



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

<b>Date:</b>	<b>Tuesday, 24 June 2025</b>
<b>Time:</b>	<b>1.00pm</b>
<b>Location:</b>	<b>Council Chamber Level 1, 67 Horomātangi Street Taupō</b>

# **AGENDA**

## **MEMBERSHIP**

<b>Chairperson</b>	Mayor David Trewavas
<b>Deputy Chairperson</b>	Cr Kevin Taylor

<b>Members</b>	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
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<b>Quorum</b>	7
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**Julie Gardyne  
Chief Executive**

## Order Of Business

<b>1</b>	<b>Karakia</b>	
<b>2</b>	<b>Whakapāha   Apologies</b>	
<b>3</b>	<b>Ngā Whakapānga Tukituki   Conflicts of Interest</b>	
<b>4</b>	<b>Whakamanatanga O Ngā Meneti   Confirmation of Minutes</b>	
4.1	Ordinary Council Meeting - 27 May 2025 .....	3
<b>5</b>	<b>Ngā Kaupapa Here Me Ngā Whakataunga   Policy and Decision Making</b>	
5.1	Consideration of Risk and Assurance Committee Recommendation - Adoption Date for 2025 Annual Report .....	4
5.2	Health and Safety Update .....	5
5.3	Appointment of Local Controller .....	8
5.4	Taupō District Council Performance Report - May 2025 .....	9
5.5	Council Engagements July 2025, Appointments, and Training and Conference Opportunities .....	10
<b>6</b>	<b>Ngā Kōrero Tūmataiti   Confidential Business</b>	
6.1	Confirmation of Confidential Portion of Ordinary Council Minutes - 27 May 2025 .....	12

#### 4.1 ORDINARY COUNCIL MEETING - 27 MAY 2025

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

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

#### NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the minutes of the Council meeting held on Tuesday 27 May 2025 be approved and adopted as a true and correct record.

#### NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Council Meeting Minutes - 27 May 2025

**5.1 CONSIDERATION OF RISK AND ASSURANCE COMMITTEE RECOMMENDATION - ADOPTION DATE FOR 2025 ANNUAL REPORT**

**Author:** Jeanette Paenga, Finance Manager

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

**TE PŪTAKE | PURPOSE**

To consider a recommendation from the Risk and Assurance Committee.

**NGĀ KŌRERORERO | DISCUSSION**

At the Risk and Assurance Committee meeting held on 5 June 2025, members received advice relating to the adoption date for the 2025 Annual Report (please refer to agenda item 5.3). The advice included a proposal to delay the adoption of the Annual Report until mid-December 2025 for various reasons. The Committee agreed to recommend to Council that this course of action be approved, and the recommendation is now presented for consideration.

Note that at the same meeting, the Committee approved the Audit Plan for the Annual Report 2025 (agenda item 5.4).

An extract from the draft minutes of the Committee meeting, including the recommendation to Council, is **attached**.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that Council adopts the Risk and Assurance Committee's recommendation.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council:

1. Delays adoption of the 2024/25 Annual Report to the proposed timelines of mid-December 2025, which allows Council flexibility with timeframes and enables continuity of auditor availability; and
2. Notes that this does not meet the timeframes for reporting deadlines within the Local Government Act 2002.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Extract from the draft minutes of the Risk and Assurance Committee meeting held on 5 June 2025 including recommendation to Council

**5.2 HEALTH AND SAFETY UPDATE**

**Author:** Nikki Donaldson, Business Excellence Coordinator

**Authorised by:** Louise Chick, Business Excellence Manager

**TE PŪTAKE | PURPOSE**

To provide the Council a brief update on health, safety and wellbeing matters for the period of 1 October 2024 – 31 May 2025.

**NGĀ KŌRERORERO | DISCUSSION****Health, Safety and Wellbeing Strategy Implementation**

Work continues to deliver Council's Health, Safety & Wellbeing Strategy, which is comprised of four key elements:

- Leadership
- Safe Systems
- Engagement
- Improvement

Progress has continued as rapidly as resourcing allows. Council's Health and Safety Manager position became vacant in late March. This vacancy has now been filled. The new manager will commence in mid-July and be supported by the Business Excellence Coordinator.

A Health and Safety Contractor has been engaged to assist with the limited resourcing during this time.

Leadership

Micro-learning module "*Health & Safety for Leaders: Our Responsibilities*" has been developed to form part of Taupō District Council's *Manager's Essentials* training, which has been distributed to the Enterprise Leadership Team (ELT) and is also readily accessible via the intranet.

The People and Culture team launched a *wellbeing support platform* pilot.

Safe Systems

Ongoing development of our Health and Safety Management System Framework continues, with a focus on management of Council's critical risks.

Induction Training: Best practice is that staff receive refresher training on an organisation's Health and Safety systems and processes every two years. This reporting period there are 60 staff whose Health and Safety induction training expired and are now due for refresher training. Staff that require refresher training have been notified and training uptake is being monitored.

A review of Damstra, Council's Safety Incident Management System is underway with the intention of simplifying and streamlining the application to increase worker engagement and meaningful reporting.

Engagement

We have initiated steps with the Communications team to develop an engagement plan to be implemented in the second half of this year.

Other initiatives, such as the SafePlus online self-assessment survey, are on hold until the Health and Safety Manager vacancy is filled.

Guidance on how to run *Learning Teams* was discussed at recent Health and Safety Representative training and made available via Council's intranet site. Learning Teams are convened after incidents to ensure improvements are captured and will continue to be socialised and implemented following events.

An increase in Aggressive and Threatening Behaviour incidents in our Customer Service Centres necessitated the facilitation of a Learning Teams event. The discussion identified a number of potential improvements, and a focus group has been established to design and implement these.

Training events have provided the opportunity to support and nurture worker engagement. For example, *Fire and Emergency Warden* and *Extinguisher Use* training conducted on 1 April 2025 had great engagement from attendees, which has led to further improvements. Implementing suggestions made by our attendees and keeping open communication is a valuable way to recognise and encourage an active safety culture.

*Asbestos Awareness and Management* training was delivered on 1 May 2025 with high attendance (30 attendees).

Driving is one of Councils Critical Risks which staff are regularly exposed to. To help staff manage icy conditions we offered a *Winter Drive Experience* facilitated by Taupō International Motorsport Park. 15 staff members attended.

Fire and Emergency Warden and Fire Extinguisher training ran 28 May and 4 June, in total 19 staff members attended. This is a great attendance rate which is a result of improvements made after the 1 April training event.

#### Improvement

11 Staff attended the *Introduction to the Health & Safety Committee* training which took place on 29 April 2025. Further Health and Safety Representative training will continue.

Further training sessions for Health and Safety Representatives, Conflict De-escalation, First Aid and Fire and Emergency Wardens have also been scheduled.

A review of our training providers and training processes has begun. The objective of this review is to provide a wider range of courses and increase attendance across the organisation.

An internal Learning Module is currently being created for Aggressive and Threatening Behaviour to be included in the onboarding of all customer facing staff. This module will cover off what is aggressive and threatening behaviour, techniques for de-escalating situations, how to report these events, and what to expect once a report has been lodged.

A Pre-Drive check list for fleet cars has been developed and is currently being tested by Property Team prior to introducing to the organisation.

#### **Incidents**

During the eight-month period covered by this report there were 143 incidents reported in our online Health and Safety Management system.

- 39 of these incidents were reported as Aggressive and Threatening Behaviour and Anti-Social Behaviour.
- 6 incidents required minor or moderate medical treatment.
- 28 of these incidents were at a Council pool where a lifeguard provided a warning or assistance.
- The remainder of events consisted of reported property damage, environmental damage due to weather, security breaches and other vehicle incidents.

#### **Asbestos Disposal**

The contract for asbestos removal has been awarded. The contractor will be responsible for the removal and hauling of asbestos contaminated waste from the Broadlands Road Landfill to a quarry on Ridge Road in Pokeno.

**WHAKAKAPINGA | CONCLUSION**

It has been challenging to swiftly implement Council's Health and Safety Strategy and KPMG report recommendations with vacancies in the Health and Safety Manager position. Council has sought to off-set the impacts of this by engaging contractor support and establishing a Business Excellence Coordinator role which is heavily focussed upon supporting the delivery of Health and Safety improvements. Improvements continue to be implemented as far as resourcing allows.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council receives the health and safety update for the period of 1 October 2024 to 31 May 2025.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.3 APPOINTMENT OF LOCAL CONTROLLER**

**Author:** Hayley Nicholson, Senior Emergency Management Advisor

**Authorised by:** Tania Russell, Community Engagement and Development Manager

**TE PŪTAKE | PURPOSE**

To provide an update on the appointment of a Civil Defence Emergency Management Local Controller.

**NGĀ KŌRERORERO | DISCUSSION**

The Civil Defence Emergency Management Act 2002 requires territorial authorities to nominate and appoint one or more Local Controllers.

Following an interview process the nominee must complete Response and Recovery Leadership Development (RRANZ) training and on successful completion of the training a recommendation is made to the Waikato Civil Defence Emergency Management Joint Committee to appoint the nominee.

The Waikato CDEM Group Controller Policy, approved by the Joint Committee May 2022, requires elected members to be advised of who Taupō District Council's Controllers are.

On 24 March 2025 the Joint Committee appointed Mr Warrick Zander as a Local Controller for Taupō District Council. Mr Zander is currently Taupō District Council's General Manager - Strategy and Environment.

Taupō District Council now has three Local Controllers.

**WHAKAKAPINGA | CONCLUSION**

Taupō District Council has met its legislative requirements by appointing Local Controllers.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council receives the information regarding the appointment of Local Controllers.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil



**5.4 TAUPŌ DISTRICT COUNCIL PERFORMANCE REPORT - MAY 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 receives the information contained in the Performance Report for the month of May 2025.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

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

<b>5.5</b>	<b>COUNCIL ENGAGEMENTS JULY 2025, APPOINTMENTS, AND TRAINING AND CONFERENCE OPPORTUNITIES</b>
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**Author:** Shainey James, Governance Quality Manager

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

### **ENGAGEMENTS**

ENGAGEMENT	DAY	DATE	TIME
Mangakino-Pouakani Representative Group Meeting (Mangakino Sports Hub, Wairenga Road, Mangakino 3421)	Tuesday	1	10am-11.30am
Tūrangi Co-Governance Committee workshop (Te Mataapuna, Tūranhitukua 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
Tongariro Representative Group meeting (Te Mataapuna, Tūrangitukua Park, Hirangi Road, Tūrangi)	Wednesday	2	1pm-2.30pm
Workshop: Taupō Airport Private Plan Change Request and Notice of Requirement (Council Chamber)	Thursday	3	10am-11am
Risk and Assurance Committee workshop - Insurance (Council Chamber)	Thursday	3	11am-1pm
Kinloch Representative Group meeting (Kinloch Community Hall, Mata Place, Kinloch)	Thursday	3	3pm-4.30pm
Closed Performance Monitoring Group meeting (Council Chamber)	Thursday	10	9am-9.45am
Council meeting (Council Chamber)	Thursday	10	10am-12.30pm
LGNZ SuperLocal Conference (Ōtautahi, Christchurch)	Wednesday/ Thursday	16/17	
Taupō Reserves and Roding Committee Meeting (Council Chamber)	Tuesday	22	1pm- 2.30pm
Public forum (Council Chamber)	Tuesday	29	12.30pm-1pm
Council meeting (Council Chamber)	Tuesday	29	1pm-3pm

### **APPOINTMENTS**

The following project working group has increased membership to include Cr Kevin Taylor:

#### **Broadlands Landfill Consent**

For the future of solid waste disposal and the upcoming consent application to Waikato Regional Council which is currently underway.

### **TRAINING AND CONFERENCE OPPORTUNITIES**

No new training or conference opportunities have been received.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That Council:

1. Receives the information relating to engagements for July 2025; and
2. Appoints Cr Kevin Taylor to the Broadlands Landfill Consent Working Group.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

## 6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Plain English reason for passing this resolution in relation to each matter
<b>Agenda Item No: 6.1</b> Confirmation of Confidential Portion of Ordinary Council Minutes - 27 May 2025	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7	There is a need to exclude the public for the consideration of the confidential minutes, to protect the Chief Executive's privacy.

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