

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

<b>Date:</b>	<b>Tuesday, 30 July 2024</b>
<b>Time:</b>	<b>2.00pm</b>
<b>Location:</b>	<b>Te Mataapuna Tūrangitukua Park, Hirangi Road Tūrangi</b>

# AGENDA

## MEMBERSHIP

**Chairperson** Mayor David Trewavas  
**Deputy Chairperson** Cr Kevin Taylor

**Members**

- Cr Duncan Campbell
- Cr Karam Fletcher
- Cr Sandra Greenslade
- Cr Kylie Leonard
- Cr Danny Loughlin
- Cr Anna Park
- Cr Christine Rankin
- Cr Rachel Shepherd
- Cr Kirsty Trueman
- Cr Yvonne Westerman
- Cr John Williamson

**Quorum** 7

**Julie Gardyne**  
**Chief Executive**

## Order Of Business

<b>1</b>	<b>Karakia</b>	
<b>2</b>	<b>Whakapāha   Apologies</b>	
<b>3</b>	<b>Ngā Whakapānga Tukituki   Conflicts of Interest</b>	
<b>4</b>	<b>Whakamanatanga O Ngā Meneti   Confirmation of Minutes</b>	
4.1	Ordinary Council Meeting - 25 June 2024 .....	3
<b>5</b>	<b>Ngā Kaupapa Here Me Ngā Whakataunga   Policy and Decision Making</b>	
5.1	Public Forum .....	4
5.2	East Urban Lands (EUL) Affordable Homes Eligibility Criteria .....	5
5.3	Taupō District Licensing Committee - Appointment of Members .....	13
5.4	Receipt of final Statements of Intent – Council Controlled Organisations .....	17
5.5	Taupō District Council Performance Report - June 2024 .....	19
5.6	Council Engagements August 2024, Appointments, and Training and Conference Opportunities .....	20
<b>6</b>	<b>Ngā Kōrero Tūmataiti   Confidential Business</b>	
6.1	Crushed concrete management at Broadlands Landfill .....	22

**4.1 ORDINARY COUNCIL MEETING - 25 JUNE 2024**

**Author:** Karen Watts, Senior Committee Advisor

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

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the minutes of the Council meeting held on Tuesday 25 June 2024 be approved and adopted as a true and correct record.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Council Meeting Minutes - 25 June 2024

**5.1 PUBLIC FORUM**

**Author:** Karen Watts, Senior Committee Advisor

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

**TE PŪTAKE | PURPOSE**

To receive comments from members of the public on matters specified on this agenda or, if time permits, on other Council matters.

**NGĀ KŌRERORERO | DISCUSSION**

Standing Orders provide for a period of up to 30 minutes to be made available at the start of meetings for members of the public to bring matters to the attention of the Council.

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters. Members of the public wishing to address the Council during public forum should register at least one clear day before the meeting by emailing [publicforum@taupo.govt.nz](mailto:publicforum@taupo.govt.nz).

No debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. Items not on the agenda may only be discussed if the matter is minor in nature and the procedures set out in Standing Order 9.13 are followed. A meeting may deal with (i.e. make a resolution in respect of) an item of business not on the agenda only if the procedures set out in Standing Order 9.12 are followed.

The relevant extracts from Standing Orders are **attached**.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Council receives comments from members of the public.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council receives comments from members of the public.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Extracts from Standing Orders 2022-2025

**5.2 EAST URBAN LANDS (EUL) AFFORDABLE HOMES ELIGIBILITY CRITERIA**

**Author:** Chris Haskell, Manager Housing and Property Investment

**Authorised by:** Sarah Matthews, General Manager Organisation Performance

**TE PŪTAKE | PURPOSE**

For Council to approve the proposed eligibility criteria and minimum ownership period for the affordable homes within the East Urban Lands Development for stages 1 & 2, with stages 1B & 2 subject to Council's 2024-34 Long-term Plan (LTP) decision-making process.

**WHAKARĀPOPOTOTANGA MATUA | EXECUTIVE SUMMARY**

To help progress one of Council's priorities to address housing issues in the Taupō district, Council agreed to sell Stage 1 & 2 of its East Urban Lands (EUL) to a preferred development partner. This partner is a consortium that includes Penny Homes Limited, Classic Builders, and Tūwharetoa Settlement Trust. Stages 1B & 2 of the EUL are subject to LTP decision-making processes. The progression of this sale and development agreement was approved by Council at its meeting on 23 April 2024.

Along with general market houses, the proposed sale includes agreed outputs to provide at least 42 new, quality, attractive houses that are similar to the market homes in this area – but are smaller and more affordable for everyday people who would then be able to service a mortgage. Prices for the 42 houses will be capped at \$550,000 for a 2-bedroom home and \$650,000 for a 3-bedroom home, noting that these price caps will be subject to an annual pricing reset. The remaining homes (approximately 65%) will be available for purchase on the general market and the eligibility criteria will not apply to these homes.

Following the meeting held on 23 April 2024 Council officers appointed Bell Gully as Council's legal expert to form the development agreement with Council's preferred development partner and assist Council with legal requirements in relation to criteria, particularly potential minimum hold periods. The development agreement requires the eligibility criteria and minimum hold period as it impacts on the ability for the development partner to sell the houses and risks associated with timing of sales.

Council Officers have been working through draft criteria with Bell Gully, along with the Housing and Property Investment Steering Group (HAPI), and Council's development partner to come up with the proposed eligibility criteria. The criteria needs to ensure Council's desired outcome, which is to provide affordable homes to those who could not otherwise afford them, and not inhibit sales for Council's development partner.

Proposed eligibility criteria for the affordable homes have been based on the Kiwibuild Criteria and are detailed in the report below. In addition to the proposed criteria, Council Officers have recommended a two-year minimum ownership period for these homes.

The preferred development partner will manage the marketing for all homes and will pre-approve eligible buyers for the lower priced homes, in accordance with the proposed eligibility criteria. If demand for the affordable homes exceeds supply, a fair allocation process, such as a ballot system, will be implemented to manage the allocation of these houses. The development partner will then build the homes and manage the sales process.

The preferred option is for Council to approve the proposed Affordable Homes eligibility criteria and the two-year minimum ownership period to ensure the quality lower price homes are targeted at, and available to, those who need it.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council approves the proposed eligibility criteria and two-year minimum ownership period, for the affordable homes within Stage 1 & 2 of Council's East Urban Lands development, with stages 1B & 2 subject to Council's 2024-34 Long-term Plan decision making processes.

**TE WHAKAMAHIKI | BACKGROUND**

One of the priorities of the Long-term Plan (LTP) 2021-31 included Council addressing housing issues.

When Council developed its Housing Strategy in 2022-2023, it became clear that the Taupō district had a severe shortage of suitable first-home buyer housing. In response, Council began a process to test the market to see if it was possible to deliver housing through an agreement with a builder/development partner, specifically focusing on Council-owned East Urban Lands.

At a meeting held on 19 December 2023, Council received a report entitled East Urban Lands (EUL) Progress update and resolved to:

- Direct officers to continue to progress negotiations with the preferred building/development partner in relation to affordable housing for only stages 1A, and 1B, and stage 2 of the EUL.
- Direct officers to report back to Council to determine options for facilitating delivery of affordable housing within the EUL, which will include an agreement with the building/development partner that would be subject to Council's 2024-34 Long-term Plan process.

At another meeting held on 23 April 2024, Council received a report entitled East Urban Lands (EUL) Development Partner & Long-term Plan Options and resolved to:

- Direct officers to proceed with an agreement for the sale of Stage 1 & 2 of Council's East Urban Lands, to Council's preferred development partner (a consortium incorporating Penny Homes Limited, Tūwharetoa Settlement Trust, and Classic Builders) to deliver quality homes at a lower market price to community within the key commercial terms, with stages 1B & 2 subject to Council's 2024-34 Long-term plan decision-making process; and
- Delegate authority to the Chief Executive to undertake the necessary legal agreements to finalise the sale and key commercial terms; and
- Direct officers to proceed with the preferred option for the 2024-34 Long-term Plan consultation as Option 1 which was for Council to proceed with its preferred development partner for Stage 1B, and 2 of the EUL Housing Project and continue to develop the East Urban Lands in a financially prudent manner which does not put pressure on rates increases and limits pressure on Council's debt.

Following the meeting held on 23 April 2024 Council officers appointed Bell Gully as Council's legal expert to form the development agreement with Council's preferred development partner and assist Council with legal requirements in relation to the eligibility criteria, particularly how to manage potential minimum hold periods. The negotiations of this document are well underway and are based on agreed commercial terms disclosed in the 23 April 2024 Council report.

The development agreement requires the eligibility criteria and minimum hold period be approved to proceed any further. This is required because any proposed criteria impacts the ability for the development partner to sell houses and/or the timing of these sales e.g. the more restrictive the criteria is, the harder it will be for them to sell the houses. The agreement relates to Stages 1 & 2 and is clear that stage 1B & 2 is subject to the LTP decision making process.

Council Officers have been working through draft criteria with Bell Gully, along with the Housing and Property Investment Steering Group (HAPI), and Council's development partner to come up with the proposed eligibility criteria which needs to ensure Council's desired outcome to provide affordable homes to those who could not otherwise afford them, and not inhibit sales for Council's development partners.

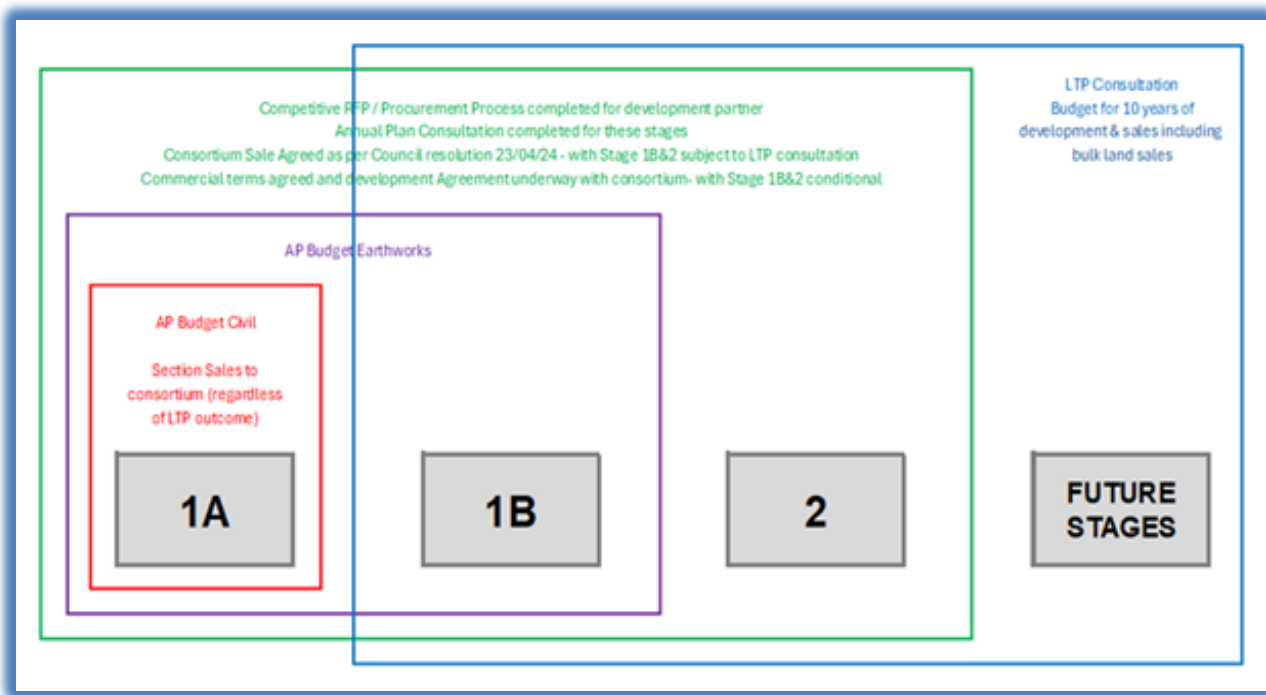


Image 1 - Stages Diagram

**NGĀ KŌRERORERO | DISCUSSION**

The proposed Affordable Homes eligibility criteria (criteria) are attached and are based on the Kiwibuild Eligibility Criteria. The criteria will form part of the Development Agreement with the development partner, requiring the development partner to only sell lower price homes to end purchasers who satisfy the criteria.

The proposed criteria include the following:

To be considered eligible to purchase a lower price home, everyone named on the application must:

- be over 18 years old
- be a New Zealand citizen, permanent resident, or a resident visa holder who is “ordinarily resident in New Zealand”; or
- be applying with someone who meets the citizenship or residency requirements and is married to or in a civil union or de facto partnership with that person
- be a Taupō resident, or a have an employment contract with a Taupō district-based business
- be a first home buyer or previous homeowner with conditions.
- have a total before tax income from the last 12 months of:
  - \$120,000 or less for an individual buyer without dependents; or
  - \$150,000 or less for an individual buyer with one or more dependents; or
  - \$200,000 or less for two or more buyers, regardless of the number of dependent
- intend to own and live in the lower price home as the primary place of residence for a Minimum Ownership Period of at least two years, calculated from the settlement date of purchase
- not currently have a legal or beneficial interest in a home in New Zealand or overseas
- not be married to, nor in a civil union or de facto relationship, with someone who currently has a legal or beneficial interest in a home in New Zealand or overseas
- not currently have any unregistered interest in a home, including as the beneficiary of a trust

In addition to the above criteria, each purchaser will be required to sign a deed of covenant (TDC Deed) under which the purchaser will agree to various matters in favour of Council, including:

- an agreement to not rent the property (subject to certain exceptions such as allowing flatmates / boarders and rental where Council agrees due to hardship).
- A minimum two-year ownership period (the deed would then allow TDC to either register a caveat or covenant in gross on the Title (that will expire after two years). Bell Gully has been advising Council on the best way to manage this minimum hold period and how Council can enforce this.

The development partner will pre-qualify applicants on these conditions then forward to TDC to allocate the homes. The development partner will then complete the Agreement for Sale and Purchase which will include an obligation for the purchaser to enter the TDC Deed.

The affordable home uptake is unknown; however Penny Homes advise that they received an abundance of initial interest in their Kokomea Development Affordable Homes, however this decreased upon applicants prequalifying for finance pre-approval. The Penny Homes affordable homes were \$699,000 which was 80% of median house price for the area. A ballot system was not required.

The process to allocate the homes to purchasers will be dependent on the number of eligible applicants and their interest in specific houses. The number of interested parties will become clearer once the presale marketing is instigated by Penny Homes. The marketing of the homes will not include reference to TDC.

Presale marketing for Stage 1A will commence once the TDC and Penny Homes Consortium development agreement is signed, and Resource Consent is approved. The affordable homes allocation process will be managed by the consortium.

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



**NGĀ KŌWHIRINGA | OPTIONS**

Analysis of Options

Option 1. Do nothing – Do not approve the Lower Price Home eligibility criteria

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• No Council administration or management required.</li> <li>• Allows flexibility of sale for the house purchaser with no minimum ownership period.</li> <li>• House sales likely to be quicker with lower priced homes available for purchase by anyone including investors, businesses and national or international buyers.</li> </ul>	<ul style="list-style-type: none"> <li>• The opportunity for Council to assist local first home buyers, second chancers and working families to purchase houses may not be achieved.</li> <li>• Lower priced homes will be available on the open market to any purchaser - including investors, businesses and national or international buyers.</li> <li>• Council's Housing Strategy aims of releasing EUL land to the market with development conditions and requirements around affordability will not be achieved.</li> <li>• EUL Masterplan intentions of building more diverse, connected, and integrated communities may not be realised.</li> <li>• Does not achieve Council's lower price housing aspirations as previously agreed by resolution.</li> <li>• Does not align with the Long-Term Plan 2021-2031 priority of Delivering better outcomes to address housing issues (including affordable, pensioner and papakāinga housing).</li> <li>• Property speculation is possible without imposition of a minimum ownership period.</li> </ul>

Option 2. Approve the proposed Lower Price Home eligibility criteria

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Increases access to good quality housing options for those who may not otherwise be able to afford to buy a house.</li> <li>• Caters to people, particularly first home buyers, second chancers and working families, who can service a mortgage but are unable to save the large deposit required to purchase an open market home.</li> <li>• Targeted eligibility criteria to ensure the homes are purchased by those in need.</li> <li>• Stability and security for individuals and families who can purchase a lower price home which can lead to better health, education, and employment outcomes.</li> <li>• Provides diverse community development in an integrated neighbourhood.</li> <li>• Demonstrates Council support and investment in assisting to address housing affordability issues.</li> <li>• Allows first home buyers the opportunity to</li> </ul>	<ul style="list-style-type: none"> <li>• Eligibility criteria can require applicants to navigate unfamiliar processes which can be time-consuming and challenging for those in need of lower priced housing.</li> <li>• Some individuals and families may feel stigmatised by the need to apply for lower priced housing options which could be a deterrent to apply even if eligible.</li> <li>• Income-based criteria may inadvertently exclude individuals and families who are struggling to make ends meet even though they are above the income threshold.</li> <li>• Criteria may not accurately reflect the diverse needs of the community leading to individuals and families who require assistance not being eligible.</li> <li>• Current owners of lesser quality homes or in less desirable areas will not be eligible to upgrade to a new quality home in a new community.</li> </ul>

Advantages	Disadvantages
<p>traverse the property ladder by being able to sell after two years.</p> <ul style="list-style-type: none"> <li>Removes purchasing competition for the lower price homes from current homeowners, investors, businesses and national or international buyers.</li> <li>Enables achievement of Council’s Housing Strategy aims of releasing EUL land to the market with development conditions and requirements around affordability.</li> <li>EUL Masterplan intentions of building more diverse, connected, and integrated communities can be realised.</li> <li>Achieves Council’s facilitation of quality lower priced housing options as previously agreed by resolution.</li> <li>Ability for property speculation is removed with the imposition of a minimum ownership period.</li> </ul>	

Option 3. Change the proposed Lower Price Home eligibility criteria

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Advantages are dependent on the changes made and therefore are not yet known, however loosening the criteria could allow more applicants.</li> </ul>	<ul style="list-style-type: none"> <li>Stricter criteria may limit the number of individuals and families who can qualify restricting their access to lower priced housing options and has the potential to impact the proposed sale to Council’s approved development partner.</li> <li>The proposed criteria has proven to facilitate home ownership for the targeted market, changes to the criteria may affect or reduce viability.</li> </ul>

Analysis Conclusion:

Following a detailed analysis of the three options, officers have concluded that approving the proposed Lower Price Home eligibility criteria and two-year minimum ownership period (Option 2) has the best chance of success of delivering positive housing outcomes rather than Options 1 or 3.

In consideration of the three options and their ability to deliver the social outcomes most reasonably and effectively, the preferred option is Option 2.

**NGĀ HĪRAUNGA | CONSIDERATIONS**

**Ngā Aronga Pūtea | Financial Considerations**

There may be situations where homeowners will need to move, rent, or sell their house before the end of the required minimum ownership period. This may include a sudden change in their financial situation (such as job loss), the need to move for a job, or an unexpected change in family circumstances. In these situations, the homeowner must seek prior approval from Council.

The financial impact of this process is estimated to be \$750.00 per household to be paid by the purchaser along with a small amount of staff time.

### Long-term Plan/Annual Plan

The expenditure outlined for Stage 1A is currently budgeted for under the 2023-24 Annual Plan. Stage 1B and 2 is subject to the 2024-34 Long-term Plan process.

### **Ngā Aronga Ture | Legal Considerations**

#### Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of [Section 10](#) of the Local Government Act 2002. That section of the Act states that the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. It is considered that social and economic well-beings are of relevance to this particular matter.

Authorisations are not required from external parties.

### **Ngā Hiraunga Kaupapa Here | Policy Implications**

The proposal has been evaluated against the Long-term Plan and the Annual Plan, and the Housing Strategy. Key aspects for consideration with regards to this proposal are as follows:

- The proposal is consistent with the Long-term Plan 2021-31 priority of delivering better outcomes to address housing issues, and
- The proposal is consistent with the Goals and Principles of Council's Housing Strategy.

### **Te Kōrero tahi ki te Māori | Māori Engagement**

Engagement with iwi and hapū over the life of the EUL Housing Area project includes hui with Tūwharetoa Settlement Trust, Te Kotahitanga o Ngāti Tūwharetoa, Tūwharetoa Health, Tūwharetoa Māori Trust Board, Te Korowai Roopu Taitoko and Te Pae o Waimahia to talk about and share plans for housing on the EUL. This has included urban design workshops and general conversations sharing Council's aspirations to provide quality homes suitable for first home buyers and working families. Numerous and ongoing hui continues with mana whenua including hapū representatives from Ngāti Tutemohuta and Ngāti Hineuru.

Conversations were also had with Hikuwai hapū in June 2022 where Policy officers spoke about the East Urban Lands development as part of the overall housing strategy conversation, reiterating the opportunity for hapū to engage with Council regarding the EUL kaupapa going forward.

### **Ngā Tūrarū | Risks**

The risks of each option are identified in the Options disadvantages columns.

### **TE HIRANGA O TE WHAKATAU, TE TONO RĀNEI | SIGNIFICANCE OF THE DECISION OR PROPOSAL**

Council's Significance and Engagement Policy identifies matters to be taken into account when assessing the degree of significance of proposals and decisions.

Officers have undertaken an assessment of the matters in the [Significance and Engagement Policy \(2022\)](#), and are of the opinion that the proposal under consideration is of a low degree of significance.

### **TE KŌRERO TAHI | ENGAGEMENT**

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

### **TE WHAKAWHITI KŌRERO PĀPAHO | COMMUNICATION/MEDIA**

A communications plan has been prepared in consultation with the communications team.

### **WHAKAKAPINGA | CONCLUSION**

Overall, while lower price home eligibility criteria can help target assistance to those most in need and promote community development, it is essential to balance these benefits with addressing the limitations and challenges associated with eligibility requirements to ensure that housing assistance reaches those who need it most.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Proposed - Affordable Homes Eligibility Criteria

**5.3 TAUPŌ DISTRICT LICENSING COMMITTEE - APPOINTMENT OF MEMBERS**

**Author:** Shainey James, Governance Quality Manager

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

**TE PŪTAKE | PURPOSE**

To outline a new process for selecting and appointing Taupō District Licensing Committee (“DLC”) members; and to delegate authority to a recruitment panel to make recommendations to Council for final appointments.

**WHAKARĀPOPOTOTANGA MATUA | EXECUTIVE SUMMARY**

Under the Sale and Supply of Alcohol Act 2012 (“the Act”), councils must appoint district licensing committees. Committee members may be appointed and reappointed for periods of up to five years at a time. Since October 2023, three Taupō DLC members have resigned. Officers therefore consider that it is an opportune time to run a process to select and appoint members to the DLC, to ensure there is sufficient capacity to undertake the work required.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council:

1. **Endorses** the process outlined in this report for appointment of members to the Taupō District Licensing Committee this calendar year; and
2. **Delegates** authority for screening, long- and short-listing of candidates, and interviews to a Taupō District Licensing Committee recruitment panel consisting of the General Manager Strategy and Environment, the Iwi and Co-Governance Manager and the Environmental Services Manager, noting that the panel will make recommendations to Council for final appointments.

**TE WHAKAMAHIKI | BACKGROUND**

Councils are required to have district licensing committees in place, in order to make decisions on licence applications and manager’s certificates under the Sale and Supply of Alcohol Act 2012.

Membership of the Taupō DLC has been considered periodically since the Act came into force in December 2013, including most recently on 31 October 2023, when Council reappointed seven external members to the DLC until 30 November 2025. Two councillors have been appointed to the DLC for the 2022-2025 triennium. Since October 2023, three external members have resigned. Officers therefore consider that it is an opportune time to run a process to select and appoint members to the DLC.

**NGĀ KŌRERORERO | DISCUSSION**Current membership

There are currently four external representatives and two councillors appointed to the Taupō District Licensing Committee:

- Mr Murray Clearwater (Commissioner, Chairperson)
- Ms Jane Arnott
- Mr Graeme Cushing
- Ms Judy James
- Cr John Williamson (Deputy Chairperson)
- Cr Duncan Campbell

The external representatives are appointed until 30 November 2025 and the councillors until the end of the current triennium, which will be the date the local government election results are declared by public notice in October 2025.

Essential and desirable attributes

Under the Act, all DLC members must have “experience relevant to alcohol licensing matters” and commissioners must be “of good standing in the community and [have] the necessary knowledge, skill, and experience relating to matters that are likely to come before the committee”. Where a hearing is required, the quorum of the DLC is three, being the Chairperson and two members.

Detailed guidance on essential and desirable knowledge, skills and experience for DLC members is contained on pp10-13 of the **attached** guide for councils (Selecting and appointing district licensing committees).

The following people cannot be appointed to the DLC:

- Police officers;
- Medical officers of health;
- Alcohol licensing inspectors; and
- Employees of the territorial authority.

In addition to the above, Council cannot appoint a person if Council believes that the person has, directly or by virtue of their relationship with another person, such an involvement or appearance of involvement with the alcohol industry that they could not perform their duties without actual bias or the appearance of bias.

Proposed process

Officers have developed a thorough process for selection and appointment of DLC members. The process includes a four-week period for candidates to apply; advertising and interview material tailored to identify candidates with appropriate skills and attributes; and a recruitment panel of three senior officers to shortlist, interview and make recommendations to Council.

Council may appoint as many members to its DLC panel as it wishes. Because it is difficult to predict the number and complexity of applications which may be lodged in future, it is in turn difficult to know what the likely workload of the DLC is going to be. Officers consider that a good panel size for the Taupō DLC would be two Commissioner Chairpersons (one to be the lead, one a back-up and both to also be panel members); plus six other external panel members.

While the Act permits Council to appoint members for up to five years at a time, it is recommended that the appointments run for four years, from 26 November 2024 to 30 November 2028. This would enable a further appointment process to run prior to the 2028 local government elections and officers would then be ready to recommend candidates for appointment in December that year, once the incoming Council has settled in.

It is proposed that all current external DLC members be invited to reapply. If reappointed, the term of their appointment would be the same as new members i.e. from 26 November 2024 to 30 November 2028. If not reappointed or they do not reapply, their current appointment would continue until 30 November 2025.

Key dates

If Council agrees to run a new process in the 2024 calendar year, key dates would be as follows:

Applications open	Friday 30 August to 4pm Friday 27 September 2024
Recruitment panel meet to review all applications	Week commencing Monday 30 September
Recruitment panel conduct interviews	Week commencing Monday 7 October
Reference and police checking completed	Friday 25 October
Council resolutions to appoint	Tuesday 26 November
All candidates informed of outcome	As soon as possible after Council meeting
Candidate biographies onto Council website	Friday 13 December
Training day for DLC members	To be confirmed February 2025

Based on this information it is considered that there are two options: Option 1 – proceed with a process to select and appoint members to the Taupō District Licensing Committee by the end of the 2024 calendar

year; or Option 2 – proceed with a process to select and appoint members concurrently with the 2025 local government elections.

## NGĀ KŌWHIRINGA | OPTIONS

### Analysis of Options

Option 1 – **preferred option**. Proceed with a process to select and appoint members to the Taupō District Licensing Committee by the end of the 2024 calendar year.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Increases membership as soon as possible to ensure sufficient capacity to undertake the work required.</li> </ul>	None identified.

Option 2. Proceed with a process to select and appoint members to the Taupō District Licensing Committee concurrently with the 2025 local government elections.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>No further work required until 2025.</li> <li>No selection and appointment process costs incurred until 2025.</li> </ul>	<ul style="list-style-type: none"> <li>If one or more DLC members resign between now and November 2025, the remaining members may find it challenging to undertake the work required.</li> <li>Officer workload implementing new process during an election year.</li> </ul>

### Analysis Conclusion:

It is recommended that Council proceeds with a process to select and appoint members to its DLC this calendar year.

## NGĀ HĪRAUNGA | CONSIDERATIONS

### **Ngā Aronga Pūtea | Financial Considerations**

The financial impact of the proposal is estimated to be up to \$1,000 for public notices and advertising costs, plus officer time.

### Long-term Plan/Annual Plan

The expenditure outlined can be covered within existing advertising budgets.

### **Ngā Aronga Ture | Legal Considerations**

#### Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of [Section 10](#) of the Local Government Act 2002. That section of the Act states that the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. It is considered that social, economic, environmental and cultural well-beings are of relevance to this particular matter.

The key legislation applicable to the proposal is the Sale and Supply of Alcohol Act 2012.

### **Ngā Hīraunga Kaupapa Here | Policy Implications**

The proposal has been evaluated against the following plans:

- Long Term Plan 2021-2031   
  Annual Plan   
  Waikato Regional Plan  
 Taupō District Plan   
  Bylaws   
  Relevant Management Plan(s)

Maintaining an effective DLC ensures Council meets the levels of service contained within the Long-term Plan and Annual Plan. While there is no Local Alcohol Plan in place for Taupō district, an Alcohol Control Bylaw is in place. The proposal does not affect these policy documents.

### **Te Kōrero tahi ki te Māori | Māori Engagement**

The Sale and Supply of Alcohol Act 2012 has recently been amended to require DLCs to establish appropriate procedures to consider applications under the Act (s203A). The procedures must (among other things) allow for tikanga Māori to be incorporated into proceedings; and allow for persons to be heard, and to make submissions, in te reo Māori. The Taupō District Licensing Committee has adopted a set of procedures in accordance with the Act.

When appointing members to DLCs, councils are encouraged to consider whether the DLC chair or members are familiar with basic te reo Māori, pronunciation, and tikanga (see p5 of Attachment 1 – Selecting and appointing district licensing committees, a guide for councils). Advertising materials will therefore include reference to this knowledge; and it is proposed that the Iwi and Co-Governance Manager be included on the recruitment panel, to ensure that these considerations are taken into account throughout the process.

### **Ngā Tūraru | Risks**

If Council does not proceed with a process to select and appoint members to its DLC this calendar year, there is a risk that if one or more of the current members resign, the remaining members may find it challenging to complete the work required in acceptable timeframes.

### **TE HIRANGA O TE WHAKATAU, TE TONO RĀNEI | SIGNIFICANCE OF THE DECISION OR PROPOSAL**

Council's Significance and Engagement Policy identifies matters to be taken into account when assessing the degree of significance of proposals and decisions.

Officers have undertaken an assessment of the matters in the [Significance and Engagement Policy \(2022\)](#), and are of the opinion that the proposal under consideration is of a low degree of significance.

### **TE KŌRERO TAHI | ENGAGEMENT**

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

### **TE WHAKAWHITI KŌRERO PĀPAHO | COMMUNICATION/MEDIA**

If Council decides to proceed with a process to select and appoint members to the Taupō District Licensing Committee this calendar year, applications will be sought between Friday 30 August and Friday 27 September 2024. Advertisements will be placed in various publications, including the Taupō and Tūrangi Herald, Seek and Trade Me, and Council's website and social media channels. Information will also be shared via Council's iwi/hapū networks.

### **WHAKAKAPINGA | CONCLUSION**

Three members of the Taupō District Licensing Committee have resigned since October 2023, with four independent members plus two councillors remaining. Officers have prepared a process to enable Council to select and appoint new and/or reappoint existing members this calendar year, to ensure there are enough members with skills, knowledge and capacity to complete the work required under the Act. Approval for this process, including approval to delegate part of the process to a recruitment panel, is sought.

### **NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Selecting and appointing district licensing committees - a guide for councils (April 2024)



**5.4 RECEIPT OF FINAL STATEMENTS OF INTENT – COUNCIL CONTROLLED ORGANISATIONS**

**Author:** Hadley Tattle, Community Engagement and Development Manager

**Authorised by:** Libby O'Brien, General Manager People and Community Partnerships

**TE PŪTAKE | PURPOSE**

For Council to receive the final Statements of Intent (SOIs) from its Council Controlled Organisations (CCOs).

**NGĀ KŌRERORERO | DISCUSSION**

Several accountability documents from the various CCOs are required to be received by Council, including the SOIs. The Local Government Act 2002 (LGA) places three accountability requirements on CCOs:

1. A six-monthly report on operations – due by 1 March each year.
2. An annual report – due within three months of the end of the financial year – 1 September each year.
3. A SOI – draft due by 1 March and a final by 30 June each year.

The purpose of these separate accountability requirements are as follows:

1. Six-monthly report on operations - the report is a requirement to include information relating to the CCOs achievement against its targets as stated in its SOI.
2. Annual report – this report must include the following:
  - Information that is required by its SOI;
  - Information that is necessary to enable an informed assessment of the operations of the organisation, including a comparison of the performance of the organisation with the SOI and an explanation of any material variances between the performances and the SOI. It must also state the dividend, if any, authorised to be paid or the maximum dividend proposed to be paid by that organisation for its equity securities (other than fixed interest securities) for the financial year;
  - Audited consolidated financial statements for that financial year; and
  - An auditor's report on those financial statements and the performance targets and other measures by which performance was judged in relation to the organisation's objectives.
3. SOI – for the following year. The purpose of the SOI is to:
  - state publicly the activities and intentions of a CCO for the year and the objectives to which those activities will contribute;
  - provide an opportunity for shareholders to influence the direction of the organisation; and
  - provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

Final SOIs from the following CCOs were received before the deadline of 30 June 2024:

- Taupō Airport Authority (TAA);
- Destination (Great) Lake Taupō (DGLT);
- Bay of Plenty Local Authority Shared Services (BOPLASS); and
- New Zealand Local Government Funding Agency Limited (LGFA).

The final SOIs are included for receipt at this meeting, following Council providing feedback on draft SOIs prior to the 1 May 2024 deadline.

The financial information contained in the final SOI for DGLT reflects the proposed funding from Council contained in the draft Long-term Plan 2024-34 (LTP). The draft LTP proposes a 20 percent reduction in funding from Council to DGLT for the 2024/25 year (when compared with the funding from Council for the 2023/24 year).

If Council makes amendments to the draft LTP that affect the final SOIs following hearings, deliberations and adoption of the LTP, then Council may, by resolution, require the boards of the CCOs to modify their SOIs as per Schedule 8, Part 1, (6) of the LGA.

### **WHAKAKAPINGA | CONCLUSION**

Council is required to receive the final SOIs from its CCOs in accordance with the LGA.

### **NGĀ TŪTOHUNGA | RECOMMENDATION**

That Council receives the final Statements of Intent from the following Council Controlled Organisations:

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

### **NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. TAA Statement of Intent - 2024-27
2. DGLT Statement of Intent - 2024-27
3. BOPLASS Statement of Intent - 2024-27
4. LGFA Statement Of Intent - 2024-27

**5.5 TAUPŌ DISTRICT COUNCIL PERFORMANCE REPORT - JUNE 2024**

**Author:** Julie Gardyne, Chief Executive

**Authorised by:** Julie Gardyne, Chief Executive

**TE PŪTAKE | PURPOSE**

This report provides Council with an overview of the performance of the organisation including updates from the Executive team and a Significant Projects report.

There is no financial report as it is the end of the financial year, and the Finance team are working on the Annual Report.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council notes the information contained in the Performance Report for the month of June 2024.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. June 24 Performance Report
2. Significant Projects June 24 Update

<b>5.6</b>	<b>COUNCIL ENGAGEMENTS AUGUST 2024, APPOINTMENTS, AND TRAINING AND CONFERENCE OPPORTUNITIES</b>
------------	-------------------------------------------------------------------------------------------------

**Author:** Karen Watts, Senior Committee Advisor

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

### **ENGAGEMENTS**

ENGAGEMENT	DAY	DATE	TIME
Council meeting: Long-term Plan hearings and deliberations (Council Chamber)	Thursday	1	9am-4pm
Council meeting: Long-term Plan hearings and deliberations (Council Chamber)	Friday	2	9am-4pm
Emergency Management Committee meeting (Council Chamber)	Monday	5	11am-12.30pm
Workshop: Community Funding – Partnership Agreements Annual Report to Council (Council Chamber)	Tuesday	6	10.30am-1pm
Closed Performance Monitoring Group meeting (Council Chamber)	Tuesday	6	1.30pm-2.30pm
Tūrangi Co-Governance Committee workshop (Te Mataapuna, Tūrangitukua Park, Hirangi Road, Tūrangi)	Wednesday	7	9.30am-10.30am
Tūrangi Co-Governance Committee meeting (Te Mataapuna, Tūrangitukua Park, Hirangi Road, Tūrangi)	Wednesday	7	10.30am-12.30pm
Workshop: Tangata Whenua Partnerships in the Taupō District, Reforms, Relationships and Future Opportunities (Council Chamber)	Thursday	8	11am-1.30pm
Workshop: Presentation from Waikato Water Done Well Project Team (Council Chamber)	Thursday	8	2pm-3pm
Taupō Airport Authority Committee meeting (Taupō Airport, ANZAC Memorial Drive, Taupō)	Monday	12	1.30pm-3.30pm
Workshop: Functioning of Roberts Street (Council Chamber)	Tuesday	13	10.30am-11.30am
Mangakino Pouakani Representative Group meeting (Tirohanga Settlers Hall, 839 Tirohanga Road, RD 1 Atiamuri)	Tuesday	20	10am-11.30am
Public Forum (Council Chamber)	Tuesday	27	12.30pm-1pm
Council meeting (Council Chamber)	Tuesday	27	1pm-3pm
Motutere Recreation Reserve Management Committee meeting (Council Chamber)	Thursday	29	4.30pm-6pm
Rangitāiki River Forum (Bay of Plenty Regional Council, 5 Quay Street, Whakatāne)	Friday	30	10.30am-3pm

### **APPOINTMENTS**

No new requests for appointments have been received.

### **TRAINING AND CONFERENCE OPPORTUNITIES**

No new requests for training and conference attendance have been received.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council receives the information relating to engagements for August 2024.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

## 6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Plain English reason for passing this resolution in relation to each matter
<p><b>Agenda Item No: 6.1</b> Crushed concrete management at Broadlands Landfill</p>	<p>Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p>	<p>Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7</p>	<p>A health and safety issue has been identified in relation to crushed concrete at the Broadlands Road landfill. The matter needs to be considered with the public excluded to avoid prejudice to measures protecting the health or safety of members of the public.</p>

I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.