



**I give notice that
a Tongariro Representative Group Meeting will be held on:**

Date:	Wednesday, 21 February 2024
Time:	2.00pm
Location:	Te Mataapuna Tūrangitukua Park Hirangi Road Tūrangi

AGENDA

MEMBERSHIP

Chairperson Cr Sandra Greenslade

Deputy Chairperson Cr Karam Fletcher

Members Ms Melanie Albert
Ms Ngaire Grainger
Mr Dave Potaka
Mayor David Trewavas

Quorum 3

**Julie Gardyne
Chief Executive**

Order Of Business

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4.1 TONGARIRO REPRESENTATIVE GROUP MEETING - 15 NOVEMBER 2023

Author: Dana Periam, Committee Advisor

Authorised by: Nigel McAdie, Legal and Governance Manager

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the minutes of the Tongariro Representative Group meeting held on Wednesday 15 November 2023 be confirmed as a true and correct record.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Tongariro Representative Group Meeting Minutes - 15 November 2023

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 Committee 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 Committee. Any issue, idea or matter raised in public forum must fall within the Committee's terms of reference.

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 Committee during public forum should register at least one clear day before the meeting by emailing 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 Tongariro Representative Group receives comments from members of the public.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Tongariro Representative Group receives comments from members of the public.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Public Forums Extract from Standing Orders 2022-25

5.2 TONGARIRO REPRESENTATIVE GROUP INDUCTION OVERVIEW FOR 2024

Author: Jessica Sparks, Environmental Services Manager

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

TE PŪTAKE | PURPOSE

To provide induction information to support members of the Tongariro Representative Group in their role and outline opportunities to influence in the 2024 calendar year.

NGĀ KŌRERORERO | DISCUSSION

Some information is set out below to support members of the Tongariro Representative Group. Reference material has also been adapted from information provided to the Mayor and councillors shortly after the elections in October last year (Attachment 1). Officers from various teams across Taupō District Council will be present at the meeting to answer any questions arising.

A reminder that the Committee's objective is to "represent and act as an advocate for the interests of the Tongariro area." Members are encouraged to reflect on achievements to date, and make suggestions for improvement for the year ahead, including ways in which members can connect with and support the community to engage effectively with the Committee and Council.

Structure of Council and key contacts

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

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

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

The elected Council has one employee, being the Chief Executive. The Chief Executive employs all the staff (also known as 'officers'). Taupō District Council's current Chief Executive is Mrs Julie Gardyne.

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

- General Manager Organisation Performance, Ms Sarah Matthews
- General Manager Operations and Delivery, Mr Andrew Moraes
- General Manager People and Community Partnerships, Ms Libby O'Brien
- General Manager Strategy and Environment, Mr Warrick Zander

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

In December 2022, Council established various committees and delegated functions and powers to those committees. The Tongariro Representative Group Chairperson is Cr Sandra Greenslade and 'terms of reference' and delegations are **attached** to this report (Attachment 2). More information about Council's committee structure is available on Council's website:

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

Officers have been assigned to support Council's representative groups. For the Tongariro Representative Group, the key officer contacts are:

- Libby O'Brien, General Manager People and Community Partnerships
- Jessica Sparks, Environmental Services Manager

Governance team members (committee advisors) are also available to support anything relating to your Group meetings.

Meeting dates and procedures

The Tongariro Representative Group will meet every two months at different venues within the Tūrangi Tongariro Ward. Here are the 2024 meeting dates (all Wednesdays):

- 21 February;
- 24 April;
- 19 June;
- 21 August;
- 16 October;
- 4 December.

Standing Orders and Code of Conduct

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

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

- The Chairperson decides all procedural points of order (S.O. 26.5).
- All elected and appointed members must speak and act respectfully at meetings (S.O. 20). Council has a Code of Conduct in place. This document can be viewed on Council's website via this link: [What is a Code of Conduct \(taupodc.govt.nz\)](https://www.taupo.govt.nz/what-is-a-code-of-conduct) The Code of Conduct is due for review early 2024, but in the meantime please note that it applies to the Mayor, councillors and appointed members of Council representative groups/committees.
- Minutes of all formal Council and representative group/committee meetings must be kept (S.O. 28). The committee advisor supporting the meeting will ensure the minutes are prepared as soon as possible after the meeting and included on Council's website as well as the next agenda to be confirmed as a true and correct record.

Conflicts of Interest

You may encounter a situation where you feel you have a conflict of interest in relation to an agenda item. A conflict of interest is a situation where the responsibilities you have in your work on the Committee are affected by an interest or relationship you have in your private life.

Having a conflict of interest does not necessarily mean you have done anything wrong. The key is how you manage it because the public needs to have confidence that any decisions you make are made impartially and for the right reasons and are not influenced by personal interests or ulterior motives.

Considering the interests of relatives and friends requires careful judgement, as if they have an interest that overlaps with your duty as a member of a committee, then there might be a conflict of interest. However, in New Zealand, the Office of the Auditor General recognises that some cultures, including Māori culture, have a broad concept of family in which case a conflict of interest will not often arise where the connection is a common ancestor, such as another iwi or hapū member: [Managing conflicts of interest: A guide for the public sector](#)

Conflicts of interest can be financial or non-financial and can arise from a conflict of roles (where the interests of different organisations you have a role in conflict) or whether something you have previously done or said might make people think you are not going to listen fairly to all the relevant information before you make a decision. Note however that you are not required to approach every decision as though you have given it no prior thought or have no existing knowledge or opinion. However, you are required to be able to demonstrate that you have an open mind to decision-making, and you must be prepared to change or adjust your views if the evidence or the arguments warrant it. See S.O.s 20.7 and 20.8 for more information and seek guidance if in doubt.

Raising issues

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

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

Opportunities to influence

Council will be undertaking several consultation processes in 2024. Some of these potentially of interest to the Tongariro Representative Group are listed below. Full information will be available on Council's website as work on each piece of work progresses, but also other channels including representative group meeting agendas.

- Motutere Recreation Reserve Management Plan
- District Plan changes
- Suite of Bylaws
- Long-term Plan
- Tūrangi Reserve Management Plan

WHAKAKAPINGA | CONCLUSION

It is recommended that the information is received.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Tongariro Representative Group receives the information provided to support members in their role for the 2024 calendar year.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. 2022-25 Members Resource Library - Committees of Council
2. Tongariro Representative Group Terms of Reference and Delegations

5.3 PROJECT AND OPERATIONS UPDATES

Author: Jessica Sparks, Environmental Services Manager

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

TE PŪTAKE | PURPOSE

To provide progress updates on projects and operations occurring in the Tongariro ward.

NGĀ KŌRERORERO | DISCUSSION**Project Updates****Omori Water Plant Upgrade**

Site preparation for construction is expected to commence in mid to late February 2024, that will lead into the plant construction – details of this will be discussed with stakeholders who are co-located in this area prior to starting, however we expect there will be minimal disruption.

Operations**Omori Erosion**

Operations have been kept to a minimum during the busy holiday period. Beach nourishment works will resume when conditions allow. Recently the lake has been close to its maximum level with (at times) unfavourable winds and resultant wave action. It is difficult to carry out any meaningful beach nourishment works while these conditions prevail.

Eucalyptus trees at Whiowhio Reserve, Kuratau

Parks and Reserves have been carrying out a removal and maintenance programme for a number of years. The trees will be reassessed by Council's arborist taking into consideration the value of the trees for native bats as per a report from Bioresearches. The Parks and Reserves team aim to carry out some extensive plantings under the trees and maintain rather than remove them. More due diligence will be carried out with Department of Conservation and written confirmation giving Parks and Reserves clearance to work on the trees, should their information be different to the report received. Taupō District Council's specialist arborist is due in Taupō later in February to assess the trees and we will provide an update post his visit.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Tongariro Representative Group receives the information contained in the report.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Tongariro Representative Group receives the progress updates on projects and operations as at 21 February 2024.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.4 TONGARIRO - COMMUNITY ENGAGEMENT AND HOT TOPICS

Author: Jessica Sparks, Environmental Services Manager

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

TE PŪTAKE | PURPOSE

This report provides the Tongariro Representative Group with an overview on what is happening and coming up in the rohe.

NGĀ KŌRERORERO | DISCUSSION**Community Engagement and Development**

The Southern Lake Taupō Engagement Partner will update the group on the following:

- Motutere Reserve Management Plan (RMP) Engagement
- Community Events Hui – 13 February
- Long-term Plan 2024-34

Hot Topics

Officers will give an overview of hot topics in the rohe.

Policy

- At the last Risk and Assurance Committee meeting of 2023, officers advised the Committee that it was unlikely that we would be able to adopt the Long-term Plan 2024-34 by the required timeframe at the end of June 2024. Long-term Plan timeframes are currently being revised and a new project timeline to be finalised shortly.
- A workshop for the Motutere Reserve Management Plan Review Committee is scheduled to be held at 5.30pm on Thursday 15 February 2024 in the Fishing and Boating Club, Motuoapa. A summary of submissions from the first round of consultation will be presented.

Resource Consents Update

Officers will provide the Group with any new consent applications information received for the Tūrangi Tongariro Ward.

WHAKAKAPINGA | CONCLUSION

It is recommended that the Tongariro Representative Group receives the information contained in the report.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Tongariro Representative Group receives the information contained in the Tongariro – Community Engagement and Hot Topics report.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.5 MEMBERS' REPORTS

Author: Karen Watts, Senior Committee Advisor

Authorised by: Nigel McAdie, Legal and Governance Manager

TE PŪTAKE | PURPOSE

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

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

WHAKAKAPINGA | CONCLUSION

Members' reports will be presented at the meeting for receipt.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Tongariro Representative Group receives the reports from members.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil