

ATTACHMENTS

Ordinary Council Meeting

28 March 2023

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Ordinary Council Meeting Minutes

28 February 2023

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 107 TE HEUHEU STREET, TAUPŌ
ON TUESDAY, 28 FEBRUARY 2023 AT 1.00PM**

PRESENT: Mayor David Trewavas (in the Chair), Cr Duncan Campbell, Cr Karam Fletcher (via MS Teams), Cr Sandra Greenslade, Cr Kylie Leonard, Cr Danny Loughlin, Cr Anna Park, Cr Christine Rankin, Cr Rachel Shepherd, Cr Kevin Taylor, Cr Kirsty Trueman (until 2.02pm), Cr John Williamson

IN ATTENDANCE: Chief Executive, Deputy Chief Executive, General Manager People and Customer, General Manager Finance and Environment, General Manager Operations and Delivery, Environmental Services Manager, Executive Manager Mayor's Office, Finance Manager, District Customer Relations Manager, Policy Manager, Community Engagement and Development Manager, Project Management Office Manager, Policy Team Leader, Resource Consents Manager, Governance Quality Manager, Senior Policy Advisor, Senior Policy Advisor, Policy Advisor, Policy Advisor, Digital Content Creator, Resource Consent Planner, Senior Committee Advisor, Business Support Officer

MEDIA AND PUBLIC: Three members of the public

- Notes:
- (i) Cr Danny Loughlin opened and closed the meeting with a karakia.
 - (ii) Cr Karam Fletcher joined the meeting via Microsoft (MS) Teams
 - (iii) Mayor David Trewavas advised that this meeting was not being live-streamed but a recording would be made available on Council's website.
 - (iv) Cr Kirsty Trueman left the meeting at 2.02pm. She was not present for resolutions TDC202302/25 - TDC202302/31.

1 KARAKIA

2 WHAKAPĀHA | APOLOGIES

TDC202302/18 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Cr Anna Park

That the apology received from Cr Yvonne Westerman be accepted.

CARRIED

3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST

Nil

4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES

4.1 ORDINARY COUNCIL MEETING - 7 FEBRUARY 2023

TDC202302/19 RESOLUTION

Moved: Cr Danny Loughlin

Seconded: Cr Kevin Taylor

That the minutes of the Council meeting held on Tuesday 7 February 2023 be confirmed as a true and correct record.

CARRIED

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4.2 ORDINARY COUNCIL MEETING - 17 FEBRUARY 2023**TDC202302/20 RESOLUTION**

Moved: Cr Rachel Shepherd

Seconded: Cr Danny Loughlin

That the minutes of the Council meeting held on Friday 17 February 2023 be confirmed as a true and correct record.

CARRIED

5 NGĀ KAUPAPA HERE ME NGĀ WHAKATAUNGA | POLICY AND DECISION MAKING**5.1 MEMBERS' PORTFOLIO UPDATES**

Elected Members shared the following updates in addition to those provided in the report:

Cr Yvonne Westerman (shared with the elected members by Mayor David Trewavas)

- Attended the Botanical Society annual barbecue for volunteers on 16 February.
- Attended the Mangakino Pouakani Representative Group meeting on 21 February and it was great to see some locals attend the meeting.
- Attended the Waioara House meeting on 23 February which was a good opportunity to meet the committee and to listen to their plans for future operation of Waioara House.
- Attended the 20 February Acacia Bay Residents Meeting and discussed damage around the area, the hall and their concerns about the gum trees on the waterfront. The Mapara walking track was now partly open and the glow-worms cave was well worth a visit.

Cr Kirsty Trueman

- Was attending a hui at the Pouakani Marae that evening regarding the Mangakino Lakefront Development.

Cr Christine Rankin

- Local businesses were under pressure and asked that public choose to spend locally and participate in local events.
- Chaired the first Kinloch Representative Group meeting on 23 February in which Māori representative Mr Matt Andrews was elected as deputy chairperson.

Cr Rachel Shepherd

- Attended a Sports Advisory Council meeting last week where KiwiSport advised that they were expanding what was provided in schools to include rugby league and squash. Cr Shepherd would build on existing relationships to assist with providing facilitators.

Cr John Williamson

- The Friends of the museum and art gallery meeting was deferred to next month.

Cr Danny Loughlin

- Would be attending a Kids Greening Taupō meeting in April.

Cr Anna Park

- Attended the Launch of Unison Great Lake Taupō Business Awards on 23 February.
- Attended the Mangakino Pouakani Representative Group meeting on 21 February.
- Attended a Waikato Civil Defence Emergency Management Joint Committee meeting in Hamilton 27 February.

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Cr Kylie Leonard

- The Taupō East Rural Representative Group meeting scheduled for 16 February was cancelled due to Cyclone Gabrielle but the group had met informally online for induction.
- Wished finalists well in the Dairy Industry Awards and advised that the Regional Awards Dinner would now be held in Rotorua on 3 March instead of Taupō, due to Cyclone Gabrielle.

Mayor David Trewavas

- Acknowledged transport providers in the area, plus the businesses that have contributed to the response of Cyclone Gabrielle to help those affected. Thanked the community for donations for their neighbours in the Hawke's Bay.
- Acknowledged the passing of Neil Ladbrook on 26 February and thanked him for his services to the Taupō community.

Cr Sandra Greenslade

- Met with Hon Louise Upston and members of the Kuratau community on 17 February regarding the water level of Lake Taupō.
- Advised that Te Kapua Park playground was close to being completed and the Tūrangi sports facility was looking great.
- Was looking forward to the first meetings of the Tūrangi Co-Governance Committee on 1 March, and the Tongariro Representative Group on 15 March.
- Acknowledged the support of the Tūrangi community after Cyclone Gabrielle and thanked them for pulling together to clear roads.

Cr Duncan Campbell

- Attended the Oceania Triathlon Cup event on 25 February and hoped that it would continue in future years.

TDC202302/21 RESOLUTION

Moved: Cr Danny Loughlin

Seconded: Cr Christine Rankin

That Council receives the portfolio updates from members.

CARRIED**5.2 LAKE TAUPŌ PROTECTION TRUST - RECOMMENDATIONS TO TRANSFER MANAGEMENT FUNCTIONS TO TAUPŌ DISTRICT COUNCIL**

The Senior Policy Advisor introduced Mr Clayton Stent to the elected members and asked him to provide background about the Lake Taupō Protection Trust (the Trust). He advised that this item would return before Council in March or April for next steps.

Mr Clayton Stent thanked the elected members for inviting him to speak and summarised the history of the project to reduce the nitrogen discharged in the Lake Taupō catchment. He passed around a copy of the book compiled in 2015 covering timelines and comments when the nitrogen target level was reached.

Mr Stent expanded on the information provided in the report and attachment included on the agenda, and added that Lake Taupō was an important body of water in the district, nationally and internationally. The Trust was not just about management but was a conduit between regulators, landowners, and the public and needed to retain its voice.

Elected members acknowledged the quality of leadership that the Trust had provided and supported the recommendation for the Lake Taupō Protection Project to be managed locally by transferring it to Taupō District Council.

TDC202302/22 RESOLUTION

Moved: Cr John Williamson

Seconded: Cr Kevin Taylor

That Council:

1. Adopts recommendation (LTPPJ22/41) from the Lake Taupō Protection Project Joint Committee and therefore approves the transfer of the management functions currently undertaken by the Lake Taupō Protection Trust to Taupō District Council; and
2. Adopts recommendation (LTPPJ22/42) from the Lake Taupō Protection Project Joint Committee to provide a progress report on the transition of the current management functions from the Lake Taupō Protection Trust at the next Lake Taupō Protection Project Joint Committee meeting.
3. Authorises the Chief Executive to sign any approval documents on behalf of Council.

CARRIED**5.3 NEW PUBLIC ROAD NAME - MANGAKINO**

The Resource Consents Manager introduced the Resource Consents Planner to the elected members.

In answer to a question, the Chief Executive clarified that this matter had come before Council rather than the Mangakino Pouakani Representative Group due to timings of agendas.

The Resource Consents Manager confirmed that the developer had contacted Council around October 2022 regarding this road name but had not consulted with Raukawa. Following engagement with Raukawa, it was determined that they were aware of the proposal of the new road name but did not have any comments. The Deputy Chief Executive added that Raukawa had experienced changes in personnel and were building their resources and capability.

The Resource Consents Planner confirmed that the support from Wairarapa Moana Incorporation was from Anaru Smiler.

TDC202302/23 RESOLUTION

Moved: Cr Kirsty Trueman

Seconded: Cr Christine Rankin

That Council approves the public road name Lakeview Place, Mangakino.

CARRIED**5.4 TAUPŌ DISTRICT COUNCIL PERFORMANCE REPORT - JANUARY 2023**

The Chief Executive acknowledged that this was his last Performance Report and thanked elected members, Council staff and the community for their support and work over his time at Taupō District Council and particularly in his Chief Executive role.

The Finance Manager highlighted that the 'Other Expenses' of operating expenditure was very close and was being managed at a cost centre level. She drew attention to the Personnel and Finance Costs of operating expenditure.

The Project Management Office Manager summarised the significant projects report and added that new projects had been added such as the Tauhara Ridge Reservoir & Airport Connection, and the SCADA Upgrade. She signalled that they were in the process of gathering reporting improvements for this monthly report.

The Taupō Town Centre Transformation and Taupō Airport Upgrade would celebrate official openings the following week on 9 and 11 March respectively. The Project Management Office Manager thanked all of those involved in these projects.

Elected members thanked the Chief Executive for all of his work and wished him well in his new role as Chief

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Executive of New Plymouth District Council.

TDC202302/24 RESOLUTION

Moved: Cr Kevin Taylor

Seconded: Cr Sandra Greenslade

That Council notes the information contained in the Performance Report for the month of January 2023.

CARRIED**5.5 RECEIPT OF DRAFT STATEMENTS OF INTENT – COUNCIL CONTROLLED ORGANISATIONS**

The Community Engagement and Development Manager explained the process of receiving the Statements of Intent from Council Controlled Organisations. He clarified that these were drafts so the Chief Executive information in the Bay of Plenty LASS would be updated by June when the final Statement of Intent was approved.

TDC202302/25 RESOLUTION

Moved: Cr Anna Park

Seconded: Cr Rachel Shepherd

That Council

1. receives the draft Statements of Intent from Council Controlled Organisations:

- i. Taupō Airport Authority (TAA);
- ii. Destination (Great) Lake Taupō (DGLT);
- iii. Bay of Plenty LASS (BOPLASS); and
- iv. New Zealand Local Government Funding Agency Limited (LGFA).

2. directs officers to review these documents.

CARRIED**5.6 TE IHIRANGI THE TAUPŌ REGIONAL DESTINATION MANAGEMENT PLAN**

The Deputy Chief Executive acknowledged Jane Wilson, General Manager of Destination Great Lake Taupō and Rowan Sapsford, Director of Roam Consulting.

This was a community based plan and many issues were already being worked on by Council.

TDC202302/26 RESOLUTION

Moved: Cr Anna Park

Seconded: Cr Christine Rankin

That Council receives and endorses the report Te Ihirangi – The Taupō Regional Destination Management Plan.

CARRIED

5.7 APPROVAL OF SUBMISSION ON THE NATURAL AND BUILT ENVIRONMENT BILL AND THE SPATIAL PLANNING BILL

The Senior Policy Advisor introduced the Policy Advisor and advised that the presentations to the Select Committee would be the following Thursday, Friday or Monday.

Mayor David Trewavas and Deputy Mayor Cr Kevin Taylor were recommended to present on behalf of Taupō District Council but were not available on Thursday and Friday. The Senior Policy Advisor would follow up with the Select Committee to find a suitable time.

TDC202302/27 RESOLUTION

Moved: Cr Danny Loughlin

Seconded: Cr John Williamson

That Council

1. Approves the submission on the Natural and Built Environment Bill and the Spatial Planning Bill (Attachment 1) and
2. Appoints the following elected members, Mayor David Trewavas and Deputy Mayor Cr Kevin Taylor, to present the submission to the Select Committee.

CARRIED

5.8 SUBMISSION ON THE FUTURE FOR LOCAL GOVERNMENT REFORM

Elected members thanked the Policy Advisor for conveying the direct tone and language they preferred to express in this submission.

TDC202302/28 RESOLUTION

Moved: Cr Rachel Shepherd

Seconded: Cr Sandra Greenslade

That Council adopts the Submission on the Future for Local Government Reform attached to the agenda.

CARRIED

5.9 2022-2025 HAWKE'S BAY REGION TRIENNIAL AGREEMENT

The Policy Advisor summarised the report and added that the Triennial Agreement with Waikato Regional Council would come before Council at a later time.

TDC202302/29 RESOLUTION

Moved: Cr Kevin Taylor

Seconded: Cr Anna Park

That Council adopts the Triennial Agreement for the 2022-25 Triennium for:

1. the Hawke's Bay Region as a non-primary signatory

CARRIED

5.10 COUNCIL ENGAGEMENTS MARCH 2023, APPOINTMENTS, AND TRAINING AND CONFERENCE OPPORTUNITIES

The Senior Committee Advisor made the elected members aware that workshops scheduled for 7 March would be re-ordered with the Capital Expenditure Programme for the 2023/24 Annual Plan year beginning at

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10am, followed by the Annual Plan workshop. She also advised that the Te Kōpu ā Kānapanapa Committee meeting currently scheduled for Friday 10 March would be moved to a later date.

TDC202302/30 RESOLUTION

Moved: Cr John Williamson

Seconded: Cr Danny Loughlin

That Council:

1. Receives the information relating to engagements for March 2023.
2. Appoints Cr Kirsty Trueman to the Emergency Management Committee as the Mangakino Ward community representative for the 2022-2025 Triennium.
3. Approves the attendance of Cr Kylie Leonard at the Forefront Rural Leaders Agribusiness Summit taking place in Christchurch on 27 March 2023, with costs of attendance, flights and accommodation to be paid by Council.
4. Approves the attendance of Cr Duncan Campbell at the Engineering New Zealand Transportation Group Conference taking place in Tauranga on 29 March 2023, with attendance and mileage costs (if any) to be paid by Council.

CARRIED

6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS**TDC202302/31 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Cr Danny Loughlin

RESOLUTION TO EXCLUDE THE PUBLIC

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Agenda Item No: 6.1 Confirmation of Confidential Portion of Ordinary Council Minutes - 7 February 2023	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7

CARRIED

The meeting closed at 2.32pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 28 March 2023.

.....
CHAIRPERSON

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28 February 2023

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE CONFIDENTIAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 107 TE HEUHEU STREET, TAUPŌ
ON TUESDAY, 28 FEBRUARY 2023 AT 1.00PM**

PRESENT: Mayor David Trewavas (in the Chair), Cr Duncan Campbell, Cr Karam Fletcher (via MS Teams), Cr Sandra Greenslade, Cr Kylie Leonard, Cr Danny Loughlin, Cr Anna Park, Cr Christine Rankin, Cr Rachel Shepherd, Cr Kevin Taylor, Cr John Williamson

IN ATTENDANCE: Governance Quality Manager, Senior Committee Advisor

MEDIA AND PUBLIC: Nil

Notes: (i) Crs Yvonne Westerman and Kirsty Trueman had submitted their apologies for the meeting.
(ii) Cr Karam Fletcher joined the meeting via MS Teams.

CONFIDENTIAL BUSINESS

6.1 CONFIRMATION OF CONFIDENTIAL PORTION OF ORDINARY COUNCIL MINUTES - 7 FEBRUARY 2023

TDC202302/C03 RESOLUTION

Moved: Cr Danny Loughlin

Seconded: Cr Christine Rankin

That the confidential portion of the minutes of the Council meeting held on Tuesday 7 February 2023 be confirmed as a true and correct record.

CARRIED

The meeting closed at 2.32pm with karakia by Cr Loughlin.

The minutes of this meeting were confirmed at the Confidential Council Meeting held on 28 March 2023.

.....
CHAIRPERSON

MOTUTERE RECREATION RESERVE MANAGEMENT PLAN COMMITTEE

Objective	To provide governance and oversight of the Motutere Recreation Reserve Management Plan Review
Membership	<p>Three (3) elected members appointed by Council, one of whom will be the Mayor.</p> <p>Three (3) representatives recommended by Ngāti Te Rangiitā and appointed by Council.</p> <p>One (1) representative recommended by the Department of Conservation as an observer with no voting rights and appointed by Council.</p> <p><i>Note: The Committee shall appoint a Chairperson in accordance with clause 26(3) of Schedule 7 to the Local Government Act 2002.</i></p>
Quorum	Two (2) members of Council and two (2) members of Ngāti Te Rangiitā.
Meeting frequency	As required
Reporting	Reports to Council

During this review period, the Committee will carry out the administering body functions under the Reserves Act 1977 for Motutere Recreation Reserve Management Plan.

Scope of activity

1. To receive progress reports on the development of the revised management plan
2. To approve draft changes to the management plan
3. To publicly notify and seek submissions on the draft changes to the management plan
4. To hear comments and feedback from submitters
5. To consider the extent to which submissions will be allowed or accepted or disallowed or not accepted
6. Seek, where required, the Minister of Conservation's comments and/or approval of the management plan
7. Approve the final Motutere Recreation Reserve Management Plan

Power to act

1. The Committee has the power to resolve only on matters relating to the Motutere Recreation Reserve Management Plan.
2. External representatives appointed to the Committee have full voting rights with the exception of the representative from the Department of Conservation who shall have an observer status with no voting rights.
3. If any matter is of such strategic or policy importance or urgency, then the matter shall be referred direct to Council.

Power to recommend to Council

The Committee can make recommendations to Council on matters or proposals relevant to the Motutere Recreation Reserve Management Plan that:

1. Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction
2. Involve unbudgeted expenditure for any individual/single contract or project.

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to the Motutere Recreation Reserve Management Plan.
2. An overriding responsibility to ensure that its actions and decisions are always within the law, relevant Council policy and plans, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.



TAUPŌ DISTRICT COUNCIL

PERFORMANCE REPORT

February 2023

FEBRUARY 2023

ACTING CEO'S COMMENTARY

Kia ora koutou

While February was full of exciting events throughout our district, our thoughts and focus were also with those regions of New Zealand hardest hit by Cyclone Gabrielle.

Here in Taupō District, in the early hours of 14 February, our Emergency Operations Centre (EOC) activated in response to the cyclone, and many of our staff put their usual work aside and were on the ground around the District, focused on getting or keeping our infrastructure operational, or in the EOC assisting. A massive shout out to every single one who worked hard to keep the community informed and safe. For the team here, the clean-up continues, particularly for our roading, parks and reserves team members with so much tree damage around the district.

I would also like to thank those staff members who both put their name forward, and travelled to other districts to aid in their response. I am proud that from a Council our size we have been able to provide a number of staff both on short term rosters, and in secondment to those communities most impacted. We will continue to support, acknowledging that at times this may at times temporarily reduce services we provide here too.

On a more positive note, the music festivals went down a treat in February. The Summer Concert and the Fat Boy Slim concert were both massive hits in Taupō on Waitangi weekend. Tūrangi hosted the Waitangi Tūwharetoa ki Pukawa 2023 which had amazing music, kai, and people. We are very lucky to have such special events in our community. The events season has contributed to some very strong accommodation statistics, with highest occupancy rates across NZ in Taupō over December and January.

February was also the start of a series of milestones on our significant projects occurring around the district. The new Airport terminal was formally blessed, and the first passengers were welcomed in February, in advance of the official opening to be held in March. Both Tūrangitukua Park Sport Facility in Tūrangi and Waiora House in Taupo are progressing effectively. The Taupō Town centre transformation work is nearing completion, with mana whenua features and landscaping being finalised to prepare for the official blessing and opening in March.

Taupō District Council also expressed its strong opposition in a submission to the Parliamentary Select Committee considering the latest two bills in the three waters reform process. Council remains unconvinced that the new model for water delivery will meet the needs of its communities and allow local voices to be heard. It says with water being a lifeline utility, the risks of getting water reform wrong are too great.

The Draft Annual Plan is currently a focus for staff, with the intention of being finalised and out for consultation at the end of March. The Recreation and Sport Strategy is also currently out for consultation, where Council wants to adopt a strategy that will provide direction and guidance for how we will support the wider recreation and sport sector. Finally, the Housing Strategy is in its final stages of development, with consultation expected to take place during April.

Fingers crossed March brings us better weather with some warmer temperatures before Autumn really kicks off. Stay safe and thanks to everyone for the mahi.

Nga mihi nui

Julie Gardyne | Acting CEO Taupō District Council



FEBRUARY 2023

2. STRATEGIC PRIORITIES

CAPITAL INVESTMENT PLAN

Deliver our Capital Investment plan as identified in year one of the LTP (including shovel ready monies). Progress in January:

- Review and prioritisation of the Annual Plan 23/24 candidate projects is largely complete ready for the 7th of March. This process has involved full engagement with asset owners and business areas to understand the projects' deliverability, full costing, and resourcing.

HOUSING

Develop a housing strategy for the district. Key housing areas include social housing, housing for the elderly, papakāinga, and affordable housing. Progress in January:

- Work is being finalised on our Housing Strategy. The strategy will articulate the desired housing outcomes for Taupō.
- The strategy looks at all tools (regulatory and non-regulatory) available to council, supported by an implementation plan that lists actions Council will take.
- An East Urban Lands (EUL) release plan has been drafted. This plan looks at ways we can maximise social and economic outcomes for our community as the land is developed.
- In December we have put out an ROI seeking a single developer or development consortium to assist with delivery of housing on a super lot in the EUL. A portion of this development will include affordable housing. The ROI closed at the end of February.

RECREATION AND ARTS

Complete a recreation, arts and culture strategy to a standard enabling future investment decisions and lease decisions to be made. Progress in January:

Recreation and Sport

- Consultation with the community underway till 22/03/23.
- We will hold engagement opportunities (Taupo, Mangakino and Tūrangi) for the community to speak with council staff and Elected Members
- A Hearing is scheduled for 4 April.

Art and Culture

- A draft will be provided to council for discussion in April 2023

REFORM

Prepare for reform/change of local government - specifically three waters, RMA and Future for Local Government. Progress in January:

Local Government Reform

- Final submission was adopted by Council. This was submitted to DIA and confirmation of submission received.

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RMA Reform

- Final submission lodged on 17 February 2023. Approved retrospectively by Council on 28 February. Councilor Kevin Taylor, Nick Carroll and Hilary Samuel spoke to the Select Committee on 6 March 2023

Three Waters Reform

- Reform continues to rapidly push ahead with issue of Bills #2 & #3 (submissions prepared and lodged) and increased DIA preparations for asset transfer, through issue of various documents and requests for information on all assets to transfer to Entity B.
- 2023/24 will be financially challenging as Tranche 2 of DIA funding will not be directly accessible by Councils, however there are increasing demands on staff time to participate in transition activities.
- Council will need to ensure its 'Significant' three waters decisions are approved by DIA before implementation, as per Council briefing.

WAYS OF WORKING

Provision of and preparation for our new work environment - both physically and the way we work. Progress in January:

- Ways of Working project has been cancelled, however, working party currently reviewing tasks associated with the move to a new building.
- Design Reference Group currently in process of reviewing design elements for new building.

DIGITAL TRANSFORMATION

Completion and uptake of Project Quantum to realise the investment made and opportunities it presents to be more efficient, customer focused, digitally enabled and outwardly focused. Progress in January:

- Tūrangi service centre technology fit out completed.
- Council chambers Microsoft Teams technology proof of concept installed and working well.
- The Hub agencies Wi-Fi replacement completed.
- New Airport Terminal Technology fit out completed including bringing TAA systems across under TDC management and security.
- Follow me printing in testing phase at Taniwha office.

CLIMATE CHANGE

Develop a strategy for how the organisation and the district responds to our climate change challenges in the short, medium, and long term. Give effect to the short term "quick wins". Progress in January:

- Council adopted Emissions Reduction Targets and a Directive in August. Press release published and material is online. www.taupodc.govt.nz/climatechange
- Implementation plan being developed to meet agreed direction, including providing Business Case tools and supporting organizational awareness. This work will be completed by June 2023.
- Project plan being developed to look at Adaptation - the risks to Council and Taupō District from the effects of climate change, and any recommended actions. This work will be completed by June 2023.

FEBRUARY 2023

WORLD-CLASS TEAM

Creating an empowered, engaged, and efficient workforce to be able to meet the organisational priorities. Progress in January:

- Employee Value Proposition work continues.
- Managers finalising mid-year reviews.
- State of the Team conversations continue as a result of the engagement survey.
- Work on the end of year pay review kicks off.

CONNECTIVITY

Play a lead role in drawing together national and regional agencies to support the work across the district, for better overall community outcomes. Progress in January:

- Membership and participation on a number of LGNZ, Taituara, and DIA working groups including Three Waters and Future of Local Government.
- Membership and attendance at the Taupō Collective Governance Group – a partnership with Tūwharetoa and a range of Government agencies working in the social sector.
- We also continue to work closely with DIA (Te Tari Taiwhenua), MBIE (Hīkina Whakatutuki) and MOT (Te Manatū Waka) to provide monthly updates (focusing on budget, employment, and social procurement outcomes) for our Tranche 1 Three Waters Projects and Shovel Ready portfolio, and as a partner in our airport.

LOCALISM

Providing opportunities to give smaller communities and interest groups a voice in what we do. Progress in January:

- With an increase in LTP discussions, a focus is on ensuring community aspirations are reflected in this process.
- Work continues to refine how we prioritise supporting community groups to achieve aspirations and meet demand for this support. The potential impact of outcomes, community readiness to deliver and resource availability are primary factors for consideration here.
- The first 2023 cycle of Community Grants is open and will continue through March.
- A proposal has been developed, and development of initiatives are underway, for an education programme relating to information and learning experiences to equip and empower our communities to participate in democratic processes.

SERVICE

Lift our service standards through the organisation, benchmarked against non-local Govt peers. Progress in January:

- February for the service team brought Earthquakes, Flooding, Trees down and Cyclone Gabrielle.
- A record number of 686 people went through the Taupo customer service centre on 15th of February after Cyclone Gabrielle.
- 773 phone calls and 330 emails were taken by the Taupo District Council Contact Centre over a 48-hour period during the cyclone.
- The team saw record breaking activity into the service centres and contact team as our community reached out for help and guidance during some pretty stressful times – and our district got off lightly! What better way for our service teams to ‘serve’ our community than to enable them to be connected.

FEBRUARY 2023

INTEGRATED CO-GOVERNANCE AND MANAGEMENT

Through everything that we do. Progress in January:

- 2023 Waitangi Tūwharetoa ki Pukawa festival
- Delivered successful Waitangi Tūwharetoa ki Pukawa festival in partnership with Pukawa Marae. Event attracted over 2,500 people. Many travelling out of town to enjoy the festivities. Big mihi also to Ngati Turangitukua for supporting last minute shift to Turangitukua park owing to elevated natural hazard risks in and around Pukawa.
- Te Arawa River Iwi Trust – TDC Joint management agreement
- Organisation of March joint working party hui, April co-governance hui and elected members induction.
- Ngāti Tūrangitukua Mana Whakahono
- Elected members induction – overview of the Mana Whakahono
- Co-presented the Mana Whakahono at the national Taituara Engagement Forum alongside Te Takinga New and Christian Waaka. Co-governance being a key topic throughout the forum. Many Councils are wanting to connect and learn from our experiences.
- Organisation of the Inaugural Tūrangi Co-Governance Committee meeting [1 March] and Turangitukua-led inductions [postponed due to Cyclone Gabrielle]
- Prepared docs capturing Council's existing and developing partnerships and arrangements with Iwi re: Three Waters RFI

Remuneration for Māori Cultural

- Expertise
- Finalising draft, presenting and adoption by Executive
- Presentation to ELT on adopted guide, and updates following feedback
- Presentations / discussions with council teams, infrastructure, and events and venues

Te Reo Māori Guidelines

- Drafting content

Māori Engagement Framework

- Drafting content
- Co Governance and Iwi Partnerships Strategy
- Updating project plan
- Collating background information

Policy / Planning

- Assistance with setting up meetings to discuss Annual Plan and Housing Strategy engagement.



FEBRUARY 2023

3. FINANCIAL SUMMARY

3.1 REVENUE & EXPENDITURE PERFORMANCE

Figure 1 below sets out the Revenue & Expenses for the financial year to February 2023.

Revenue is ahead of budget across most key revenue lines. In particular, our subsidies and grants revenue is higher than budget because of revenue from central Government in relation to the Taupo Town Centre Transformation Project (\$4.15m), Kerb & Channel funding (\$1m) and Better-off funding of (\$0.493m). Other grant revenue is ahead of plan by \$326,000.

Development Contributions are ahead of plan (\$2.1m) mainly due to timing of when we estimated the contributions would fall due.

Revenue from fees and charges are also tracking higher than budget, driven by more property development and construction activity across the district. Specifically, building and resource consent fees are up on budget by \$556,000 year to date. Solid waste revenue is up by \$609,000 year to date, dog registration revenue is \$66,000 ahead of plan and revenue from our venues is also ahead of plan by \$415,000 due to high usage of pools & GLC over the holiday period.

Finance revenue is ahead of plan by \$1.028m due to increasing returns on term investments as well as more cash than budgeted available to be invested.

\$000	YTD Actual	YTD Budget	YTD Variance
REVENUE			
Rates	55,628	55,375	253
Subsidies and Grants	9,259	3,228	6,031
Development Contributions	7,536	5,391	2,145
Fees and Charges	9,101	7,225	1,876
Finance Revenue	3,524	2,496	1,028
Other Revenue	1,177	877	300
TOTAL REVENUE	86,225	74,592	11,633
OPERATING EXPENDITURE			
Personnel Costs	19,986	19,220	(766)
Depreciation	16,730	16,726	(4)
Finance Costs	6,857	6,263	(594)
Other Expenses	28,861	28,012	(849)
TOTAL OPERATING EXPENDITURE	72,434	70,221	(2,213)
NET SURPLUS / DEFICIT	13,791	4,371	9,420

Figure 1: Statement of Revenue & Expenses at 28 February 2023

Total operating expenditure is more than budget year to date by \$2.213m. This is due to:

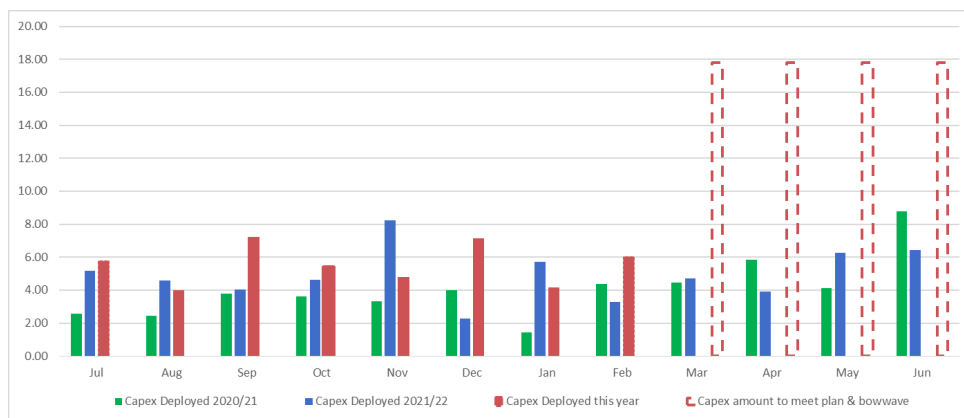
- Personnel costs being higher than planned by \$766,000 this includes salaries funded by 3 waters transition funding, timing variances and other increases. We will provide a breakdown for the next Council meeting (will be tabled).
- Finance costs are higher than planned by \$594,000 as we see increased interest rates having an impact. The expected overrun in finance costs will be forecasted and a budget change resolution (will be tabled).

FEBRUARY 2023

- Other expenses are higher than planned by \$849,000 this is due to electricity being more than planned \$350,000, Sponsorships \$220,000 (offset in revenue) for Ironman World Champs, professional fees \$170,000 (recovered through resource consents) and unrealised losses on financial assets \$323,000. There is also \$200,000 included for recovery costs relating to Cyclone Gabrielle. Offset by saving on consultant fees \$184,000 and IT costs \$216,000.

3.2 CAPITAL INVESTMENT PERFORMANCE

We have deployed \$44.4m of capital expenditure in the July to February period. This is below the amount we need to achieve to meet the Annual Plan of \$74m plus the bow wave¹ from 2021/22 of \$50m. For the same period last year we had deployed \$37.9m.



¹ Bow wave is the portion of unspent capital & renewals budget carried forward from last financial year

FEBRUARY 2023

4. TREASURY REPORT

4.1 TREASURY COMPLIANCE

The table below sets details our compliance with the Treasury Management Policy as at 28 February 2023.

DEBT MANAGEMENT		
Measure	Compliance Status	Required by
Interest Rate Risk	✓	TMP
Funding Maturity	✓	TMP
Carbon unit coverage/ hedging	✓	TMP
Liquidity	✓	LGFA
Net Debt	✓	LGFA
Debt/ Revenue	✓	LGFA
Interest Cost/ Rates Revenue	✓	LGFA
Interest Cost/ Total Revenue	✓	LGFA
Debt affordability	Measured at the end of the financial year only	LGA
Balanced budget benchmark		LGA
Debt servicing benchmark		LGA
INVESTMENT MANAGEMENT		
Investment Maturity	✓	TMP
Counterparty Credit Limit	✓	TMP
Strategic Asset Allocation	✓	TMP

Note: Carbon Units have been purchased to ensure our obligations for the 2023 and 2024 financial years are covered. The cost of these units aligns to the total cost of carbon set out in the 2023 Annual Plan.

FEBRUARY 2023

4.2 CEO DELEGATIONS REPORTING

CEO approval of budgeted expenditure over \$500,000:




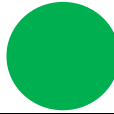

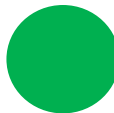
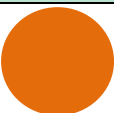
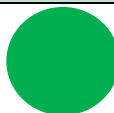


24/02/2023 CN448 Hingarae Road Seal Extension 2022-23 – Cambridge
Excavators Limited \$533,769.52

20/03/2023 CN429 Anzac Memorial Drive Upgrade – Downer New Zealand
Limited \$907,475.51









CEO approval of unbudgeted expenditure over \$50,000: Nil to report
this month

FEBRUARY 2023











5. SIGNIFICANT PROJECTS

PROJECT	ON TIME	ON BUDGET	COMMENTS
WATER			
Kinloch Drinking Water Standards NZ Upgrade			<p>Construction underway, significant delays due to finalizing detailed design (contractor to submit EOT).</p> <p>Expecting additional costs due to geotech design changes and cost fluctuation estimates.</p> <p>The watermain package is progressing well with completion on target for the end of June 2023.</p> <p>38% complete</p>
Omori Water Plant Upgrade			<p>Detailed design underway, timeline has slipped due to delays with Kinloch - contractor to submit EOT.</p> <p>5% complete</p>
Tauhara Ridge Reservoir & Airport Connection			<p>Modelling works ongoing to confirm network configuration for new reservoir. Reservoir design build contract in preparation by WSP.</p> <p>5% complete</p>
TRANSPORT			
Shared Paths and Access Pathways – ETA Shared Path			<p>Project complete.</p> <p>Minor remedials and final walk-over to do.</p> <p>99% complete</p>
Tūrangi Street Revitalisation			<p>With the last street in Package 3 getting topsoiled and prepped for sealing, this will see the Contractor move into package 4 with Puataata Road being the first.</p> <p>Package 2 tree planting program was a success with all trees ordered for package 3 and scheduled to be installed end of April '23.</p> <p>Due to the concrete Ash plant closing down the contractor is trucking concrete from Taupo or Taumarunui. Weather delays, contractor's overhead increases, concrete increase and other project costs increasing, has placed strain on the budget making it difficult to complete all streets in all 5 packages. Currently working with contractor and MBIE on a resolution.</p> <p>71% complete</p>





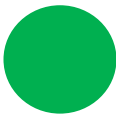
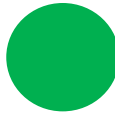
FEBRUARY 2023

PROJECT	ON TIME	ON BUDGET	COMMENTS
COMMUNITY FACILITIES			
Te Kapua Park Playground Upgrade			<p>Main contractor (Playground Creations) has been appointed with physical works due to start in late April / Early May.</p> <p>Working with local carver Te Ururangi Rowe and artists Te Maari and Mikaere Gardiner on opportunities for cultural interpretation within the design.</p> <p>50% complete</p>
Tūrangitukua Park Community Sports Facility			<p>Some delays encountered due to design and material procurement, the final impact on overall programme and completion date is April 2023. This is being actively monitored.</p> <p>Work to create murals on external blockwork walls has commenced.</p> <p>Once opened, the building will be known as Te Mataapuna (a name gifted by Ngati Tūrangitukua)</p> <p>95% complete</p>
Tūrangi Recreation & Activities Centre (TRAC)			<p>Project team undertaking a period of due diligence following completion of discovery and scoping phase.</p> <p>Aim is to present back findings and recommendations to new (mana whakahono) co-governance group in May.</p> <p>Requirement to validate approach with the co-governance group and consult with the community as part of LTP has pushed out original project dates out by 12 months.</p> <p>15% complete</p>
Mangakino Lakefront Upgrade Project			<p>We have a signed contract with toilet supplier, construction start date mid May 2023.</p> <p>Boat ramp renewal on hold until community consultation has been completed.</p> <p>Parks & Reserves advised they would complete a temporary repair before Christmas.</p> <p>10% complete</p>





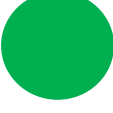
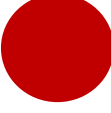
FEBRUARY 2023

PROJECT	ON TIME	ON BUDGET	COMMENTS
WASTEWATER			
View Road Stage 2 LDS Expansion			Detailed design 95% complete, expecting site establishment in early March. Risk that the Cyclone may impact the project completion date, however not yet ascertained 8% complete
Kinloch WWTP Upgrade			Complete - Project to be closed out this month 99.9% complete
Taupo Wastewater Southern Trunk Main Upgrade – Stage 1 (multi-year project)			Final stages of detailed design being completed. Engagement with hapū not progressing which puts timeframes at risk due to delays in procurement. There could be delays in obtaining resource consent for drilling if hapū object. 15% complete
SCADA Upgrade			Whakamaru & Mangakino proof of concept test sites ready for testing week ending 17-3-2023. Working with asset managers to develop & agree upon a priority for site conversions. Once standards are approved from above testing, conversions will be quick. 12% complete
DEMOCRACY AND PLANNING			
District Plan			Submissions closed 9 December. 119 submissions recieved. Notified for further submissions on 17 March. Will run through until 7 April. Planning on Hearings for the middle of the year, but will be dependent on Commissioner availability. 70% complete

FEBRUARY 2023

PROJECT	ON TIME	ON BUDGET	COMMENTS
SIGNIFICANT PROJECTS			
Taupo Town Centre Transformation			Grand Opening held on 9th March. Street Party planned for 11th. Closing out project. 99% complete
3 Waters Reform Activities			Reform continues to rapidly push ahead with issue of Bills #2 & #3 (submissions prepared and lodged) and increased DIA preparations for asset transfer, through issue of various documents and requests for information on all assets to transfer to Entity B. 2023/24 will be financially challenging as Tranche 2 of DIA funding will not be directly accessible by Councils, however there are increasing demands on staff time to participate in transition activities. Council will need to ensure its 'Significant' three waters decisions are approved by DIA before implementation, as per Council briefing. 55% complete
Taupo Airport Upgrade			Airport Terminal is now live. Carpark live. Old Airport Terminal asbestos has been carefully removed, tested, and passed to enable super structure to be demolished. WARD Demolition will remove the concrete foundation next week along with site fencing to enable area to be grassed. 99% complete

FEBRUARY 2023

PROJECT	ON TIME	ON BUDGET	COMMENTS
Waiora House			<p>Good progress has been made in general with the majority of external joinery/glazing, cladding and ceiling and internal linings now installed.</p> <p>Ground has been shaped / prepared ready for plantings / landscaping. Contingency continues to be used with some pressure on the budget.</p> <p>Opportunities to minimise further costs are being explored.</p> <p>85% complete</p>
204 Crown Road - Subdivision Earthworks & Civil			<p>Seeking \$3.5m unbudgeted as part of annual plan.</p> <p>Concept design of lot size and layout complete.</p> <p>Modelling of earthworks and design underway.</p> <p>5% complete</p>
EUL Stage 1 Lot 20 - Earthworks & Civil			<p>Seeking \$12.5m unbudgeted as part of annual plan.</p> <p>Procurement of development partners underway,</p> <p>5% complete</p>



ON TRACK



ON TRACK
(MAY NOT
MEET TARGET)



WILL NOT MEET
TARGET



ACHIEVED



New Zealand Legislation

Local Government Act 2002

If you need more information about this Act, please contact the administering agency: **Department of Internal Affairs**

- Warning: Some amendments have not yet been incorporated

40 Local governance statements

- (1) A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—
 - (a) the functions, responsibilities, and activities of the local authority; and
 - (b) any local legislation that confers powers on the local authority; and
 - (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and
 - (c) the electoral system and the opportunity to change it; and
 - (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
 - (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
 - (f) governance structures and processes, membership, and delegations; and
 - (g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
 - (h) consultation policies; and
 - (i) policies for liaising with, and memoranda or agreements with, Māori; and
 - (j) the management structure and the relationship between management and elected members; and
 - (ja) the remuneration and employment policy, if adopted; and
 - (k) equal employment opportunities policy; and
 - (l) key approved planning and policy documents and the process for their development and review; and
 - (m) systems for public access to it and its elected members; and
 - (n) processes for requests for official information.
- (2) A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.
- (3) A local authority must update its governance statement as it considers appropriate.

Section 40(1)(ba): inserted, on 14 October 2007, by section 7 of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

Section 40(1)(ja): inserted, on 5 December 2012, by section 20 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).



LOCAL GOVERNANCE STATEMENT

Adopted on ~~25 February 2020~~ 28 March 2023

Style Definition: TOC 1

[A25782263284364]

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Next review date:	After each triennial election
Document number:	A2578226A3284364
Sponsor/Group:	Legal, Risk and Governance ManagerHead of Democracy, Governance and Venues

LOCAL GOVERNANCE STATEMENT

1. Purpose

The Taupō District Council's Local Governance Statement is a collection of information about the processes that Council uses to engage with the Taupō district community.

The Statement outlines how the Council makes decisions and how the public can be involved in decision-making processes.

Section 40 of the Local Government Act 2002 (LGA) requires Council to adopt a Local Governance Statement within six months following a triennial election.

2. Functions, Responsibilities and Activities

The purpose of the Taupō District Council is to enable democratic local decision-making and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

Under various pieces of legislation, the Council is also responsible for:

1. Formulating the Edistrict's strategic direction in conjunction with the community through the Long-term Plan (LTP) and undertaking annual reporting on progress through the preparation of the Annual Report.
2. Determining the services and activities to be undertaken by the Council.
3. Managing various regulations and up-holding the law, including the formulation and enforcement of bylaws.
4. Advocating on behalf of the local community with central government, other local authorities and other agencies
5. Managing land use and subdivision through the Taupō District Plan
6. Encouraging local communities to be part of the decision-making processes of local government.
7. Ensuring effective succession of Elected Members.

3. Local Legislation Conferring Powers on Council

Some Councils are bound by legislation (known as Local Legislation) that only applies to that council. ~~The~~ Taupō District Council is subject to the following pieces of legislation:

- Taupō Borough Empowering (Information Centre) Act 1970

4. Electoral System and Opportunity to Change it

Council's electoral system is governed by the Local Electoral Act 2001. This Act provides a choice of two electoral systems for the election of Mayor and Councillors. The choices are "First Past the Post (FPP) or "Single Transferable Vote" (STV) system.

FPP allows voters to tick as many candidates' names as they want, up to the number of vacancies to be filled. The candidate(s) that receive the most votes is/are declared the winner. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats.

STV requires the voters to rank candidates in an order of preference ~~and -This system is used for District Health Board elections.~~

~~STV~~ uses a cascading system of transferring votes to ensure that all of a voter's preferences are taken into account. Once a particular candidate has achieved enough votes to be elected any "excess" votes for that candidate are transferred to the voter's next highest preference. Because each voter's preferences will be different the system requires a computer to calculate the result and a number of "iterations" will need to be run before the final result is declared.

Taupō District Council currently operates its elections under the FPP electoral system.

Under the Local Electoral Act 2001, there are three ways that the electoral system may be changed from one type to the other. First, the Council can resolve to make a change. Secondly, the Council can conduct a binding poll on whether to make a change. Thirdly, electors can demand a binding poll by at least 5% of electors signing a petition demanding that a poll be held.

If the electoral system is changed, the new electoral system must be used for at least the next two triennial general elections; that is, we cannot change our electoral system for one election and then change back for the next election.

The Council's last review of the electoral system was in ~~July~~August 20~~20~~14 where it was resolved that the 20~~22~~46 and 20~~25~~49 triennial elections would be conducted under FPP. While each of the ways of making a change has a slightly different date for initiating the process the matter can and will be reviewed again in 20~~23~~30 for application at the 20~~25~~52 and 20~~28~~55 triennial elections.

5. Representation Arrangements

The current membership of Council consists of ~~12~~4 Councillors plus the Mayor [total of ~~13~~thirteen~~twelve~~]. At the present time the ~~12~~14 Councillors are elected on a ward basis by the electors of each ward with the Mayor elected at large by the electors of the whole district.

Council is required to review the representation arrangements for the district every six years. ~~The last~~is review was completed in 20~~19~~21. We are next required to review the arrangements prior to the 20~~28~~5 elections, ~~however Council can resolve to review the arrangements prior to the 2022 elections.~~

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5.1. Wards

The Taupō ~~g~~District is divided into ~~five~~four wards as follows:

1. Mangakino/~~Pouākani~~ Ward [one Councillor]
2. Taupō Ward [seven Councillors]
3. Taupō East Rural Ward [one Councillor]
4. ~~T~~urangi/Tongariro Ward [~~one~~two Councillors]
- 4.5. ~~Te~~ Papamārearea Māori Ward [two Councillors]

Refer to Appendix A for ~~a~~ maps outlining Ward boundaries.

5.2. Community Boards

Community Boards are constituted under Section 49 of the Local Government Act 2002. The Taupō District Council has one community board (Turangi/Tongariro Community Board).

The Turangi/Tongariro Community Board has eight members with six elected triennially by the community and two appointed by Council. The two Council appointees are the two Councillors representing the Turangi/Tongariro Ward.

The six members who are elected by the community comprises of four members who are elected from the Turangi Town subdivision of the Turangi/Tongariro Ward. The other two members are elected from the Tongariro subdivision of the ward.

The Board elects its own chairperson at its first meeting following the triennial election.

The boundaries for the Community Board are the same as the Turangi/Tongariro Ward boundaries (refer to Appendix A).

The next review of the Community Board structure will occur when Council next reviews the representation arrangements for the district. Electors can demand the formation of a new community board, the process for which is outlined in the Local Government Act.

5.3 Māori Wards and Constituencies

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. ~~Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. The demand for a poll can be initiated by a petition signed by 5% of electors within the district.~~

~~On 23 November 2013, Council resolved to establish add one district-wide Māori ward for Taupō district. This decision was confirmed on 27 April 2021 following engagement with the community. It was subsequently decided in conjunction with Māori and our iwi partners that our two Māori ward councillors should be elected via one district-wide ward, Te Papamārearea. The matter of the introduction of a Māori ward was considered in 2017 at which time Council resolved not to introduce a Māori Ward/s but rather to pursue Iwi/Māori Representation options with Iwi and Māori collaboration, with the intent to implement an agreed option before November 2020.~~

5.4 Review of Representation Arrangements

The Local Electoral Act 2001 requires the Council to review its representation arrangements at least once every six years. The last review was undertaken in 2019~~21~~ following Council's establishment of Māori wards and the resulting decisions can remain in place until after the 2025 election. ~~R~~~~The review~~s must include the following:

1. The number of elected members (within the legal requirement to have a minimum of 6 and a maximum of 30 members including the Mayor)
2. Whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation

3. If election by wards is preferred, the boundaries and names of those wards and the number of members that will represent each ward
4. Whether to have community boards and, if so, how many, their boundaries and membership, and whether to subdivide a community for electoral purposes.

Through the review process there is the right to make a written submission to the Council, and the right to be heard.

There is also the right to appeal [or object to](#) any decision made by the Council to the Local Government Commission, which will make a binding decision [for the district's representation arrangements on the appeal](#). Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

6. Member's Roles and Conduct

The Mayor and Councillors of Taupō District Council have the following roles:

1. Setting the policy direction of Council
2. Monitoring the performance of Council
3. Representing the interests of the district [on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the district].
4. Employing the Chief Executive Officer [under the Local Government Act 2002 the Council employs the Chief Executive Officer, who in turn employs all other staff on its behalf].

6.1 Role of the Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

1. provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
2. to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
3. For the above purposes the Mayor has the power to:
 - (a) appoint the deputy mayor;
 - (b) to establish committees of the territorial authority;
 - (c) to appoint the chairperson of each committee
4. A mayor is a member of each committee of a territorial authority.

6.2 Role of the Deputy Mayor

The Deputy Mayor can be appointed by the Mayor or elected by Councillors at the first meeting of Council. In addition to their role as an elected member, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of Mayor [as summarised above] if the Mayor is absent or incapacitated, or if the office of Mayor is vacant. The Deputy Mayor may be removed from office by resolution of Council.

6.3 Role of the Committee Chairperson

The Mayor or Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in Council's

Delegations Manual. A committee chairperson may be removed from office by resolution of Council.

6.4 Legislation regarding Conduct of Elected Members

Elected members have specific obligations as to their conduct in the following legislation:

1. Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive Officer and to abide by the current code of conduct and standing orders.
2. The Local Authorities [Members' Interests] Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests [either direct or indirect].
3. The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which, could be seen to sway them to perform their duties in a particular way.
4. The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
5. The Local Government Official Information and Meetings Act 1987 (LGOIMA) which sets out the procedural requirements for meetings of local authorities and confidentiality of information.
6. Financial Markets Conduct Act 2013 (FMCA) makes Members personally liable if product disclosure statements to investors contain untrue information. Council does not, at this time, offer securities to the public.
7. Health and Safety at Work Act 2015 introduced a new term of "Officers". This is any person occupying a position in relation to the business or undertaking, that allows the person to exercise significant influence over the management of the business or undertaking. This will include Elected Members and the Chief Executive. Elected Council members (which include the Mayor and Councillors but excludes Community Board members) and the Chief Executive are by default identified as "Officers".
8. The Public Records Act 2005's purpose is to provide a framework for ensuring records are full and accurate, well maintained and accessible.
- 8.9. The Local Government (Pecuniary Interests Register) Amendment Act 2022 requires Elected Members to declare pecuniary interests and for the local authority to publish a summary of these interests on its website.

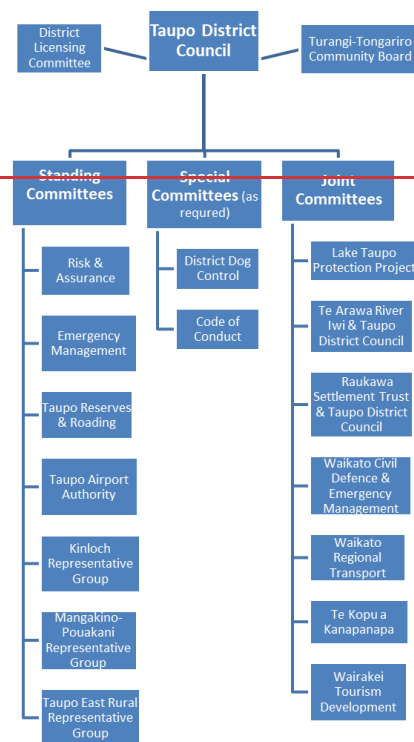
6.5 Code of Conduct

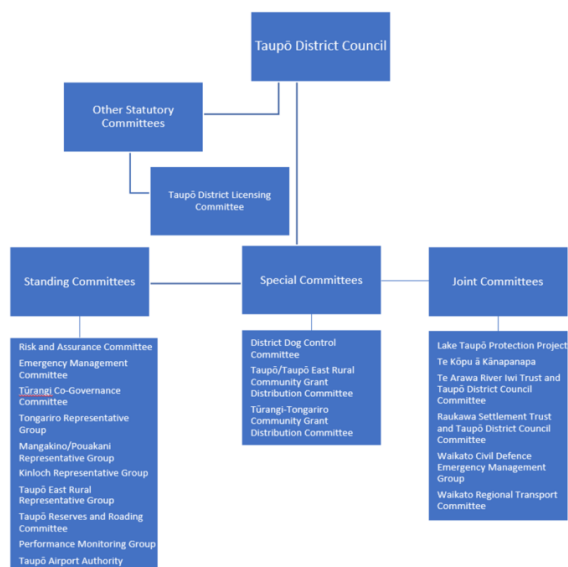
All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted such a code may only be amended by a 75 per cent or more vote of the Council. The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in possession of elected members and contains details of the sanctions that the Council may impose if an individual breaches the code.

A copy of the adopted Code of Conduct can be viewed at

www.taupo.govt.nz/http://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqyvm/hierarchy/our-council/governance-documents/documents/Taupo%20District%20Council%20Code%20of%20Conduct%2020-2022.pdf.

7. Governance Structures





8. Conduct of Meetings

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there are reasons to consider some items with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council.

The LGOIMA contains a list of circumstances where councils may consider items with the public excluded. [These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. Even if one or more of the exhaustive list of circumstances exist, Council still needs to consider whether the exclusion of public is outweighed by other considerations which render it desirable, in the public interest, to make that information available and deal with the matter in public.](#) The Council agenda is a public document, although parts may be withheld if the above circumstances apply [and in that case, a general indication of the subject matter and the LGOIMA reason\(s\) will be provided.](#)

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion order the removal of any member of the public for disorderly conduct or remove any member of Council who does not comply with standing orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an-ordinary meetings of Council and its committees, appropriate notice of the time and place of the meeting must be given (according to Schedule 7 of the Local Government Act). Extraordinary meetings should have notice given as is reasonable in the circumstances or if no notice is given, a public notice should give the reasons why it was not notified, and the nature of the business as soon as practicable following the meeting. Emergency meetings may be called by the Mayor or, if the Mayor is unavailable, the Chief Executive and should have notice given as is reasonable in the circumstances, at least 24 hours before the time appointed for the meeting.

During meetings the Mayor and Councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75 per cent of the members present. A copy of the standing orders can be viewed at

www.Taupō.govt.nzhttps://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygym/hierarchy/our-council/governance-documents/documents/Taupo%20District%20Council%20Standing%20Orders%202022-2025.pdf.

9. Consultation Policy

The Taupō District Council has a Significance and Engagement Policy which:

1. enables Council and its communities to identify the degree of importance attached to particular issues, proposals, assets, decisions and activities.
2. provides clarity about how and when communities can expect to be engaged in decisions made by Council.
3. informs Council from the beginning of a decision-making process about the extent, form and type of engagement required

Consultation is also carried out according to consultation principles set out in legislation including:

- a. the Principles of Consultation (sections 82-90 of the Local Government Act 2002) including the special consultative procedure
- b. the first schedule of the Resource Management Act 1991
- c. as required by the Reserves Act 1977.

10. Working with Māori and our iwi partners

Taupō District Council is committed to meeting its statutory Tiriti O Waitangi obligations and acknowledges partnership as the basis of Te Tiriti. This requires both parties to treat and work with each other in good faith and show good will to reflect the partnership relationship.

We acknowledge these responsibilities are distinct from the Crown's Treaty obligations and lie within a Taupō District Council context. Taupō District Council will give effect to the principles of partnership (the duty to act in good faith in the nature of a partnership), participation (of Māori in Council processes), protection (the duty to actively protect the rights and interests of Māori) in our services, activities and planning work.

Taupō District Council will work in partnership with iwi and hapū to give effect to Treaty Settlement legislation and any provisions that result from these. Taupō District Council values our relationships with Māori in our district.

We have long standing relationships that we commit to enhance and foster in our day to day business; and when we engage hapū, iwi, Māori. Strong strategic partnerships can help the Council to deliver outcomes that exceed what it can deliver alone. Council relationships with our iwi partners operate at two levels: rangatira ki te rangatira (chief-to-chief) and officer-to-officer.

This also includes our engagement processes, we will engage iwi partners in the early stages of projects and planning processes, rather than during or near the end of the mahi.

Māori contributing to Local Government Decision-making

Taupō District Council has statutory obligations to provide opportunities for Māori to contribute to local government decision-making processes under:

- Local Government Act 2002
- Resource Management Act 1991
- Local Electoral Act 2001

These legislative provisions underpin the wider partnership principles contained in Te Tiriti o Waitangi/Treaty of Waitangi. The Local Government Act 2002 outlines how councils should engage with Māori as follows:

- The relationship to Māori culture and traditions: The relationship of Māori and their culture and traditions with their land, water, sites, wāhi tapu, valued flora and fauna, and other taonga must be taken into account when a council is making an important decision involving land or a body of water (applies to actions outside the RMA requirements on councils). (see section 77 (1)(c)).
- Opportunities to contribute: Councils must provide Māori, and all other members of the public, with opportunities to contribute to council decision-making processes. (see section 14 (1)(d)).
- Processes to contribute: Councils must develop and maintain processes and opportunities for Māori to contribute to council decision making process. Councils must also consider ways they can help build Māori capacity to contribute to council decision-making and provide all relevant information to Māori. (see section 81)
- Develop Māori capacity to contribute: The ways in which councils intend to develop Māori capacity to contribute to council decisions, over the ten-year period of the Long Term Plan (LTP), must be detailed in their Long Term Plans.

The Resource Management Act 1991 outlines how Councils must:

- take into account Māori values when processing resource consents and formulating plans
- provide for iwi authorities' input in processing resource consents and formulating plans
- work with iwi authorities to ensure Māori participation in resource management decisions and processes of managing the use, development, and protection of natural and physical resources.

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Working in partnership with our iwi partners

Working in a partnership arrangement and embedding this approach across Taupō District Council is a priority for Council and is pursued openly. This aligns with the principles of partnership (the duty to act in good faith in the nature of a partnership), participation (of Māori in council processes), protection (the duty to actively protect the rights and interests of Māori).

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Council partners, engages, and fosters its relationships with hapū / iwi within the Taupō District in the following ways:

Forums and Agreements

Over a number of years we have entered into forums and agreements to make decisions on a range of issues that affect the district. These decision making forums have come about through Treaty or Land Court settlements, specific legislation or negotiated agreements between Iwi and Council.

Management protocol with the Tūwharetoa Māori Trust Board

Signed in 2004/05, the protocol enables the two chief executives to meet regularly to share information and seek advice from each another. The relationship is particularly important for discussing how the Board or specific hapū can participate in Council activities.

Te Kōpu ā Kānapanapa

Te Kotahitanga o Ngāti Tūwharetoa is the mandated post Treaty settlement entity established as a result of the settlement of the Tūwharetoa Comprehensive Claims. Te Kōpu ā Kānapanapa, a joint committee of Waikato Regional Council and Taupō District Council, with representatives from Te Kotahitanga o Ngāti Tūwharetoa, Waikato Regional Council and Taupō District Council, was established under the Ngāti Tūwharetoa Claims Settlement Act 2018.

Its purpose is to restore, protect, and enhance the environmental, cultural, and spiritual health and well-being of the Taupō catchment for the benefit of Ngāti Tūwharetoa and all people in the Taupō Catchment (including future generations).

Te Kaupapa Kaitiaki

One of Te Kōpu ā Kānapanapa's functions is to prepare and review Te Kaupapa Kaitiaki. Te Kaupapa Kaitiaki's purpose is to:

- promote the sustainable and integrated management of the Taupō Catchment environment for the benefit of Ngāti Tūwharetoa and all people in the Taupō Catchment (including future generations); and
- provide for the relationship of Ngāti Tūwharetoa and their culture and traditions with their ancestral lands, water, sites, geothermal resources, wāhi tapu, and other taonga; and
- respect Ngāti Tūwharetoa tikanga in the management of the Taupō Catchment.

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Taupō District Council, Te Kotahitanga o Ngāti Tūwharetoa and the Waikato Regional Council worked collaboratively to develop Te Kaupapa Kaitiaki which was adopted in November 2022.

Lake Taupō Protection Trust Joint Committee

Council works in partnership with central government, Ngāti Tūwharetoa and Waikato Regional Council on the [Protecting Lake Taupō Protection Project](#), and the Tūwharetoa Māori Trust Board is represented on the project's joint Taupō District/ Waikato Regional Council Committee.

The Committee oversees the Trust that allocates a public fund to reduce the amount of manageable nitrogen from pastoral land going into Lake Taupō by 20 per cent. The Trust completed the final nitrogen agreement in 2015 to achieve the project's overall target of a 170,300kg reduction in nitrogen levels. The project is now focussed on monitoring the nitrogen discharge reduction agreements which have been put in place to ensure the gains that have been made are not lost. These monitoring functions will be transferred to the Taupō District Council as part of the business operations.;

Joint Management agreement with Ngāti Tūwharetoa

This agreement relates to Māori multiply-owned and Māori freehold land within the district. Councillors and appropriately qualified persons on behalf of Ngāti Tūwharetoa can hear resource consents and private plan changes. When signed in 2009, the agreement was the first of its kind and has received a number of awards.

Joint Management Agreements with Ngāti Raukawa and Te Arawa River Iwi Trust

The Ngāti Tūwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act requires Council to form joint management committees with river iwi within the Taupō District and enter into agreements for the co-management of the Waikato River.

Joint committees were formed and agreements were signed with both Ngāti Raukawa (2013) and Te Arawa River Iwi Trust (2017). These committees meet at least once a year and processes outlined in the agreements are implemented.

Joint Management Agreement with Tūwharetoa Māori Trust Board

Council will be commencing work with the Tūwharetoa Māori Trust Board to negotiate a Joint Management agreement under the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010.

Waipāhīhi C75 Māori Reservation Trust

The Waipāhīhi Foreshore Māori Reservation Trust consists of delegated representatives from Waipāhīhi Marae for the two hapū of Ngāti Hinerau and Ngāti Hineure, alongside two elected member representatives of the Taupō District Council. The Trust administers and manages the 1.93 hectares foreshore area from north of the Two Mile Bay sailing centre to the former Sea Scouts den.

The area has sites of significance for the hapū including the Taharepa Bath adjacent to the northern boundary and the Ōnekeneke Stream. The reserve is a Māori reservation under s 439 of the Māori Affairs Act and manages the reserve as vested in the trustees. The reserve is set aside for the benefit of the beneficial owners (Ngāti Hinerau, Ngāti Hineure) as well as the general public.

Tutemohuta Reservation Trust

The Trust is responsible for decision-making for the Tutemohuta Hall and Reserve at Waitahanui. Trustees are appointed by the Māori Land Court and include two representatives of Council, three for the Tauhara Middle 14 Trust and one community representative. The land was gifted to the community by Tauhara Middle 14 Trust for use as a reserve and a hall.

Ngāti Tūrangitukua Treaty of Waitangi Settlement

Ngāti Tūrangitukua is a hapū of Ngāti Tūwharetoa and resides at the southern end of Lake Taupō. In 1998 the Ngāti Tūrangitukua Charitable Trust completed a Treaty of Waitangi Settlement with the Crown. There are several obligations for Council that resulted from this settlement, completed in 1999. Council is currently working with Ngāti Tūrangitukua and the Ngāti Tūrangitukua Charitable Trust to implement what was agreed to at that time. This includes the changes to the street names in Turangi, which have now been completed, and the co-management of Ngāti Tūrangitukua reserves.

Mana Whakahono ā Rohe

This is a comprehensive relationship-based agreement between Taupō District Council and Ngāti Tūrangitukua.

The agreement includes a Mana Whakahono ā Rohe - which is a relatively recent Iwi Participation tool under the Resource Management Act (RMA), designed to assist tangata whenua and local authorities to discuss, agree and record how they will work together, including how tangata whenua will be involved in resource management decisions.

The agreement also covers matters wider than the RMA, which reflects the aspirations of both parties to enhance their working partnership on a range of functions within the Ngāti Tūrangitukua rohe and Ngāti Tūrangitukua's aspiration to make decisions over particular matters within its rohe.

Among these include input into the development of Council policies, co-design of community infrastructure, reserve management and input into environmental, cultural, and economic development and "three waters" issues and initiatives. A co-governance committee made up of equal representation from Council and Ngāti Tūrangitukua [has been](#) established to oversee the implementation of the agreement.

Rangitāiki River Forum

The Rangitāiki River Forum was established in May 2012 under the Ngāti Manawa Claims Settlement Act 2012 and the Ngāti Whare Claims Settlement Act 2012. The forum is a joint committee of the Bay of Plenty Regional Council and the Whakatāne District Council, for the protection and enhancement of the environmental, cultural, and spiritual health and wellbeing of the Rangitāiki River and its resources for the benefit of present and future generations. The Taupō District Council has a member on the forum.

Kohineheke Ancillary Claim

Council is involved in the settlement of a claim between the Crown and the original families over the land in the Kohineheke area in Tūrangi.

Processes Council has in place to support staff in working with and engaging iwi partners, hapū, Māori:

- a. Protocol for Accidental Discovery of Archaeological Sites
- b. Engagement agreement between Tūwharetoa Māori Trust Board and Council's CEOs
- c. Ngāti Tūwharetoa Gallery Governance Group. This group provides guidance to Council in terms of tikanga regarding the Taupō Museum's Tūwharetoa Gallery.
- d. Māori Rates Officer – because of a sizeable ownership and unique nature of Māori Land, Council supports this administration function with a designated officer. That person manages and processes all matters concerning Māori Land Council rates.
- e. Iwi and Co Governance team (Co Governance Management Partner x 2, Iwi Engagement Partner, Iwi and Co Governance Advisor, Iwi and Co Governance Manager).
- f. Induction by District Iwi partners to support the incoming elected members for the 2023/2025 triennium
- g. Training support to help build staff knowledge (see below)
- h. TDC Management of iwi owned reserve lands returned as cultural redress properties

Building Staff Knowledge

Local government has obligations to Māori through statute. We recognise that there is a need to build staff knowledge and understanding of matters such as Te Tiriti o Waitangi; te reo Māori, te ao Māori or Māori perspectives, and our obligations to Māori.

Council staff will benefit from having a baseline awareness and understanding of those Treaty based obligations. It will help in their understanding as to how they may give effect to those obligations in their day to day mahi. This will mean different things for staff dependent on their respective roles in the organisation.

Tools to support staff includes:

- Providing staff with treaty awareness training will be a valuable tool to equip staff and the organisation to look at what we must do, what we should do and what we can do to contribute to better outcomes for Māori and our natural surroundings.
- Te reo Māori tuition sits alongside and complements treaty awareness training. Te reo Māori tuition will provide an insight to Māori perspectives, protocol, pronunciation and sentence structures.

Building capability in te reo Māori will instil confidence in staff as we look to build and consolidate relationships with our iwi partners and Māori. A simple thing such as correct pronunciation will go a long way to helping build those relationships. It will be a clear indication that we value our indigenous language and in turn our relationships with iwi partners and Māori.

The Local Government Act 2002 specifically makes provision for Te Tiriti o Waitangi (the Treaty of Waitangi). It encourages Councils to foster more positive and productive relationships with tangata whenua where Council impact their rohe. The Act places a requirement on Councils to recognise and respect the Crown's responsibility to take appropriate account of the principles of partnership.

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Council engages with hapu / iwi within the Taupō District in the following ways:

Written agreements between Council and tangata whenua:

1. Joint Management Agreement with the Tūwharetoa Māori Trust Board on behalf of Ngāti Tūwharetoa for private plan changes and notified resource consents on multiply owned freehold Māori land
2. Joint Management Agreement with River iwi In accordance with the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, Council must develop joint management agreements with Raukawa, Te Arawa and Ngāti Tūwharetoa at their initiation. These agreements relate to the Waikato River and activities within its catchment affecting the River. The Raukawa and Te Arawa agreements have signed and Ngāti Tūwharetoa has now initiated in 2020, the start of the process.
3. Additional considerations will need to be considered for these Joint Management Agreements were iwi may wish to include other more broader matters.
4. Tutemohuta Reserve Trust (Waitahanui). This is 50-50 representation on a Māori Land Trust where tangata whenua provide the Māori Land (Tauhara Middle 14) and Council provides and maintains all facilities. Assets include sports field, playground, community hall and associated facilities.
5. C75 Foreshore Reserve Trust. This Trust is under the umbrella of the Māori Land Court and has two Councillors named as trustees and are embedded on the committee of management. The partnership is based on tangata whenua providing the land and Council providing and maintaining all public amenities.
6. Ngāti Turangitukua Mana Whakahoā-ā-Rohe. Pursuant to the RMA, Council received an initiation from Ngāti Turangitukua, a hapū of Ngāti Tūwharetoa that resides in and around the Turangi township. Council accepted this initiation owing to their TQW settlement of 1998 and Council's role in that. The RMA requires that this be completed in the 2020 calendar year.
7. Memorandum of Understanding with Ngāti Tūwharetoa and agencies forms The Taupō Collective which is a multi-agency group that encourages and ensures consultation and discussion on strategic priorities and projects addressing whānau and tamariki at risk.

Protocols and services that assist Council to work with tangata whenua:

- a. Protocol for Accidental Discovery of Archaeological Sites
- b. Engagement agreement between Tūwharetoa Māori Trust Board and Council's senior staff.
- c. Ngāti Tūwharetoa Gallery Governance Group. This group provides guidance to Council in terms of tikanga regarding the Taupō Museum's Tūwharetoa Gallery.
- d. Māori Rates Officer — because of a sizeable ownership and unique nature of Māori Land, Council supports this administration function with a designated officer. That person manages and processes all matters concerning Māori Land Council rates.
- e. Strategic Relationships Manager — an outward and inward facing role, the key responsibility of this role is to facilitate, enhance and maintain relationships between Council and all tangata whenua groupings within the District. This role also supports the internal development of staff whose roles engage with Māori and our iwi partners.

Co-Governance Opportunity and Obligations:

Co-governance is a priority for Council and is pursued openly. TDC has chosen to not opt for Māori seats in its representation review but has agreed to work through what options remain to encourage Māori participation in local decision-making.

- a. Appointment of Māori interest representatives to five Council committees

- ~~b. Co-governance Manager employed to support the achievement of Council's settlement obligations from 1998 to present day.~~
- ~~c. Formation of co-governance team to investigate opportunities to work with iwi partners across all business units of Council~~
- ~~d. Induction of Council by District iwi partners to start the 2019/2022 triennium at Oruanui Marae.~~
- ~~e. Staff training initiatives that support cultural competencies~~
- ~~f. TDC Management of iwi-owned reserve lands returned as cultural redress properties~~

11. Management Structures and Relationships

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act 2002 the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Council's Chief Executive ~~Officer~~, rather than the Mayor or Councillors.

11.1 Chief Executive

The Chief Executive is appointed by the Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002.

11.2 Management Structure

The Council management is organised into ~~five~~~~seven~~ ~~departments~~~~divisions~~. These departments, and the ~~general manager~~ 'Head' of each department are listed below:

- Chief Executive Office
- Operations and Delivery
- Finance and Environment
- People and Customer
- Housing and Property Investment

12. EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Council has adopted the following policy statement:

"The Taupō District Council supports the principle of equal opportunity of employment and intends to eliminate all forms of discrimination. The Council will provide a culturally sound, sensitive, safe and healthy working environment which promotes a positive climate for employees and actively seeks to enhance employee skills and abilities to ensure appointment and promotional opportunities on merit."

To achieve this Council has adopted the following goal:

"To ensure that employment related matters and decisions are based only on skills and abilities and are determined on merit regardless of gender, marital status, family responsibilities, sexual orientation, creed, age, disability, colour, race or ethnic origin."

13. Key Approved Planning and Policy Documents

13.1 Long-term Plan

Under the Local Government Act 2002 (LGA), the Council is required to develop a Long Term Plan (LTP) in consultation with the community. The LTP describes the activities that Council will undertake to deliver on its responsibilities to promote the social, economic, environmental, and cultural well-being of the district. This involves Council identifying, in detail, what needs to be done and how each project will be funded.

The LTP covers the 10 years from the date of its publication and is reviewed and updated at least every three years. In addition, the LTP must contain an Infrastructure Strategy which covers 30 years for our roading, water, wastewater, stormwater, council facilities and parks/reserves assets. The current LTP covers the period ~~2021-2031~~ ~~2018-2028~~. Planning for the development of the 2024-34 LTP started in 2019.

The LTP is audited by Audit NZ to ensure that it complies with the requirements of the LGA. Policies that must be included within the LTP:

1. Infrastructure Strategy
2. Financial Strategy
3. Revenue and Financing Policy
4. Significance and Engagement Policy
5. Funding Impact Statement

13.2 Annual Plan

An Annual Plan must be completed in the years where Council does not adopt an LTP. An Annual Plan makes any necessary adjustments to the budgets included in the LTP for the relevant financial year. Council is only required to formally consult on an Annual Plan if there are 'materially or significant' changes from what was proposed in the LTP.

13.3 Taupō District Council District Plan (under review)

Under the Resource Management Act 1991, Council is required to have a District Plan. The District Plan describes what land uses and subdivision are able to occur in the district.

The District Plan is currently under a rolling review, where plan changes are made in response to issues with particular sections or where new issues arise that need to be addressed. A review of the District Plan is required every ten years. The District Plan can be viewed online at www.taupo.govt.nz. The Government is currently reforming the Resource Management Act 1991 with a long transition process anticipated as we move to the new legislation. The timing of that reform is likely to impact on the timing of future plan changes by Council.

13.4 Taupō District 2050 Growth Management Strategy

Taupō District 2050 is the district's Growth Management Strategy. It describes how and where to accommodate the district's expected growth. A revised version of the strategy was adopted in October 2018 and can be viewed online at www.taupo.govt.nz. The Government is proposing to introduce the Spatial Planning Act which will require Council to engage at a regional level on spatial planning. A review of Taupō District 2050 is anticipated to better enable Council to have that regional influence.

13.5 Other Key Policies

View Taupō District Council's key strategies and policies ~~can be viewed~~ online at www.Taupō.govt.nz

14. Contact details for Taupō District Council

Main Office: Taupō Main Office, ~~46 Horomatangi Street~~ [30 Tongariro Street](#), Taupō
 Service Centres: ~~Tūrangi Service Centre, Turangi Town Centre~~ [Customer and Visitor Information Centre, 1 Ngawaka Place, Tūrangi](#)
 Mangakino Service Centre, Rangatira Drive
 Address [postal]: Private Bag 2005, Taupō 3352
 Phone (Main Office): (07) 376 0899
 Phone (Tūrangi): (07) ~~376 089986-7047~~
 Phone (Mangakino): (07) ~~882-8494376 0899~~
 Internet: www.Taupō.govt.nz or <https://online.taupo.govt.nz/online-services/new/contact-us/step/1#xmystreet.org.nz>
 Email: info@Taupō.govt.nz

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14.1 Contact details of the ~~Mayor and Councillors and Community Board Members~~

~~Mayor and Councillors' contact details~~ [Can be viewed on-line at](#)
www.Taupō.govt.nz <https://www.taupodc.govt.nz/council/mayor-and-councillors>
~~Councillors can be emailed as a group via~~ councillors@taupo.govt.nz or individual
~~councillors can be emailed using the format~~ councillorsurname@taupo.govt.nz.

14.2 Systems for Processing Complaints

In the first instance, most complaints are dealt with and resolved by the department involved.

However, depending on the seriousness of the complaint it may be escalated to the appropriate ~~Head of Department~~ [general manager](#) or to the Chief Executive, ~~Officer~~.
~~However, any complaint/concern unable to be resolved will be investigated and resolved by the Head of Democracy, Governance and Venues.~~

People wishing to make complaints should do so in writing addressed to the appropriate person.

15. Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless good reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would endanger the safety of any person or prejudice maintenance of the law or, subject to being outweighed by public interest considerations, if release would:

1. compromise the privacy of any person
2. reveal confidential or commercially sensitive information
3. cause offence to tikanga Māori or would disclose the location of waahi tapu in relation to certain Resource Management Act matters
4. prejudice public health or safety

5. prejudice measures to prevent or mitigate material loss to members of the public
6. compromise the effective conduct of the Council's public affairs in certain ways
7. compromise legal professional privilege
8. disadvantage the Council while carrying out negotiations or commercial activities
9. allow information to be used for improper gain or advantage.

The Council must answer requests as soon as reasonably practical, but in no case later than 20 working days (although there are certain circumstances where this time-frame may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to the Business Support team businesssupport@taupo.govt.nz ~~Head of Democracy, Governance and Venues~~. Council may charge for providing official information where extensive research is involved. Council adopts a Fees and Charges schedule annually which prescribes the fee for LGOIMA requests. This can be viewed online at [www.Taupodc.govt.nzhttps://www.taupodc.govt.nz/rules-regulations-and-licenses/fees-and-charges/land-information-memorandum-and-corporate-services-fees](https://www.taupodc.govt.nz/rules-regulations-and-licenses/fees-and-charges/land-information-memorandum-and-corporate-services-fees) .

16. Council Bylaws

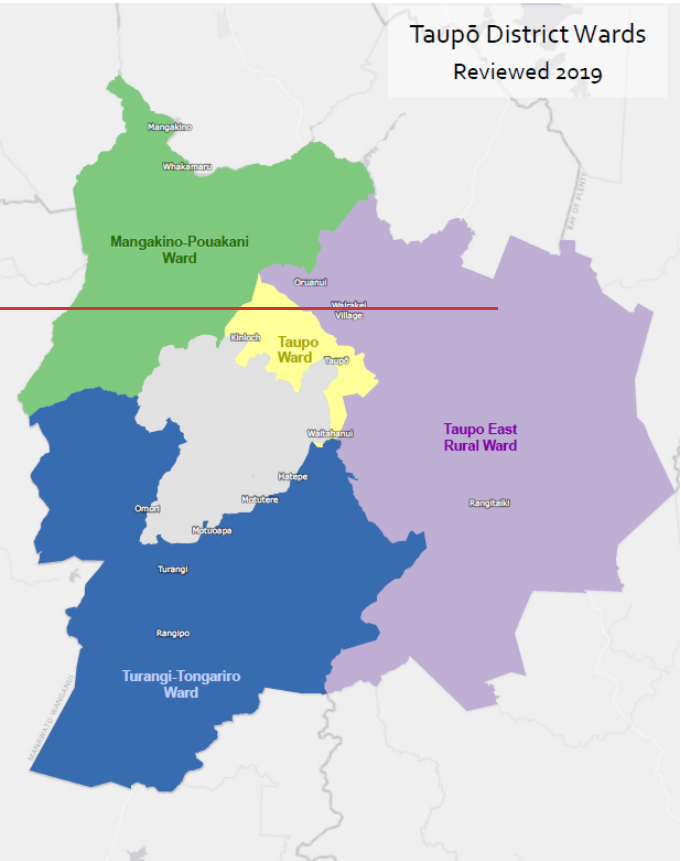
A local authority can adopt a bylaw for the purposes of:

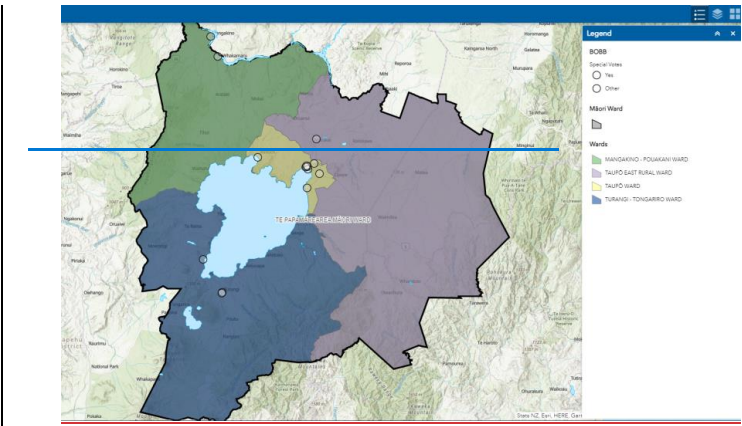
1. protecting the public from nuisance.
2. Protecting, promoting and maintaining public health and safety
3. Minimising the potential for offensive behaviour in public places.

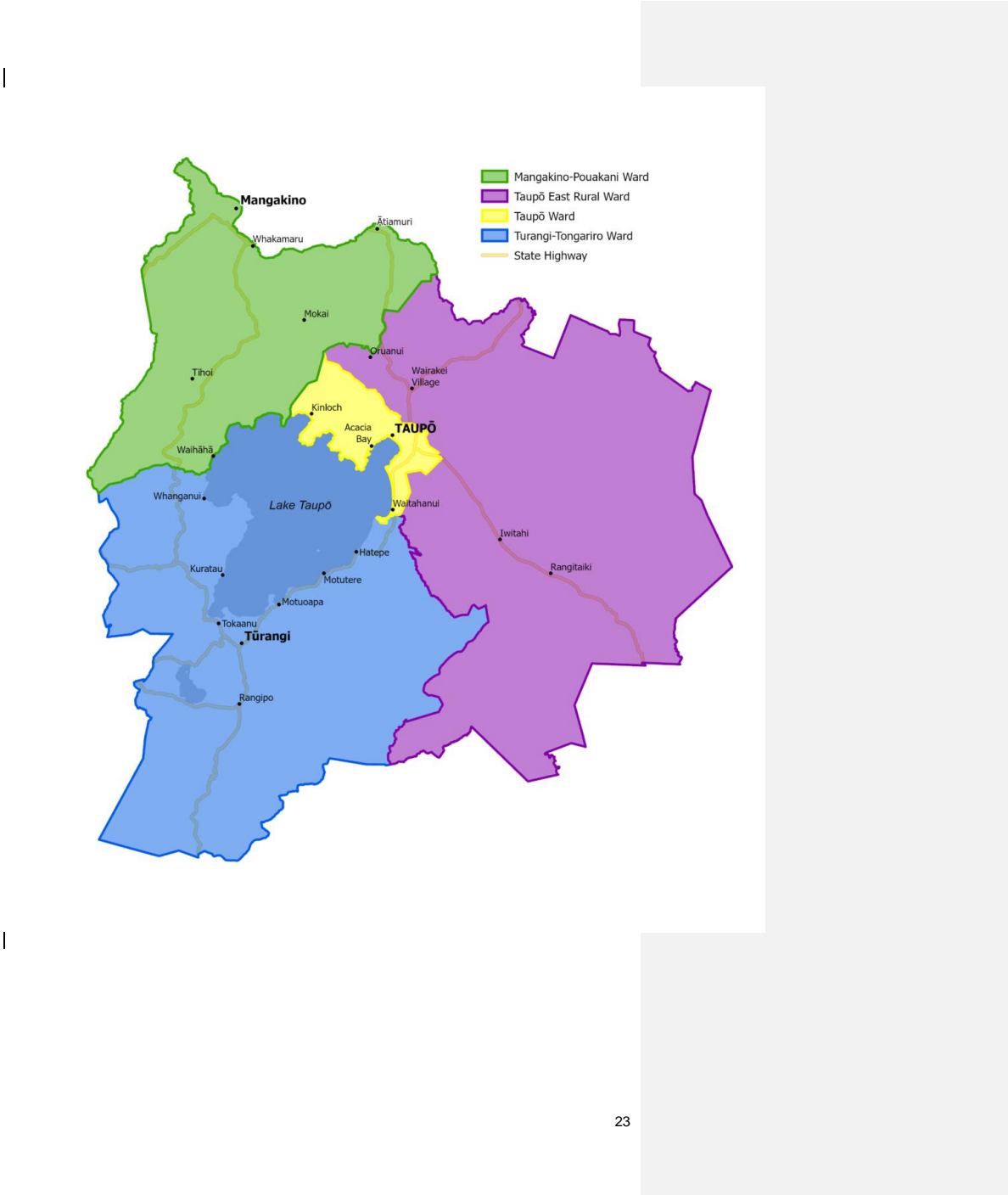
A local authority can also adopt a bylaw for some specific purposes described in the LGA including waste management, trading and public places and cemeteries.

A list of Council's bylaws is outlined in Appendix B. This list includes: the bylaw title, a general description, when it was made, and if applicable, the date of its last review.

APPENDIX A – Ward Map









APPENDIX B - Taupō District Council Bylaws

TITLE OF BYLAW	GENERAL DESCRIPTION	BYLAW MADE	LAST REVIEW	NEXT REVIEW
TDC Solid Waste Bylaw: 2012	Regulates waste management, collection, transport & disposal of waste	2007	2012	2022 4
TDC Cemetery Bylaw 2012	Controls & manages all cemeteries within Council control	2006	2012	2022 3
TDC Control of Dogs Bylaw 2013	Sets standards of control that must be observed by dog owners	2004	20 13 ²¹	20 23 ³¹
TDC Traffic Bylaw 2018	Regulates parking & the use of roads & public places	2008	2014	2024
TDC Speed Limits Bylaw 2011	Sets speed limits within the Taupō District	2011	2018	2028
Alcohol Control Bylaw 2018	To reduce crime and disorder within Taupō District by providing alcohol controls in public places.	2018		2023
TDC Trade Waste Bylaw 2010	Regulates the disposal of trade waste	2010	2016	2026
TDC Water Supply Bylaw 2015	Regulates Council and customer responsibilities for the supply and use of drinking water	2009	2015	2025
TDC Animals, Birds and Bees Bylaw 2016	Regulates the requirements for keeping animals, birds and bees within Taupō District to ensure the health and safety of any persons, animals, birds and bees, and to protect of the public from nuisance.	2016	2021	20 31 ²⁴
TDC Litter Bylaw 2016	Regulates the requirements for litter within Taupō District to ensure the health and safety of any persons, and for the protection of the environment.	2016	2021	20 31 ²⁴
TDC Objectionable Signs Bylaw 2016	Regulates the requirements for objectionable signage within Taupō District to protect the public from nuisance and to minimise the potential for offensive behaviour.	2016		2021
TDC Trading in Public Places Bylaw 2016	Regulates the requirements for trading in public places within Taupō District to ensure the health and safety of any persons, and to protect the public from nuisance.	2016	2021	20 31 ²⁴
TDC Reserves and Public Places Bylaw 2016	Regulates the requirements for reserves and public places within Taupō District to ensure the health and safety of any persons, and to protect the public from nuisance.	2016	2021	20 31 ²⁴

Freedom Camping Bylaw 2019	Manage freedom camping in parts of Taupō district.	2017		2023 32
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LOCAL GOVERNANCE STATEMENT

Adopted on 28 March 2023

[A3284364]

1

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Next review date:	After each triennial election
Document number:	A3284364
Sponsor/Group:	Legal, Risk and Governance Manager

LOCAL GOVERNANCE STATEMENT

1. Purpose

The Taupō District Council's Local Governance Statement is a collection of information about the processes that Council uses to engage with the Taupō district community.

The Statement outlines how the Council makes decisions and how the public can be involved in decision-making processes.

Section 40 of the Local Government Act 2002 (LGA) requires Council to adopt a Local Governance Statement within six months following a triennial election.

2. Functions, Responsibilities and Activities

The purpose of the Taupō District Council is to enable democratic local decision-making and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

Under various pieces of legislation, the Council is also responsible for:

1. Formulating the district's strategic direction in conjunction with the community through the Long-term Plan (LTP) and undertaking annual reporting on progress through the preparation of the Annual Report.
2. Determining the services and activities to be undertaken by the Council.
3. Managing various regulations and upholding the law, including the formulation and enforcement of bylaws.
4. Advocating on behalf of the local community with central government, other local authorities and other agencies
5. Managing land use and subdivision through the Taupō District Plan
6. Encouraging local communities to be part of the decision-making processes of local government.
7. Ensuring effective succession of Elected Members.

3. Local Legislation Conferring Powers on Council

Some councils are bound by legislation (known as Local Legislation) that only applies to that council. Taupō District Council is subject to the following piece of legislation:

- Taupō Borough Empowering (Information Centre) Act 1970

4. Electoral System and Opportunity to Change it

Council's electoral system is governed by the Local Electoral Act 2001. This Act provides a choice of two electoral systems for the election of Mayor and Councillors. The choices are "First Past the Post (FPP) or "Single Transferable Vote" (STV) system.

FPP allows voters to tick as many candidates' names as they want, up to the number of vacancies to be filled. The candidate(s) that receive the most votes is/are declared the

winner. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats.

STV requires the voters to rank candidates in an order of preference and uses a cascading system of transferring votes to ensure that all of a voter's preferences are taken into account. Once a particular candidate has achieved enough votes to be elected any "excess" votes for that candidate are transferred to the voter's next highest preference. Because each voter's preferences will be different the system requires a computer to calculate the result and a number of "iterations" will need to be run before the final result is declared.

Taupō District Council currently operates its elections under the FPP electoral system.

Under the Local Electoral Act 2001, there are three ways that the electoral system may be changed from one type to the other. First, the Council can resolve to make a change. Secondly, the Council can conduct a binding poll on whether to make a change. Thirdly, electors can demand a binding poll by at least 5% of electors signing a petition demanding that a poll be held.

If the electoral system is changed, the new electoral system must be used for at least the next two triennial general elections; that is, we cannot change our electoral system for one election and then change back for the next election.

The Council's last review of the electoral system was in July 2020 where it was resolved that the 2022 and 2025 triennial elections would be conducted under FPP. While each of the ways of making a change has a slightly different date for initiating the process the matter can and will be reviewed again in 2023 for application at the 2025 and 2028 triennial elections.

5. Representation Arrangements

The current membership of Council consists of 12 Councillors plus the Mayor [total of 13]. At the present time the 12 Councillors are elected on a ward basis by the electors of each ward with the Mayor elected at large by the electors of the whole district.

Council is required to review the representation arrangements for the district every six years. The last review was completed in 2021. We are next required to review the arrangements prior to the 2028 elections.

5.1. Wards

The Taupō district is divided into five wards as follows:

1. Mangakino Ward [one Councillor]
2. Taupō Ward [seven Councillors]
3. Taupō East Rural Ward [one Councillor]
4. Tūrangi/Tongariro Ward [one Councillor]
5. Te Papamārearea Māori Ward [two Councillors]

Refer to Appendix A for maps outlining Ward boundaries.

5.3 Māori Wards and Constituencies

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. On 23 November 2020, Council resolved to establish Māori wards for Taupō district. This decision was confirmed on 27 April 2021 following engagement with the community. It was subsequently decided in conjunction with Māori and our iwi partners that our two Māori ward councillors should be elected via one district-wide ward, Te Papamārearea.

5.4 Review of Representation Arrangements

The Local Electoral Act 2001 requires the Council to review its representation arrangements at least once every six years. The last review was undertaken in 2021 following Council's establishment of Māori wards and the resulting decisions can remain in place until after the 2025 election. Reviews must include the following:

1. The number of elected members (within the legal requirement to have a minimum of 6 and a maximum of 30 members including the Mayor)
2. Whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation
3. If election by wards is preferred, the boundaries and names of those wards and the number of members that will represent each ward
4. Whether to have community boards and, if so, how many, their boundaries and membership, and whether to subdivide a community for electoral purposes.

Through the review process there is the right to make a written submission to the Council, and the right to be heard.

There is also the right to appeal or object to any decision made by the Council to the Local Government Commission, which will make a binding decision for the district's representation arrangements. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

6. Member's Roles and Conduct

The Mayor and Councillors of Taupō District Council have the following roles:

1. Setting the policy direction of Council
2. Monitoring the performance of Council
3. Representing the interests of the district [on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the district].
4. Employing the Chief Executive Officer [under the Local Government Act 2002 the Council employs the Chief Executive Officer, who in turn employs all other staff on its behalf].

6.1 Role of the Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

1. provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.

2. to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
3. For the above purposes the Mayor has the power to:
 - (a) appoint the deputy mayor:
 - (b) to establish committees of the territorial authority:
 - (c) to appoint the chairperson of each committee
4. A mayor is a member of each committee of a territorial authority.

6.2 Role of the Deputy Mayor

The Deputy Mayor can be appointed by the Mayor or elected by Councillors at the first meeting of Council. In addition to their role as an elected member, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of Mayor [as summarised above] if the Mayor is absent or incapacitated, or if the office of Mayor is vacant. The Deputy Mayor may be removed from office by resolution of Council.

6.3 Role of the Committee Chairperson

The Mayor or Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in Council's Delegations Manual. A committee chairperson may be removed from office by resolution of Council.

6.4 Legislation regarding Conduct of Elected Members

Elected members have specific obligations as to their conduct in the following legislation:

1. Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive Officer and to abide by the current code of conduct and standing orders.
2. The Local Authorities [Members' Interests] Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests [either direct or indirect].
3. The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which, could be seen to sway them to perform their duties in a particular way.
4. The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
5. The Local Government Official Information and Meetings Act 1987 (LGOIMA) which sets out the procedural requirements for meetings of local authorities and confidentiality of information.
6. Financial Markets Conduct Act 2013 (FMCA) makes Members personally liable if product disclosure statements to investors contain untrue information. Council does not, at this time, offer securities to the public.
7. Health and Safety at Work Act 2015 introduced a new term of "officers". This is any person occupying a position in relation to the business or undertaking, that allows the person to exercise significant influence over the management of the business or undertaking. This will include Elected Members and the Chief Executive.
8. The Public Records Act 2005's purpose is to provide a framework for ensuring records are full and accurate, well maintained and accessible.

9. The Local Government (Pecuniary Interests Register) Amendment Act 2022 requires Elected Members to declare pecuniary interests and for the local authority to publish a summary of these interests on its website.

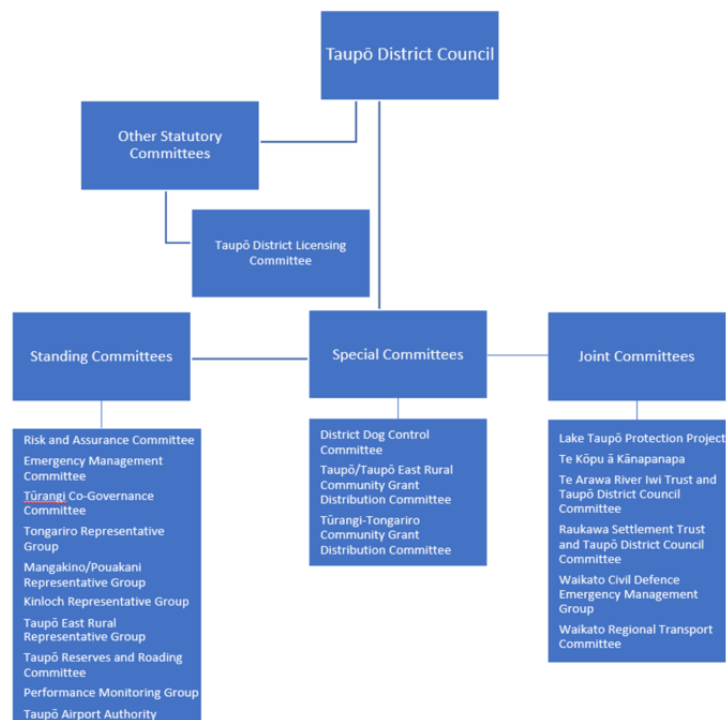
6.5 Code of Conduct

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted such a code may only be amended by a 75 per cent or more vote of the Council. The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in possession of elected members and contains details of the sanctions that the Council may impose if an individual breaches the code.

A copy of the adopted Code of Conduct can be viewed at

<http://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygym/hierarchy/our-council/governance-documents/documents/Taupo%20District%20Council%20Code%20of%20Conduct%202020-2022.pdf>

7. Governance Structures



8. Conduct of Meetings

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there are reasons to consider some items with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council.

The LGOIMA contains a list of circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. Even if one or more of the exhaustive list of circumstances exist, Council still needs to consider whether the exclusion of public is outweighed by other considerations which render it desirable, in the public interest, to make that information available and deal with the matter in public. The Council agenda is a public document, although parts may be withheld if the above circumstances apply and in that case, a general indication of the subject matter and the LGOIMA reason(s) will be provided.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion order the removal of any member of the public for disorderly conduct or remove any member of Council who does not comply with standing orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For ordinary meetings of Council and its committees, appropriate notice of the time and place of the meeting must be given (according to Schedule 7 of the Local Government Act). Extraordinary meetings should have notice given as is reasonable in the circumstances or if no notice is given, a public notice should give the reasons why it was not notified, and the nature of the business as soon as practicable following the meeting. Emergency meetings may be called by the Mayor or, if the Mayor is unavailable, the Chief Executive and should have notice given as is reasonable in the circumstances, at least 24 hours before the time appointed for the meeting.

During meetings the Mayor and Councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75 per cent of the members present. A copy of the standing orders can be viewed at

<https://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygym/hierarchy/our-council/governance-documents/documents/Taupo%20District%20Council%20Standing%20Orders%202022-2025.pdf>.

9. Consultation Policy

The Taupō District Council has a Significance and Engagement Policy which:

1. enables Council and its communities to identify the degree of importance attached to particular issues, proposals, assets, decisions and activities.

2. provides clarity about how and when communities can expect to be engaged in decisions made by Council.
3. informs Council from the beginning of a decision-making process about the extent, form and type of engagement required

Consultation is also carried out according to consultation principles set out in legislation including:

- a. the Principles of Consultation (sections 82-90 of the Local Government Act 2002) including the special consultative procedure
- b. the first schedule of the Resource Management Act 1991
- c. as required by the Reserves Act 1977.

10. Working with Māori and our iwi partners

Taupō District Council is committed to meeting its statutory Tiriti O Waitangi obligations and acknowledges partnership as the basis of Te Tiriti. This requires both parties to treat and work with each other in good faith and show good will to reflect the partnership relationship.

We acknowledge these responsibilities are distinct from the Crown's Treaty obligations and lie within a Taupō District Council context. Taupō District Council will give effect to the principles of partnership (the duty to act in good faith in the nature of a partnership), participation (of Māori in Council processes), protection (the duty to actively protect the rights and interests of Māori) in our services, activities and planning work.

Taupō District Council will work in partnership with iwi and hapū to give effect to Treaty Settlement legislation and any provisions that result from these. Taupō District Council values our relationships with Māori in our district.

We have long standing relationships that we commit to enhance and foster in our day to day business; and when we engage hapū, iwi, Māori. Strong strategic partnerships can help the Council to deliver outcomes that exceed what it can deliver alone. Council relationships with our iwi partners operate at two levels: rangatira ki te rangatira (chief-to-chief) and officer-to-officer.

This also includes our engagement processes, we will engage iwi partners in the early stages of projects and planning processes, rather than during or near the end of the mahi.

Māori contributing to Local Government Decision-making

Taupō District Council has statutory obligations to provide opportunities for Māori to contribute to local government decision-making processes under:

- Local Government Act 2002
- Resource Management Act 1991
- Local Electoral Act 2001

These legislative provisions underpin the wider partnership principles contained in Te Tiriti o Waitangi/Treaty of Waitangi. The Local Government Act 2002 outlines how councils should engage with Māori as follows:

- The relationship to Māori culture and traditions: The relationship of Māori and their culture and traditions with their land, water, sites, wāhi tapu, valued flora and fauna, and other taonga must be taken into account when a council is making an important decision involving land or a body of water (applies to actions outside the RMA requirements on councils). (see section 77 (1)(c)).
- Opportunities to contribute: Councils must provide Māori, and all other members of the public, with opportunities to contribute to council decision-making processes. (see section 14 (1)(d))
- Processes to contribute: Councils must develop and maintain processes and opportunities for Māori to contribute to council decision making process. Councils must also consider ways they can help build Māori capacity to contribute to council decision-making and provide all relevant information to Māori. (see section 81)
- Develop Māori capacity to contribute: The ways in which councils intend to develop Māori capacity to contribute to council decisions, over the ten-year period of the Long Term Plan (LTP), must be detailed in their Long Term Plans.

The Resource Management Act 1991 outlines how Councils must:

- take into account Māori values when processing resource consents and formulating plans
- provide for iwi authorities' input in processing resource consents and formulating plans
- work with iwi authorities to ensure Māori participation in resource management decisions and processes of managing the use, development, and protection of natural and physical resources.

Co-Governance Opportunity and Obligations:

Co-governance is a priority for Council and is pursued openly. Co-governance aligns with the principles of partnership (the duty to act in good faith in the nature of a partnership), participation (of Māori in council processes), protection (the duty to actively protect the rights and interests of Māori).

Council engages with hapū / iwi within the Taupō district in the following ways:

Forums and Agreements

Over a number of years we have entered into forums and agreements to make decisions on a range of issues that affect the district. These decision making forums have come about through Treaty or Land Court settlements, specific legislation or negotiated agreements between Iwi and Council.

Management protocol with the Tūwharetoa Māori Trust Board

Signed in 2004/05, the protocol enables the two chief executives to meet regularly to share information and seek advice from each another. The relationship is particularly important for discussing how the Board or specific hapū can participate in Council activities.

Te Kōpu ā Kānapanapa

Te Kotahitanga o Ngāti Tūwharetoa is the mandated post Treaty settlement entity established as a result of the settlement of the Tūwharetoa Comprehensive Claims. Te

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Kōpu ā Kānapanapa, a joint committee of Waikato Regional Council and Taupō District Council, with representatives from Te Kotahitanga o Ngāti Tūwharetoa, Waikato Regional Council and Taupō District Council, was established under the Ngāti Tūwharetoa Claims Settlement Act 2018.

Its purpose is to restore, protect, and enhance the environmental, cultural, and spiritual health and well-being of the Taupō catchment for the benefit of Ngāti Tūwharetoa and all people in the Taupō Catchment (including future generations).

Te Kaupapa Kaitiaki

One of Te Kōpu ā Kānapanapa's functions is to prepare and review Te Kaupapa Kaitiaki. Te Kaupapa Kaitiaki's purpose is to:

- promote the sustainable and integrated management of the Taupō Catchment environment for the benefit of Ngāti Tūwharetoa and all people in the Taupō Catchment (including future generations); and
- provide for the relationship of Ngāti Tūwharetoa and their culture and traditions with their ancestral lands, water, sites, geothermal resources, wāhi tapu, and other taonga; and
- respect Ngāti Tūwharetoa tikanga in the management of the Taupō Catchment.

Taupō District Council, Te Kotahitanga o Ngāti Tūwharetoa and the Waikato Regional Council worked collaboratively to develop Te Kaupapa Kaitiaki which was adopted in November 2022.

Lake Taupō Protection Trust Joint Committee

Council works in partnership with central government, Ngāti Tūwharetoa and Waikato Regional Council on the Lake Taupō Protection Project, and the Tūwharetoa Māori Trust Board is represented on the project's joint Taupō District/ Waikato Regional Council Committee.

The Committee oversees the Trust that allocates a public fund to reduce the amount of manageable nitrogen from pastoral land going into Lake Taupō by 20 per cent. The Trust completed the final nitrogen agreement in 2015 to achieve the project's overall target of a 170,300kg reduction in nitrogen levels. The project is now focussed on monitoring the nitrogen discharge reduction agreements which have been put in place to ensure the gains that have been made are not lost. These monitoring functions will be transferred to the Taupō District Council as part of the business operations.

Joint Management agreement with Ngāti Tūwharetoa

This agreement relates to Māori multiply-owned and Māori freehold land within the district. Councillors and appropriately qualified persons on behalf of Ngāti Tūwharetoa can hear resource consents and private plan changes. When signed in 2009, the agreement was the first of its kind and has received a number of awards.

Joint Management Agreements with Ngāti Raukawa and Te Arawa River Iwi Trust

The Ngāti Tūwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act requires Council to form joint management committees with river iwi within the Taupō District and enter into agreements for the co-management of the Waikato River.

Joint committees were formed and agreements were signed with both Ngāti Raukawa (2013) and Te Arawa River Iwi Trust (2017). These committees meet at least once a year and processes outlined in the agreements are implemented.

Joint Management Agreement with Tūwharetoa Māori Trust Board

Council will be commencing work with the Tūwharetoa Māori Trust Board to negotiate a Joint Management agreement under the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010.

Waipāhīhī C75 Māori Reservation Trust

The Waipāhīhī Foreshore Māori Reservation Trust consists of delegated representatives from Waipāhīhī Marae for the two hapū of Ngāti Hinerau and Ngāti Hineure, alongside two elected member representatives of the Taupō District Council. The Trust administers and manages the 1.93 hectares foreshore area from north of the Two Mile Bay sailing centre to the former Sea Scouts den.

The area has sites of significance for the hapū including the Taharepa Bath adjacent to the northern boundary and the Ōnekenek Stream. The reserve is a Māori reservation under s 439 of the Māori Affairs Act and manages the reserve as vested in the trustees. The reserve is set aside for the benefit of the beneficial owners (Ngāti Hinerau, Ngāti Hineure) as well as the general public.

Tutemohuta Reservation Trust

The Trust is responsible for decision-making for the Tutemohuta Hall and Reserve at Waitahanui. Trustees are appointed by the Māori Land Court and include two representatives of Council, three for the Tauhara Middle 14 Trust and one community representative. The land was gifted to the community by Tauhara Middle 14 Trust for use as a reserve and a hall.

Ngāti Tūrangitukua Treaty of Waitangi Settlement

Ngāti Tūrangitukua is a hapū of Ngāti Tūwharetoa and resides at the southern end of Lake Taupō. In 1998 the Ngāti Tūrangitukua Charitable Trust completed a Treaty of Waitangi Settlement with the Crown. There are several obligations for Council that resulted from this settlement, completed in 1999. Council is currently working with Ngāti Tūrangitukua and the Ngāti Tūrangitukua Charitable Trust to implement what was agreed to at that time. This includes the changes to the street names in Turangi, which have now been completed, and the co-management of Ngāti Tūrangitukua reserves.

Mana Whakahono ā Rohe

This is a comprehensive relationship-based agreement between Taupō District Council and Ngāti Tūrangitukua.

The agreement includes a Mana Whakahono ā Rohe - which is a relatively recent Iwi Participation tool under the Resource Management Act (RMA), designed to assist tangata whenua and local authorities to discuss, agree and record how they will work together, including how tangata whenua will be involved in resource management decisions.

The agreement also covers matters wider than the RMA, which reflects the aspirations of both parties to enhance their working partnership on a range of functions within the

Ngāti Tūrangitukua rohe and Ngāti Tūrangitukua's aspiration to make decisions over particular matters within its rohe.

Among these include input into the development of Council policies, co-design of community infrastructure, reserve management and input into environmental, cultural, and economic development and "three waters" issues and initiatives. A co-governance committee made up of equal representation from Council and Ngāti Tūrangitukua has been established to oversee the implementation of the agreement.

Rangitāiki River Forum

The Rangitāiki River Forum was established in May 2012 under the Ngāti Manawa Claims Settlement Act 2012 and the Ngāti Whare Claims Settlement Act 2012. The forum is a joint committee of the Bay of Plenty Regional Council and the Whakatāne District Council, for the protection and enhancement of the environmental, cultural, and spiritual health and wellbeing of the Rangitāiki River and its resources for the benefit of present and future generations. The Taupō District Council has a member on the forum.

Kohineheke Ancillary Claim

Council is involved in the settlement of a claim between the Crown and the original families over the land in the Kohineheke area in Tūrangi.

Processes Council has in place to support staff in working with and engaging iwi partners, hapū, Māori:

- a. Protocol for Accidental Discovery of Archaeological Sites
- b. Engagement agreement between Tūwharetoa Māori Trust Board and Council's CEOs
- c. Ngāti Tūwharetoa Gallery Governance Group. This group provides guidance to Council in terms of tikanga regarding the Taupō Museum's Tūwharetoa Gallery.
- d. Māori Rates Officer – because of a sizeable ownership and unique nature of Māori Land, Council supports this administration function with a designated officer. That person manages and processes all matters concerning Māori Land Council rates.
- e. Iwi and Co Governance team (Co Governance Management Partner x 2, Iwi Engagement Partner, Iwi and Co Governance Advisor, Iwi and Co Governance Manager).
- f. Induction by district Iwi partners to support the incoming elected members for the 2022/2025 triennium
- g. Training support to help build staff knowledge (see below)
- h. TDC Management of iwi owned reserve lands returned as cultural redress properties

Building Staff Knowledge

Local government has obligations to Māori through statute. We recognise that there is a need to build staff knowledge and understanding of matters such as Te Tiriti o Waitangi; te reo Maori, te ao Māori or Maori perspectives, and our obligations to Māori.

Council staff will benefit from having a baseline awareness and understanding of those Treaty based obligations. It will help in their understanding as to how they may give effect to those obligations in their day to day mahi. This will mean different things for staff dependent on their respective roles in the organisation.

Tools to support staff include:

- Providing staff with treaty awareness training will be a valuable tool to equip staff and the organisation to look at what we must do, what we should do and what we can do to contribute to better outcomes for Māori and our natural surroundings.
- Te reo Māori tuition sits alongside and complements treaty awareness training. Te reo Māori tuition will provide an insight to Māori perspectives, protocol, pronunciation and sentence structures.

Building capability in te reo Māori will instil confidence in staff as we look to build and consolidate relationships with our iwi partners and Māori. A simple thing such as correct pronunciation will go a long way to helping build those relationships. It will be a clear indication that we value our indigenous language and in turn our relationships with iwi partners and Māori.

11. Management Structures and Relationships

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act 2002 the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Council's Chief Executive, rather than the Mayor or Councillors.

11.1 Chief Executive

The Chief Executive is appointed by the Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002.

11.2 Management Structure

The Council management is organised into five departments. These departments, and the general manager of each department are listed below:

- Chief Executive Office
- Operations and Delivery
- Finance and Environment
- People and Customer
- Housing and Property Investment

12. EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Council has adopted the following policy statement:

*"The Taupō District Council supports the principle of equal opportunity of employment and intends to eliminate all forms of discrimination.
The Council will provide a culturally sound, sensitive, safe and healthy working environment which promotes a positive climate for employees and actively seeks to enhance employee skills and abilities to ensure appointment and promotional opportunities on merit."*

To achieve this Council has adopted the following goal:

"To ensure that employment related matters and decisions are based only on skills and abilities and are determined on merit regardless of gender, marital status,

family responsibilities, sexual orientation, creed, age, disability, colour, race or ethnic origin.”

13. Key Approved Planning and Policy Documents

13.1 Long-term Plan

Under the Local Government Act 2002 (LGA), the Council is required to develop a Long term Plan [LTP] in consultation with the community. The LTP describes the activities that Council will undertake to deliver on its responsibilities to promote the social, economic, environmental, and cultural well-being of the district. This involves Council identifying, in detail, what needs to be done and how each project will be funded.

The LTP covers the 10 years from the date of its publication and is reviewed and updated at least every three years. In addition, the LTP must contain an Infrastructure Strategy which covers 30 years for our roading, water, wastewater, stormwater, council facilities and parks/reserves assets. The current LTP covers the period 2021-2031. Planning for the development of the 2024-34 LTP started in 2023.

The LTP is audited by Audit NZ to ensure that it complies with the requirements of the LGA. Policies that must be included within the LTP:

1. Infrastructure Strategy
2. Financial Strategy
3. Revenue and Financing Policy
4. Significance and Engagement Policy
5. Funding Impact Statement

13.2 Annual Plan

An Annual Plan must be completed in the years where Council does not adopt an LTP. An Annual Plan makes any necessary adjustments to the budgets included in the LTP for the relevant financial year. Council is only required to formally consult on an Annual Plan if there are 'materially or significant' changes from what was proposed in the LTP.

13.3 Taupō District Council District Plan (under review)

Under the Resource Management Act 1991, Council is required to have a District Plan. The District Plan describes what land uses and subdivision are able to occur in the district.

The District Plan is currently under a rolling review, where plan changes are made in response to issues with particular sections or where new issues arise that need to be addressed. The District Plan can be viewed online at www.Taupō.govt.nz. The Government is currently reforming the Resource Management Act 1991 with a long transition process anticipated as we move to the new legislation. The timing of that reform is likely to impact on the timing of future plan changes by Council.

13.4 Taupō District 2050 Growth Management Strategy

Taupō District 2050 is the district's Growth Management Strategy. It describes how and where to accommodate the district's expected growth. A revised version of the strategy was adopted in October 2018 and can be viewed online at www.Taupō.govt.nz. The Government is proposing to introduce the Spatial Planning Act which will require Council to engage at a regional level on spatial planning. A review of Taupō District 2050 is anticipated to better enable Council to have that regional influence.

13.5 Other Key Policies

View Taupō District Council's key strategies and policies online at www.Taupō.govt.nz

14. Contact details for Taupō District Council

Main Office:	Taupō Main Office, 30 Tongariro Street, Taupō
Service Centres:	Tūrangi Customer and Visitor Information Centre, 1 Ngawaka Place, Tūrangi Mangakino Service Centre, Rangatira Drive
Address [postal]:	Private Bag 2005, Taupō 3352
Phone (Main Office):	(07) 376 0899
Phone (Tūrangi):	(07) 376 0899
Phone (Mangakino):	(07) 376 0899
Internet:	www.Taupō.govt.nz or https://online.taupo.govt.nz/online-services/new/contact-us/step/1
Email:	info@taupo.govt.nz

14.1 Contact details of the Mayor and Councillors

Mayor and Councillors' contact details can be viewed online at <https://www.taupodc.govt.nz/council/mayor-and-councillors>
Councillors can be emailed as a group via councillors@taupo.govt.nz or individual councillors can be emailed using the format councillorsurname@taupo.govt.nz.

14.2 Systems for Processing Complaints

In the first instance, most complaints are dealt with and resolved by the department involved.

However, depending on the seriousness of the complaint it may be escalated to the appropriate general manager or to the Chief Executive..

People wishing to make complaints should do so in writing addressed to the appropriate person.

15. Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless good reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would endanger the safety of any person or prejudice maintenance of the law or, subject to being outweighed by public interest considerations, if release would:

1. compromise the privacy of any person
2. reveal confidential or commercially sensitive information
3. cause offence to tikanga Māori or would disclose the location of waahi tapu in relation to certain Resource Management Act matters
4. prejudice public health or safety
5. prejudice measures to prevent or mitigate material loss to members of the public

6. compromise the effective conduct of the Council's public affairs in certain ways
7. compromise legal professional privilege
8. disadvantage the Council while carrying out negotiations or commercial activities
9. allow information to be used for improper gain or advantage.

The Council must answer requests as soon as reasonably practicable, but in no case later than 20 working days (although there are certain circumstances where this time-frame may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to the Business Support team businesssupport@taupo.govt.nz. Council may charge for providing official information where extensive research is involved. Council adopts a Fees and Charges schedule annually which prescribes the fee for LGOIMA requests. This can be viewed online at <https://www.taupodc.govt.nz/rules-regulations-and-licenses/fees-and-charges/land-information-memorandum-and-corporate-services-fees>.

16. Council Bylaws

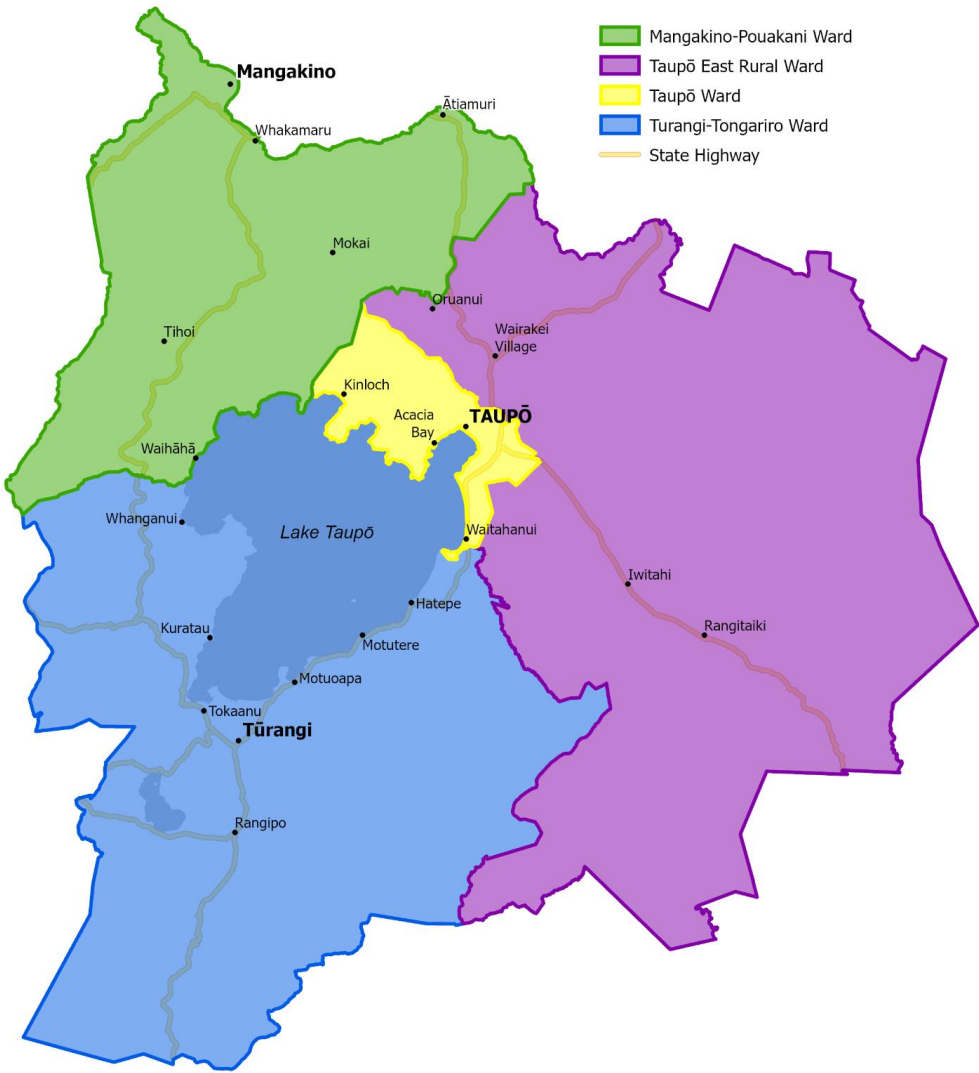
A local authority can adopt a bylaw for the purposes of:

1. protecting the public from nuisance.
2. Protecting, promoting and maintaining public health and safety
3. Minimising the potential for offensive behaviour in public places.

A local authority can also adopt a bylaw for some specific purposes described in the LGA including waste management, trading and public places and cemeteries.

A list of Council's bylaws is outlined in Appendix B. This list includes: the bylaw title, a general description, when it was made, and if applicable, the date of its last review.

APPENDIX A – Ward Map





APPENDIX B - Taupō District Council Bylaws

<u>TITLE OF BYLAW</u>	<u>GENERAL DESCRIPTION</u>	<u>BYLAW MADE</u>	<u>LAST REVIEW</u>	<u>NEXT REVIEW</u>
TDC Solid Waste Bylaw: 2012	Regulates waste management, collection, transport & disposal of waste	2007	2012	2024
TDC Cemetery Bylaw 2012	Controls & manages all cemeteries within Council control	2006	2012	2023
TDC Control of Dogs Bylaw 2013	Sets standards of control that must be observed by dog owners	2004	2021	2031
TDC Traffic Bylaw 2018	Regulates parking & the use of roads & public places	2008	2014	2024
TDC Speed Limits Bylaw 2011	Sets speed limits within the Taupō District	2011	2018	2028
Alcohol Control Bylaw 2018	To reduce crime and disorder within Taupō District by providing alcohol controls in public places.	2018		2023
TDC Trade Waste Bylaw 2010	Regulates the disposal of trade waste	2010	2016	2026
TDC Water Supply Bylaw 2015	Regulates Council and customer responsibilities for the supply and use of drinking water	2009	2015	2025
TDC Animals, Birds and Bees Bylaw 2016	Regulates the requirements for keeping animals, birds and bees within Taupō District to ensure the health and safety of any persons, animals, birds and bees, and to protect of the public from nuisance.	2016	2021	2031
TDC Litter Bylaw 2016	Regulates the requirements for litter within Taupō District to ensure the health and safety of any persons, and for the protection of the environment.	2016	2021	2031
TDC Trading in Public Places Bylaw 2016	Regulates the requirements for trading in public places within Taupō District to ensure the health and safety of any persons, and to protect the public from nuisance.	2016	2021	2031
TDC Reserves and Public Places Bylaw 2016	Regulates the requirements for reserves and public places within Taupō District to ensure the health and safety of any persons, and to protect the public from nuisance.	2016	2021	2031
Freedom Camping Bylaw 2019	Manage freedom camping in parts of Taupō district.	2017		2023