti Tūrangitukua with housing in Tūrangi. This would include working with the Executive Manager Housing & Property Investment and the Housing Governance group to remove barriers and help facilitate hapū aspirations in the housing space.

TCG202304/06 RESOLUTION

Moved: Cr Sandra Greenslade

Seconded: Member Amy Walker

That the Tūrangi Co-Governance Committee receives information regarding the Taupō District Council Annual Plan 2023 - 2024 process.

CARRIED**5.7 INTRODUCTIONS FROM COUNCIL COMMUNICATIONS AND COMMUNITY ENGAGEMENT AND DEVELOPMENT TEAMS**

The Communications Manager and Community Engagement and Development Manager introduced themselves to the Committee and outlined their teams' roles in Council, as well as their current work.

The Communications team managed the Council website and social media presence, looked after Council communications with the community, and worked with media. Their goal was to provide consistent, timely, and relevant information to communities within the Taupō district. The Communications Manager introduced her colleague the Communications Specialist and advised that he would attend all Committee meetings and keep the Committee informed regarding communications plans for projects to be shared with the community. Anything posted to the Council Facebook page could be shared by Committee members on their own pages.

The Community Engagement and Development team included funding and partnerships, managing the relationship with Council Controlled Organisations, and also Civil Defence. Community Engagement had three key parts to it:

1. building and maintaining relationships across the rohe;
2. planning and delivering community engagement activities to communities, including consultation; and
3. supporting the community in stakeholder management for projects.

Community Development provided insights on the context from the community into Council processes including aspirations, relationships, and priorities. They also ensured that there was support and facilitated community-led outcomes. In addition, the Community Engagement and Development Manager introduced the Southern Lake Taupō Engagement Partner. She worked with the community engaging them with Council, and had enjoyed working alongside community members on projects such as Te Kapua Park papa takoro.

The Committee asked for communications to be as simple as possible and for the use of Te Reo to be more frequent, and normalised. Members also asked that Council assist with spreading the message to the district around Mana Whakahono and the positive outcomes of co-governance.

TCG202304/07 RESOLUTION

Moved: Cr Sandra Greenslade

Seconded: Member Lauren Fletcher

That the Tūrangi Co-Governance Committee receives the introductions from the Communications team and the Community and Engagement team.

CARRIED

5.8 COMMUNITY GRANTS 2023

The Senior Funding and Partnerships Advisor summarised the report. In answer to a question, she confirmed that she and her team were working on providing further support and training to community groups to help them prepare applications for funding. Details of an upcoming BayTrust workshop would be shared with the Committee once the dates were finalised.

TCG202304/08 RESOLUTION

Moved: Cr Kevin Taylor

Seconded: Member Amanda Martin

That the Tūrangi Co-Governance Committee notes the 2023 opening and closing dates for community grants.

CARRIED

5.9 CYCLONE GABRIELLE RESPONSE UPDATE

The Community Engagement and Development Manager updated the Committee on the civil defence response to Cyclone Gabrielle. The Emergency Operations Centre (EOC) was activated the Friday before the weather event to prepare, and push out get ready messages to communities. The wind picked up significantly on Monday night from 10pm (13 February) so by early the following morning the full operation of the EOC was activated. The main role was gathering information on key lifeline services, ensuring Council infrastructure was functioning, and being available for welfare support. The Roading team focussed on opening key arterial routes first and then worked back on a priority basis to open up roads for transport. There was also a key focus on water collection points for those with no access, and for showers for residents with no power or water.

The Community Engagement and Development Manager had met with Fire and Emergency, and Police since the Cyclone and the outcomes were as follows:

- The Community Response Plan developed some time ago in Tūrangi was due for review. His team would make this a priority and in particular, define the roles of key lifeline agencies.
- The location and operation of the welfare civil defence centre in Tūrangi needed to be confirmed. Fire and Emergency had committed to creating a multi agency incident control point in Tūrangi. This would be the base for them to operate out of, and would include Civil Defence staff.

The Environmental Services Manager updated the Committee around the tree damage caused by the cyclone. Coordination was required between the Lines company, Chorus and contractors due to live wires running through uplifted tree stumps. Some remediation work was required due to damage to footpaths and roads when trees fell.

In answer to questions, the Community Engagement and Development Manager confirmed that Civil Defence was everyone's responsibility including Council, emergency services, government agencies and communities. He explained that first responders were usually in charge but that Civil Defence took over the coordination when the first responders had reached capacity. In this instance the Civil Defence were in a monitoring phase.

Members supported the creation of a community response plan going forward and thanked those that had supported the response to Cyclone Gabrielle. The General Manager Operations and Delivery reminded members that health and safety needed to be considered when responding to these situations.

TCG202304/09 RESOLUTION

Moved: Member Christian Asher
Seconded: Cr Sandra Greenslade

That the Tūrangi Co-Governance Committee receives the updates on the impacts of the Cyclone Gabrielle emergency response.

CARRIED**5.10 REQUEST TO REMOVE TREES FROM THE BERM ADJOINING 26 HIRANGI ROAD, TŪRANGI**

The Parks Manager – Open Space summarised the report. Following discussion, members voted to change the recommendation to option three of the report.

TCG202304/10 RESOLUTION

Moved: Member Lauren Fletcher
Seconded: Cr Sandra Greenslade

That the Tūrangi Co-Governance Committee approves the request to remove one Pin Oak (*Quercus palustris*), the tree closest to Papua Street, Tūrangi while retaining the second tree, root pruning it and installing guard to protect the cobbled driveway from the berm adjoining 26 Hirangi Road, Tūrangi.

CARRIED

Note: Member Amy Walker requested her dissent to resolution TCG202304/10 above be recorded.

5.11 REQUEST TO REMOVE TREE FROM THE BERM ADJOINING 10 HINERANGI STREET, TŪRANGI

The Parks Manager – Open Space summarised the report and added that the property owners could remove the tree at their own expense.

TCG202304/11 RESOLUTION

Moved: Cr Sandra Greenslade
Seconded: Member Lauren Fletcher

That the Tūrangi Co-Governance Committee declines the request to remove the Scarlet Oak (*Quercus coccinea*) from the berm adjoining 10 Hinerangi Street, Tūrangi.

CARRIED**5.12 REQUEST TO REMOVE TREES FROM THE RESERVE STRIP ADJOINING 15/2 NONI STREET, TŪRANGI**

The Parks Manager – Open Space summarised the report. Members expressed concerns that limbs falling from these trees created hazards, and leaf litter was a nuisance for residents. Following discussion, members requested that the trees were monitored regularly to mitigate this.

TCG202304/12 RESOLUTION

Moved: Member Amy Walker
Seconded: Cr Sandra Greenslade

That the Tūrangi Co-Governance Committee declines the request to remove the two Gum (*Eucalyptus* sp.) trees from the reserve strip adjoining 15/2 Noni Street, Tūrangi.

CARRIED

5.13 ALLEYWAYS IN TŪRANGI

The General Manager People and Customer asked the Committee to outline what they would like Council staff to explore regarding this topic. Following discussion, it was agreed that the Transportation Management team would report to the Committee at a future meeting. The report would include a list of all alleyways and reserve accessways across Tūrangi town. They would define which ones were alleyways, which ones were road reserves, and provide options for closure of these alleyways. The report would also include reference to the Mana Whakahono and information about whether the land would be returned to Ngāti Tūrangitukua should the alleyways be closed.

TCG202304/13 RESOLUTION

Moved: Member Christian Asher

Seconded: Cr Sandra Greenslade

That the Tūrangi Co-Governance Committee receives the information generated as part of the discussion about alleyways in Tūrangi.

CARRIED

5.14 PROJECT UPDATES FOR TŪRANGI

The General Manager People and Customer introduced the Senior Project Manager PMO to the Committee. He provided updates regarding the Tūrangitukua Park Community Sport Facility (Te Mataapuna) and Te Kapua Park papa takaro.

Te Mataapuna was close to completion, the power was connected, carpets were down, art work was almost completed. They had worked through some challenges with the joinery and glazing which should be completed on 18 April. The official opening of the building was scheduled for 13 May with a formal blessing followed by sporting events.

Te Kapua Park Playground project had engaged a main contractor Playground Creations who would also provide the equipment. Work was scheduled to start on 1 May and the completion date was scheduled for the first week of August 2023.

Some timber reserved from the street revitalisation project had been repurposed for natural play elements and boulders had been sourced with the assistance of hapū. Playground Creations would endeavour to use local contractors where possible.

The local kids had a sense of ownership so Council would try to keep the school kids a part of the project, and involve them and their families in planting and other activities.

Members noted that the local children were very excited about the playground and that it was good that there were lots of opportunities for the community to be involved.

The Events and Venues Manager updated the Committee on progress of the Tūrangi Events Centre and noted that the Committee had an opportunity to be more involved in the design of the building. Members asked for more information regarding timelines going forward to ensure this project could continue in future.

The Infrastructure Project Manager – Operations updated the Committee on the progress of the Kerb and Channel and Tūrangi weighbridge contract projects.

The Street Revitalisation project, also known as Kerb and Channel, was split into five packages and package three was now completed. Tree replanting was scheduled to start at the beginning of May and residents would be asked if they would like to assist. Tree removal would be finished on Puataata Road on 4 April. Kerb and Channel work would be progressed the following week. Some of the trees that had been cut down would be distributed to Hirangi Marae, others to other residents. The project had faced challenges due to lack of concrete supply but the contractor had now purchased a second concrete truck.

The Tūrangi Weighbridge contract had begun with some earthworks and boxing to be completed by the end of the following week. The installation of the weighbridge should be commenced in the first week of May, and completed by mid – end of June 2023. Road signs would be placed from 10 May to assist community to navigate their way to the transfer station. Glass bays would also be extended for safety.

The General Manager Operations and Delivery added that the weighbridge project was proceeding to bring it

in line with the rest of the district and the country. Fees and charges would come to the Committee for approval.

Member Amanda Martin left the meeting at this point (4.50pm).

The members asked for more information in advance of the meeting regarding these projects, including status report updates and a monthly report schedule.

TCG202304/14 RESOLUTION

Moved: Member Lauren Fletcher

Seconded: Cr Kevin Taylor

That the Tūrangi Co-Governance Committee receives the updates on current projects in Tūrangi.

CARRIED

5.15 MEMBERS' REPORTS

The following members' reports were received:

Ms Lauren Fletcher

- Attended the Tūrangi Wastewater Steering Group hui.

Mr Christian Asher

- The local Returned and Services' Association (RSA) were preparing for ANZAC Day on 25 April.
- Thanked Taupō District Council and the community for support for Te Kura o Hirangi Kura to travel overseas to Italy, visiting sites where the Māori Battalion fought during World War II.
- Plans were being made for a local response to emergencies following Cyclone Gabrielle with the assistance of Council staff.
- Safe Turangi were supporting Safetea HQ.
- Blue Light were sponsoring four rangatahi to attend the Sir Edmund Hillary Outdoor Pursuits Centre (OPC).

Cr Kevin Taylor

- Advised that funding might be available in the future from the Regional Transport Committee for the network connection between Taupō and Tūrangi.
- Land Search and Rescue would be monitoring the Tongariro Alpine Crossing over Easter.

Cr Sandra Greenslade

- The official opening of St John's Tūrangi would take place on 13 May.
- Expressed concerns about the state of the road sides coming into Tūrangi from both sides of State Highway One. Waka Kotahi had been contacted to address the dead plants on the road sides southbound and northbound on State Highway One.

Mr Te Takinga New

- Supported more funding for the cost to run the Tūwharetoa Festival (Taiopenga). The Events and Venues Manager explained costs to the Taupō Events Centre and the General Manager People and Customer shared how the Committee could support the event, including Council staff supporting the Committee. These included sponsorship and external funding options, and submissions to the Annual or Long-term Plan requesting that funding be ring-fenced for this event.
- Would work directly with the local schools to help them understand who the Committee was.
- Asked for a letter to be sent to former Councillor Tangonui Kingi from the Committee thanking him for his service.
- Asked for a letter to be sent from the Committee to the emergency services to thank them for their support following Cyclone Gabrielle, and to invite them to speak to the Committee if they wished.
- Asked for options for the Pukawa lakefront to be returned to Ngāti Manunui.
- Asked for a process for renaming Frethey Drive.

6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS

Nil

The meeting closed at 5.24pm with a karakia by Chair Te Takinga New.

The minutes of this meeting were confirmed at the Tūrangi Co-Governance Committee Meeting held on 7 June 2023.

.....
CHAIRPERSON

Extracts from Standing Orders 2022-2025

15. Public Forums | Ngā Matapakinga a te Marea

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

15.1 Time limits | Ngā tepenga wā

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions | Ngā Herenga

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums | Ngā pātai i ngā matapakinga a te marea

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions | Kāore he tatunga

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

Extracts from Standing Orders 2022-2025**9.1 Items of business not on the agenda which cannot be delayed | Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa**

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

LGOIMA, s 46A(7).

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

Please note, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

9.2 Discussion of minor matters not on the agenda | Te kōrerorero i ngā take iti kāore i runga i te rārangi take

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

LGOIMA, s 46A(7A).



PROPOSED ALCOHOL CONTROL BYLAW

Issues Paper

Introduction

Taupō District Council has an existing Alcohol Control Bylaw to help reduce crime and disorder related to alcohol consumption. The bylaw provides alcohol controls in public places which prohibits the consumption and possession of alcohol in specified restricted public places. We are reviewing our Alcohol Control Bylaw and have proposed some changes. These proposed changes, as well as information on how you can give us feedback, are set out below.

About the bylaw

Bylaws are enacted under the Local Government Act 2002 which requires that all bylaws be reviewed five years after the day when first enacted and then every 10 years after that. If a bylaw is not reviewed within the required timeline, it is then revoked two years after the review due date and is no longer applicable.

We have started a review of our Alcohol Control Bylaw because it was first enacted on 30 June 2018 and is due for review. Our initial review has raised only one issue that has led us to propose a change to this bylaw.

The bylaw in its current form works well and the only change we are proposing is to expand the existing Taupō town centre alcohol control area (where alcohol cannot be consumed) to include Titīraupenga Street.

This statement of proposal has been prepared in accordance with the requirements set out in section 83 of the Local Government Act 2002.

Appropriateness of the Bylaw

Communities need to be able to limit the spaces where alcohol can be consumed to provide safe public places for all within the district. An Alcohol Control Bylaw helps police manage and reduce instances of crime and disorder related to alcohol consumption within the district. While safety is important, restrictions need to be balanced with people's rights and freedom.

Council has considered the proposed Alcohol Control Bylaw included with this Statement of Proposal and has determined that:

- A bylaw is the most appropriate way of limiting crime and disorder related to alcohol consumption within the district,

The proposed bylaw is the most appropriate form of bylaw for the purposes of consultation, and

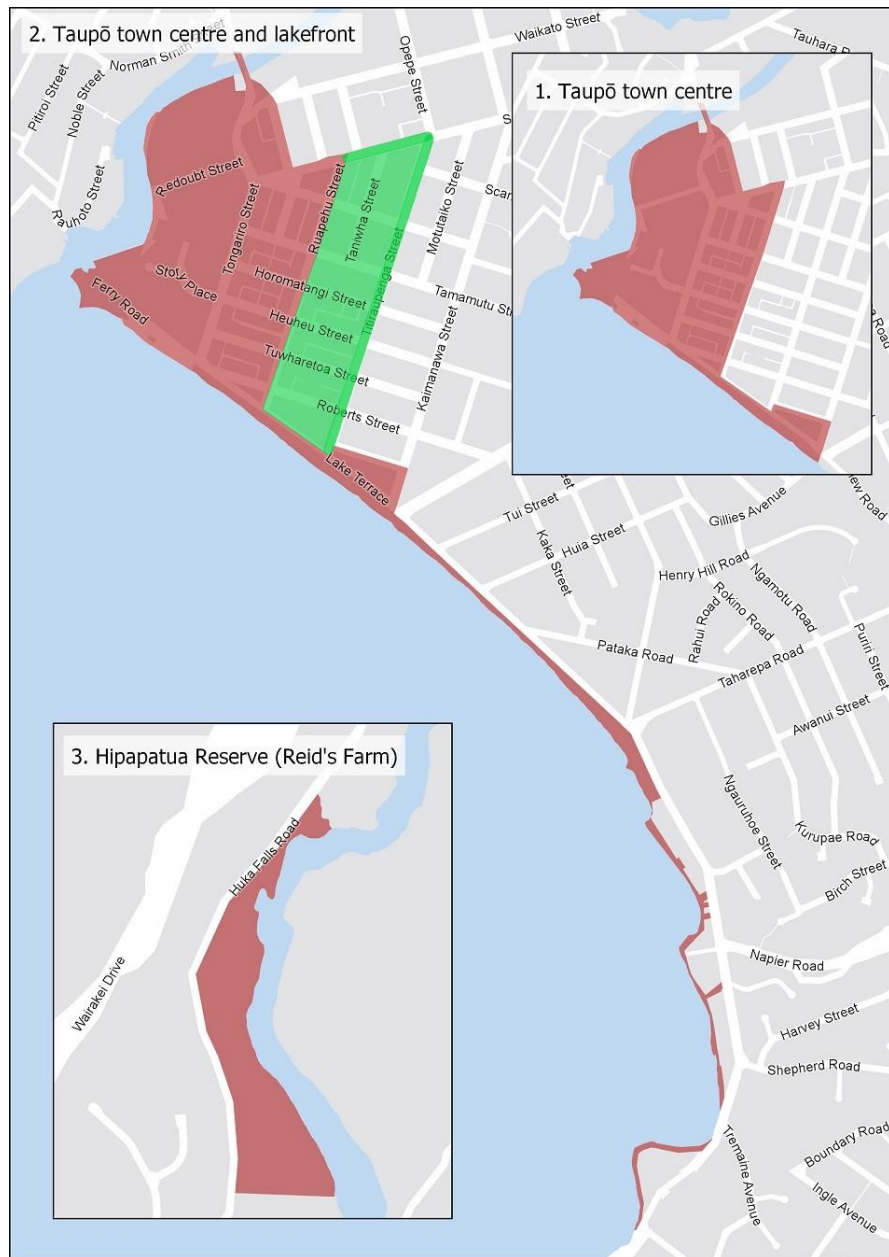
- It is acknowledged that the proposed bylaw may have implications under the New Zealand Bill of Rights Act 1990, however Council has determined that any potential infringement of these rights is justified in managing the safety and wellbeing of those within the district.

Purpose of the bylaw

The bylaw aims to reduce the crime or disorder related to alcohol consumption by controlling where and when people can possess or consume alcohol in public places. This bylaw is made under the authority of the Local Government Act 2002 and applies to any public places within the district of Taupō District Council as per the associated maps.

The Proposed Bylaw Change

Proposed Change	Rationale
Expansion of Taupō Town alcohol control area to Titirāupenga Street and adjoining areas, as shown in figure below.	<p>Taupō area police have requested an expansion of the alcohol control area to include Titirāupenga Street because they have seen increased disorder partly due to excessive alcohol drinking in the carparks adjoining this street.</p> <p>The police reported 145 alcohol related issues in this street and adjoining areas in the last year, of which 44 were criminal offences. Police have not highlighted this level of offending in other nearby areas. About half of these offences were traffic-related (i.e. drunk driving) and the other half were related to disorderly behaviour, violent behaviour, drug use, and sexual offending.</p> <p>Given the level of offending in this street and adjoining areas, TDC officers support the request made by Taupō District police to expand the alcohol control area to Titirāupenga Street.</p>



Green=Proposed Expansion

Red=existing area



PROPOSED FREEDOM CAMPING BYLAW

Issues Paper

Introduction

Taupō District Council has a Freedom Camping Bylaw to manage and allow freedom camping in certain areas of the Taupō District. The bylaw provides information and controls for prohibiting freedom camping in incorrect spaces in the district as well as how to correctly and respectfully utilise spaces dedicated specifically for freedom camping. We are reviewing our Freedom Camping Bylaw and have made some changes. These proposed changes, as well as information on how you can give us feedback, are set out below.

About the bylaw

Bylaws are enacted under the Local Government Act 2002 which requires that all bylaws be reviewed five years after the day when first enacted and then every 10 years after that. If a bylaw is not reviewed within the required timeline, it is then revoked two years after the review due date and is no longer applicable.

We have started a review of our Freedom Camping Bylaw because it was first enacted on 16 November 2017 and is due for review. Our initial review has raised some issues and led us to propose changes to this bylaw as set out in the next section.

The bylaw in its current form works well. However, due to proposed legislative changes to the governing legislation being worked on by Central Government for freedom camping, changes need to be made to the definitions found in the bylaw.

Another proposed change is the removal of a site in the existing bylaw due to the lack of use by campers and it being used by the local charitable trust for a range of purposes.

This statement of proposal has been prepared in accordance with the requirements set out in section 83 of the Local Government Act 2002.

Appropriateness of the bylaw

Freedom camping has become a popular option for visitors throughout New Zealand and offers an affordable holiday for domestic and international visitors. In the Taupō District there has been a noticeable increase in the presence of freedom campers in recent years, which has raised concerns about whether there is an appropriate management regime in place.

Communities need to be able to control the spaces where freedom camping can occur to protect local authority reserves, the health and safety of people visiting, and the access

to these local authority areas. While safety is important, restrictions need to be balanced with people's rights and freedom.

Council has considered the proposed Freedom Camping Bylaw included with this Statement of Proposal and has determined that:

- A bylaw is the most appropriate way of limiting misuse and neglect to local authority areas designated for freedom camping within the district.
- The proposed bylaw is the most appropriate form of bylaw for the purposes of consultation, and
- It is acknowledged that the proposed bylaw may have implications under the New Zealand Bill of Rights Act 1990, however Council has determined that any potential infringement of these rights is justified in managing the safety and wellbeing of those within the district.

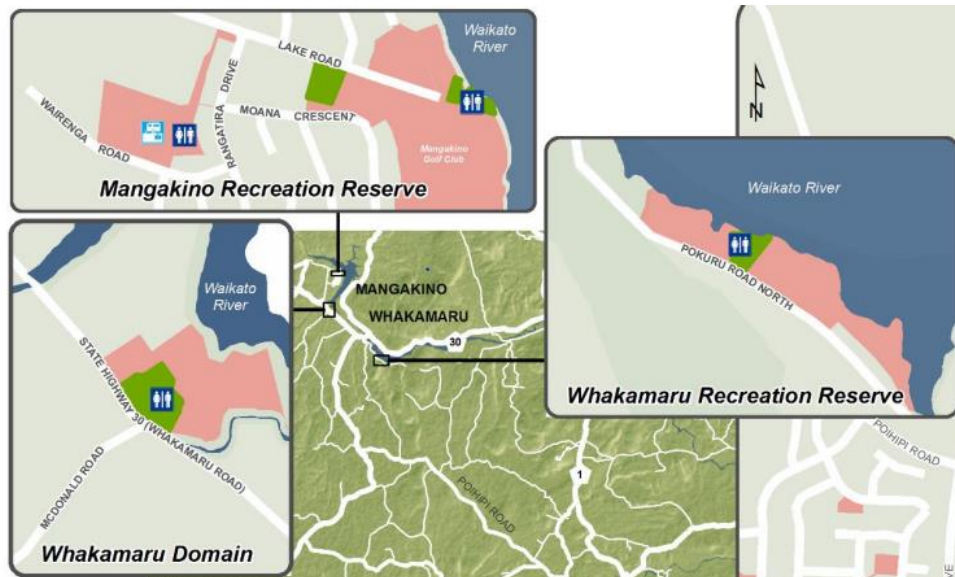
Purpose of the bylaw

The purpose of this bylaw is to manage freedom camping in parts of the Taupō District to ensure that, where necessary:

- Local authority reserve areas are protected;
- Health and safety of people visiting the local authority areas are protected, and
- Access to the local authority areas is protected.

The Proposed Bylaw Change

Proposed Change	Rationale
Definition of Self-contained	Due to proposed changes to the governing legislation, the Freedom Camping Bylaw's definition of self-contained needs to include new definitions that can adapt to this.
Addition of Reserves Act 1977 Prohibited Areas as an advisory note	The current bylaw lacks clarity on the specific areas where camping is prohibited under the Reserves Act 1977. To address this, TDC officers recommend inserting an advisory note to let people know about these areas together with the relevant website link. This change will ensure that campers have a clear understanding of where they are allowed to camp.
Removal of Whakamaru Domain as an Open Freedom Camping Site (see figure below)	It is proposed to remove the open freedom camping site on the Whakamaru Domain because: <ul style="list-style-type: none"> • The primary use of the field is for grazing, cropping, and motocross, by the Mangakino Central Charitable Trust and it is not suitable for camping that is not self-contained i.e. using tents. This varied use of the space creates concern for both health and safety and potential negative visitor experience. • It is infrequently used for camping purposes of all types and other sites located nearby are far more popular.



Red= Ban Area

Green = Open camping site including for tents and non-self-contained vehicles



PROPOSED CEMETERY BYLAW

Issues Paper

Introduction

Taupō District Council has a Cemetery Bylaw to help regulate activities to maintain, preserve, embellish, and set standards for the operation of cemeteries under the control of the Council. The bylaw provides the relevant and required details for the operation and use of cemeteries throughout the Taupō District. We are reviewing our Cemetery Bylaw and have made some changes. These proposed changes, as well as information on how you can give us feedback, are set out below.

About the bylaw

Bylaws are enacted under the Local Government Act 2002 which requires that all bylaws be reviewed five years after the day when first enacted and then every 10 years after that. If a bylaw is not reviewed within the required timeline, it is then revoked two years after the review due date and is no longer applicable.

We have started a review of our Cemetery Bylaw because it was first adopted in December 2011 and has been effective from March 2012 but is now due for review. The bylaw applies to all cemeteries within Taupō District Council's control but excludes Urupā (Māori burial places) in line with the Burial and Cremation Act 1964.

The bylaw in its current form works well. However, it would be beneficial to move the operational information from the bylaw into a Cemetery Handbook. This proposed shift to a handbook was done by other councils and it has worked effectively. This shift would also make the bylaw more concise.

Reviewing the cemetery handbook would include changes to burial requirements to improve operations, health and safety, and environmental outcomes, as set out below.

This statement of proposal has been prepared in accordance with the requirements set out in section 83 of the Local Government Act 2002.

Appropriateness of the bylaw

Communities need to be able to restrict what happens in cemeteries in order to protect local authority cemeteries, the health and safety of people visiting, and ensure access to these cemeteries. A Cemetery bylaw helps Council manage and regulate activities throughout all the cemeteries in the Taupō District excluding Urupā and private cemeteries. While safety is important, restrictions need to be balanced with people's rights and their freedom to bury loved ones as they wish.

Council has considered the proposed Cemetery Bylaw included with this Statement of Proposal and has determined that:

- A bylaw is the most appropriate way for Council to regulate activities to maintain, preserve, and embellish, set standards for the operation of cemeteries under the control of the Council.
- The proposed bylaw is the most appropriate form of bylaw for the purposes of consultation, and
- It is acknowledged that the proposed bylaw may have implications under the New Zealand Bill of Rights Act 1990, however Council has determined that any potential infringement of these rights is justified in managing the safety and wellbeing of those within the district.

Purpose of the Bylaw

The purpose of the Cemetery Bylaw is to enable the Council to regulate activities to maintain, preserve, embellish, and set standards for the operation of cemeteries under the control of the Council.

The Proposed Bylaw Change

Proposed Change	Rationale
Grave Depth	<p>The current Cemetery Bylaw specifies the depth of a single plot should be 1500mm. However, there have been issues due to families of deceased persons changing their minds and wishing to bury loved ones in the same grave site that has only been dug to single depth. This has created operational inefficiency and challenges with removing caskets to dig sites deeper to accommodate the families wishes.</p> <p>A double depth plot allows for a family to bury another person in the same grave site without the difficulties of removing a casket and digging the plot deeper. Under this proposal, individuals who prefer a single plot can still be buried alone at the existing double depth of 1700mm. This helps to reduce operational burdens if the family of the deceased changes their minds later and wishes to bury someone else in the plot.</p> <p>The burial cost will remain the same as the current single depth charge until the fees and charges are reviewed in the future.</p>
Additions to Burials	<p>To address concerns raised by cemeteries and burials staff, TDC officers are proposing limitations on items that can be placed in cemetery plots. Some items are harmful to the environment, pose health and safety risks, or cannot be exhumed with due reverence. As a result, officers are proposing a non-exhaustive list of prohibited items for interment in plots.</p> <p>This following list considers various cultural practices and only restricts the placement of goods in plots if deemed necessary. The aim is to strike a balance between respecting cultural traditions and ensuring cemeteries are safe.</p> <ul style="list-style-type: none"> • Alcohol • Ammunition or explosive material

	<ul style="list-style-type: none">• Batteries• Crash helmets and hardhats• Crockery• Die cast metals, aluminium, and copper (large items only)• Garden spades, forks etc.• Glass, such as bottles, vases, and picture frames• Lighters• Laptop computers• Mattresses• Mobile phones• Motorcycle leathers• Pacemakers• Any pressurised containers• Prosthetic limbs• PVC (in all forms)• Wet suits and surfboards• Products containing polystyrene foams• Products that are volatile• Wire
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Potential Proposed Changes

Burial Practices:

It is possible that sections of the bylaw may require further changes when we reconvene in June. We are of the opinion that the current draft bylaw and handbook are designed to be as inclusive as possible, but we will seek input from the relevant communities to ensure that this is the case where practical and legal.

Our goal is to pre-consult with the relevant religious and cultural communities to gain a deeper understanding of their needs and ensure that the bylaw and handbook accommodate their beliefs. We want to create an environment that enables them to practice their beliefs without restrictions, so their input is essential to the finalisation of the bylaw and handbook.

TAUPŌ DISTRICT COUNCIL

DRAFT CEMETERIES HANDBOOK 2023





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Sources: Queenstown Lakes District Council Cemeteries Handbook 2019, Central Otago District Council Cemeteries Handbook 2020, Taupō District Council Cemetery Bylaw 2012, and Taupō District Council Cemetery Management Policy 2006.



Introduction

The Taupō District Council Handbook (**Handbook**) contains rules and conditions that apply to provision of services, operational requirements, and acceptable conduct in cemeteries owned by, or operated by the Taupō District Council (**Council**). The Handbook also provides information to assist the smooth running, operation, and provision of information to the public about Council cemeteries.

The rules and conditions applicable to Council cemeteries contained in this Handbook have been made in accordance with the Taupō District Council Cemeteries Bylaw 2023 (**Bylaw**).

Operational Cemeteries

The operational cemeteries within the Taupō District include:

- Taupō Lawn Cemetery
- Tūrangi Lawn Cemetery
- Magakino Lawn Cemetery

For interments in these cemeteries please contact Taupō District Council Customer Services, phone 07 376 0899 or 0800 ASK TDC

Other Cemeteries

Taupō Settlers Cemetery, located on Gascoigne Reserve off Spa Road, is closed. All maintenance is still the responsibility of Council.

Within the Taupō Lawn Cemetery is a large undeveloped piece of land, this area sits adjacent to the Western Block and holds a large number of unmarked settler graves and will not be developed.

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Definitions

Act means the Burial and Cremation Act 1964 or any superseding legislation.

Burial Right means the exclusive right to a burial in a particular plot.

Bylaw means the Taupō District Council Cemeteries Bylaw 2023.

Cemetery or **cemeteries** means any land owned or operated by the Council as a cemetery but excludes any closed cemetery or Urupā.

Closed Cemetery means a cemetery that has been closed in accordance with the Act.

Council means the Taupō District Council.

Disinter or **disinterment** means the removal of a human body or ash remains from the earth or any vault.

Handbook means this document, which contains the rules and conditions that apply to provision of services, operational requirements and acceptable conduct.

Inter or **interment** means the placement of a human body or ash remains in a grave or any vault.

Monument includes a headstone, plaque, panel or other memorial to a deceased person.

Monumental Masonry Work includes the establishment, repair or modification of a monument.

Natural Burial means a burial that has a low environmental impact, including the body not being treated with chemicals or oils that prevent or slow down the decay of the body by bacteria. Natural burial areas are planted to encourage ecological restoration, and in the long term, individual plots may not be identifiable.

Policy means the Taupō District Public Cemetery Management Policy 2006.

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General Information**Opening Hours**

Cemeteries operated by the Council are open for public visiting seven days a week.

Cemeteries are open for interments Monday to Sunday & Public Holidays (excluding Christmas Day, Good Friday and ANZAC Day).

- Monday to Friday 8.00am – 4pm.
- Saturday, Sunday & Public Holidays 8.00am – 11am.

Cemetery Fees and Forms

A table showing the applicable fees and charges can be found on the Council website along with application forms regarding cemetery services.

The applicable fees must be paid in full within one month after burial (e.g. burial right, interment, disinterment, maintenance) taking place.

The person requesting the interment or disinterment will need to submit the appropriate forms through the Council website, where the fee will be confirmed by Council, prior to the interment taking place. Further detail and arrangement regarding prior payment will be communicated to the applicant by Council.

The forms referred to in this Handbook and which are available on Council's website are:

- [Application for Burial or Ash Interment](#)
- [Application to Reserve and Purchase a Plot](#)
- [Application to Erect a Headstone or Plaque](#)

Booking procedure

The Council is to be notified by telephone or email of an intended burial. There is no minimum notice period for burials in our Cemeteries.

The Funeral Director, or person requesting the interment, must submit applicable forms. These can be found on the Council website, or at any of our Customer Service Centres.

Pet Burials

No animal(s), including cats, dogs, birds or fish, either as ashes or body, may be interred in a Council cemetery unless placed in a sealed casket with the deceased.

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Interments**Application for Interment**

The person arranging the interment must lodge the following relevant applications with the Council:

- [Application for Burial or Ash Interment](#) (for each and every interment)

No interments (of deceased person or other human remains) can take place in a Council cemetery until the Council has approved the application referred above.

Allocation of Plots

The Council has responsibility for allocating plots for burials. If an applicant requests that an interment occur in a particular area of a Council cemetery, the request will be considered provided there are vacant, unsold plots available in that area.

No burial or ash interment may take place without the approval of the person holding burial rights to that plot. If that person is deceased or debilitated, the immediate next of kin or the person acting on behalf of the deceased or the deceased's estate may give approval for a burial in the plot or placement of a monument.

Hours of Interments

The expected time of arrival in the cemetery must be specified on the 'Application for Interment' form. If the expected arrival time is going to change by more than 15 minutes of the original notified time, the Council or Sexton must be notified of the new time.

A Saturday, Sunday & Public Holidays fee will be charged for all interments, including ash interments, taking place on a Saturday, Sunday & Public Holidays.

Notification of Interment

There is no minimum notice period for burials in our Cemeteries.

Ash Interments

The bookings and forms required for ash interments are managed in the same way as a casket interment. The Sexton will not be on site for the interment, but returns to the site following the ash interment to ensure the area is tidy and secure.

Grave preparation

Only a Sexton appointed by Council in accordance with the Bylaw may dig and prepare the grave (for ashes or a casket) in a Council cemetery.

For burials and graves covered by a concrete cap or surrounds, only an approved Monumental Mason can break the concrete. The Monumental Mason will likely charge a fee for this work.

Responsibility sits with the owner of burial rights to that plot to reinstate the concrete cover after burial, provided an approved monument permit is obtained.

If that person is deceased or debilitated, that person's estate or the person who gave approval on their behalf is responsible for reinstating the cover after burial.

If the concrete is not reinstated within a reasonable time, the Council may remove the concrete completely, and replace with lawn, or cover with stones.

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A request may be made to Council for friends and family of the deceased to fill in the grave, subject to the conditions set out in this Handbook.

Interment Equipment

Equipment for carrying out interments is supplied and removed by the Sexton, who is responsible for ensuring all health and safety procedures are complied with while on site.

Dis-interment / Re-interment

Any application received by Taupō District Council shall be processed pursuant to sections 51 and 55 of the Act (or superseding legislation), and subject to the payment of fees referred to at the end of this Handbook. This application relates to disinterment/re-interment of the deceased or ashes of the deceased.

DIY Caskets

Council allow for DIY caskets in the cemetery, however if using a Funeral Director prior approval may be required.

Poor Persons Burial

The Act requires Council to bury the body of poor persons, and persons from any hospital, penal institution, or other public institution free of charge upon an order from a Justice of the Peace. An application for interment form must still be completed before the burial takes place.

Returned Servicemen Areas

Ex-Service personnel who have had war service or service that is defined equivalent to war service, and their spouses or partners, may be buried in the servicemen area.

If the interment of a deceased Veteran is to be in the servicemen area, a standard ex-service plaque is available at a subsidised rate through Veterans' Affairs New Zealand. In the servicemen area, only the standard ex-service memorial plaque is permitted. The plaques are of uniform style and there is no provision for personal messages or photographs.

If the interment is to be outside the servicemen area of the Council cemetery, the next of kin can order a standard ex-service memorial at a subsidised rate. Details of war service need to be supplied on the 'Application for Interment' form. Failure to provide this information may result in the application being declined.

Only Service Personnel and their spouse or partner may be interred in the servicemen area.

Double depth interments are permitted in the servicemen area to allow for the spouse or partner of the deceased Veteran to be interred in the same plot. A double plaque commemorating both deceased persons is provided at a subsidised rate.

If the spouse or partner wishes to be interred to the side of the Service Person, they can purchase the burial right for the adjoining plot subject at the standard fee.

Children cannot be interred in a Service Person's plot unless they are eligible for interment in the Servicemen Area in their own right.

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War Service Eligibility & Contacts

Please refer to Veterans' Affairs New Zealand website for information regarding eligibility

www.veteransaffairs.mil.nz

Free phone (NZ): 0800 483 8372 (08800 4 VETERAN)

Locating Graves

Please contact Council or alternatively visit the Council website for more information.

Grave Testing

A testing service is available at no cost to the applicant to obtain the availability of sufficient space for a second interment in an existing grave.

Natural Burials

Natural Burials are available in the Taupō Lawn Cemetery only. This is due to our relatively small population and development of other sites could see them lay vacant for some years.

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Pre-purchase of Burial Rights

Pre-purchase of Burial Rights

Council allows the pre-purchasing of interment plots, except Natural Burials. Up to four burial plots or two cremation plots may be pre-purchased. For purchase of more than the number stated, prior consent must be obtained from Taupo District Council.

To apply to reserve and purchase a plot, complete our application form on our website.

Duration of Burial Plots

Sometimes burial rights are never used, and thus take up valuable space in cemeteries. If no interment occurs within 60 years of the burial rights being purchased, Council will attempt to locate the purchaser or next of kin to confirm the plot is still required. If the purchaser and next of kin are unable to be located, then the plot ownership will revert back to Council in accordance with section 10 of the Act.

Transferring Burial Rights

Should a plot no longer be required, the holder of the burial rights may transfer their interest in the plot to another party. The current burial right holder and purchaser must notify the Council with the change of ownership details.

The Council will not re-purchase burial rights after they have been sold.



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Burial Interments

Size of Burial Plots

The standard size for all new casket burials are as follows:

- Burial plot: 800mm x 2400mm

If a larger plot is required, arrangements must be made at the time of booking and confirmed with the Council. If we do receive a request for a wider plot, we would book a plot at the end of a berm so as to not impact on the adjoining plot.

Depths of Interments

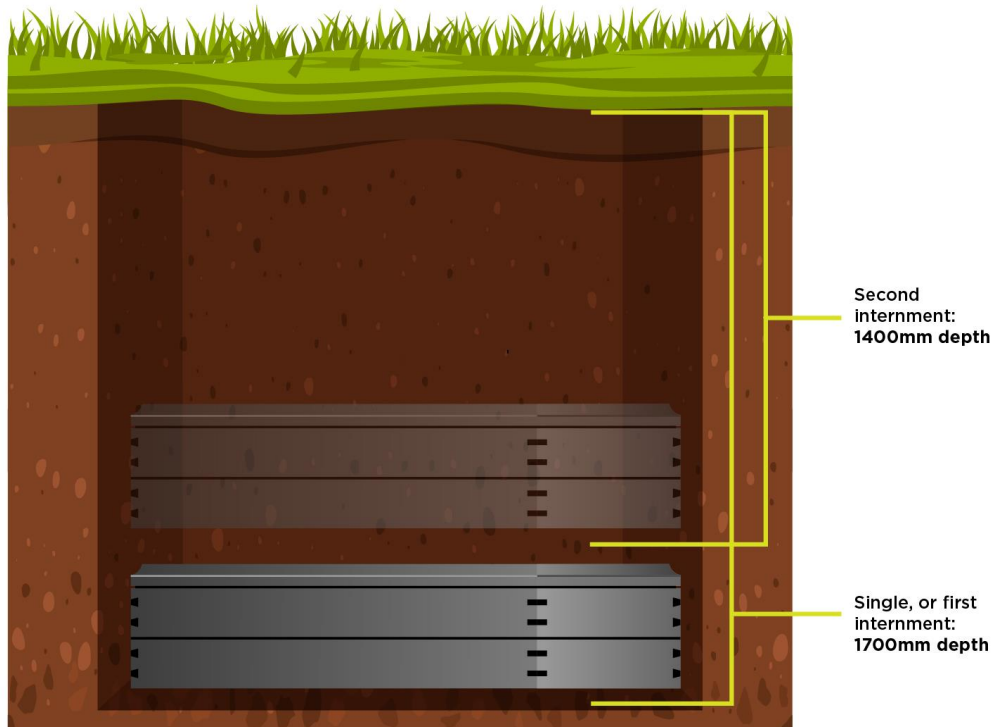
The standard depth of interments shall be sufficient to enable ground cover, to the existing ground level, of at least a minimum of:

- Single or first interment: 1700mm
- Second interment: 1400mm

Burial Plots

No more than two deceased persons can be interred in each burial plot.

[Please refer to below diagram]





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Ash Interments

Size of Plots for Interments

Unless otherwise specified by the standard size for all new ash plots is as follows:

- Ash Plot: 400mm x 400mm

Depths of Interments

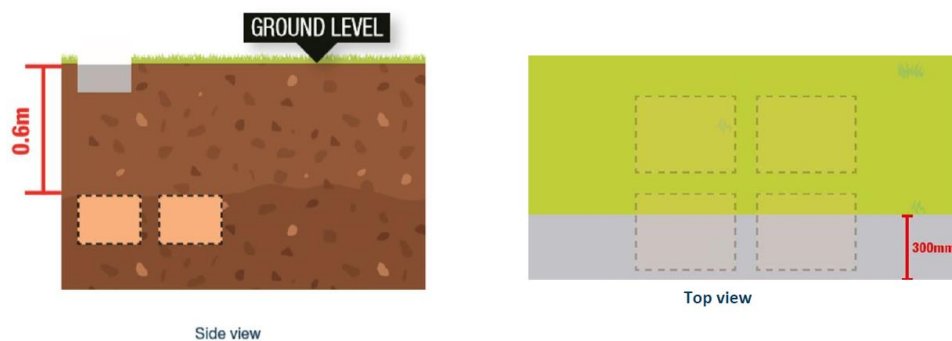
The standard depth of interments shall be sufficient to enable ground cover, to the existing ground of at least a minimum of:

- Ash Interment: 600mm

All new ash plots can hold up to a maximum of six ash interments depending on urn size:

- Four in front of the headstone
- Two under the headstone

[Please refer to diagram below]



Ash Interments into Burial Plots

The above information remains the same, a maximum of four ash interments is designated per burial plot. This aids the Sexton in preparation of the plot should a burial take place after an ash interment.

Ash Interments at Locations other than Burial Site

The dispersal of human ashes at locations such as waterways, mountains, or other non-cemetery sites is culturally inappropriate to local Iwi and Hapu. Human ashes are not to be interred or scattered at any place other than an ash plot or cemetery.

Ashes can be scattered on private property if the property owner gives their permission first.

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Taupō District Council

Monumental Work and Monuments**Installation of Monuments and Plaques**

Where appropriate, Council will provide a concrete beam for headstones to be installed on. Cemetery beams can differ in size and it is up to the Monumental Mason to ensure the headstone meets the specifications outlined on the next page.

Only Monumental Masons, approved by the New Zealand Master Monumental Masons Association, will be permitted to erect monuments within a Council cemetery. Council endorses and recognizes the importance of New Zealand Master Monumental Masons Association.

No monumnetal masonry work may commence until the Council has granted permission for the work under the Bylaw. A monument permit is required for any monumental work including alterations or modifications being undertaken in a Council cemetery, to ensure the headstone is placed on the correct plot and also to ensure they adhere to specifications in this Handbook.

Owners of burial rights, or if deceased, the immediate next of kin, may give permissin for a monument to be erected, or an additional inscription to be added to an existing monument. Typically, a monumental mason applies for the permit on behalf of the burial rights owner/next of kin.

The Council can provide information regarding local Monumental Masons.

General Specifications for Monuments and Plaques

As per NZS 4242:2018 a monument must not be made out of sandstone, limestone, wood, fiberglass, ceramic, plastic, glass or any other unsuitable material specified by Council.

Concrete base work for all monuments shall:

- Not stand higher than 150mm above the highest point of concrete beam or ground level, whichever is the higher;
- Be laid to the satisfaction of Council and in accordance with sound engineering principles as set out in NZS 4242:2018 Headstones and Cemetery Monuments;
- Not be wider than 1000mm and stand no higher than 150mm.

Plaques must have a minimum clearance of 10mm from the edge of the plaque to the edge of the plot on any ashes beam and be no more than 10mm thick. It is the responsibility of the plot owner to ensure that the plaque is of the correct dimensions for the particular plot concerned.

No monumental masons may mix cement or mortar anywhere in the cemetery otherwise than on a watertight platform.

All necessary precautions shall be taken to ensure that no damage is done to footpaths, roads, plots or grass.



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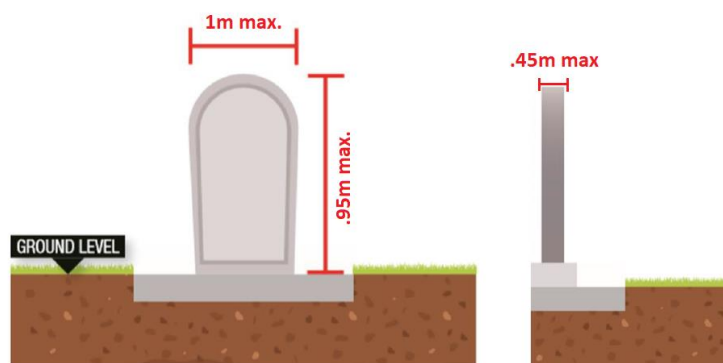
Specifications for Monuments and Plaques for Individual Cemeteries

There are different requirements for monuments in different cemeteries and areas within cemeteries. All monuments including headstones and plaques are to be constructed in accordance with NZS 4242:2018 Headstones & Cemetery Monuments, sound engineering principles, and to the satisfaction of the Council.

Lawn Cemetery Monument Size

In respect of Taupō, Tūrangi and Mangakino Lawn beams, the maximum dimensions are:

- 950mm(h) x 450mm (d) x 1065mm(w)



In Taupō, the Opepe Cremation Berm has provision for a standing monument to these specifications:

- 600mm(h) x 350mm(d) x 560mm(w)

All other cremation berms or memorial areas, District wide, are to have plaques to the maximum dimensions of:

- 230mm(l) x 150mm(h) x 16mm(d)

Monument Maintenance

Maintenance of monuments are the responsibility of the burial rights owner or their representative. Monuments must be kept in good repair. The Council does not take any responsibility for damage or vandalism to any monument.

The Council may remove from the cemetery, any monuments that have fallen into a state of disrepair, or if the Sexton or Council determines that a monument is a health and safety risk. If the risk is not significant, Council may give the person responsible (the owner or next of kin) written notice to repair or remove the item that is in disrepair. Failure to comply with the notice will result in the monument being removed at the cost to the person who owns the burial rights to that plot.

If a monument poses a significant health and safety risk or there is no owner or representative available to effect repairs or permit removal, an approved Monumental Mason, at the request of Council, may lay the monument flat within the grave surrounds or remove it from the cemetery if there is no grave surround. A photographic record of the monument will be taken and filed with the cemetery records if the monument is removed.



Removal

No person shall remove from any cemetery or grave, any headstone, monument or plaque, without notification to Council.



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Health and Safety

Caskets

The casket size, shape, including the type and size of the handles are to be recorded on the application for interment. Caskets must fit within the dimensions of the chosen gravesite

DIY Caskets

Council allows for DIY caskets in the cemetery, however if using a Funeral Director prior approval may be required.

Request to Fill Grave

Friends and family of the deceased can request that the Sexton allow them to fill in the grave. There are two options available:

- Only fill the grave to cover the casket.
- Fill the complete grave by hand only. The Council must be advised of this request before the interment takes place. Families will need to follow the directions of the Sexton during this process.

Site Safety at Gravesite

The Funeral Director or Family representative will advise the Sexton upon arrival of the deceased person or other human remains to the gravesite, and at that time the site will be handed over to the Funeral Director. The Funeral Director is then responsible for the safety of the members of the public at the gravesite until the Funeral Director formally hands the site back to the Sexton and members of the public must follow the direction of the Sexton.

Any persons in attendance and/or involved in a burial or interment procedure in a Council cemetery, must adhere to all directions given by the Sexton at all times.

Items Prohibited for Burial

To ensure the safe and respectful operation of Council cemeteries, there are several items which are prohibited from being placed into plots.

There are several reasons for this, from preventing breakdowns of digging machinery, ensuring we can retrieve your loved one's ashes or body during disinterment, and minimising our impact on the environment.

The list below covers items that cannot be placed in the Council Cemetery plots.

- Alcohol
- Ammunition or explosive material
- Batteries
- Crash helmets and hardhats
- Crockery
- Die cast metals, aluminium, and copper (large items only)
- Garden spades, forks etc.
- Glass, such as bottles, vases, and picture frames
- Lighters
- Laptop computers



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- Mattresses
- Mobile phones
- Motorcycle leathers
- Pacemakers
- Any pressurised containers
- Prosthetic limbs
- PVC (in all forms)
- Wet suits and surfboards
- Products containing polystyrene foams
- Products that are volatile
- Wire

When you are preparing a loved one burial please make sure none of the above items are included or inform your Funeral Director so that they can be easily removed by them or the family before burial.

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Behaviour in Cemeteries**Appropriate behaviour**

Our community comes together within our cemeteries for contemplation and reflection, and to memorialise their loved ones. Everyone visiting our cemeteries must maintain appropriate and respectful behaviour.

No person may behave in a manner, or bring an item into a cemetery or crematorium, that does any of the following:

- Is a nuisance or is offensive to another person;
- Damages or interferes with any property, memorial or decoration owned by the Council; or
- Damages the property of another person.

No one may disturb or interrupt a funeral, burial or cremation.

Vehicles in Cemeteries

Vehicles are only permitted to use designated roadways and car parks whilst in the cemetery. The use of vehicles must adhere to the Reserves Bylaw 2021 and Traffic Bylaw 2014 and all relevant Council Bylaws.

Vehicles may only access cemeteries from:

- 7.30am to 5.00pm

The speed limit in all Council cemeteries shall not exceed 20km/hr unless a different speed limit is specified, and ordinary traffic rules are to be observed at all times.

The drivers of all vehicles must yield right of way to any funeral procession (cortege) in any cemetery. If the Sexton indicates that a vehicle should stop or move, the driver must respond as directed.

The Sexton or Council may temporarily close the cemetery to vehicles, provided the closure is clearly displayed using the appropriate signage. No private vehicle is to be left or driven into any cemetery when the cemetery is closed.

Control of Dogs within Cemeteries

Dogs are permitted in cemeteries subject to the Control of Dogs Bylaw 2021

Horses and other animals

No horse or other animals are permitted in any Council cemeteries.

Promotional Activities

The promotion or advertising of goods or services within a Council cemetery is not permitted unless in accordance with permission granted by the Council under the Bylaw.

Commercial photography and filming

Any person using a Council-controlled cemetery for the purpose of commercial photography and filming, or photography or filming for a media purpose, must first obtain written approval from the Council and the consent of the family or Funeral Director. Funeral Directors may only authorise the taking of photographs or film after they have consent from all affected persons.

**GREAT LAKE TAUPŌ**

Taupō District Council

Misconduct

No one may disturb or interrupt a funeral, or cause an annoyance or nuisance within a Council cemetery, or cause damage to land, buildings or chattels in a cemetery.

Authorisation to Conduct Certain Activities

No one other than the Sexton or person authorised by a Sexton may engage in interment or disinterment or operate any burial machinery or equipment in a Council cemetery.

**GREAT LAKE TAUPŌ**

Taupō District Council

Tributes

Wreaths and Other Tributes

Wreaths, food items, and other floral tributes or ornaments not properly fixed to a monument may be placed on the plot for a period of ten days following an interment. After ten days items must be removed or relocated to the concrete beam.

If items are not claimed after ten days, the Council may remove and dispose of the items. The Council may also remove any neglected or broken items.

No ceremonial fires are permitted.

Temporary Markers

A temporary marker must be removed once a permanent monument is erected.

If the Sexton, or other person authorised by the Sexton, considers that a temporary marker has fallen into a state of disrepair, they may remove it.

**GREAT LAKE TAUPŌ**

Taupō District Council

Maintenance of Plots and Graves

Lawn Areas

The Council maintains plots and graves in lawn areas including mowing.

Any plants (including trees and shrubs) planted on a grave following an interment will be removed after ten days and the area sown with grass seed. The grave will be maintained as lawn.

Areas with Planting

No new plants or shrubs are to be planted on graves without Council permission.

Existing plants may remain providing family or friends maintain them. If any plants are not being maintained, are encroaching outside the plot area, or inhibiting cemetery maintenance, the Council may remove them. Any plant identified in the Management of Plant Pests, Unwanted Fungi, and Unwanted Insects as they Pertain to Vegetation on Council-Owned Property 2009, and found growing on a plot or grave, will be removed.



Disinterment

Disinterment

Any requests to disinter a body must be made in the first instance to the District Health Board.

For Ashes disinterment requests, Council shall need written approval from the applicant and the extended family.

Any request received by the Council shall be conducted pursuant to section 51 and 55 of the Act (or superseding legislation), and subject to the payment of fees as the Council may determine from time to time. This application relates to disinterment / re-interment of the deceased or ashes of the deceased.



Genealogical Information

The Council is currently developing a database which in future may provide public access to cemetery records on the Council website.



Council Relationships

All Council cemeteries reside on gifted land and with this gift comes some relationships we must honour.

Taupō Cemetery

The Taupō Cemetery was gifted to the people of Taupō by the Rickit Whanau, their Urupā lies within the lawn cemetery. All enquiries must be vetted by Aroha Murray as the executer of the Urupā. Whanau who confirm their whakapapa do not pay for their plot but do pay for the interment fee.

Mangakino Cemetery

The Mangakino Cemetery was gifted to the people of Mangakino by the Wairarapa Moana Iwi. The current system relies on the honesty of applicants to their whakapapa back to Wairarapa Moana. Whanau who confirm their whakapapa do not pay for their plot but do pay for the interment fee. Council also undertakes maintenance of their Urupā which is separate from the public cemetery.

Tūrangi Cemetery

The Tūrangi Cemetery was gifted to the people of Tūrangi by the Ngāti Tūrangitukua Iwi. Council undertakes maintenance of their Urupā which is separate from the public cemetery.



Cemetery Fees

Purchase of Plot – Burial	Fee
0-5 years	Free
6-12 years	\$600.00
12+ years	\$800.00
Interment – Burial – Double Depth >2m	
0-5 years	\$145.00
6-12 years	\$220.00
12+ years	\$325.00
Interment – Burial – on a Saturday, Sunday or Statutory Holiday	
Additional	\$140.00
Purchase of Plot – Ashes	
All ages	\$140.00
Internment – Ashes	
All ages	\$55.00
Interment – Ashes into an existing grave	
All ages	\$55.00
Opepe Cremation Berm Plots	
All ages	\$460.00
Other	
Purchase of Family plots – burials & ashes	POA
Disinterment	POA
Reinterment	POA
Special cultural needs	POA
Urupa – maintenance only	\$285.00
Wairarapa Māori – Mangakino Cemetery	\$285.00

Project	Key Accomplishments	Planned work	Comments	RAG
<i>Description</i>	<i>Highlight the completion of milestones, deliverables and action items</i>	<i>Tasks that are planned in the project scope, status if dates have moved, changes if there have been challenges</i>	<i>Milestones, Deliverables, Action Items, Risks</i>	<i>Red - not on time and on budget Amber - some risk of not on time and on budget Green - on time and on budget</i>
Tūrangi Revitalisation (Kerb and Channel) Project Improve streetscapes in Tūrangi township by repairing footpaths, kerbing and channeling that has been damaged by tree roots.	Package 3 complete including Tree Replanting. All Trees felled and stump grinded down in Puataata Road and around 900 metres of kerb and channel poured and progressing well.	Continuing with construction on Puataata Road and marking out the next streets trees that need to be removed.	The Winter Weather could see some delays to concrete pours and other items of the project, as well as inflation on prices.	
Tūrangitukua Park Community Sports Facility - Te Mataapuna New sports facility at Tūrangitukua Park, Tūrangi	Officially opened and named Te Mataapuna on 13 May in partnership with Ngāti Tūrangitukua.	The Training lights project is progressing, the resource consent is being worked through at present.	There is a Memorandum of Understanding with the community collective sports group to manage bookings.	
Te Kapua Park Playground Upgrade New papa tākaro at Te Kapua Park	Earthworks have begun onsite	The final construction programme is provisionally due for completion in July 2023.		
Tūrangi Wastewater Treatment Plant	The project has delivered an Acetic dosing system, to improve treatment performance, and new inlet screen. This work is completed.	The major works are complete, a platform around the new inlet works needs to be completed.	Waiting for Project Manager resource to complete the final work related to the access platform build.	
Tūrangi Transfer Station Weighbridge	Concrete surrounds for the weighbridge have been completed and the weighbridge has been lowered into place.	The critical path for completion to date is the provision of a communications cable from Spark. The weighbridge is programmed to be fully operational mid-June 2023.	The exiting kiosk will be moved from the current position to next to the weighbridge to enable payment whilst the vehicle is sitting on the bridge.	
Tūrangi Recreation & Activities Centre (TRAC)			A workshop with the Tūrangi Co-Governance Committee held on 3 May 2023 directed Council to continue engagement with hapū and key stakeholders.	

Turangi Co-Governance
Project Update

7th June 2023



Project

- Project Overview

Package

- Package 3 & 4 Update

Project

- Original Project Proposal

Project

- Current Project Proposal

Project

- Construction Progress



Why?

Up to 42km of kerbing constructed in the 1960 now failing and identified for replacement.



Project Manager: Peter van Niekerk
Business Owner: Pernille Fletcher



Timeline

- Design and pricing Jan 2021
- Contractor Procurement March 2021
- Construction Start June 2021
- Approx. Project Completion Dec 2023

Turangi Street Revitalisation Project



Project scope

Replacement of old Kerbing, Pram crossings, damaged footpaths, vehicle letdowns. Remove problem trees and re-planting with suitable trees for berm sizes.



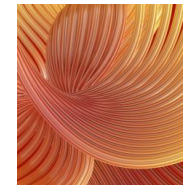
Benefits

- Revitalising Turangi's streets
- Reduction on future costs for infrastructure damages above and underground.



Budget

MBIE Funding: \$6.5 Million
Annual Plan Funding: \$ 4.4 Million



Package 3 Update

Berms have been completed including seeding. Residents were urged to take ownership of their berms and mow and keep tidy.

Road Chip Sealing completed through all Package 3 streets.

Tree Replanting is scheduled to commence mid May. Schools & residents will be asked if they would like to participate in the planting program again.

Package 4 Update

Tree Felling was completed in Puataata Road from SH41 side with 59 trees removed due to size and damage they are causing the berms, footpaths, driveways & underground services.

The contractor is well underway with the removal of Kerb & Channel on Puataata Road and progressed well with pouring the new Kerb & channel.

The current weather patterns will see some delays to pouring of Kerb, Channel, Driveways and footpaths but will be managed to the best of our abilities.





- 25 Streets Completed
- 16 km of newly Poured Kerb & Channel
- Including Package 3 +/- 400 trees planted
- 6 Streets still to be Completed including Puataata Road that's currently under construction.

Original Project Proposal

The list of streets below that should have been completed as per original contract are as follows,

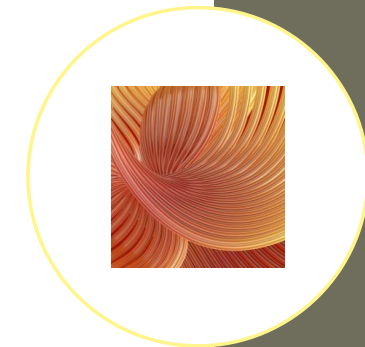
- Package 4

1. Puataata Road, (Currently busy with construction within this road)
2. Rangiamohia Road,
3. Te Takinga Street,
4. Tamakui Street, (Already completed under package 3 due to size and linked in with Patikura Place)

- Package 5

1. Te Aonini Road,
2. Ohuanga Road,
3. Te Rangitautahanga Road





Current Project Proposal

The list of streets below that is up for discussion

- Proposal One: Complete main roads in town.

1. Puataata Road,
2. Te Rangitautahanga Road,

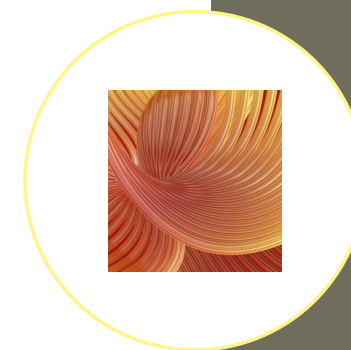
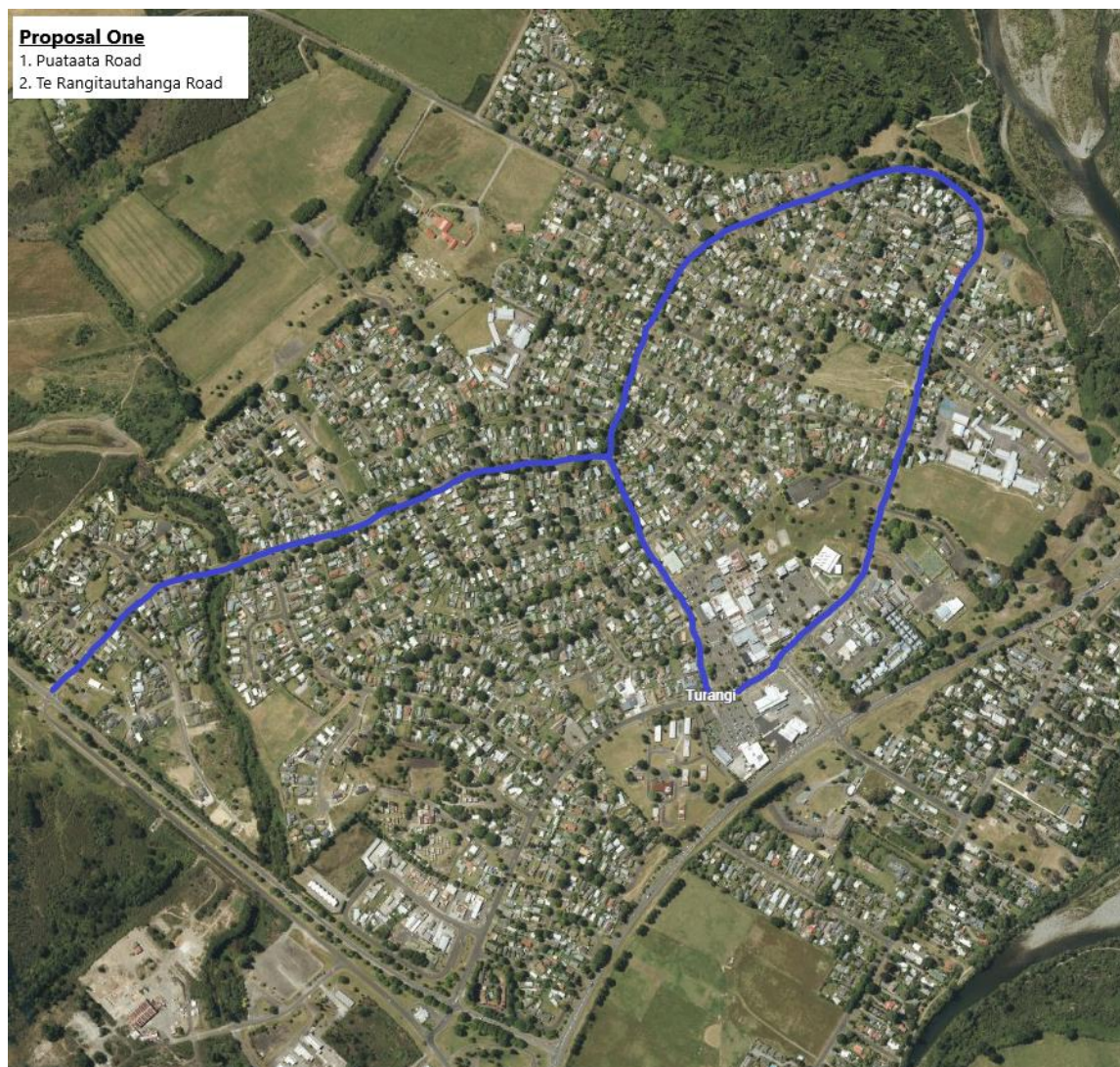
- Proposal Two: Inner town Roads

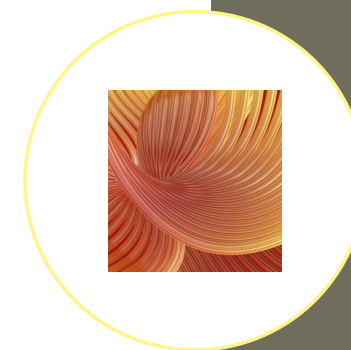
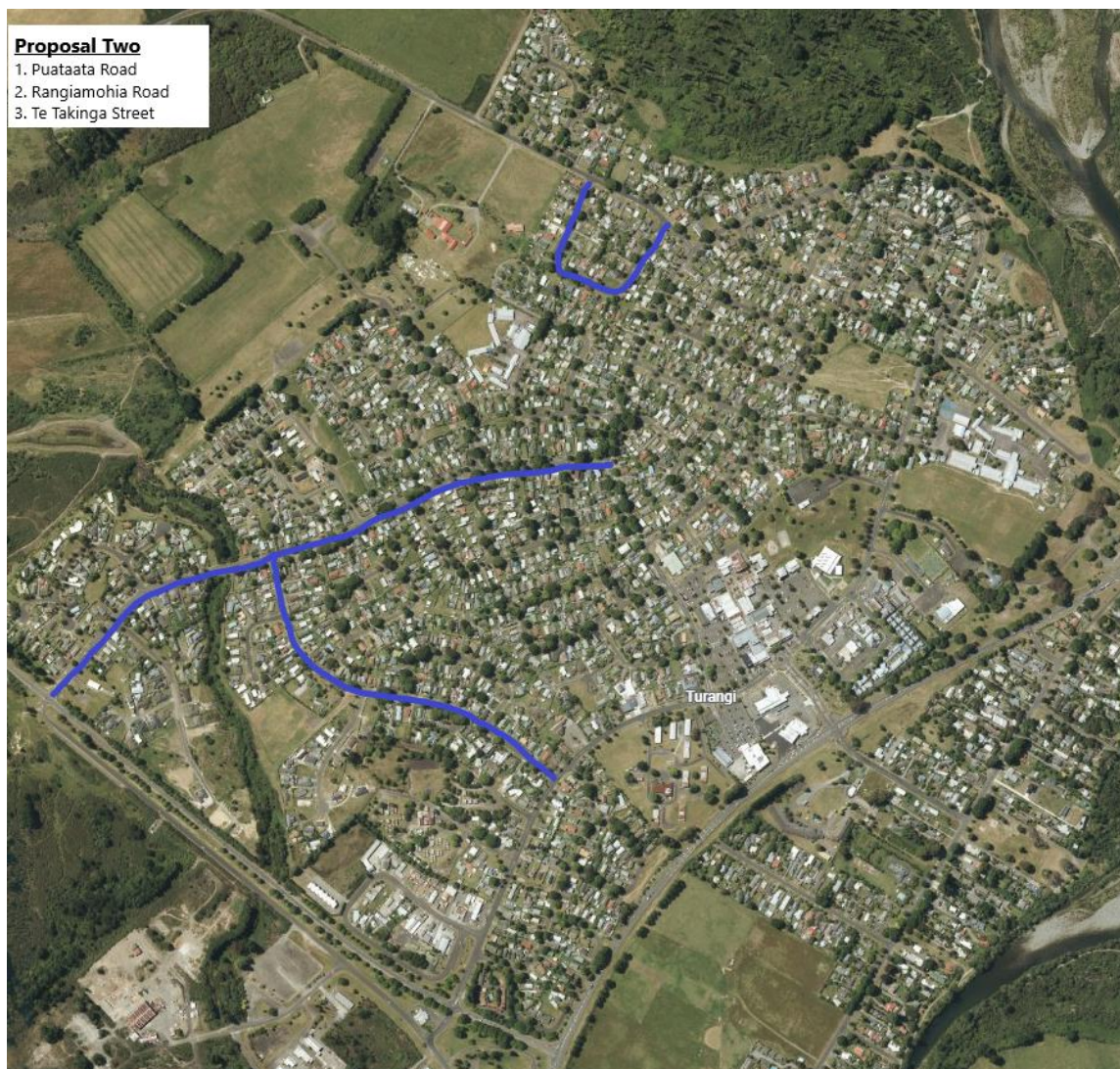
1. Puataata Road,
2. Rangiamohia Road,
3. Te Takinga Street,

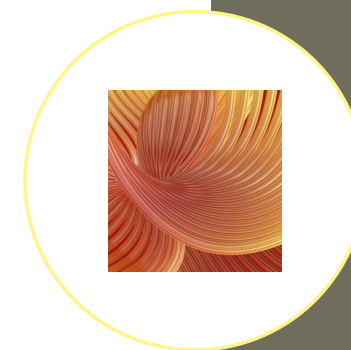
- Streets that will not be Completed.

1. Ohuanga Road,
2. Te Aonini Road,











Construction Progress



 NGĀTI TŪRANGITUKUA - TAUPŌ DISTRICT COUNCIL MANA WHAKAHONO Dashboard Report – June 2023 			
Rag status			
Red 0	Risk of agreed budget, timeframe or scope not being achieved. Intervention required		
Amber 0	Some deviations from the agreed budget, timeframe or scope. However it's being managed and closely monitored		
Green 0	Agreed budget, timeframe, scope on track		
Clause	Action / Project	RAG status	Comment on any RAG where status isn't green
10.35	Communications protocol [operational]	Amber	Interim process in place until comms protocol agreed.
10.35	Communications plan [committee matters]	Green	
19.1[g]	Ngāti Tūrangitukua Rohe Map protocol	Green	
9.1	Inductions - staff	Green	
9.3	Inductions - elected members	COMPLETE	
21	Plan Reviews and Plan changes – establish process for early engagement within six months of commencement.	Amber	Overdue, however Interim process involving direct engagement with all three Ngāti Tūrangitukua entities currently in place.
24.1	Resource consents - establish process for early engagement & pre-application process within six months of commencement	Amber	Overdue however interim process currently in place until longer-term solution agreed.
26.2	Monitoring - establish process for early engagement within 12 months of commencement	Amber	Due 30 June 2023
30.1	Council Controlled Organisations – Council letter of expectation to DGLT	Green	
30.2	Council Controlled Organisations - Chair of DGLT will be invited to an annual meeting of the Committee	Green	
30.3	Council Controlled Organisations - Council letter of expectation to Amplify	Green	
31.2	Three waters infrastructure, Policy, planning and regulatory development – develop process for early engagement	Amber	Overdue however interim process currently in place until longer-term solution agreed.

Rag status			
Red 0	Risk of agreed budget, timeframe or scope not being achieved. Intervention required		
Amber 0	Some deviations from the agreed budget, timeframe or scope. However it's being managed and closely monitored		
Green 0	Agreed budget, timeframe, scope on track		
Clause	Action / Project	RAG status	Comment on any RAG where status isn't green
36.3	Tūrangi Reserve Management Plan to be developed within 18 months of commencing the planning process	Green	
37.2	Operational Management Matters – Committee will work through a process to identify and facilitate opportunities for Ngāti Tūrangitukua to be involved in the management of the Reserves.	Green	
37.3, 37.4	Operational Management Matters – Annual Committee meeting with Council reserves team to be held prior to new financial year [2023/24]	Amber	The Committee and the Council reserves team will hold an annual operational management hui prior to the start of each financial year.
38.1, 38.2, 38.3	Reserve admin Matters – Oversee and approve stocktake of outstanding reserve administration matters to be completed.	Green	
39.1, 39.2	Review of Reserves – committee to work through a process to explore whether any reserves are no longer required as reserves.	Green	
44.2	Urupā Maintenance - develop an urupā maintenance plan within 12 months of the Commencement date	Amber	Due 30 June 2023
45.3	Training & Capacity Building – explore opportunities for working from each other's workplaces and each providing a summer intern to one another for work experience	Green	
10.19[d]	Tūrangitukua Park Shared Community Club rooms - work in partnership to determine the location, design, opening	Green	
10.19[d]	Te Kapua Park playground upgrade - work in partnership to determine the location, design, opening	Green	
10.19[d]	Tūrangi Recreational Activity Centre - work in partnership to determine the location, design, opening	Amber	Workshop held 3 May to discuss feasibility study findings. TDC team to meet with Ngāti Tūrangitukua hapū to discuss assumptions and next steps.
Schedule 2	Appointment of Hearings Commissioners – Process to confirm Tūrangi list	Amber	Due 30 June 2023



Te komiti mana whakahaere o Tūrangi - Rautaki whakawhitinga korero

Tūrangi Co-Governance Committee – communications protocol

Tirohanga Whānui / Vision

Raise the profile of the Tūrangi Co-Governance Committee by sending out the right messages at the right time for the Tūrangi community.

Ngā Mātāpono / Principles

These are the principles the TDC Communications Team operates under at all levels and in accordance with local government standards.

Open, honest and respectful

No spin

Accurate and timely communication of committee activities as detailed below.

Relevant – in this case, relevant to the committee, the whole community and the council.

Hononga / Relationship

Clear distinction between the committee's role (governance) and the communications team's role (operations).

Timely response to requests on both sides.

Trust in each other to do our jobs.

Let the comms team do the communicating. This is especially important in an emergency or where urgent messaging is required.

A designated Ngāti Tūrangitukua representative on the co-governance committee to provide approval of the messages, which the communications team will then work with as required for Facebook, Connect newsletters, media releases etc.

Te Puna Kōrero / The TDC Communications Team undertakes to:

Keep the committee in the loop with communications issues or requests so that we can plan ahead for effective communications.

Inform the community about projects or work of the co-governance committee.

Promote the use of te reo Tūrangitukua in the co-governance committee's communications.

Provide regular updates in an emergency or urgent situation, eg water main break.

Act as a communications conduit between the committee, the local community and the wider district.

He aha tā mātou e hiahia ai? / What we would like from Ngāti Tūrāngitukua members of the co-governance committee:

A contact person for specific projects (eg papa tākaro) who will deal with media requests for comment, comms team requests for approval, etc, and the best times and methods to contact that person.

To know who will provide the te reo Tūrāngitukua for each project.

Some guidance on what communications need Ngāti Tūrāngitukua involvement and what can be run without – eg, for quick turnaround items such as a short Facebook story.

The rules of engagement for communications – eg what can and can't be filmed, audio-recorded or reported due to cultural considerations.

Mahere whakawhitiwhiti whakaaro / Proposed communications plan

After every committee meeting TDC comms team will prepare a summary of the key news from the meeting for committee members to share to the Tūrangi Noticeboard Facebook page.

Items considered to have wider news value will be posted on the TDC Facebook page and sent out as media releases as well as included in the TDC Print Connect and Digital Connect newsletters.

News from the committee's activities would be shared in Tūrangi Connect digital newsletter which is sent out every two to three months.

Begin and end all communications with te reo Tūrāngitukua, be to provided by a Ngāti Tūrāngitukua representative for accuracy and relevance.

Shared logos on co-governance committee communications including: press releases, videos, invitations, Connect news items and Facebook posts, to distinguish co-governance committee news and messages.

Horahia te kupu / Helping spread the word

Committee members are encouraged to like and share TDC Facebook posts and external communications to their personal pages or groups such as Tūrangi Noticeboard. This will increase reach and engagement.

Where there are reasonable Facebook queries that are relevant to TDC, our staff will endeavour to reply. Where a reasonable query is relevant to Ngāti Tūrāngitukua, it would be appreciated if a Ngāti Tūrāngitukua representative would reply.

In the interests of timely communication to the community, we would be grateful if communications team requests for approval or information could be responded to within one business day.