

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

<b>Date:</b>	<b>Tuesday, 25 March 2025</b>
<b>Time:</b>	<b>1.00pm</b>
<b>Location:</b>	<b>Council Chamber Level 1, 67 Horomātangi Street Taupō</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 Christine Rankin
- Cr Rachel Shepherd
- Cr Kirsty Trueman
- Cr Yvonne Westerman
- Cr John Williamson
- Vacancy

**Quorum** 7

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

## Order Of Business

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<b>2</b>	<b>Whakapāha   Apologies</b>	
<b>3</b>	<b>Ngā Whakapānga Tukituki   Conflicts of Interest</b>	
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	Nil	

**4.1 ORDINARY COUNCIL MEETING - 18 FEBRUARY 2025**

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

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

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the minutes of the Council meeting held on Tuesday 18 February 2025 be approved and adopted as a true and correct record.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Council Meeting Minutes - 18 February 2025

**4.2 ORDINARY COUNCIL MEETING - 25 FEBRUARY 2025**

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

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

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the public and confidential minutes of the Council meeting held on Tuesday 25 February 2025 be approved and adopted as a true and correct record.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Council Meeting Minutes - 25 February 2025
2. Confidential Council Meeting Minutes - 25 February 2025

**5.1 2025 BYLAW REVIEWS: WATER SUPPLY & TRADE WASTE**

**Author:** Andrew Wilson, Policy Advisor

**Authorised by:** Nick Carroll, Policy Manager

**TE PŪTAKE | PURPOSE**

The purpose of this report is to provide statements of proposal and the draft Water Supply Bylaw to Council for adoption so that a special consultative procedure can be conducted. Statements of proposal must be adopted for bylaw consultation under section 83 of the Local Government Act 2002 (LGA).

**WHAKARĀPOPOTOTANGA MATUA | EXECUTIVE SUMMARY**

Council is required to regularly review its bylaws (generally every five or ten years). These two bylaws are due for review over this coming year.

Officers have reviewed both the Water Supply and the Trade Waste Bylaws. Officers are proposing to continue the Trade Waste Bylaw without amendment. Officers are proposing four key changes to the Water Supply Bylaw to:

- Meet legislative requirements for backflow prevention management.
- Improve the explanations of ordinary and extraordinary use to remove a potential inconsistency between clauses.
- Make it clear what metric will be used to determine if a property is using extraordinary amounts of water.
- Define what lifestyle use means.

Officers are seeking that Council adopts the attached statements of proposal and draft bylaw for consultation. This will enable officers to consult the community, consultation will run from 1 April – 1 May 2025 and hearings are proposed for 13 May.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council:

1. adopts the attached statement of proposal for continuing the Trade Waste Bylaw without amendment for consultation; and
2. adopts the attached draft Water Supply Bylaw and statement of proposal to enable consultation.

**TE WHAKAMAHUKI | BACKGROUND**

The proposal has not been presented previously. Council's Water Supply and the Trade Waste Bylaws are due for review under [Section 159 of the Local Government Act 2002](#), as it is nearing 10 years since their last review. The purpose of the review is to ensure that our bylaws are still relevant, still the most appropriate way to address a given issue, and reflect any legislative changes.

The deadline for the reviews of these bylaws is:

- July 2025 for Water Supply
- June 2026 for Trade Waste

If the bylaw reviews are not completed by these dates, they will continue to operate for two years before they are revoked, or a new bylaw is implemented to replace them.

**NGĀ KŌRERORERO | DISCUSSION****Review of the Trade Waste Bylaw**

Trade waste is waste products produced from industrial or commercial activities such as fats, oils and greases that are disposed of through the wastewater system. The purpose of the Trade Waste Bylaw is to set the requirements for trade waste within Taupō District by outlining the activities that control and monitor trade discharges into Council's wastewater system to protect:

- a. The health and safety of any persons associated with the wastewater systems by applying standards for trade waste discharges;
- b. Public health and the environment from the effect of the trade waste discharges and by ensuring the necessary resource consents are met; and
- c. Sewers, pumping stations, storage tanks, wastewater treatment plants and other related wastewater system structures.

The Bylaw also provides a basis for charging persons who use the wastewater system to cover the cost of conveying, treating and disposing of or reusing their wastes, while ensuring that the costs of treatment and disposal are shared fairly between trade waste and domestic dischargers. The Bylaw encourages waste minimisation and provides a basis for the introduction and implementation of the New Zealand Waste Strategy.

Officers have reviewed the Trade Waste Bylaw internally with the wastewater asset manager and the legal team. Additionally, officers researched other authorities' Trade Waste Bylaws to see if there was anything missing from ours. This review found no issue with the existing Trade Waste Bylaw as it continues to function as intended and provides the wastewater team the necessary powers for managing trade waste discharges effectively. This bylaw is still necessary and is the most effective way to manage trade waste matters.

### **Review of the Water Supply Bylaw**

The purpose of the Water Supply Bylaw is:

- to detail the responsibilities of both Taupō District Council and consumers with respect to the public water supply;
- to detail mechanisms for the recovery of costs of supplying drinking water; to prevent the wastage of water;
- to provide mechanisms for water demand management;
- to protect public health and the security of the public water supply; and
- to detail breaches and offences.

Officers have reviewed the bylaw with the water asset manager and legal team and found that there are a number of shortcomings in the existing bylaw. Many of the changes are editorial to modernise the language used in the bylaw, improve readability, or provide more information to readers.

However, officers are proposing 4 key changes to the water supply bylaw:

#### 1. Meet legislative requirements for backflow prevention management

Due to changes in backflow prevention and management standards, the water team has been taking an active role in the management of backflow prevention devices.

With the implementation of the new standards for backflow prevention<sup>1</sup> the water asset manager has advised that there is an inconsistency between our bylaw and what we now do in practice. The simplest approach to meeting our obligations and rectifying this inconsistency is for Council to amend the Water Supply Bylaw to outline that Council will take responsibility of backflow prevention devices.

Currently our bylaw places the responsibility onto the customer, but this is no longer the case in practice. Council currently does the testing, renewal and maintenance of these devices in order to meet its obligations for backflow prevention management. The key change here is making it clear that Council will be responsible for the devices to reflect what is happening on the ground.

If a new, or an upgraded, device is required at a property, that will be installed at the owner's cost. Property owners will be able to opt out of Council taking responsibility of the devices if they believe the device is theirs and wish to manage it themselves. Council taking responsibility of the devices will not prevent those properties that are required to test the devices themselves from doing so.

This bylaw change will have a limited impact as Council has already taken responsibility for these devices in practice. Council asset managers have already included them as part of network planning, operation and

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<sup>1</sup> Backflow prevention is the prevention of water flow returning from private property back into the Council's water supply network. This is important, where there is potential for water pressure to create backflow, to prevent potentially contaminated or unsafe water mixing into Council's water supply mains. To prevent this a special 'backflow prevention device' is installed onto the pipe usually at the council side of supply – which only allows water to flow one way.

maintenance. The costs associated with maintaining and renewal of these devices are already provided for in the water network budget.

2. To improve the explanations of ordinary and extraordinary use to remove a potential inconsistency between clauses.

Council's policy position for water charges is currently based on ordinary residential users paying a fixed charge for their water use provided it is within the ordinary use maximum limit set in the bylaw (a reasonable daily limit for a typical household).

Other users that do not meet this definition should be metered to test how much water they use and if they should pay normal fixed rate amounts for water, or if they should be billed for excess consumption above and beyond what they have paid for in rates.

The bylaw supports this by defining ordinary and extraordinary use for the purposes of determining if a connection should be metered.

The proposed change to the bylaw is to clarify and provide a clear standard for what is ordinary and extraordinary use. The current bylaw outlines that ordinary use is a supply for residential/dwelling use and then provides a limited list of uses that are extraordinary. These two clauses are contradictory as any use that is not residential/dwelling use should be considered extraordinary.

Officers propose changing the clause related to extraordinary (clause 16 in the draft) to clearly explain that any use that is non-residential is extraordinary and that the list is just a set of examples rather than a complete or exhaustive list.

While this change is intended to clarify the current intent of the bylaw, it may have some practical impact. Currently some non-residential buildings and activities, which are not listed in the bylaw as being explicitly extraordinary, and therefore requiring a meter, are unmetered. This change will mean that they are eligible to have a meter installed. For example, a facility such as a church may or may not be currently metered as it does not fit clearly into one of the current definitions so is open to interpretation. However, given it is not a residential connection it should be metered so that its water consumption can be tested if necessary.

In practice this is likely to have no impact on many of these facilities as the purpose of the meter is to test for high water use, if they are not using large amounts of water there is no additional cost. Properties that are consuming extra water will be billed for that consumption that is above and beyond what is paid through rates. The process for determining or disputing this is outlined in clause 17 of the bylaw.

Extraordinary users can also be those standard residential properties that Council believes are using amounts of water in excess of the daily use maximum. Council installs meters on connections that are suspected of being extraordinary consumers and follows the test outlined in clauses 15 – 17.

We have a process for identifying and installing meters on potential high-water users, this change clarifies what types of activities may get metered. A meter being installed has no impact on users unless they are determined to be using large volumes of water in accordance with clauses 15 - 17.

3. Make it clear what metric will be used to determine if a property is using extraordinary amounts of water.

Officers propose that we clearly outline what the ordinary use maximum is in the bylaw for the sake of clarity rather than it being linked back to other documents. This will be based on the current Council performance standard for daily use per connection. This ordinary use maximum will be set at 1.5 m<sup>3</sup> per connection per day. This level of consumption is significantly higher than the 0.7 – 1.0 m<sup>3</sup> per day used by most households, so it provides a significant amount of headroom for ordinary households.

4. Defining what Lifestyle block use means

In the current bylaw lifestyle block use is not defined. Council development engineers use an average allotment size of 3,000m<sup>2</sup> or larger to determine if a development is a lifestyle development. This is because properties of this size are likely to use more water than the average urban residential property. For this reason, these properties are metered.

To ensure consistency between development practices and the bylaw, officers propose inserting this measure.

## NGĀ KŌWHIRINGA | OPTIONS

### Analysis of Options

There are three options:

#### **Option 1: Adopt the statements of proposal and draft Water Supply bylaw attached to this report for consultation.**

Adopting the statements of proposal and associated draft for consultation allows the bylaws to be reviewed efficiently within the legislative timeframes, and for the community to highlight any issues or concerns that they may have.

#### **Option 2: Amend one or more of the bylaws before adoption**

Officers have identified the changes that we recommend be made to the Water Supply Bylaw. However, if Council disagrees with the proposed changes, or wants other changes to be made, they may direct officers to provide advice on incorporating further changes. If changes are to be made there is sufficient time to make changes to both bylaws. The timeline for the Water Supply Bylaw is tighter and a proposal would need to be adopted by June 2025.

#### **Option 3: Do not adopt the statements of proposal and draft bylaws attached to this report**

The bylaws can be left as they are without completing the review and without further amendment. The bylaws would continue to operate for a further two years after their reviews should have been conducted. After this point they will no longer be valid and will be revoked unless replaced by new bylaws.

Letting the bylaws lapse would create significant challenges for the management of the water supply and trade waste. It would also create challenges with protecting the health and safety of the community.

### Analysis Conclusion:

Option 1 is the preferred option as it allows for officers to continue the review process and seek community feedback on the bylaws and the proposed changes in a timely manner. Additionally, if any issues are raised by the community that require further amendments there is sufficient time to make those and reconsult if necessary.

## NGĀ HĪRAUNGA | CONSIDERATIONS

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

There is expected to be no financial impact from the changes to the bylaws. Proposed changes to roles and responsibilities for backflow prevention devices will not result in additional costs for Council because this reflects the practical status quo - the maintenance, repair and replacement of backflow prevention devices is already done by Council's water team and is already factored into existing 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 of relevance to this particular matter.

The proposal has been evaluated with regards to a range of legislation. The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

Health Act 1956 Section 64: Provides support for Trade Waste Bylaw in order to protect the community.

Local Government Act 2002 Sections 145 and 146: Provide power to create bylaws specifically targeted at trade waste and water supply. Sections 155 – 160A outline the requirements for bylaw reviews, deadlines and consultation requirements.

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

The proposal has been evaluated against the following plans:

- Long Term Plan 2024-2034
- Annual Plan
- Waikato Regional Plan
- Taupō District Plan
- Bylaws
- Relevant Management Plan



There are no known policy implications.

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

Taupō District Council is committed to meeting its statutory Tiriti O Waitangi obligations and acknowledges partnership as the basis of Te Tiriti. Council has a responsibility to act reasonably and in good faith to reflect the partnership relationship, and to give effect to the principles of Te Tiriti. These principles include, but are not limited to the protection of Māori rights, enabling Māori participation in Council processes and having rangatiratanga over tāonga.

Our statutory obligations outline our duties to engage with Māori and enable participation in Council processes. Alongside this, we recognise the need to work side by side with iwi, and hapū of our district.

In line with these obligations and commitments:

- We contacted iwi and hapū before and after the Christmas period for them to provide feedback on the existing bylaws. This was to support issue identification so that we could work through any issues from their perspectives.
- We received limited feedback, what feedback we did receive was related to the operation of water and trade waste systems rather than the bylaws themselves. This feedback has been passed onto the teams but is not relevant to the bylaws directly.
- This feedback asked for Council to publish more data on water consumption, trade waste discharge monitoring, and to do further metering.
- We will directly contact iwi and hapū through the consultation period to test the proposed changes.

### **Ngā Tūraru | Risks**

As with all bylaw reviews there is a risk of legal challenge once they are adopted. The risk of challenge related to the Trade Waste Bylaw is low as it is proposed to continue without amendment. The risk of challenge is higher for the Water Supply Bylaw given that there are proposed amendments. However, consulting the community helps to reduce this risk as any issues can be identified through that process.

### **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 significant.

### **TE KŌRERO TAHI | ENGAGEMENT**

Consultation with the community would be conducted on the proposed continuation of the Trade Waste Bylaw and proposed amendments to the Water Supply Bylaw. Consultation will run from 1 April – 1 May 2025 and hearings are proposed for 13 May.

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

Communication will be carried out as part of wider consultation with the community on this issue. This will primarily take place through Council's usual communication channels such as social media, Connect, and Council newsletter.

### **WHAKAKAPINGA | CONCLUSION**

In order to complete the reviews of these bylaws Council is required to consult the community in accordance with the Local Government Act 2002 using the special consultative procedure. Part of this approach for bylaws is adopting statements of proposal that outline Council's proposal. Officers are recommending continuing the Trade Waste Bylaw without amendment and making a set of key changes to the Water Supply Bylaw to address inconsistency and ensure Council clearly outlines its role in meeting the performance standards related to backflow prevention.

Officers therefore recommend that the attached statements of proposal and draft bylaws be adopted for consultation.

### **NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Draft Water Supply Bylaw (Tracked Changes)
2. Water Supply Bylaw Statement of Proposal
3. Trade Waste Bylaw Statement of Proposal

**5.2 DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY REVIEW**

**Author:** Andrew Wilson, Policy Advisor

**Authorised by:** Nick Carroll, Policy Manager

**TE PŪTAKE | PURPOSE**

The purpose of this report is to seek adoption of the draft Dangerous, Affected and Insanitary Buildings Policy as required under the Local Government Act 2002 before conducting a special consultative procedure.

**WHAKARĀPOPOTOTANGA MATUA | EXECUTIVE SUMMARY**

Council has an existing policy on Dangerous and Insanitary Buildings. This policy is required to be reviewed every 5 years in accordance with the Building Act 2004. Officers have reviewed the policy and propose some changes to it. Most of these changes are editorial in nature such as placing the policy into a more up to date Council template, deleting duplicate clauses, and correcting outdated references to parts of legislation or organisations. More critical changes such as the inclusion of affected buildings are required by the Act and are points for correction that have been issued by the Ministry for Business, Innovation, and Employment (MBIE) in their latest audit of our building compliance functions.

To comply with the corrective actions set out by MBIE and meet our legislative obligations Council needs to amend the policy and consult the community.

Consultation will run from 1 April – 1 May 2025 and hearings are proposed for 13 May.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council adopts the attached draft Dangerous, Affected and Insanitary Buildings Policy for consultation.

**TE WHAKAMAHIKI | BACKGROUND**

The proposal has not been presented previously. The policy is overdue for its review, and we have recently received our audit from MBIE which outlines corrective actions to be taken regarding our policy as well as other matters related to our building compliance functions.

**NGĀ KŌRERORERO | DISCUSSION**

In accordance with [Section 131 of the Building Act 2004](#), Council is required to have a Dangerous, Affected<sup>2</sup> and Insanitary Buildings Policy. This policy must outline how Council will identify buildings in the three categories and what Council will do upon identification of such a building.

Council's current policy takes the approach of identification through reporting of the community, Fire and Emergency New Zealand, or other affected parties. Upon being informed of a potentially dangerous, insanitary or affected building Council applies the tests outlined in the policy to determine the response.

The policy provides Council with the ability to respond by restricting access to buildings and to order corrective actions be taken to ensure the health and safety of our community. In extreme cases, the policy also allows Council to conduct immediate works to protect public safety, the cost of which will be recovered from the building owner.

Buildings that are determined to be dangerous are usually those that are impacted by natural disasters or fires. However, there are instances where buildings are put up without Council's knowledge that are potentially not to code and Council officers have to place access restrictions on the building to prevent people from living in a potentially dangerous building. Council will also issue corrective actions for addressing this dangerous status, usually in the form of restorative works or in some cases demolition.

Buildings are determined to be insanitary if they are likely to cause harm to the health of the occupants. For example, a building with improperly or non-plumbed toilets inside the house may be considered insanitary as the waste products are not being removed from the household and pose a risk to occupants' health. Council also issues corrective actions in these cases to resolve the insanitary status, this includes things like having a plumber install a proper wastewater system or removing contaminated materials.

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<sup>2</sup> Section 132A requires Council to additionally consider affected buildings these are a more recent addition to the legislation.

Buildings are determined to be affected when they are impacted by nearby dangerous buildings and therefore become dangerous to occupy. For example, a neighbouring property has a wall that has become separated from the building, and it may fall over, this wall is leaning towards the adjacent house. If that wall collapses it may cause damage to the nearby house that is structurally sound. This house would likely be given affected status and access to part or all of the house would be limited to protect occupants. Corrective actions are not issued to affected buildings.

### Changes

Officers propose changes to the policy based on the feedback of the building compliance team as well as the corrective actions issued by the Ministry for Business, Innovation and Employment. To ensure our policy is compliant with the legislation and is fit for purpose, officers have made the following changes:

- Corrected organisation names that have changed since the policy was adopted
- Reformatted the document into our newer policy template
- Removed duplicate clauses to streamline the document
- Inserted a definitions section
- Corrected references to sections of the Building Act 2004
- Added in references to affected buildings as required by the Act
- Added a clause that gives effect to Section 40 in order to clarify the Section 41 matters which outline when a building consent is not required for emergency corrective works.

These changes do not alter the fundamental principles of Council's existing policy, they simply update the document to reflect changes in the legislation along with formatting changes to be consistent with Council's other public facing documents.

## NGĀ KŌWHIRINGA | OPTIONS

### Analysis of Options

There are two options:

#### **Option 1: Adopt the draft policy attached to this report for consultation**

Council is required to have a Dangerous, Affected and Insanitary Buildings Policy under the Building Act 2004, and when reviewing the policy, Council must conduct a special consultative procedure. Officers have reviewed the policy in line with the corrective actions issued by MBIE.

This option is effectively the continuation of the current policy position Council has taken.

#### **Option 2: Amend the policy attached to this report before adopting**

Officers have reviewed the policy and implemented the corrective actions outlined by MBIE. Feedback from the building compliance team is that the policy is fit for purpose in its current form. However, Council may wish to fundamentally change the policy or the positions within the policy. Council may direct Officers to change parts of the policy more substantially or take a new policy position.

Officers note that the current policy is outside of its review period so the review must be completed as soon as possible.

### Analysis Conclusion:

Option 1 is the preferred option as officers have implemented the corrective actions required by MBIE and do not believe there are further changes that need to be made.

## NGĀ HĪRAUNGA | CONSIDERATIONS

### 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, and environmental wellbeing of relevance to this particular matter.

The proposal has been evaluated with regards to a range of legislation. The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

- Building Act 2004: Instructs Council that it must have a policy and what the policy must contain
- Building Code: Sets the assessment criteria to test if a building has failed and corrective actions need to be taken

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

The proposal has been evaluated against the following plans:

- Long Term Plan 2024-2034    Annual Plan    Waikato Regional Plan  
 Taupō District Plan    Bylaws    Relevant Management Plan(s)

The key aspects for consideration with regards to this proposal are as follows:

The Dangerous, Affected and Insanitary Buildings Policy potentially can be seen to impact the Council's Housing Policy. The Dangerous, Affected and Insanitary Buildings Policy is consistent with objective 2 of the Housing Strategy which is to support warm, healthy, sustainable and resilient homes. The policy deals directly with those properties that are unsafe or insanitary for our community to live in.

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

Taupō District Council is committed to meeting its statutory Tiriti O Waitangi obligations and acknowledges partnership as the basis of Te Tiriti. Council has a responsibility to act reasonably and in good faith to reflect the partnership relationship, and to give effect to the principles of Te Tiriti. These principles include, but are not limited to the protection of Māori rights, enabling Māori participation in Council processes and having rangatiratanga over tāonga.

Our statutory obligations outline our duties to engage with Māori and enable participation in Council processes. Alongside this, we recognise the need to work side by side with iwi, and hapū of our district.

For this proposal, no early engagement has been conducted with any parties. Iwi and hapū will be engaged directly during the special consultative procedure. No early engagement has been conducted as the changes to the policy are editorial in nature or required due to legislative changes. MBIE highlighted that Council's current policy was not compliant as it was implemented before the most recent legislative changes required Council to consider affected buildings.

### **Ngā Tūraru | Risks**

There are no known risks

### **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 significant.

### **TE KŌRERO TAHI | ENGAGEMENT**

This proposal seeks to enable a special consultative procedure to be conducted. Consultation will run from 1 April – 1 May 2025 and hearings are proposed for 13 May.

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

Communication will be carried out as part of wider consultation with the community on this issue. The community will be informed of consultation through Council's usual communication methods such as social media, connect, and Council's newsletter.

Iwi and hapū will be contacted directly through Council's Iwi and Co-Governance team.

### **WHAKAKAPINGA | CONCLUSION**

Officers have reviewed the current policy and are proposing changes to it in order to comply with the corrective actions issued by MBIE as well as to improve the layout of the document. These changes do not alter Council's existing policy position on dangerous or insanitary buildings and simply includes consideration

of how to manage affected buildings in accordance with the Act. The existing policy approach has been working well. Officers therefore recommend that Council adopt the draft policy for consultation.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Draft Dangerous, Affected and Insanitary Buildings Policy (Tracked Changes)

**5.3 ADOPTION OF THE TAUPŌ DISTRICT FUTURE DEVELOPMENT STRATEGY**

**Author:** Tanya Wood, Senior Policy Advisor

**Authorised by:** Nick Carroll, Policy Manager

**TE PŪTAKE | PURPOSE**

To adopt the Taupō District Future Development Strategy (FDS) and revoke Taupō District 2050 (TD2050).

**WHAKARĀPOPOTANGA MATUA | EXECUTIVE SUMMARY**

Council adopted TD2050, the district's growth strategy in 2018. Due to changes in legislation and population projections, an updated strategy, the Taupō District Future Development Strategy (FDS) has been developed.

The FDS was formally consulted on for a six-week period in November and December 2024. Hearings and deliberations were held on 18 February 2025, where Council provided direction on the changes that should be made to the document. These changes have now been made. It is now time to revoke TD2050 and adopt the FDS.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council:

1. Revokes Taupō District 2050 and the Mapara Valley Structure Plan; and
2. Adopts the Taupō District Future Development Strategy 2025 (A3728353);
3. Authorises the Policy Manager to make minor editorial changes to the Taupo District Future Development Strategy 2025 to correct errors and improve public understanding without changing the intent.

**TE WHAKAMAHUKI | BACKGROUND**

At the Council meeting on 29 October 2024, Council approved the draft Future Development Strategy to go out for consultation.

Consultation was undertaken over the period 6 November to 20 December 2024 and 33 submissions were received. Hearings and deliberations were held on 18 February 2025 and seven speakers presented their views verbally.

A copy of the Draft Future Development Strategy can be viewed at: <https://storymaps.arcgis.com/stories/e10799700d0e485daf5d898613bce79f>. This document has been created in StoryMaps, an interactive mapping product. Officers believe that by creating the document in StoryMaps, it is a more interactive and engaging experience for readers. There are a number of live maps within the document, and users are able to interact with the maps a lot more than if the document was a static PDF document. StoryMaps is mobile friendly and able to be viewed and interacted with on a mobile device.

A 'print preview' version of this document has been attached to this report as Attachment 1 to ensure that there is an accurate record of the document that was adopted. Unfortunately, due to the interactive nature of the document, these are not always easily 'print previewed' and formatting is sometimes not perfect.

The Mapara Valley Structure Plan was the product of previous growth management and structure planning. It has been superseded by the Future Development Strategy, has already been removed from the District Plan and it is recommended that it is now revoked.

**What is a Future Development Strategy?**

The Future Development Strategy is an update of our existing growth management strategy Taupō District 2050 (TD2050) which was adopted in 2018. Since 2018, the introduction of the National Policy Statement for Urban Development (NPD-UD) and changes to the Waikato Regional Policy Statement require Council to update its growth strategy. This strategy has been named the Future Development Strategy to align with the direction in the National Policy Statement for Urban Development.

The Future Development Strategy looks out 35 years and identifies how much land is needed for new homes and businesses and whether there is enough land to accommodate the anticipated growth. The strategy has an 'implementation plan' that identifies a number of actions that Council intends to undertake to ensure that the district's growth is able to be catered for.

The National Policy Statement for Urban Development gives the direction that the FDS should be reviewed every three years.

### **How does the FDS link with the Long-term Plan and District Plan?**

The FDS informs the development of future Long-term Plans (LTPs) and the District Plan. The FDS provides direction on where development will occur, which helps asset managers to identify what infrastructure will be required and when. This information is included in asset management plans and the LTP.

The FDS also identifies future growth areas. The NPS-UD requires Council to have sufficient land that is 'plan-enabled'. This means Council must have enough land appropriately zoned. The FDS directs when plan changes to the District Plan should occur to rezone land.

### **How does the FDS link with Council's existing strategies?**

Council has a number of other strategies such as: Housing, Climate Change and Water Supply. These documents have informed the development of the FDS and the FDS will inform future reviews of these strategies by setting out expected changes in the size, location and make-up of the district population.

## **NGĀ KŌRERORERO | DISCUSSION**

### **What happened at the hearings and deliberations?**

At the hearings and deliberations held on 18 February 2025, Council directed officers to make the following changes to the FDS:

1. Amendments to outcomes 4, 5, 6, 7 and 8 to reflect changes sought by submitters.
2. Change text to clarify that developments on multiply-owned Māori land may include commercial developments.
3. Amend the 'Introduction' section to include consideration of risks and add a sentence advising that unplanned development could result in development of inappropriate land where it could be hazardous to build.
4. Update the 'Our Development History timeline' to improve accuracy and discovery of the geothermal field.
5. Reference flood-prone areas in Tauranga-Taupō, Tūrangi and Tokaanu and mention risks associated with volcanic/tectonic movement and subsidence.
6. Include text and map of the electricity network and the national grid.
7. Include as a link from the document a web dashboard showing Council's anticipated timing and location of developments to help organisations with their planning.
8. Update the statement that the provision of infrastructure needs to be cost effective and consider the environmental impacts as requested by a submitter.
9. Include reference to the Lake Taupō Protection Project.
10. Include reference to 'Te Mana o te Wai'.

11. Amend the 'Working together with Iwi' section to include an explanation that the feedback received from Iwi/hapū and incorporated into the document reflects their view, which may not necessarily align with Council's.
12. Amend text 'Council agreed to budget \$6.8 million over the next 5 years for improvements to the existing site to meet the conditions of a resource consent. However, this is contingent to Council being able to find an alternative land disposal site.' to make this sentence clearer.
13. Amend map showing southern residential growth area in Mangakino, to remove the part of the future growth area that is already zoned Residential.

These changes, plus minor editorial changes have now been made, and officers seek adoption of the FDS.

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

## NGĀ KŌWHIRINGA | OPTIONS

### Analysis of Options

Option 1 - adopt the amended Taupō District Future Development Strategy and revoke TD2050.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Council will be meeting the requirements of the Waikato Regional Policy Statement and the direction in the National Policy Statement for Urban Development.</li> <li>• Council will have an up-to-date growth strategy that reflects more recent population projections. This can help guide infrastructure planning by Council and other providers.</li> <li>• The FDS sets out the future needs of the district providing a platform for Council to advocate to Government agencies for needs like education, healthcare and transport.</li> <li>• The FDS will provide direction supporting changes to the District Plan to enable economic growth.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

Option 2 – do not adopt the amended Taupō District Future Development Strategy and do not revoke TD2050.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• TD2050 does not meet the requirements of the Waikato Regional Policy Statement.</li> <li>• Council will not have a growth strategy that reflects current census data and up-to-date population projections.</li> <li>• Planning for future infrastructure would be based on outdated information leading to poor decision making.</li> <li>• Council would be in a weaker advocacy position when pushing for better services and infrastructure from other agencies.</li> <li>• Future changes to the District Plan to cater for residential and commercial growth may be undermined by an outdated growth strategy.</li> </ul>



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#### Analysis Conclusion:

Option one is the preferred option as it will ensure that Council will have an up-to-date growth strategy and is meeting its legislative requirements.

### **NGĀ HĪRAUNGA | CONSIDERATIONS**

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

##### Long-term Plan/Annual Plan

The development of the FDS has been funded through existing budgets. Adopting the FDS does not have any direct financial consequences.

Once the final FDS has been adopted, this will confirm the district's growth areas between now and 2060, including when and where infrastructure will be needed. This will be reviewed every three years.

The FDS will inform the future preparation of asset management plans and any decisions about the nature and timing of infrastructure investment will be made through long-term plans.

#### **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 the social, economic, environmental and cultural well-beings are of relevance to this particular matter.

The proposal has been evaluated with regards to a range of legislation. The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

- The National Policy Statement for Urban Development<sup>3</sup> sets out how local government must manage growth. It directs what should be included with the strategy.
- The Waikato Regional Policy Statement<sup>4</sup> directs Council to have a growth management strategy and directs what must be included within the strategy.
- The Local Government Act 2002 sets out the requirements for undertaking a special consultative procedure.

The FDS meets the requirements of the key pieces of legislation and plans noted above.

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

The FDS has been drafted to help ensure that Council is meeting its requirements under the National Policy Statement for Urban Development and the Waikato Regional Policy Statement. It will give direction that will inform the development of spatial plans, plan changes to the District Plan, asset management plans and the long-term plan.

The FDS will also provide a platform for Council's advocacy on matters such as health care, education and transportation.

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

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<sup>3</sup> <https://environment.govt.nz/publications/national-policy-statement-on-urban-development-2020-updated-may-2022/>

<sup>4</sup> <https://www.waikatoregion.govt.nz/council/policy-and-plans/regional-policy-statement/rps-changes-npsud2020/>

Taupō District Council is committed to meeting its statutory Tiriti O Waitangi obligations and acknowledges partnership as the basis of Te Tiriti. Council has a responsibility to act reasonably and in good faith to reflect the partnership relationship, and to give effect to the principles of Te Tiriti. These principles include, but are not limited to the protection of Māori rights, enabling Māori participation in Council processes and having rangatiratanga over tāonga.

Our statutory obligations outline our duties to engage with Māori and enable participation in Council processes. Alongside this, we recognise the need to work side by side with iwi, and hapū of our district.

In line with these obligations and commitments we've made, during the development of the draft FDS we:

- Prepared an Iwi Engagement Plan.
- Emailed iwi partners to advise them of the development of the FDS and met with iwi partners who desired a meeting.
- Included the feedback from these iwi partners in the draft document.
- Attended Tūwharetoa hapū cluster meetings.
- Met with some Māori landowners who requested a meeting
- Incorporated feedback received from iwi and hapū through the Long-term Plan process into the document.

The FDS has a 'Working together with iwi' section which outlines the importance of working together and the feedback we have received. In addition, during the consultation period we:

- Notified iwi partners of the consultation period.
- Spoke with iwi partners who had questions.

All submitters, including those from iwi and hapū were given the opportunity to present their views orally. Councillors considered all submissions during the hearings and deliberations.

### **Ngā Tūrarū | Risks**

The actual growth experienced may be higher or lower than anticipated. If growth occurs slower than anticipated there is a risk that Council overinvests in providing infrastructure which comes at a cost. Conversely if it happens faster than anticipated, we may have a shortage of zoned land in the future and infrastructure may be required earlier than planned. These risks will be mitigated by reviewing the FDS every three years, or sooner if required

In addition, the current projections indicate that we will not have enough industrial land beyond 20 years. This is not an immediate issue and over the next 12 months, officers will prioritise identifying additional industrial land options which can be incorporated into the FDS. This work will be done to inform the asset management planning for the Long-term Plan 2027-37.

### **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 \(2022\)](#). The development of the draft FDS was considered significant and a special consultative procedure under the Local Government Act was undertaken.

### **TE KŌRERO TAHI | ENGAGEMENT**

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

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

A media release will be prepared to confirm that the FDS has been adopted. All submitters will receive a letter advising them that the FDS has been adopted, and a summary of the changes that were made.

### **WHAKAKAPINGA | CONCLUSION**

Council should adopt the FDS and revoke TD2050 to ensure that Council has an up-to-date growth strategy that meets the legislative requirements.

### **NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Taupō District Future Development Strategy

**5.4 CLARIFYING THE PURPOSE OF THE TEL FUND**

**Author:** Aidan Smith, Team Leader - Corporate Planning

**Authorised by:** Nick Carroll, Policy Manager

**TE PŪTAKE | PURPOSE**

To confirm the purpose of Council's Taupō Electricity Limited (TEL) Fund to ensure there is no confusion around the fund, and to confirm that there is no connection between the fund and our waters operations and assets. To make this clear, we are seeking a Council resolution to confirm the role and purpose of the TEL fund.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council:

1. confirms that the sole purpose of the Taupō Electricity Limited (TEL) Fund remains a community fund only and is no longer linked to self-insurance of underground assets, despite any specific text in Council's Long-term Plan 2024 – 34, including Council's Financial Strategy and Infrastructure Strategy; and
2. directs officers, when developing the next Long-term Plan 2027 – 37, to ensure that the text of the Financial Strategy (and any corresponding text of the Infrastructure Strategy and any other Long-term Plan text) exclude any reference to the TEL Fund being maintained for the purpose of self-insurance.

**NGĀ KŌRERORERO | DISCUSSION**

Taupō Electricity Limited (TEL) Fund was established after Taupō Electricity Limited (TEL) and Taupō Generation Limited (TGL) were sold in 1995. The primary objective of the TEL fund was always to create a community fund, as a mechanism to fund projects that benefit the community. The current focus for the fund is building its value prior to using any of its returns. However, the fund's long standing primary purpose is and continues to be that of a community fund.

Council's Long-term Plan 24 - 34, through the Financial Strategy (and corresponding text in the Infrastructure Strategy) also identifies one of the other benefits of the TEL fund is that it, along with other financial aspects, enables self-insurance for Council's underground assets which allows reduced insurance premiums [Attachment 1 refers].

On 10 December 2024, following analysis and advice on the cost of insurance for underground assets versus the limitations of relying on Council's own debt headroom and assets (including the TEL fund), Council directed officers to acquire insurance for Council's underground assets [resolution TDC202412/08 refers]. Consideration was given the increased value of Council's underground assets compared to its assets and debt headroom. Acquiring this insurance eliminates the need for the TEL to be linked to self-insurance.

However, to avoid any misunderstanding that the TEL fund is still used for self-insurance, and to confirm that there is no connection between our TEL fund and our waters operations and assets, officers are requesting that Council make a formal resolution to clarify the purpose of the TEL fund. This ensures that Council's water operations and assets are separated from Council's other activities as required by the Local Water Done Well reforms.

**NGĀ HĪRAUNGA | CONSIDERATIONS**

This is a departure from the current text of Council's Financial Strategy on the purpose of the TEL fund (and corresponding text in the Infrastructure Strategy). [Local Government Action Section 80](#) allows Council to

make individual decisions that are inconsistent with its policies and plans, as long as when making the decision, Council clearly identifies:

- 1 the inconsistency;
- 2 the reasons for the inconsistency; and
- 3 any intention of the local authority to amend the policy or plan to accommodate the decision.

For this decision these matters are set out below:

- 1 This decision is a Section 80 decision. It represents a change to the benefit (or additional purpose) of the TEL fund as set out in Council's current Council's Long-term Plan's Financial Strategy (and corresponding text in the Infrastructure Strategy).
- 2 The reason for the inconsistency is that the Long-term Plan text covered the position at the time. Council has subsequently received advice on the cost of insurance versus limitations of relying on its debt headroom and assets (including the TEL fund) and decided to acquire insurance for underground assets. Acquiring this insurance eliminates the need for the TEL fund to be linked to self-insurance.
- 3 We recommend that Council does not update or amend the current Long-term Plan 2024 – 34 text. Amending the text of the Long-term Plan is not onerous, but is inefficient and will take some time, including the requirement to consult and have consultation material audited.

Instead, Officers recommend:

- that Council make a clear resolution to reflect the new purpose of the TEL fund;
- that Council make a statement in its Annual Plan 25/26 noting this change;
- the change will be reflected in Council's next Annual Report (as required by the [Local Government Act 2002, Schedule 10, Part 3, Clause 31A](#)); and
- that Council directs officers when developing the next Long-term Plan 2027 – 37, to ensure that the text of the Financial Strategy (and any corresponding text of the Infrastructure Strategy and any other Long-term Plan text) exclude any reference to the TEL Fund being linked to self-insurance.

## **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.

The decision to acquire insurance identified the relatively low cost and significance of that decision. This decision simply seeks to clarify the purpose of the TEL fund following that decision. Public consultation is not required or recommended given the low significance and that the alternative option of continuing to link the TEL fund to self-insurance is redundant once Council has acquired insurance for underground assets.

## **WHAKAKAPINGA | CONCLUSION**

This resolution will indicate the new position for Council – that the TEL fund is no longer linked to self-insurance of underground assets. This is the new formal position of Council, that takes effect despite the text of the Long-term Plan 2024 – 34.

## **NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Extracts from Financial and Infrastructure Strategies

**5.5 TAUPŌ DISTRICT COUNCIL EXTRAORDINARY VACANCY**

**Author:** Shainey James, Governance Quality Manager  
**Authorised by:** Nigel McAdie, Legal and Governance Manager

**TE PŪTAKE | PURPOSE**

To consider whether to fill the extraordinary vacancy created by the resignation of Taupō Ward councillor Anna Park; to consider whether or not to make any councillor appointments to portfolio and committee memberships as a result of the vacancy; and to submit a new proposal to the Remuneration Authority for allocation of the governance remuneration pool for the rest of the 2022-2025 Triennium.

**WHAKARĀPOPOTANGA MATUA | EXECUTIVE SUMMARY**

An extraordinary vacancy has occurred for the Taupō Ward because of the resignation of Cr Anna Park which was received by Taupō District Council’s Chief Executive on Friday 7 March 2025.

The Local Electoral Act 2001 sets out the process councils must follow to deal with extraordinary vacancies.

Because the vacancy has arisen within 12 months of the next triennial local elections, Council has two options to consider: determine by resolution either that the vacancy will be filled by the appointment of a person who is qualified to be elected as a member; or that the vacancy is not to be filled.

Members may also consider whether it is desirable to make any appointments to portfolios and committee memberships held by the former councillor.

Council must then submit a new proposal for allocation of the governance remuneration pool to the Remuneration Authority.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That:

1. Pursuant to s 117(3)(b) of the Local Electoral Act 2001, Council determines that the vacancy created by the resignation of Taupō Ward councillor Anna Park on 7 March 2025 is not to be filled;
2. Council makes [all, any or none of] the following appointments for the remainder of the 2022-2025 Triennium:
  - Cr \_\_\_\_\_ Taupō District Dog Control Committee member
  - Cr \_\_\_\_\_ Emergency Management Committee chairperson
  - Cr \_\_\_\_\_ Mangakino-Pouakani Representative Group member
  - Cr \_\_\_\_\_ Risk and Assurance Committee member
  - Cr \_\_\_\_\_ Taupō Reserves and Roding Committee member
  - Cr \_\_\_\_\_ International relationships portfolio
  - Cr \_\_\_\_\_ Economic and business portfolio
  - Cr \_\_\_\_\_ Housing and Property Investment steering group
  - Cr \_\_\_\_\_ Water reform steering group; and
3. Council submits a new proposal for allocation of the governance remuneration pool to the Remuneration Authority, dividing the former councillor’s salary between the remaining 11 councillors as from the date of the next amendment determination.

## TE WHAKAMAHUKI | BACKGROUND

On Friday 7 March 2025, Cr Park provided the Chief Executive with a letter of resignation, with immediate effect, resulting in the creation of an extraordinary vacancy.

## NGĀ KŌRERORERO | DISCUSSION

### Local Electoral Act 2001 process

Section 117 of the Local Electoral Act 2001 (LEA) sets out the process for dealing with extraordinary vacancies. As the extraordinary vacancy has occurred less than 12 months before the next triennial general election (11 October 2025), a by-election is not required. Section 117(3) instead requires Council to determine by resolution either:

- (a) that the vacancy will be filled by the appointment by the local authority [...] of a person named in the resolution who is qualified to be elected as a member; or
- (b) that the vacancy is not to be filled.

To be qualified to be elected as a member, an appointee must be over 18 years of age; a New Zealand citizen; and enrolled on the Parliamentary electoral roll. For Council to name an appointee, it must establish the criteria or process to determine who that person is to be before passing the resolution to appoint. The LEA does not stipulate the criteria or process for this, however a proposed process, timeline and criteria are **attached** as a starting point for Council to consider, should that be the preferred way forward.

### Appointments

Cr Park's appointments are set out below. Council may wish to appoint councillors to some or all of these positions, but it is also open to Council to leave the positions vacant.

- Taupō District Dog Control Committee member (no meetings scheduled)
- Emergency Management Committee chairperson (two ordinary meetings remaining)
- Mangakino-Pouakani Representative Group member (three ordinary meetings remaining)
- Risk and Assurance Committee member (two ordinary meetings remaining)
- Taupō Reserves and Roding Committee member (three ordinary meetings remaining)
- International relationships portfolio lead
- Economic and business portfolio associate
- Housing and Property Investment steering group member
- Water reform steering group member

In addition to the above, Cr Park was Taupō District Council's primary representative on the Waikato Civil Defence Emergency Management Group. Mayor David Trewavas is Council's first alternate representative and Deputy Mayor Cr Kevin Taylor the second alternate. The Deputy Mayor has committed to attending Group meetings between now and the elections, therefore there is no need for Council to make another appointment to this particular Group.

Under clause 5.3(i) of the Destination (Great) Lake Taupō (DGLT) Trust Deed, Cr Park has ceased to hold office and is deemed to have retired as a Trustee. The appointment was only until such time as external Trustees can be appointed to DGLT. Because a process to recruit external Trustees will commence shortly and the Board can continue to operate with five Trustees, it is not considered necessary to appoint a replacement councillor at this time.

### Remuneration

The Remuneration Authority sets remuneration for members of local authorities. Each council has a governance remuneration pool, which must be fully allocated at all times. Mayors' salaries are also set by the Authority and are separate to the pool.

As a result of the extraordinary vacancy, there is a need to reconsider allocation of the pool for Taupō District Council. Please refer to the Ngā Aronga Pūtea / Financial Considerations section below for further explanation and options.

**NGĀ KŌWHIRINGA | OPTIONS**

Analysis of Options

Option 1. Determine by resolution that the vacancy will be filled by the appointment of a person who is qualified to be elected as a member.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Would retain the number of councillors for the Taupō Ward and therefore continue existing workload allocation between members.</li> </ul>	<ul style="list-style-type: none"> <li>• The appointee would be in office for a relatively short period of time (from 29 April to October) and even if they have local government experience, would take time to settle into the role and familiarise themselves with current business before Council.</li> <li>• Staff time required to facilitate the process to appoint, while at the same time preparing for this year’s triennial elections.</li> </ul>

Option 2. Determine by resolution that the vacancy is not to be filled.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Avoids having to induct a new member for a relatively short period of time before the next triennial election.</li> <li>• No further work required.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for some increased workload for existing members.</li> <li>• Potentially more difficult to meet quorum, especially for committee meetings, although this can be managed by careful monitoring of apologies, and/or by Council appointing members to those vacant positions.</li> </ul>

Analysis Conclusion:

To fill the vacancy, staff resources would need to be diverted to support the appointment process. The appointee would only be in office for approximately five months of the three-year term. Having one less councillor may create work for the remaining 12 elected members, however if members thought it necessary, councillors could be appointed to those vacant positions. Accordingly, it is recommended that Council leaves the extraordinary vacancy unfilled.

**NGĀ HĪRAUNGA | CONSIDERATIONS**

**Ngā Aronga Pūtea | Financial Considerations**

Modest advertising costs will be incurred regardless of which option Council selects, due to the public notice requirements set out in the LEA.

Councillors’ remuneration is set by the Remuneration Authority via governance pool, which must be allocated in its entirety. Therefore, Council must reconsider allocation of the pool for the remainder of the Triennium, regardless of which option is selected (i.e. if a person is appointed, then they may simply be allocated all of the ex-councillor’s portfolios and memberships and therefore salary; or if the vacancy remains unfilled, then the salary could either be divided equally between the remaining 11 councillors; or divided in some other way depending on workload allocations between members).

Any change to allocation of the pool must be approved by the Authority and an amendment determination produced. To keep things simple, if Council decides to leave the vacancy unfilled, it is recommended that the salary be divided equally between the remaining councillors.

**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. All well-beings are of relevance to this particular matter.



Members have a right to resign office (refer clause 4 of Schedule 7 to the Local Government Act 2002). Cr Park has resigned effective 7 March 2025, creating an extraordinary vacancy. The Local Electoral Act 2001 sets out the process for dealing with extraordinary vacancies and in this case, because the vacancy has arisen within 12 months of the next election, there are two options available to Council, either follow a process to identify someone to appoint, or leave the vacancy unfilled.

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

There are no known policy implications.

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

There are no Māori engagement considerations relevant to this matter.

### **Ngā Tūraru | Risks**

If Council decides to leave the vacancy unfilled, any potential challenges to quorum can be mitigated by careful monitoring of apologies.

### **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**

Council's decision will be communicated via media release and public notices to meet the requirements of the LEA.

### **WHAKAKAPINGA | CONCLUSION**

Council must determine by resolution whether to fill the extraordinary vacancy on Council created by Taupō Ward councillor Anna Park's resignation. For reasons set out in this report, it is recommended that Council does not fill the vacancy.

### **NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Proposed process and timeline for selecting person to be appointed to Taupō District Council for the remainder of the 2022-2025 Triennium

**5.6 TRIENNIAL ELECTIONS 2025 - ORDER OF CANDIDATES' NAMES ON VOTING DOCUMENTS**

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

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

**TE PŪTAKE | PURPOSE**

To make a decision regarding the order of candidates' surnames on the voting documents for the triennial elections to be held on 11 October 2025 and any by-elections which may be required during the 2025-28 Triennium.

**WHAKARĀPOPOTANGA MATUA | EXECUTIVE SUMMARY**

Clause 31(1) of the Local Electoral Regulations 2001 allows for Council to determine whether candidates' names are to be arranged on the voting documents in alphabetical order of surname, pseudo-random order or random order.

In the absence of any Council resolution approving another arrangement, candidates' names must be arranged in alphabetical order of surname.

It is recommended that Council determines random order will be used in 2025. This is consistent with the approach taken for the last four triennial elections.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That pursuant to clause 31(1) Local Electoral Regulations 2001, Council hereby determines that the surnames of the candidates in the 2025 Taupō district elections and any by-elections during the 2025-2028 Triennium shall be arranged on the voting documents in random order.

**TE WHAKAMAHUKI | BACKGROUND**

Elections for Taupō district Mayor and Councillors are held every three years.

This year the elections are being held by postal vote on 11 October 2025 and preparations are underway.

The voting system for the elections will be First Past the Post as per Council resolution **TDC202007/01** (28 July 2020).

Council has contracted Electionz.com as its provider for electoral services including vote processing. Warwick Lamm is the Electoral Officer and Shainey James is the Deputy Electoral Officer.

Nominations open on 4 July 2025 and close at noon on Friday 1 August 2025. Information for candidates is being prepared. This information will include the pre-election report and the Candidate Information Handbook.

**NGĀ KŌRERORERO | DISCUSSION**

The three options for the order in which candidates' surnames may be listed on voting documents are:

- **Alphabetical** - candidates are listed alphabetically.
- **Pseudo Random** – all voting documents have candidates in the same random order, having been ordered by the drawing of lots.
- **Random** – every voting paper will have candidates ordered randomly.

Option 1 has not been used for the past six elections and there is an argument that candidates whose names appear at the top of the voting paper may be more likely to be elected.

Option 2 was the option used in the 2007 and 2010 elections. As with Option 1, there may be a perception that those candidates whose names appear at the top of the voting paper (albeit randomly) have an advantage.

Option 3 was used for the last four elections. The random order of candidates on each voting paper avoids the perception that those candidates at the top have an advantage.

**NGĀ KŌWHIRINGA | OPTIONS**

Analysis of Options

Option 1 Alphabetical

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Less confusion as the names in the candidate profiles booklet and voting papers are the same.</li> </ul>	<ul style="list-style-type: none"> <li>There is an argument that candidates whose names appear at the top of the voting paper may be more likely to be elected.</li> </ul>

Option 2 – Psuedo-Random

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>The order of candidates’ names is random and therefore less likely to favour candidates whose names start with A.</li> </ul>	<ul style="list-style-type: none"> <li>Candidates in the profile booklet are listed alphabetically and this could cause some confusion.</li> <li>The same random order is used for all voting papers and it may be more likely the candidates at the top of the voting paper are elected.</li> </ul>

Option 3 - Random

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>The order of candidates’ names is different for each voting paper and therefore gives no advantage to any candidate.</li> </ul>	<ul style="list-style-type: none"> <li>Candidates in the profile booklet are listed alphabetically and this could cause some confusion.</li> </ul>

Analysis Conclusion:

The preferred option is Option 3 – random order as this ensures that there is no advantage or disadvantage to any particular candidate.

**NGĀ HĪRAUNGA | CONSIDERATIONS**

**Ngā Aronga Pūtea | Financial Considerations**

The elections process has been provided for within the Long-term Plan 2024-34. There are no additional costs associated with this proposal, and there is no difference in cost between any of the three options.

**Ngā Aronga Ture | Legal Considerations**

The matter comes within scope of the Council’s lawful powers, under the Local Electoral Regulations 2001. In the absence of any Council resolution approving another arrangement, candidates’ names must be arranged in alphabetical order of surname.

**Ngā Hīraunga Kaupapa Here | Policy Implications**

There are no known policy implications.

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

Taupō District Council is committed to meeting its statutory Tiriti O Waitangi obligations and acknowledges partnership as the basis of Te Tiriti. Council has a responsibility to act reasonably and in good faith to reflect the partnership relationship, and to give effect to the principles of Te Tiriti. These principles include, but are not limited to the protection of Māori rights, enabling Māori participation in Council processes and having rangatiratanga over tāonga.

Our statutory obligations outline our duties to engage with Māori and enable participation in Council processes. Alongside this, we recognise the need to work side by side with iwi, and hapū of our district.

Council's resolution in relation to the order of candidates' surnames on voting papers will apply to all candidates including those standing for election as a Māori ward member.

### **Ngā Tūraru | Risks**

There are no known risks. Legislation determines what can and cannot be done.

### **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**

No communication/media required.

### **WHAKAKAPINGA | CONCLUSION**

A decision to use random order for candidate surnames on voting documents would ensure that there is no real or perceived advantage to any candidate as the names of each voting paper is generated randomly by computer.

### **NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.7 TAUPŌ DISTRICT COUNCIL PERFORMANCE REPORT - FEBRUARY 2025**

**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, a portfolio update, and a finance report.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council notes the information contained in the Performance Report for the month of February 2025.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Performance Report - February 2025
2. Portfolio Update - February 2025
3. Finance Report - February 2025

<b>5.8 COUNCIL ENGAGEMENTS APRIL 2025, APPOINTMENTS, AND TRAINING AND CONFERENCE OPPORTUNITIES</b>
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**Author:** Karen Watts, Senior Committee Advisor

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

### **ENGAGEMENTS**

ENGAGEMENT	DAY	DATE	TIME
Te Kōpu ā Kanapanapa meeting (Council Chamber)	Tuesday	1	10am-1pm
Tūrangi Co-Governance Committee workshop (Te Mataapuna, Tūrangitukua Park, Hirangi Road, Tūrangi)	Wednesday	2	9.30am-10.30am
Tūrangi Co-Governance Committee meeting (Te Mataapuna, Tūrangitukua Park, Hirangi Road, Tūrangi)	Wednesday	2	10.30am-12.30pm
Closed Performance Monitoring Group meeting (Council Chamber)	Thursday	10	10.30am-11.30am
Extraordinary Council Meeting – Local Water Done Well and Annual Plan 2025/26	Tuesday	15	10.30am-11.30am
Taupō East Rural Representative Group meeting (Rangitāiki Hall, Rangitāiki School Road, Rangitāiki)	Thursday	17	11am-12.30pm
Mangakino Pouakani Representative Group meeting (Mangakino Community Hub, Civic Centre, Rangatira Drive, Mangakino)	Tuesday	22	10am-11.30am
Tūrangi / Tongariro Community Grants Distribution Committee meeting (Te Mataapuna, Tūrangitukua Park, Hirangi Road, Tūrangi)	Wednesday	23	9.30am-12.30pm
Taupō Airport Authority Committee meeting (Conference room, Taupō Airport, ANZAC Memorial Drive, Taupō)	Monday	28	1.30pm-3.30pm
Taupō / Taupō East Rural Community Grants Distribution Committee meeting (Council Chamber)	Tuesday	29	10.30am-12pm
Public forum (Council Chamber)	Tuesday	29	12.30pm-1pm
Council meeting (Council Chamber)	Tuesday	29	1pm-3pm

### **APPOINTMENTS**

No new requests for appointments have been received.

### **TRAINING AND CONFERENCE OPPORTUNITIES**

In accordance with the Expenses Policy 2022-2025, this is a request to approve, either prior or retrospectively, Elected Member attendance at training and/or conferences:

The following requests to attend training and conference opportunities have been received:

- Cr Sandra Greenslade: Local Government New Zealand Zone 2 meeting on Friday 21 March in Te Aroha with mileage costs to be paid by Council.
- Cr Danny Loughlin: Te Maruata Whānui Hui Ngā Maunga Kōutuutu on Thursday 3 and Friday 4 April at Wairakei Resort, Taupō with attendance costs to be paid by Council.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council:

1. Receives the information relating to engagements for April 2025.
2. Approves / declines the attendance of Cr Sandra Greenslade at the Local Government New Zealand Zone 2 meeting on Friday 21 March 2025 in Te Aroha with mileage costs to be paid by Council.
3. Approves / declines the attendance of Cr Danny Loughlin at the Te Maruata Whānui Hui Ngā Maunga Kōutuutu on Thursday 3 and Friday 4 April at Wairakei Resort, Taupō with attendance costs to be paid by Council.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil