

**I give notice that
a Turangi/Tongariro Community Board Meeting will be held on:**

Date:	Tuesday, 14 May 2019
Time:	1.00pm
Location:	Boardroom Turangi Service Centre Town Centre, Turangi

AGENDA

MEMBERSHIP

Chairperson	To be elected
Deputy Chairperson	Mr Te Takinga New
Members	Cr Tangonui Kingi Cr Maggie Stewart Mrs Karen Donlon Miss Sharlyn Holt Mrs Pauline Jenkins-Lyons Mr Wally van der Aa
Quorum	4

Gareth Green
Chief Executive Officer

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3.1 TURANGI/TONGARIRO COMMUNITY BOARD MEETING - 9 APRIL 2019

Author: Shainey James, Democratic Services Officer

Authorised by: John Ridd, Head of Economic Development and Business Transformation

RECOMMENDATION(S)

That the minutes of the Turangi/Tongariro Community Board meeting held on Tuesday 9 April 2019 be confirmed as a true and correct record.

ATTACHMENTS

1. Turangi/Tongariro Community Board Meeting Minutes - 9 April 2019 [↗](#)

4.1 ELECTION OF CHAIRPERSON

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authoriser: Gareth Green, Chief Executive Officer

PURPOSE

To enable the election of a chairperson for the Turangi/Tongariro Community Board as required by Local Government Act Schedule 7 as a result of the resignation of Mr Andy Hema, who was appointed as the Chairman in October 2016.

DISCUSSION

The Local Government Act 2002, requires that a community board must have a chairperson.

Clause 37 of Schedule 7 of the Local Government Act 2002 states that:

37 Chairperson of community boards

- (1) A community board must have a chairperson.
- (2) Clause 25 applies to the election of chairpersons or community boards.

Voting for Chairperson

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

25. Voting systems for certain appointments

This clause applies to—

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

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

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

[(3) System A —

- (a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*

(b) *has the following characteristics:—*

- (i) *there is a first round of voting for all candidates; and*
- (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
- (iii) *if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
- (iv) *in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.]*

- (4) *System B—*
- (a) *requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*
- (b) *has the following characteristics:*
- (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.]

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

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

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

CONCLUSION

As a result of the resignation of the Chairman, Mr Andy Hema from the Turangi/Tongariro Community Board, members are required to elect a chairperson.

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board:

1. Confirms that System _____ be used to determine the election process for the Chairperson; and
2. Elects _____ as the Chairperson of the Turangi/Tongariro Community Board effective from May 14, 2019.

ATTACHMENTS

Nil

4.2 ELECTION OF DEPUTY CHAIRPERSON

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authoriser: Gareth Green, Chief Executive Officer

PURPOSE

To enable the election of a deputy chairperson for the Turangi/Tongariro Community Board (if required).

DISCUSSION

Clause 25 of Schedule 7 of Local Government Act 2002 sets out the voting systems that are to be used for certain appointments including the election or appointment of the deputy chairperson. The voting system for this appointment is identical to that as outlined in the 'Election of Chairperson' report.

CONCLUSION

This allows the Board to appoint a Deputy Chairperson if the current Deputy, Mr Te Takinga New is appointed as the Chairperson.

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board:

1. Confirms that System _____ be used to determine the election process for the Deputy Chairperson; and
2. Elects _____ as the Deputy Chairperson of the Turangi/Tongariro Community Board effective from May 14, 2019.

ATTACHMENTS

Nil

4.3 EXTRAORDINARY VACANCY ON TURANGI-TONGARIRO COMMUNITY BOARD

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

To determine whether or not an extraordinary vacancy on the Turangi-Tongariro Community Board will be filled for the remainder of the 2016-2019 Triennium.

EXECUTIVE SUMMARY

An extraordinary vacancy has arisen as a result of the resignation of Mr Andy Hema from the Turangi-Tongariro Community Board.

Section 117 of the Local Electoral Act 2001 (LEA) sets out the process to be followed on receipt of notice of an extraordinary vacancy.

The extraordinary vacancy has occurred less than 12 months before the next triennial general election on October 12, 2019 therefore a by-election is not required [s117(2)].

The Community Board has two options; to either leave the vacancy unfilled until the next election in October 2019 or, to appoint a suitably qualified person to fill the vacancy. If the decision is made to hold the vacancy the only action required is publication of a notice to that effect however if the second option is preferred, the Community Board will need to agree on a process to appoint an appropriate person.

RECOMMENDATION(S)

That the Turangi Tongariro Community Board:

Either (Option 1)

Pursuant to section 117(3)(b) of the Local Electoral Act 2001, confirms that no appointment be made to fill the extraordinary vacancy on the Turangi-Tongariro Community Board created by the resignation of Mr Andy from the Community Board on April 2, 2019.

Or (Option 2)

Pursuant to section 117(3)(a) of the Local Electoral Act 2001, enters into a process to appoint an eligible person to fill the vacancy created following the resignation of Mr Andy from the Community Board on April 2, 2019.

AND

Agrees to the appointment process and timetable as outlined in the report.

BACKGROUND

The proposal has not been presented previously.

On April 2, 2019 Turangi-Tongariro Community Board member Mr Andy Hema resigned from the Board (refer resignation notice at Attachment 1). Mr Hema's resignation took effect immediately and has resulted in the creation of an extraordinary vacancy.

Section 117(3) of the Local Electoral Act 2001 [LEA] applies which details that the Community Board must at its next meeting [other than an extraordinary meeting], or next subsequent meeting, determine by resolution either:

- (a) That the vacancy is not to be filled; or

- (b) That the vacancy is filled by an appointment by the Community Board of a person named in the resolution who is qualified to be elected.

DISCUSSION

The extraordinary vacancy has occurred less than 12 months before the next triennial general election on October 12, 2019, therefore a by-election is not required.

The two options available to the Community Board are:

- (a) Not to fill the vacancy and run one member short until the October 2019 election; or
- (b) Appoint an eligible person to fill the vacancy. There is no requirement that the Community Board must appoint the next highest polling, or any candidate from a previous election.

If the Community Board decides to appoint a person to fill the extraordinary vacancy, it must establish the criteria or process to determine who that person is before passing the resolution. There is no selection process outlined in the Local Electoral Act, therefore a recommended process is outlined below:

- (a) Advertisement in the Taupō Times, Taupō & Turangi Weekender and on the Council's website calling for expressions of interest.
- (b) Turangi-Tongariro Community Board shortlists and interviews candidates.
- (c) At the next Turangi-Tongariro Community Board meeting, members would need to agree upon a suitable candidate and resolve to appoint him or her.
- (d) Public notice of the resolution appointing a new member and of the criteria or process utilised must be given.

If it is agreed not to fill the vacancy the only action required is to pass a resolution to this effect and then give public notice of this decision (s119, LEA).

The criteria for eligibility for serving as an elected representative on the Community Board is provided in legislation. Applicants do not need to be a resident or ratepayer of the Turangi-Tongariro Ward however, they must meet the following criteria:

- Over eighteen years of age.
- A New Zealand citizen.
- Enrolled on the electoral role.

The Community Board may wish to add criteria, for example:

- Experience of community leadership.
- Has operated in a governance role.
- Experience or knowledge of local government.
- Is an excellent communicator.
- Has an ability to evaluate and interpret information.

Proposed timeline for making an appointment

22-24 May 2019	Advertisements placed in the Taupō & Turangi Weekender, the Taupō Times and on the Council's website seeking expressions of interest to be accompanied by a curriculum vitae (CV) and statement.
4 June 2019	Closing date for expressions of interest to be received by the CEO by 12noon.
6 June 2019	Turangi-Tongariro Community Board or nominated members meet to short list applicants for interviews.
11 June 2019	Turangi-Tongariro Community Board meets to interview candidates.
9 July 2019	Resolution made to appoint under section 117(3) of LEA.

- 9 July 2019 Candidates informed of the decision by nominated elected representative.
- 17 -19 July 2019 Public notices placed in the Taupō & Turangi Weekender and the Taupō Times providing the resolution of the appointment, and the process / criteria utilised by which the person named in the resolution was selected for appointment.
- 13 Aug 2019 New appointed member sworn in at the August Community Board meeting.

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

OPTIONS

Analysis of Options

Option 1 – Leave vacancy unfilled

Advantages	Disadvantages
<ul style="list-style-type: none"> • Not seen to give a potential advantage to the appointed person in forthcoming elections. • No costs incurred. 	<ul style="list-style-type: none"> • Increased workload for existing members.

Option 2 – Fill the vacancy

Advantages	Disadvantages
<ul style="list-style-type: none"> • Would retain the number of members on the Turangi-Tongariro Community Board. 	<ul style="list-style-type: none"> • The appointee would be in office from May to September and if new to local government, this is a relatively short timeframe to understand role and responsibilities. • Costs associated with running the appointment process, advertising and staff time.

Analysis Conclusion:

The last meeting of the Community Board for this triennium will be on the September 10, 2019. If option two was preferred, the new board member would most likely only be on board for two meetings prior to the elections.

CONSIDERATIONS

Alignment with Council's Vision

Council's vision is 'to be the most prosperous and liveable district in the North Island by 2022'. This is accompanied by a core set of values to underpin decision-making, the following of which are relevant to this particular proposal: Value.

Financial Considerations

If the Community Board agrees to appoint, there will be costs associated with advertising of approximately \$200 plus staff time.

If the vacancy is not filled, there is no requirement to redistribute remuneration amongst the Community Board members, therefore a saving would be achieved.

Legal Considerations

The Local Electoral act sets out the requirements for dealing with extraordinary vacancies.

If option 2 is chosen, public notice of the resolution and the process or criteria utilised by which the person named in the resolution was selected for appointment must be given [s118(1)]. The Community Board must then confirm the appointment within 30 days of that public notice (i.e. before / on August 13, 2019).

Policy Implications

There are no known policy implications.

Māori Engagement

Council is bound by various Acts to consult and/or engage with Māori, including a duty to act reasonably and in good faith as a Te Tiriti o Waitangi partner. Equally, Council has a responsibility to develop and proactively foster positive relationships with Māori as key stakeholders in our district, and to give effect to the principles of Te Tiriti o Waitangi including (but not limited to) the protection of Māori rights and their rangatiratanga over tāonga. While we recognise Māori in general, we also need to work side by side with the three ahi kaa / resident iwi of our district.

Although good faith does not necessarily require consultation, it is a mechanism for Council to demonstrate its existence and commitment to working together as district partners. Appropriately, the report author acknowledges that they have considered the above obligations including the need to seek advice, guidance, feedback and/or involvement of Māori on the proposed recommendation/s, objective/s, project/s or service/s outlined within this report.

Risks

There are no known risks.

SIGNIFICANCE OF THE DECISION OR PROPOSAL

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

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

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2019), and are of the opinion that the proposal under consideration is of low importance.

ENGAGEMENT

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

COMMUNICATION/MEDIA

Media release(s) will be produced as appropriate. Whichever option the Community Board selects must be publicly notified in accordance with the Local Electoral Act.

CONCLUSION

It is recommended that the Turangi-Tongariro Community Board considers whether or not to fill the vacancy arising from the resignation of Mr Andy Hema on April 2, 2019 and follows processes set out in the Local Electoral Act accordingly.

ATTACHMENTS

Nil

4.4 APPOINTMENT TO THE EMERGENCY MANAGEMENT COMMITTEE

Author: Tina Jakes, Democracy & Community Engagement Manager

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This report enables the Turangi/Tongariro Community Board [TTCB] to nominate an appointee from the Turangi-Tongariro ward to the Emergency Management Committee as a result of the resignation of Mr Andy Hema from the Board.

DISCUSSION

The Terms of Reference for the Emergency Management Committee includes the ability for the Turangi-Tongariro Community Board to appoint one community representative to that Committee. Members have the option of either confirming that Mr Hema remains the Board's representative for the rest of the triennium or appoint another person to fill that position. There are two further meetings of the Emergency Management Committee scheduled for this triennium. Terms of Reference are attached.

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board appoints/confirms _____ to represent the Turangi-Tongariro Community Board on the Emergency Management Committee for the balance of the 2016-2019 triennium.

ATTACHMENTS

1. Emergency Management Committee Terms of Reference [A1788307] [⇒](#)

4.5 ACTION POINTS UPDATE

Author: John Ridd, Head of Economic Development and Business Transformation
Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This item is to provide an update to members on those items requiring follow up from previous meetings of the Board.

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board receives the action points update.

ATTACHMENTS

1. Current TTCB Action Sheet (A2461658) [⇒](#)

4.6 EVENTS UPDATE

Author: Steve Giles, District Events Manager

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

The District Events Manager will attend to provide a verbal update to the Community Board in relation to district events.

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board receives the events update.

ATTACHMENTS

Nil

4.7 SUBMISSION ON THE DRAFT WATER SUPPLY STRATEGY AND DRAFT ROAD ENCROACHMENT POLICY

Author: Tanya Wood, Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

To present the Turangi/Tongariro Community Board with an opportunity to provide a submission on the Draft Water Supply Strategy and / or the Draft Road Encroachment Policy.

DISCUSSION

The Draft Water Supply Strategy and the Draft Road Encroachment Policy are open for consultation over the period May 13, 2019 to June 13, 2019. This meeting provides an opportunity for the Turangi/Tongariro Community Board to provide feedback on either strategy / policy, which can then be captured and included in a formal submission.

CONCLUSION

Feedback from the Turangi/Tongariro Community Board is welcomed on the Draft Water Supply Strategy and / or Draft Road Encroachment Policy.

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board provides feedback for inclusion in formal submissions on the Draft Water Supply Strategy and / or Draft Road Encroachment Policy.

ATTACHMENTS

1. Draft Water Supply Strategy [⇒](#)
2. Draft Road Encroachment Policy [⇒](#)

4.8 SUBMISSION ON THE TAUPŌ DISTRICT COUNCIL DRAFT FEES AND CHARGES 2019/20

Author: Hadley Tattle, Senior Policy Advisor

Authorised by: Alan Menhennet, Head of Finance and Strategy

PURPOSE

To present the Turangi/Tongariro Community Board with an opportunity to provide a submission on Council's draft fees and charges 2019/20.

RECOMMENDATION

That the Turangi/Tongariro Community Board provides feedback for inclusion in a formal submission on the Taupō District Council draft Statement of Proposal Fees and Charges 2019/20.

DISCUSSION

The draft fees and charges 2019/20 (attached) opened for public consultation on April 8, 2019 and closed on May 10, 2019. Although public submissions have closed, this item provides an opportunity for the Turangi/Tongariro Community Board to provide feedback on the draft Fees and Charges 2019/20 which can then be captured and included in a formal submission.

CONCLUSION

Feedback from the Turangi/Tongariro Community Board is welcomed on the draft Fees and Charges 2019/20.

ATTACHMENTS

1. Statement of Proposal Draft Fees and Charges 2019/20 [⇒](#)

4.9 MONTHLY UPDATE ON TURANGI PROJECTS

Author: John Ridd, Head of Economic Development and Business Transformation

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This item is to provide the Community Board with regular updates on the status of Turangi capex projects. A current version of the schedule is attached (refer Attachment 1).

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board receives the update on Turangi projects as at May 14, 2019.

ATTACHMENTS

1. Turangi Monthly Projects Schedule (A2459651) [↗](#)

4.10 TURANGI OPERATIONS REPORT - APRIL 2019

Author: Greg Hadley, Districts Parks Operations Manager

Authorised by: Kevin Strongman, Head of Operations

PURPOSE

This item is for the District Parks Operations Manager to provide an update on Turangi operations for current and recent months.

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board receives the Turangi Operations Report as at May14, 2019.

ATTACHMENTS

1. Turangi Operations Report - April 2019 (2456875) [⇒](#)

4.11 TURANGI-TONGARIRO COMMUNITY BOARD SUBMISSION ON THE TAUPŌ DISTRICT COUNCIL LONG-TERM PLAN 2018-28 AMENDMENT

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

To retrospectively approve the Turangi/Tongariro Community Board submission on the Long-Term Plan 2018-28 Amendment.

DISCUSSION

At the April 9, 2019 community board meeting, the Administrative Headquarters Building Project Manager presented information on the Long-term Plan 2018-28 amendment process in relation to Council's requirement for a civic administration headquarters, and the four options that were being considered. These four options formed part of the Long-term Plan Amendment Consultation Document, which was consulted on with the community from April 2, 2019 until May 3, 2019.

Following that presentation, the Board agreed that they would make a submission on Council's Long-term Plan 2018-28 Amendment, and that the submission would be circulated to members for approval via email, and endorsed retrospectively at the next Board meeting.

CONCLUSION

As previously agreed, the Board can now retrospectively approve its submission on the Long-term Plan 2018-28 amendment. A copy of the submission is attached (refer Attachment 1).

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board retrospectively approves its submission on the Taupō District Council Long-Term Plan 2018-28 Amendment.

ATTACHMENTS

1. TTCB Submission on the Taupō District Council Long-Term Plan 2018-28 Amendment [↗](#)

4.12 TURANGI/TONGARIRO COMMUNITY BOARD 2017-18 HIGHLIGHTS REPORT

Author: Cornelia Dempsey, Team Leader Strategic Relationships

Authorised by: Dylan Tahau, Head of Community, Culture and Heritage

PURPOSE

This item is to receive the Turangi-Tongariro Community Board 2017-18 highlights report.

DISCUSSION

The 2017-18 highlights report captures key projects, initiatives and events that the Board has contributed to, supported, endorsed, attended, and / or had a leading role in.

This report provides Board members with an opportunity to not only self-assess individual growth as an elected member, but also to cross-reference and measure successes against the primary objectives of its Community Plan.

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board receives the Turangi/Tongariro Community Board 2017-18 Highlights Report.

ATTACHMENTS

1. 2017-18 TTCB Highlights Report (A2461572) [↗](#)

4.13 MEMBERS' REPORTS

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: John Ridd, Head of Economic Development and Business Transformation

PURPOSE

This item permits members to provide feedback on any items of interest arising from meetings/conferences/seminars they have attended over the past month, and for the Board to approve either prior or retrospectively, member attendance at conferences and professional development opportunities.

This item also provides the opportunity for members to provide any updates on the Turangi/Tongariro Community Board Community Plan.

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

RECOMMENDATION(S)

That the Turangi/Tongariro Community Board receives the members' reports and community plan updates.

ATTACHMENTS

Nil