

ATTACHMENTS

Ordinary Council Meeting

25 November 2025

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**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE INAUGURAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, LEVEL 1, 67 HOROMĀTANGI STREET, TAUPŌ
ON FRIDAY, 31 OCTOBER 2025 AT 12.30PM**

PRESENT: Mayor John Funnell (in the Chair from item 5.2 onwards), Cr Duncan Campbell, Cr Nicola de Lautour, Cr Ngāhuia Foreman, Cr Sandra Greenslade, Cr Kylie Leonard, Cr Steve Manunui, Cr Wahine Murch, Cr Christine Rankin, Cr Rachel Shepherd, Cr Kevin Taylor, Cr Yvonne Westerman, Cr Hope Woodward

IN ATTENDANCE: Chief Executive (J Gardyne), General Manager – Community Infrastructure and Services (T Hale), General Manager Organisation Performance (S Matthews), General Manager People and Community Partnerships (H Tattle), General Manager Strategy and Environment (W Zander), Legal and Governance Manager (N McAdie), Iwi and Co-Governance Manager (D Rameka), Executive Manager Mayor's Office (J Later), Governance Quality Manager (S James), Iwi Engagement Partner (T Walker), Committee Advisor (D Periam), Legal and Governance Coordinator (M Cammell), Senior Committee Advisor (K Watts)

MEDIA AND PUBLIC: 49 members of the public

Notes: (i) *The Chief Executive opened the meeting and welcomed everyone. All present stood for the opening karakia.*
(ii) *The Chief Executive was in the Chair for items 1-5.1 until His Worship the Mayor had made his declaration. His Worship the Mayor chaired the remainder of the meeting.*

1 KARAKIA

2 WHAKAPĀHA | APOLOGIES

Nil

3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST

Nil

4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES

Nil

5 NGĀ KAUPAPA HERE ME NGĀ WHAKATAUNGA | POLICY AND DECISION MAKING

5.1 DECLARATION BY MAYOR

His Worship the Mayor John Funnell made his oral declaration and signed it. He thanked all that had attended the meeting and acknowledged in particular Dame Georgina Te Heuheu.

5.2 DECLARATIONS BY COUNCILLORS

Councillors made their oral declarations and signed them.

His Worship the Mayor John Funnell acknowledged the family and friends supporting the elected members and noted that leadership was never a solo journey. He also acknowledged the outgoing Mayor David Trewavas who had left a lasting legacy. He thanked him for his dedication to the Taupō District. He congratulated the new elected members and was looking forward to forming a team entrusted with the responsibility of shaping the future of the district's communities. He asked that members approach this with courage, collaboration and compassion.

5.3 APPOINTMENT OF DEPUTY MAYOR

His Worship the Mayor announced that he had appointed Cr Kevin Taylor as Deputy Mayor.

TDC202510/01 RESOLUTION

Moved: Cr Yvonne Westerman

Seconded: Cr Ngāhuia Foreman

That Council notes the appointment by the Mayor of Councillor Kevin Taylor as Deputy Mayor.

CARRIED

Note: All members present at the Council meeting voted in favour of resolution TDC202510/01 above.

5.4 LEGISLATIVE ADVICE FOR THE INCOMING COUNCIL

The Legal and Governance Manager focused on three items from the report.

The Local Government Act 2002

Councils were formed by an Act of parliament. Any government of the day could change the way a council operated as evidenced by a number of reforms currently underway. Council had two broad purposes - community democracy and the four well-being areas – social, economic, environmental and cultural. The previous Local Government Act 1974 was prescriptive and listed what could and could not be done. The current Act was much more flexible but meant that Council needed to follow certain steps in decision making. The more important the decision, the more stringent the criteria were. The steps that led to each decision needed to be recorded and this would be evident in future reports the Council would receive that required decisions. The reason for doing this was to demonstrate that Council, and elected members personally, were both acting lawfully by relying on expert advice when making decisions.

Local Government Official Information and Meetings Act 1987 (LGOIMA)

The Office of the Auditor General stated that official information was core business for Council. Business should be conducted in an open, transparent, and democratically accountable manner. Elected members were subject to LGOIMA, all communications were eligible for release regardless of which device was used. Confidentiality was required to be observed for good governance and decision making. If breached, it could cause loss to the Council, and was a breach of the Code of Conduct and Standing Orders. Workshops were for providing information and were open to the public by default. If closed to the public, a good reason would be provided and advised in accordance with the LGOIMA.

Local Authorities (Members' Interests) Act 1968 (LAMIA)

A breach of this Act could lead to automatic removal from office as an elected member. Elected members were not permitted to take advantage of their position for personal gain and could not have an interest in a contract with Council over the threshold of \$25k. If elected members had a financial interest they were not permitted to participate in decision-making. Identifying an indirect financial interest could be tricky so members were advised to seek advice early. Council could go to the Auditor General in advance for approval if needed.

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31 October 2025

The Legal and Governance Manager advised that further information was provided in the report attached to the agenda and that Council's lawyer from Simpson Grierson would provide more detail the following Tuesday at the members' induction session.

TDC202510/02 RESOLUTION

Moved: Cr Hope Woodward

Seconded: Cr Wahine Murch

That Council receives the report entitled "Legislative Advice for the Incoming Council".

CARRIED

Note: All members present at the Council meeting voted in favour of resolution TDC202510/02 above.

5.5 SCHEDULE OF COUNCIL MEETINGS FOR THE REMAINDER OF 2025

The Senior Committee Advisor listed the two meetings for consideration in November and December.

TDC202510/03 RESOLUTION

Moved: Cr Rachel Shepherd

Seconded: Cr Sandra Greenslade

That Council confirms that these meetings of the Taupō District Council for the remainder of 2025 will be held in the Council Chamber, Level 1, 67 Horomātangi Street, Taupō:

- 1pm, Tuesday 25 November
- 1pm, Tuesday 16 December

CARRIED

Note: All members present at the Council meeting voted in favour of resolution TDC202510/03 above.

6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS

Nil

The meeting closed at 1.03pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 November 2025.

.....
CHAIRPERSON

Extracts from Standing Orders 2022-2025

15. Public Forums | Ngā Matapakinga a te Marea

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

15.1 Time limits | Ngā tepenga wā

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions | Ngā Herenga

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums | Ngā pātai i ngā matapakinga a te marea

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions | Kāore he tatūnga

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

15.5 Application of restrictions | Te hāngaitanga o ngā Herenga

Clause 15.2 above applies to members of the public addressing meetings at any time, not just as part of a scheduled public forum session.

Extracts from Standing Orders 2022-2025**9.1 Items of business not on the agenda which cannot be delayed | Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa**

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

LGOIMA, s 46A(7).

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

Please note, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

9.2 Discussion of minor matters not on the agenda | Te kōrerorero i ngā take iti kāore i runga i te rārangi take

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

LGOIMA, s 46A(7A).

Taupō District Council Committees 2025-28 - including external representatives		
Committee	Membership	Appointments
Water Services Committee	One independent external member appointed by Council, with full voting rights (Chairperson) One Māori Ward Councillor Deputy Chair (Cr) 4x other Councillors Mayor	To be appointed Cr Ngāhuia Foreman Cr Kevin Taylor (Deputy) Cr Duncan Campbell Cr Sandra Greenslade Cr Steve Manunui Cr Rachel Shepherd Mayor John Funnell
Regulatory Committee	Mayor 5 x Councillors One Māori Ward Councillor	Mayor John Funnell Cr Rachel Shepherd (Chairperson) Cr Duncan Campbell Cr Kylie Leonard Cr Yvonne Westerman Cr Hope Woodward Cr Wahine Murch
Risk and Assurance Committee	Mayor One Māori Ward Councillor Deputy Chair (Cr) 4x other Councillors One independent external member appointed by Council, with full voting rights (Chairperson)	Mayor John Funnell Cr Wahine Murch Cr Kylie Leonard (Deputy) Cr Nicola de Lautour Cr Sandra Greenslade Cr Rachel Shepherd Cr Kevin Taylor Mr Bruce Robertson
Tūrangi Co-Governance Committee	Four members elected by Ngāti Tūrangitukua Mayor Three members appointed by Council	Te Wharau Walker Jr (Co-Chair) Bernice Te Ahuru Lauren Fletcher Amy Walker Mayor John Funnell (Co-Chair) Cr Sandra Greenslade Cr Kevin Taylor Cr Ngāhuia Foreman

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Taupō District Council Committees 2025-28 - including external representatives		
Committee	Membership	Appointments
CE Review Committee	Mayor 5 x Councillors	Mayor John Funnell Cr Christine Rankin (Chairperson) Cr Ngāhuia Foreman Cr Kylie Leonard Cr Kevin Taylor Cr Yvonne Westerman
Taupō Airport Authority Committee	Two Councillors Two business representatives appointed by Council in accordance with the Appointment and Remuneration of Directors Policy Mayor Airport User Group Observer Ministry of Transport Observer	Cr Duncan Campbell Cr Steve Manunui To be appointed To be appointed Mayor John Funnell To be appointed To be appointed
Taupō / Taupō East Rural Community Grant Distribution Committee	Taupō East Rural Ward Councillor Three Taupō Ward Councillors Mayor Community Representative Community Representative	Cr Kylie Leonard (Chairperson) Cr Nicola de Lautour Cr Christine Rankin Cr Rachel Shepherd Mayor John Funnell To be appointed To be appointed
Tūrangi Tongariro Community Grant Distribution Committee	Two of the Ngāti Tūrangitukua representatives appointed to the Tūrangi Co-Governance Committee Tūrangi-Tongariro Ward Councillor One other Councillor Mayor	Mr Te Wharau Walker Jnr Ms Bernice Te Ahuru Cr Sandra Greenslade Cr Yvonne Westerman Mayor John Funnell
District Dog Control Committee	Mayor 3 x Councillors	Mayor John Funnell Cr Kevin Taylor (Chairperson) Cr Christine Rankin Cr Hope Woodward

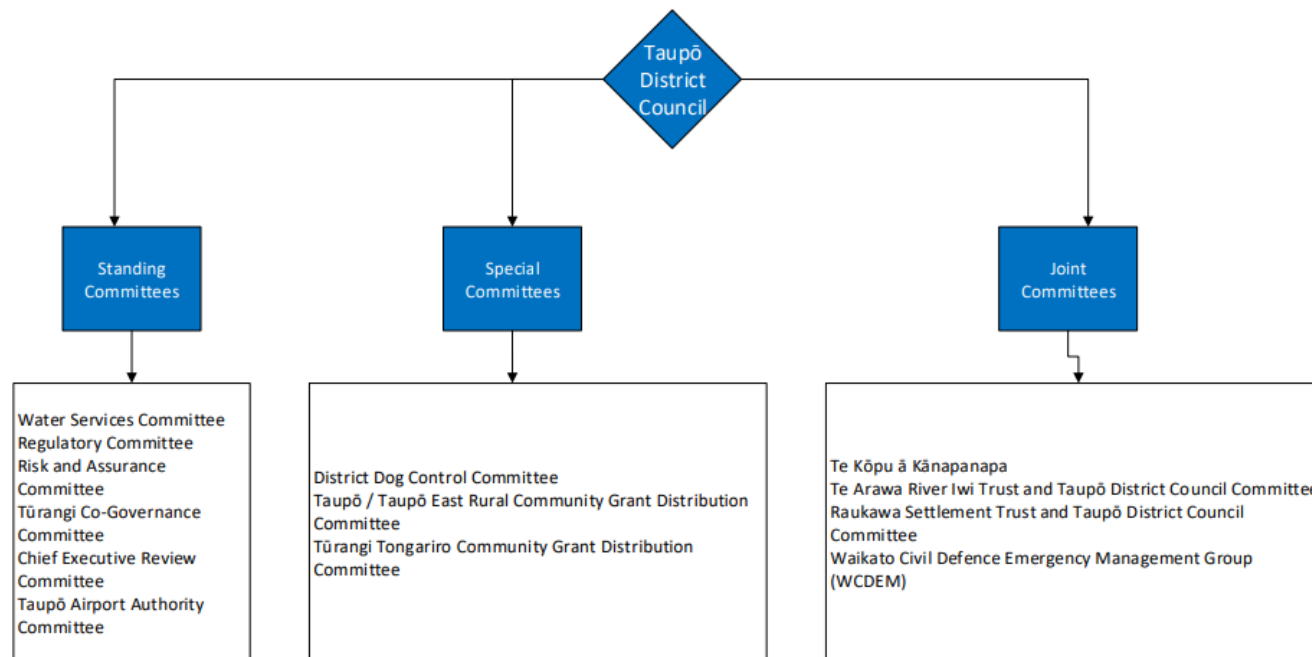
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TAUPŌ DISTRICT COUNCIL - TERMS OF REFERENCE AND DELEGATIONS FROM COUNCIL TO COMMITTEES 2025-2028

Adopted on 25 November 2025

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Council Committee Structure



Introduction

These committee delegations should be read in association with Council's:

- Standing Orders
- Code of Conduct
- Delegations Manual
- Appointment and Remuneration of Directors Policy
- Appointments to council organisations including council-controlled organisations (CCOs) and council-controlled trading organisations (CCTOs)
- Selection, Appointment and Remuneration Policy for External Appointees on Council Committees
- Local Governance Statement

Role and delegated powers of committees and subcommittees

Schedule 7 to the Local Government Act 2002 (LGA) contains the law relating to Committees:

1. The Mayor has the power to appoint the deputy mayor; establish Council committees; and appoint the chairperson of each committee, although Council may address these issues using powers in Schedule 7 (cl 18, 30-31).
2. The Mayor is a member of every committee [s 41A(5)].
3. Council has the power to appoint any committees, subcommittees and other subordinate decision-making bodies as it considers appropriate, including joint committees with another local authority or public body. A committee or subordinate decision-making body is subject in all things to the control of the Council (cl 30, Sch 7). If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.
4. Council uses the following definitions of its committees:
 - Standing committees have a fixed membership and meet on a regular schedule.
 - Special committees are convened for a specific purpose, as needed.
 - Joint committees are committees created by Council jointly with one or more other councils and/or public bodies or iwi entities.
5. Decisions should be made at the lowest possible level commensurate with efficiency and effectiveness. The body or person to whom powers are delegated will usually exercise the delegated power, but is not obliged to do so. The most common circumstances where the body or person with the delegation might choose not to exercise it are when the matter has become a major matter of public controversy, or the issues are contentious and finely balanced.
6. Committees and subcommittees can only make decisions on matters where they have been delegated the authority to make those decisions. All other matters must be referred to the Council for decision.
7. Council cannot delegate the matters in cl 32(1)(a) to (h), Schedule 7, LGA. These matters include the power to make a rate, make a bylaw, the power to borrow money or purchase or dispose of assets, the power to adopt a Long term plan, annual plan or annual report, the power to appoint a chief executive or the power to adopt policies that must be adopted and consulted on under the LGA or for the local governance statement, and the power to adopt a remuneration and employment policy.
8. Council may not rescind or amend a decision made by a committee if the committee was exercising a delegated authority to make the decision [cl 30(6)].
9. The minimum number of members of a committee is three, with a quorum being two, including at least one elected member (cl 31).
10. A committee of Council may not include staff of the Council acting in the course of their employment, but a subcommittee may include them [cl 31(4)(b)].

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11. A committee may delegate any of its functions, duties or powers to a subcommittee, subject to any conditions, limitations or prohibitions imposed by the Council or committee.
12. All appointed committee members have full voting rights, unless otherwise specified.
13. "Māori representative" means anyone who has whakapapa Māori; and able to provide a 'te ao Māori' perspective to support the work of the committee to which they are appointed. Enabling Māori participation in decision-making processes is a priority for Council. This is a continuation of mahi (work) from the 2019-2022 Triennium in which Council had Māori representatives on its standing committees, including representative groups.
14. No committee has the power to approve unbudgeted expenditure.

Subcommittees

15. A Council committee may appoint any subcommittees that it considers appropriate unless it is prohibited from doing so by the terms of its delegation from the Council (clause 30). Every subcommittee is subject to the control of the committee that appointed it, or Council.
16. The minimum number of members for a subcommittee is two (cl 31).

STANDING COMMITTEES

Taupō District Water Services Committee

Standing Committee

Objective	To provide strategic direction in relation to, and governance oversight of Taupō District Council's water services.
Membership	One independent external Chairperson appointed by Council Mayor One (1) Te Papamārearea Māori Ward councillor Five (5) other councillors
Quorum	Four (4)
Meeting frequency	Monthly
Reporting	Reports to Council

Scope of activity

1. Overseeing the development of Council's Water Services Strategy.
2. Monitoring the implementation of Council's Water Services Delivery Plan 2025, and reporting progress to the Department of Internal Affairs as required.
3. Overseeing the development of budgets for relevant planning processes, including for the Water Services Strategy, Annual Plan and reforecasting processes.
4. Maintaining oversight of significant waters projects, including capital infrastructure, resource consents and other key strategic projects.
5. Monitoring financial performance and expenditure against budget.
6. Overseeing regulatory and legislative compliance of waters activities, including non-financial performance and information disclosures.
7. Considering emerging legislation, policy announcements, and industry trends, and the broader impacts of these on Taupō District Council and its water services delivery.
8. Exercising Council's statutory regulatory functions under the following Acts and Regulations (and any amendments) that are not elsewhere delegated to staff and that relate to matters within the Taupō district:
 - Local Government (Water Services Preliminary Arrangements) Act 2024
 - Local Government (Water Services) Act 2025

Power to act

The Committee has the power to:

1. Resolve only on matters relating to Taupō District Council's water assets and activities.
2. Co-opt suitably qualified people to the Committee to assist the Committee in meeting its responsibilities. With the exception of the Chairperson, co-opted members do not have voting rights.
3. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

Power to recommend to Council

The Committee can make recommendations to Council on matters or proposals relevant to Council's water assets and activities that:

1. Are outside of or in conflict with Council's Long-term Plan or policy direction.

2. Have strategic or policy importance, except that the Committee shall have the power to resolve in respect of Council's water assets and activities.

Delegation of powers

This Committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to Council's water assets and activities.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.
3. An overriding responsibility to ensure that its actions and decisions are within Council policy, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.

Regulatory Committee

Standing Committee

Objective	To exercise a range of functions relating to roading and reserves throughout the Taupō district (excluding those functions within the Mana Whakahono boundary)
Membership	Mayor One (1) Te Papamārearea Māori Ward councillor Five (5) other councillors
Quorum	Four (4)
Meeting frequency	Every two months
Reporting	Reports to Council

Scope of activity

1. Exercising Council's statutory regulatory functions under the following Acts and Regulations (and any amendments) that are not elsewhere delegated to staff and that relate to matters within the Taupō district, but with the exception of matters within the Mana Whakahono boundary:

Local Government Act 1974 ("LGA 1974"), Part 21, including:

- Road naming (section 319A of the LGA 1974);
- Decisions on pedestrian malls (section 336 of the LGA 1974);
- Licences to occupy roads (section 341(3) of the LGA 1974); and
- Decisions on stopping and closing roads (section 342 of the LGA 1974).

Reserves Act 1977

2. Considering resident and ratepayer appeals to decisions made in accordance with Council's Tree and Vegetation policy (excluding decisions relating to trees and vegetation within the Mana Whakahono boundary).
3. Making changes to the Asset Management Data Standard relating to roads and public spaces throughout the Taupō district, except for roads and public spaces within the Mana Whakahono boundary (e.g. no stopping, parking signs and times, road markings etc) and in accordance with bylaws made under the Land Transport Act 1998.
4. Developing and, if requested, making decisions in relation to specific regulatory strategies or policies as delegated by Council, for example reserve management plans, reserve encroachment policies etc.

Power to act

1. Council delegates powers and duties under the Acts, Regulations and policies specified above, except where they may not be delegated, or where they are elsewhere delegated.
2. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

Power to recommend to Council

The Committee has the power to resolve only on matters relating to the Acts, Regulations and policies specified above.

Delegation of powers

This Committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to the functions specified above.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.

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3. An overriding responsibility to ensure that its actions and decisions are within Council policy, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.

Risk and Assurance Committee

Standing Committee

Objective	To provide governance and oversight of the effectiveness of enterprise risk management, the control and compliance framework and internal and external audit and assurance practices.
Membership	One independent external Chairperson appointed by Council Mayor One (1) Te Papamārearea Māori Ward councillor Five (5) other councillors
Quorum	Four (4)
Meeting frequency	Quarterly
Reporting	Reports to Council

Scope of activity

1. Review and monitor the effectiveness of Council's risk management framework and internal control systems, including:
 - (a) the advancement of any projects or programmes of work focusing on the management of risk;
 - (b) the review of risk management reporting on a quarterly basis;
 - (c) the review and approval of the Council's Risk Management Charter (which includes determining the Council's risk appetite);
 - (d) monitoring the Strategic Risk Register, including any controls and action plans arising;
 - (e) the review and approval of Council's Fraud, Protected Disclosures, Procurement, Conflicts of Interest and Sensitive Expenditure Policies;
 - (f) review the appropriateness of the Council's insurance programme;
 - (g) reviewing the effectiveness of any programme or system for monitoring Council's legislative compliance.
2. Monitor the Council's external and internal audit processes, including:
 - (a) approving the arrangements for external audits for the Water Services Strategy, Annual Report, Debenture Trust Deed & Long-term Plan, including approval of the audit engagement letter;
 - (b) discussing with the external auditor matters affecting the audited financial and non-financial statements, and the respective audit
 - (c) ensuring the independence and effectiveness of Council's internal audit processes and monitoring the resolution of any issues raised;
 - (d) agreeing the scope and monitoring the delivery of any internal audit work programme, including:
 - (i) approving arrangements for any internal audits
 - (ii) reviewing any internal audit reports;
 - (e) assessing whether significant recommendations from any external audit and/or internal audit work programme have been properly implemented by management, including discussing any reservations an external or internal auditor may have about the control of risk, accounting and/or disclosure practices.
3. Oversee the preparation of key formal external accountability documents such as the Long-term Plan, Water Services Strategy, Annual Plan and the Annual Report to ensure the integrity of the documents and disclosures made.
4. Review the development of the financial strategy and infrastructure strategy as required by the Long-term Plan.
5. Review the Quarterly financial report provided by management to understand the key drivers and risk areas with regard to Council's operational, capital investment and borrowing performance.
6. Review the systems and processes that Council has in place to prevent fraud, bribery and corruption, including monitoring any investigations into allegations of fraudulent activity, bribery or corruption.

7. Review the Council's approach to business resilience with reference to risk management and business continuity planning.
8. Oversee management of the more significant litigation matters affecting the Council.
9. Provide a forum for communication between management, internal and external auditors and governance.
10. Monitor Council's management of natural hazard risks and emergency management areas of activity across reduction, readiness, response and recovery.

Power to act

The Committee has the power to:

1. Resolve only on matters relating to audit, risk management and internal control practices.
2. Co-opt suitably qualified people to the Committee to assist the Committee in meeting its responsibilities. With the exception of the Chairperson and second independent appointed member, co-opted members do not have voting rights.
3. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

Power to recommend to Council

The Committee can make recommendations to Council on matters or proposals relevant to risk management and internal control practices that:

1. Are outside of or in conflict with Council's Long-term Plan or policy direction.
2. Have strategic or policy importance, except that the Committee shall have the power to resolve in respect of Council's Risk Management Framework and its Fraud, Protected Disclosures, Procurement, Conflicts of Interest and Sensitive Expenditure and Gift Policies.

Delegation of powers

This Committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to audit, risk management and internal control practices.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.
3. An overriding responsibility to ensure that its actions and decisions are within Council policy, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.

Tūrangi Co-Governance Committee

Standing Committee

Objective	To govern the implementation and fulfil the purpose and functions as prescribed in the Mana Whakahono ā Rohe Agreement between the Ngāti Tūrāngitukua Charitable Trust, the Ngāti Tūrāngitukua Māori Committee and Taupō District Council
Membership	Four (4) members elected by Ngāti Tūrāngitukua (through the agreement of the Ngāti Tūrāngitukua Charitable Trust and the Ngāti Tūrāngitukua Māori Committee) and appointed by Council; and Four (4) members appointed by Council, one of whom will be the Mayor.
Co-Chairs	The Committee will appoint Co-Chairs (one Co-Chair from the Ngāti Tūrāngitukua members and one Co-Chair from the Council members). In making the Co-Chair appointments, the Committee will have regard to any recommendations made by the Partners.
Quorum	Two (2) members of each Partner to the Mana Whakahono ā Rohe Agreement between Ngāti Tūrāngitukua and Taupō District Council (with one of Council's members being an elected member of Council).
Meeting frequency	Monthly
Reporting	Reports to the Mana Whakahono ā Rohe Agreement Partners, being the Ngāti Tūrāngitukua Charitable Trust, the Ngāti Tūrāngitukua Māori Committee and the Taupō District Council

Scope of activity

1. Providing a local perspective and input into the development of Council's key policies, plans, strategies and bylaws that will impact on the area within the Mana Whakahono boundary ("the Mana Whakahono boundary").
2. Maintaining an overview of the delivery of Council services in the Mana Whakahono boundary including financial and non-financial reporting via receipt of updates from Council officers on a six-monthly basis; and providing recommendations back to the Council where improvements could be made.
3. Providing local input into the development and review of Council's key planning documents such as the Council's Long-term Plan, annual plan, structure plans and reserve management plans. This will include making recommendations to Council on the priorities for future infrastructure investment related to the three waters, solid waste and transportation; and future community facilities.
4. Advocating to the Council with regard to the needs and priorities for the Mana Whakahono boundary to promote social, cultural, environmental and economic wellbeing, including preparing an annual submission to Council's budgetary process for expenditure within the Mana Whakahono boundary.
5. Considering and reporting on all matters referred to it by Council or any matter of interest or concern to the area.
6. Communicating with communities, community organisations and special interest groups within the Mana Whakahono boundary.
7. Exercising Council's statutory regulatory functions under the following Acts and Regulations (and any amendments) that are not elsewhere delegated to staff and that relate to matters within the Mana Whakahono boundary:

Local Government Act 1974 ("LGA 1974")

- Part 21 including road naming (section 319A of the LGA 1974)
- Decisions on pedestrian malls (section 336 of the LGA 1974);
- Licences to occupy roads (section 341(3) of the LGA 1974); and
- Decisions on stopping and closing roads (section 342 of the LGA 1974).

Reserves Act 1977

- The Committee will carry out the administering body functions under the Reserves Act 1977 for the reserves as set out in Schedule 5 to the Mana Whakahono ā Rohe Agreement between the Ngāti Tūrangitukua Charitable Trust, the Ngāti Tūrangitukua Māori Committee and the Taupō District Council. These functions include those referred to in Schedule 2 to the Ngāti Tūrangitukua Claims Settlement Act 1999, subject to the restrictions, terms and conditions set out in that Schedule; and
 - The Committee will also carry out any other functions that are necessary to achieve the intention of Part D of the Mana Whakahono ā Rohe Agreement.
8. Considering and determining resident and ratepayer appeals in relation to the Council's Tree and Vegetation Policy affecting trees and vegetation in the Mana Whakahono boundary.
 9. Making changes to the Asset Management Data Standard relating to roads and public spaces in the area (e.g. no stopping, parking signs and times, road markings etc) in accordance with bylaws made under the Land Transport Act 1998.
 10. Confirming the location and design of community facilities within the Mana Whakahono boundary to achieve the outcomes agreed by Council within any budget constraints set by Council. In fulfilling this role, the Committee will set out the parameters of any desired co-design process on a project-by-project basis.
 11. Receiving regular updates on the implementation of the work programme related to the three waters infrastructure including progress on resource consent applications to the Waikato Regional Council.
 12. In respect of issues related to the health and wellbeing of the Tongariro River, Hirangi Stream, Hangarito Stream, Taupō Moana and other water bodies within the Mana Whakahono boundary, and where those issues are within the Council's legal control and functions:
 - (i) considering issues;
 - (ii) giving effect to the principles of Te Mana o Te Wai;
 - (iii) making recommendations to Council on actions to be taken; and
 - (iv) where those issues relate to other parties, undertaking advocacy to try and address those issues.
 13. Acting within any other decision-making powers Council delegates to the Committee that the Council considers would assist it to achieve the aspirations of the Partners.

Power to act

The Committee can carry out any function, duty or power of the Council relevant to and within the Mana Whakahono boundary that:

1. Supports Council's Long-term Plan and/or policy direction.
2. Is within Council's Long-term Plan and the annual plan for the Tūurangi-Tongariro Ward.
3. Is not the function or responsibility of full Council or its other standing or special committees.
4. Is not prohibited by legislation.
5. Otherwise falls within the objectives and scope of the Committee.
6. Council delegates its powers and duties under the Acts, Regulations and policies specified above, except where they may not be delegated, or where they are elsewhere delegated.
7. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the Co-Chairs or His Worship the Mayor, the matter shall be referred by way of recommendation direct to Council.

Power to recommend to Council

The Committee can make recommendations to Council on matters or proposals relevant to the area within the Mana Whakahono boundary that:

1. Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction.
2. Involve unbudgeted expenditure for any contract or project.

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to matters being related solely to the area within the Mana Whakahono boundary.

Chief Executive Review Committee

Standing Committee

Objective	To manage the annual performance review of the Chief Executive (CE) in accordance with the agreed performance tasks.
Membership	Mayor One (1) Te Papamārearea Māori Ward councillor Four (4) other councillors
Quorum	Three (3)
Meeting frequency	Quarterly
Reporting	Reports to Council

Scope of activity

1. Finalise the CE's Annual Performance Plan for the current year incorporating principal accountabilities and key performance indicators, expectations and measures, following input from Councillors via workshop and/or feedback opportunities and as negotiated with the CE.
2. Review the CE's performance against the Annual Performance Plan for the year completed, following input from Councillors via workshop and/or feedback opportunities and as communicated to / discussed with the CE.
3. Undertake a 6-monthly review against the CE's Annual Performance Plan during the current year including input / feedback from Councillors.
4. Negotiate and conclude the remuneration package for the current year taking account of market advice received and the outcomes of the performance review process for submission to Council.
5. Facilitate a two-way conversation around upcoming challenges/headwinds.
6. Provide guidance and support to the CE as required.

Power to act

1. Set parameters for assessing the CE's performance.
2. Initiate and undertake reviews of the CE's performance and report the findings of the review to Council (as the employer).
3. Negotiate the CE's terms of employment for consideration by Council.
4. Appoint an independent advisor if required.
5. Conduct the statutory employment review at end of the CE's first term of appointment in consultation with Council (cl 35, Sch7, LGA).
6. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

Power to recommend to Council

The committee may make recommendations to Council on any matter or proposal that is relevant to the employment and tenure of the Chief Executive.

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

The Committee's power to act under these delegations is subject to:

1. Matters being related solely to the performance and remuneration of the CE.
2. An overriding responsibility to ensure that its actions and decisions are always within the law and Council policy.

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Taupō Airport Authority Committee (TAA)

Standing Committee

Objective	<p>The Taupō Airport Authority (TAA) Committee will ensure that the maintenance of the Taupō Airport assets and core infrastructure will be effectively managed and will ensure full compliance with Civil Aviation Authority Rule Part 139. The Taupō Airport Authority (TAA) is named as the Aerodrome Operator Certificate holder.</p> <p>Taupō Airport Authority Committee's primary goals are to operate the Airport on a sustainable commercial basis, optimise the use of its assets and ensure the ongoing safe and successful operation of the Airport</p>
Membership	<p>Two (2) councillors</p> <p>Two (2) business representatives appointed by Council</p> <p>One (1) Ministry of Transport observer, with no voting rights</p> <p>One (1) Airport User Group observer, with no voting rights</p> <p>Mayor</p> <p><i>Note:</i> The Committee shall appoint a Chairperson in accordance with clause 26(3) of Schedule 7 to the Local Government Act 2002.</p>
Quorum	Three (3)
Meeting frequency	Every two months (in the last week of the month)
Reporting	Reports to Council including half year and annual reports, as required as a CCO under the Local Government Act 2002

Scope of activity

1. To maintain facilities to avoid any diversion or cancellation of scheduled flights other than for weather or airline problems
2. Operate the airport in such a way as to continue to hold CAA Part 139 Certification
3. Manage health and safety risks and provide a safe and healthy environment for everyone affected by the activities of the airport including employees, customers, tenants, contractors and visitors
4. Ensure the airport is self-funding in terms of its own cash flow
5. Continually review performance targets to reflect the future growth and development of the airport's services and operations

Power to act

1. The Committee's role is to govern and provide oversight of the operations of the airport and issues of safety. Any individual expenditure of capital or maintenance nature greater than \$10,000 requires Crown approval prior to being expensed or committed.
2. External representatives appointed to the committee have full voting rights.
3. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

Power to recommend to Council

The Committee can make recommendations to Council on matters or proposals relevant to the Taupō Airport. All matters exceeding budget must be recommended to Council for approval.

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to the Taupō Airport.
2. An overriding responsibility to ensure that its actions and decisions are always within the law, Council policy and the Joint Venture Deed with the Crown.

SPECIAL COMMITTEES

District Dog Control Committee

Special Committee

Objective	To provide a fair, effective and efficient process for exercising Council's quasi-judicial functions under the Dog Control Act 1996.
Membership	Three (3) councillors Mayor
Quorum	Two (2)
Meeting frequency	As required
Reporting	Reports to Council

Scope of activity

Exercise Council's statutory regulatory functions under the Dog Control Act 1996 (and any amendments) that are not elsewhere delegated to staff.

Power to act

Council delegates its hearings and judicial functions, powers and duties under the Dog Control Act 1996, except where they may not be delegated, or where they are elsewhere delegated.

Power to recommend to Council

The Committee has the power to resolve only on matters relating to the Dog Control Act 1996.

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

1. The Group's power to act pursuant to these delegations is subject to matters being related to the Taupō District.
2. The Committee's power to act under these delegations is subject to Council acting within the requirements of the Local Government Act, and where relevant, the Acts listed above and an overriding responsibility to ensure that its actions and decisions are always within the law.

Taupō/Taupō East Rural Community Grant Distribution Committee

Special Committee

Objective	To consider and make decisions on the allocation of the Taupō/Taupō East Rural Community grants in accordance with the Grants and Partnerships Policy
Membership	Taupō East Rural Ward councillor Three (3) Taupō Ward councillors Two (2) community representatives Mayor
Quorum	Four (4)
Meeting frequency	Two meetings per year
Reporting	Reports to Council with minutes of each meeting being provided to Council annually within the Grants and Partnerships Yearly Report

Scope of activity

1. To consider grant applications made to the Taupō/Taupō East Rural Community Grants Fund and make decisions on the allocation of funds for this grant.
2. To hear from applicants who wish to present to the Committee (with such presentations strictly limited to the contents of the application).
3. To apply the Council's Grants and Partnership Policy and use the criteria and eligibility that Taupō District Council has adopted to assess grant applications.
4. To allocate all funds available in each funding round.
5. To hold the allocation committee meeting in its entirety in an open public meeting.
6. To complete a short survey provided by Taupō District Council at the end of each year.

Administration

A Council staff member will organise the applications process and provide the Committee with all relevant information pertaining to the funding round. They will also organise the meeting, presentations, minutes and notification of outcomes.

Power to act

1. The Committee has the power to:
 - (a) Resolve matters only relating to the Taupō/ Taupō East Rural Community Grant.
 - (b) Co-opt suitably qualified people to the committee to assist the committee in meeting its responsibilities.

Power to recommend to Council

The Committee can make recommendations to Council on matters or proposals relevant to the Taupō/Taupō East Rural Community Grant that:

1. Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction.
2. Involve unbudgeted expenditure for any individual/single contract or project or emergency expenditure.

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to the Taupō/ Taupō East Rural Community Grant and its matters.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.

Tūrangi-Tongariro Community Grant Distribution Committee

Special Committee

Objective	To consider and make decisions on the allocation of the Tūrangi-Tongariro Community grants in accordance with the Grants and Partnerships Policy
Membership	Tūrangi-Tongariro Ward councillor One (1) other councillor Two (2) of the Ngāti Tūrangitukua representatives appointed to the Tūrangi Co-Governance Committee Mayor
Quorum	Three (3)
Meeting frequency	Two meetings per year
Reporting	Reports to Council with minutes of each meeting being provided to Council annually within the Grants and Partnerships Yearly Report

Scope of activity

1. To consider grant applications made to the Tūrangi-Tongariro Community Grants Fund and make decisions on the allocation of funds for this grant.
2. To hear from applicants who wish to present to the Committee (with such presentations strictly limited to the contents of the application).
3. To apply the Council's Grants and Partnership Policy and use the criteria and eligibility that Taupō District Council has adopted to assess grant applications.
4. To allocate all funds available in each funding round.
5. To hold the allocation committee meeting in its entirety in an open public meeting.
6. To complete a short survey provided by Taupō District Council at the end of each year.

Administration

A Council staff member will organise the applications process and provide the Committee with all relevant information pertaining to the funding round. They will also organise the meeting, presentations, minutes and notification of outcomes.

Power to act

1. The Committee has the power to:
 - (a) Resolve matters only relating to the Tūrangi-Tongariro Community Grant.
 - (b) Co-opt suitably qualified people to the committee to assist the committee in meeting its responsibilities.

Power to recommend to Council

The Committee can make recommendations to Council on matters or proposals relevant to the Tūrangi-Tongariro Community Grant that:

1. Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction.
2. Involve unbudgeted expenditure for any individual/single contract or project or emergency expenditure.

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to the Tūrangi-Tongariro Community Grant and its matters.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.

JOINT COMMITTEES

Te Kōpu ā Kānapanapa

Joint committee

REPORTING TO:	Te Kotahitanga o Ngāti Tūwharetoa Trust, Waikato Regional Council and Taupō District Council.
CONSTITUTION:	<p>Four (4) Trustees appointed by Te Kotahitanga o Ngāti Tūwharetoa Trust (one of which must be a member from a shared hapū of Raukawa and Ngāti Tūwharetoa);</p> <p>Two (2) elected members appointed by Waikato Regional Council; and</p> <p>Two (2) elected members appointed by Taupō District Council</p> <p>Te Kōpu ā Kānapanapa may appoint 1 or more kaumatua or kuia who are knowledgeable in tikanga to attend meetings and provide advice as required as a non-voting advisor.</p> <p>Te Kōpu ā Kānapanapa will be co-chaired. Te Kotahitanga o Ngāti Tūwharetoa Trust is to nominate one of its members as a Co-Chair and Waikato Regional Council and Taupō District Council is to jointly nominate one of its members as a Co-Chair.</p>
QUORUM:	Five (5) members who must include at least two (2) members appointed by the trustees, one (1) member appointed by the Waikato Regional Council, one (1) member appointed by the Taupō District Council and a co-chairperson.
MEETING FREQUENCY:	Annually (or more frequently if agreed).
PURPOSE:	To give effect to the Ngāti Tūwharetoa Claims Settlement Act.

SCOPE OF ACTIVITY:

This Joint Committee has been established to give effect to Part 4 and Schedule 6 to the Ngāti Tūwharetoa Claims Settlement Act.

PURPOSE OF THE COMMITTEE:¹

The purpose of Te Kōpu ā Kānapanapa is—

- a) to restore, protect, and enhance the environmental, cultural, and spiritual health and well-being of the Taupō Catchment for the benefit of Ngāti Tūwharetoa and all people in the Taupō Catchment (including future generations); and
 - b) to provide strategic leadership on the sustainable and integrated management of the Taupō Catchment for the benefit of Ngāti Tūwharetoa and all people in the Taupō Catchment (including future generations); and
 - c) to enable Ngāti Tūwharetoa to exercise mana and kaitiakitanga over the Taupō Catchment, in partnership with the local authorities; and
 - d) to give effect to the vision in Te Kaupapa Kaitiaki.
- (1) In achieving its purpose, Te Kōpu ā Kānapanapa must—
 - a) respect Ngāti Tūwharetoa tikanga; and
 - b) provide for the relationship of Ngāti Tūwharetoa and their culture and traditions with their ancestral lands, water, geothermal resources, sites, wāhi tapu, and other taonga.
 - (2) Ngāti Tūwharetoa's vision is for a healthy Taupō Catchment that is capable of sustaining the whole community and that is managed in a manner that reflects Ngāti Tūwharetoa tikanga.
 - (3) Ngāti Tūwharetoa's vision is founded on the following principles derived from tikanga:
 - a) the principle of mauri: the health and well-being of the Taupō Catchment reflects and nourishes the health and well-being of Ngāti Tūwharetoa;
 - b) the principle of mana: the active protection and restoration of the relationship of Ngāti Tūwharetoa with the Taupō Catchment (including Ngāti Tūwharetoa's mana whakahaere and kaitiaki role);

¹ Ngāti Tūwharetoa Claims Settlement Act s 168

- c) the principle of te whanake: the sustainable development of Ngāti Tūwharetoa's taonga, Ngāti Tūwharetoa, and the whole community;
- d) the principle of integrated management: the natural resources within the Taupō Catchment are interdependent and should be managed in an integrated manner.

FUNCTION OF THE COMMITTEE:²

- (1) The principal function of Te Kōpua Kānapanapa is to achieve its purpose.
- (2) Te Kōpua Kānapanapa has the following specific functions:
 - (a) to promote the restoration, protection, and enhancement of the environmental, cultural, and spiritual well-being of the Taupō Catchment; and
 - (b) to prepare and approve Te Kaupapa Kaitiaki in accordance with subpart 2 of this Part and Part 2 of Schedule 6; and
 - (c) to monitor the implementation and effectiveness of Te Kaupapa Kaitiaki; and
 - (d) to advise local authorities and relevant agencies regarding projects, initiatives, action, or research intended to restore, protect, or enhance the health and well-being of the Taupō Catchment; and
 - (e) to support the integrated and collaborative management of the Taupō Catchment; and
 - (f) to support the integrated management of the Taupō Catchment with the management of the Waikato River and the Whanganui River; and
 - (g) to engage with, seek advice from, and provide advice to local authorities and relevant agencies on matters relating to the health and well-being of the Taupō Catchment; and
 - (h) to establish and maintain a register of accredited hearing commissioners; and
 - (i) to participate in any statutory or non-statutory process that concerns or has implications for the health and well-being of the Taupō Catchment, including by making submissions on planning or resource consent processes under the Resource Management Act 1991; and
 - (j) to take any other action that Te Kōpua Kānapanapa considers appropriate to achieving its purpose.
- (3) Te Kōpua Kānapanapa has discretion in any particular circumstance as to whether, how, and to what extent, it will perform any function specified in subsection (2).

POWERS TO ACT:³

- (1) Te Kōpua Kānapanapa has all the powers reasonably necessary to carry out its functions—
 - (a) in accordance with this subpart and subparts 2 and 3 and Schedule 6; and
 - (b) subject to paragraph (a), in accordance with local government legislation.
- (2) Te Kōpua Kānapanapa may perform any function of a local authority if and to the extent that that function has been delegated to it by a local authority.

MEETINGS OF THE JOINT COMMITTEE:

- 1. Members will receive an agenda for each meeting, delivered by, post, or electronic mail message at least three working days prior to the meeting
- 2. The Waikato Regional Council will provide secretariat support for the Co-Governance Committee. This includes agenda preparation, minute taking, advertising, action sheets and any other necessary functions to assist the Committee.⁴
- 3. The Co-Chairs will be the spokespersons for the Committee.

TECHNICAL SUPPORT:

² Ngāti Tūwharetoa Claims Settlement Act s 170

³ Ngāti Tūwharetoa Claims Settlement Act s 171

⁴ Ngāti Tūwharetoa Claims Settlement Act sch 6, s 14

1. The Committee may appoint 1 or more kaumatua or kuia who are knowledgeable in tikanga to attend meetings and provide advice as required as a non-voting advisor.⁵
2. The Committee may invite persons from each appointing organisation or other interested organisations as outlined under the act to attend the meetings for technical advice/support.⁶

COMMUNICATION:

1. Communications with the media and the wider public will be in accordance with an agreed communications protocol.

REFERENCE DOCUMENTS:

1. Ngāti Tūwharetoa Claims Settlement Act 2018

Te Arawa River Iwi Trust and Taupō District Council Committee

Objective	To give effect to the provisions pertaining to a joint management agreement between Te Arawa River Iwi Trust and Taupō District Council under the Ngāti Tūwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010.
Membership	Equal numbers of elected members of Taupō District Council (Council) and Trustees of Te Arawa River Iwi Trust (the Trust).
Quorum	Four, being two Trust representatives and two Council representatives
Meeting frequency	Once a year and more often as required
Reports to	Taupō District Council & Te Arawa River Iwi Trust

Scope of Activity

- 1) Implementation of the Joint Management Agreement (JMA) between Te Arawa River Iwi Trust (TARIT) and Taupō District Council under the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (The Act). The scope of the JMA is:
 - a) Matter relating to the Waikato River and activities within its catchment affecting the Waikato River, within the TARIT rohe, Taupo District and Area B on SO Plan 409144 (see Appendix one to the JMA)
 - b) Matters relating to the exercise of shared functions, powers and duties:
 - i. Monitoring and enforcement activities under Section 47 of the Act
 - ii. Preparing, reviewing changing or varying a Resource Management Act Planning Document, under Section 48 of the Act, and
 - iii. Considering applications under Part 6 of the RMA in relation to resource consents under Section 49(b) of the Act,
 - c) Processes to explore whether customary activities can be carried out without the need for a statutory authorisation, and whether customary activities can be provided for as permitted activities under Section 45(2) of the Act.
 - d) Processes to explore additional duties, functions or powers under Section 54 of the Act
- 2) This committee is to be the kaitiaki of the JMA and to:
 - a) Review the effectiveness of the JMA in achieving its purpose
 - b) Discuss issues of interest to both parties
 - c) Provide strategic guidance to the Joint Working Party (JWP)
 - d) Review and make recommendations on matters brought before it by the JWP
 - e) Make recommendations to Council and TARIT, and
 - f) Undertake any other tasks as agreed between the Parties

Powers to Act

As outlined in the JMA between Te Arawa River Iwi Trust (TARIT) and Taupo District Council under the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (The Act) dated 19 May 2017.

Delegation of Powers

This group has no powers to sub-delegate.

Raukawa Settlement Trust and Taupō District Council Committee

Objective	To give effect to the provisions pertaining to a joint management agreement between Raukawa Settlement Trust and Taupō District Council under the Ngāti Tūwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010.
Membership	Equal numbers of elected members of Taupō District Council (Council) and Trustees of Raukawa Settlement Trust (the Trust).
Quorum	Four, being two Trust representatives and two Council representatives
Meeting frequency	Annually
Reports to	Taupō District Council & Raukawa Settlement Trust

Scope of Activity

- 1) Implementation of the Joint Management Agreement (JMA) between Raukawa Settlement Trust and Taupo District Council under the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (The Act). The scope of the JMA is:
 - a) Matter relating to the Waikato River and activities within its catchment affecting the Waikato River (Area B on SO Plan 409144), in so far as it relates to Taupo District Council;
 - b) Matters relating to the exercise of shared functions, powers and duties:
 - i. Monitoring and enforcement activities under Section 47 of the Act
 - ii. Preparing, reviewing changing or varying a Resource Management Act Planning Document, under Section 48 of the Act, and
 - iii. Considering applications under Part 6 of the RMA in relation to resource consents under Section 49(b) of the Act,
 - c) Processes to explore whether customary activities can be carried out without the need for a statutory authorisation, and whether customary activities can be provided for as permitted activities under Section 45(2) of the Act.
 - d) Processes to explore additional duties, functions or powers under Section 54 of the Act
- 2) This committee is to be the kaitiaki of the JMA and to:
 - a) Review the effectiveness of the JMA in achieving its purpose
 - b) Discuss issues of interest to both parties
 - c) Provide strategic guidance to the Joint Working Party (JWP)
 - d) Review and make recommendations on matters brought before it by the JWP
 - e) Make recommendations to Council and TARIT, and
 - f) Undertake any other tasks as agreed between the Parties

Powers to Act

As outlined in the JMA between Raukawa Settlement Trust and Taupo District Council under the Ngati Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (The Act) dated 5 September 2013.

Delegation of Powers

This committee has no powers to sub-delegate.

Waikato Civil Defence Emergency Management Group (WCDEM)

Joint committee

Objective	To provide governance and oversight of all planning, co-ordination and delivery of Civil Defence Emergency Management within the Waikato Region Civil Defence Emergency Management Group area.
Membership	Mayor, and in the absence of the Mayor, one elected member (first alternate) or one elected member (second alternate).
Quorum	As determined by the Committee
Meeting frequency	Quarterly or as required
Reports to	Taupō District Council and Waikato Regional Council

Scope of activity

The functions of the Group and of each member of the Group are to:

1. In relation to relevant hazards and risks -
 - a) identify, assess, and manage those hazards and risks;
 - b) consult and communicate about risks;
 - c) identify and implement cost-effective risk reduction;
2. Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Waikato region;
3. Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in the Waikato region;
4. Respond to and manage the adverse effects of emergencies in the Waikato region;
5. Carry out recovery activities;
1. When requested, assist other civil defence emergency management groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Waikato region and any other requests for assistance from other civil defence emergency management groups);
2. Within the Waikato region, promote and raise public awareness of, and compliance with, the Civil Defence Emergency Management Act 2002 (the Act) and legislative provisions relevant to the purpose of the Act;
3. Monitor and report on compliance within the Waikato region with the Act and legislative provisions relevant to the purpose of the Act;
4. Develop, approve, implement, and monitor the Waikato Civil Defence Emergency Management Group plan and regularly review the plan;
5. Participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan;
6. Promote civil defence emergency management in the Waikato region that is consistent with the purpose of the Act;
7. That Council's representatives or alternative representative be granted full delegated authority to commit to action and expenditure on behalf of the Council within approved budgets (as per section 7 of the Waikato Civil Defence Emergency Management Group Constituting Agreement).

Power to act

1. A Civil Defence Emergency Management Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons.

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2. Without limiting the generality of subsection (1), a Group may —
 - a) Recruit and train volunteers for civil defence emergency management tasks;
 - b) Conduct civil defence emergency management training exercises, practices and rehearsals;
 - c) Issue and control the use of signs, badges, insignia, and identification passes authorised under this Act, regulations made under this Act, or any civil defence emergency management plan;
 - d) Provide, maintain, control, and operate warning systems;
 - e) Provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency;
 - f) Exercise any other powers that are necessary to give effect to any civil defence emergency management plan.

Powers and obligations

Each member of a Civil Defence Emergency Management Group —

- a) May acquire, hold, and dispose of real or personal property for the use of the Group;
- b) May remunerate its representative for the cost of that person's participation in the Group;
- c) Must provide to the Group the information or reports that may be required by the Group;
- d) Must pay the costs of administrative and related services in accordance with section 24 of the Act;
- e) Must pay the costs, or a share of the costs, of any civil defence emergency management activity that the member has agreed to pay;
- f) May carry out any other functions or duties conferred on a member of a Group under this Act.

Limits on authority

The Committee's power to act under these delegations is subject to an overriding responsibility to ensure that its actions and decisions are always within the law and Council policies.

OTHER STATUTORY COMMITTEES

Taupō District Licensing CommitteeStatutory Committee

Objective	<p>To administer Council's alcohol licensing framework as determined by the Sale and Supply of Alcohol Act 2012 (the Act).</p> <p>Three members, being:</p> <p>One Chairperson, being a Commissioner recommended by Council and appointed by the Chief Executive.</p> <p>Two other members selected from the Taupō District Licensing Committee list of approved persons.</p> <p>Members must be independent and cannot include:</p> <ul style="list-style-type: none"> • people involved in the alcohol industry • police officers • Medical Officers of Health • alcohol licensing inspectors • Council staff • people who are involved in any occupation, trade or business activity which may have a potential conflict or perceived conflict with this position (s192(5) Sale and Supply of Alcohol Act 2012.) • people who have a spouse/partner/household family member involved in any occupation, trade or business activity which may have a potential conflict or perceived conflict with this position.
Membership	
Secretary	Chief Executive or delegated representative
Quorum	<p>Opposed licence or manager's certificate applications:</p> <p>Three</p> <p>Unopposed applications:</p> <p>The Commissioner</p>
Meeting frequency	As required
Reporting	To Council

Scope of activity

To hear, consider and determine the functions of the Act which are;

1. To consider and determine applications for licences and manager's certificates;
2. To consider and determine applications for renewal of licences and manager's certificates;
3. To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act;
4. To consider and determine applications for the variation, suspension, or cancellation of special licences;
5. To consider and determine applications for the variation of licences (other than special licences) unless brought under section 280 of the Act;
6. With the leave of the Chairperson for the licensing authority (ARLA), to refer applications to the licensing authority;
7. To conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act; and
8. Any other functions conferred on the licensing committee by or under the Act or any other enactment.

Power to act

1. Hear, consider and determine applications under the Act, and any supporting information.
2. Exercise any powers conferred on the licensing committee by or under the Act.

Delegation of powers

This committee has no powers to sub-delegate.

Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. The Taupō District Licensing Committee acting within the requirements of the Sale and Supply of Alcohol Act 2012; and
2. An overriding responsibility to ensure that its actions and decisions are always within the law.

APPENDIX

Template Terms of Reference for Ad-hoc committees

Objective	To consider issues and hear matters that does not warrant a full council hearing. To recommend to Council on any decisions, except where specific delegation is noted.
Membership	<p>[To be decided on a case by case basis]</p> <p>LGA Committees</p> <p>Schedule 7 Clause 31 (6) LGA requires a minimum of 3 members for a committee and a minimum of 2 members for a subcommittee (unless provided for in other legislation). The committee must include at least one Councillor and the Mayor.</p> <p>RMA Hearings committees / panels</p> <p>Members to be selected from the Mayor and all Councillors who hold accreditation in the <i>Making Good Decisions (RMA)</i> programme, and independent commissioners.</p> <p>Section 39B RMA specifies who may be given hearing authority and the requirements for accreditation. Section 34A RMA addresses the delegations of powers and functions to Council employees and others.</p>
Quorum	As per Standing Orders
Meeting frequency	[to be decided]
Reports to	Council
Scope of activity	To recommend to Council regarding specific projects. Detailed scope to be defined as part of inception report.
Power to act	<ol style="list-style-type: none"> 1. Prepare proposals and budgets for the approval of Council. 2. Implement approved proposals. 3. Hear matters relating to a specific matter and make recommendations to Council. 4. Co-opt additional committee members (non-voting) with relevant skills and knowledge to fulfil the Committee's objectives.
Power to recommend to Council	<p>Any matters or proposals relating to:</p> <ol style="list-style-type: none"> 1. Any matters regarding the need for funding beyond what is already funded through the Long Term Plan / annual plan process and existing budgets. 2. Any matter that cannot be sub-delegated from Council specified in section 32 (1)(a) to (h) of Schedule 7 to the Local Government Act 2002. 3. Recommendations to Council regarding matters heard / discussed by the ad-hoc committee.
Delegation of powers	This committee has no powers to sub-delegate.
Limits on authority	<p>The Committee's 'power to act' pursuant to these delegations is subject to:</p> <ol style="list-style-type: none"> 1. Council acting within the requirements of the Local Government Act. 2. An overriding responsibility to ensure that its actions and decisions are always within the law.
Term	[To be decided at the time of inception, or as required by resolution of Council]

Taupō District Council Other Appointments 2025-28

Committee	Membership	Appointments
Tutemohuta Reserve Trust	Mayor	Mayor John Funnell
	Two Councillors	Cr Wahine Murch
		Cr Kevin Taylor
Waipahihi C75 Reserves Trust (Māori Land Trust)	Mayor	Mayor John Funnell
	Councillor	Cr Steve Manunui
Rangitāiki River Forum	Two Councillors (Primary and Alternate)	Cr Yvonne Westerman (Primary)
		Cr Kylie Leonard (Alternate)
Waikato Waters Shareholders' Representative Forum	Mayor	Mayor John Funnell
Destination Great Lake Taupō (DGLT)	One Elected Member	Cr Sandra Greenslade (as Trustee)
Amplify	One Elected Member	Cr Christine Rankin

A3208107

Taupō District Council Appointments to External and Other Committees 2025-28		
External Committees	Membership	Appointments
Te Kōpu ā Kānapanapa	Two Elected Members	Cr Ngāhuia Foreman
		Cr Steve Manunui (Primary)
	One Elected Member (alternate)	Cr Rachel Shepherd (alternate)
	Mayor	Mayor John Funnell
Te Arawa River Iwi Trust and Taupō District Council Co-Governance Committee	Four Councillors	Cr Kylie Leonard
		Cr Wahine Murch
		Cr Yvonne Westerman
		Cr Hope Woodward
	Mayor	Mayor John Funnell
Raukawa Settlement Trust and Taupō District Council Co-Governance Committee	Four Councillors	Cr Kylie Leonard
		Cr Wahine Murch
		Cr Hope Woodward
		Cr Yvonne Westerman
	Mayor	Mayor John Funnell
Waikato Civil Defence Emergency Management Group (WCDEM)	One Elected Member	Cr Steve Manunui
	Mayor	Mayor John Funnell (1st alternate)
	One Alternate Elected Member	Cr Kevin Taylor (2nd alternate)
Waikato Regional Transport Committee	One Elected Member (Primary)	Cr Duncan Campbell (primary)
	One Elected Member (alternate)	Cr Sandra Greenslade (alternate)
Waikato Passenger Transport Sub-Committee	One Elected Member (Primary)	Cr Duncan Campbell (primary)
	One Elected Member (alternate)	Cr Sandra Greenslade (alternate)

A3208107

Appointments to External Organisations 2025-28

Organisation	Elected Member(s)	Appointments
Bike Taupō Incorporated	Two elected members	Cr Kevin Taylor, Cr Steve Manunui
Taupō Disability Focus (formerly Access Taupō)	One elected member	Cr Yvonne Westerman
Creative Taupō	One elected member	Cr Nicola de Lautour
Greening Taupō Steering Group	Two elected members	Cr Yvonne Westerman, Cr Steve Manunui
Waipahihi Botanical Society	One elected member	Cr Yvonne Westerman
Oji Fibre Solutions Forum	One elected member	Cr Hope Woodward
Waiora House Trust	Two elected members	Cr Rachel Shepherd, Cr Nicola de Lautour

First adopted:	26 November 2019
Reviewed:	25 November 2025
Next review date:	Within three months after the triennial election
Document number:	A3831274
Sponsor/Group:	Legal and Governance

Selection, Appointment and Remuneration Policy for External Appointees on Council Committees

Purpose

This policy sets out the process for selection, appointment, remuneration and reimbursement of expenses of external appointees to Council committees or joint committees in accordance with Schedule 7, clause 31 of the Local Government Act 2002. This policy does not cover appointments to subcommittees.

Definitions

Governance Level	Governance level initiatives include any Council committees or joint committees established under the Local Government Act 2002 (schedule 7 clause 30).
External Appointee	A person appointed by Council to any Council committees, joint committees or working groups

Background

Council makes a number of external appointments to various committees of council. This policy provides a clear and transparent process for the selection, appointment and remuneration of those external appointments.

Policy Statement

Budget allocation

Council will allocate on a three-year basis, as part of the Long-term Plan process, a budget to remunerate external appointments at a Governance Level.

Who will be compensated?

Council will remunerate by way of a meeting fee, in accordance with this policy, external representatives appointed to Council committees or joint committees as set out in the Terms of Reference and Delegations to Council Committees 2025-2028 and any external representatives appointed to committees created during the triennium.

For the purposes of this policy, meeting includes workshops and induction sessions.

Remuneration will not apply where the individual is appointed in their role as an employee or representative of an organisation and where that person is receiving financial remuneration from that organisation.

Only one meeting allowance will be paid per day. This policy does not apply where remuneration is set by legislation such as District Licensing Committee or the appointment of Independent Commissioners.

Level of Remuneration

Council will provide remuneration by way of a meeting fee set at \$250.00 per meeting and a vehicle kilometre allowance may be claimed on the following basis:

Travel must be by the most direct route from the person's home/workplace to the meeting venue;

- The vehicle mileage allowance is to be at the same rates as determined by the Remuneration Authority.
- The rate compensates for travel expenses incurred and does not include an additional allowance for time spent commuting.

If there are any expenses incurred not covered by this policy, the principles of the Elected Members' Expenses Policy will be followed e.g. actual and reasonable; for a justifiable business purpose; and moderate and conservative.

In instances where an external representative is also the chairperson, an additional sum can be negotiated with Council's Chief Executive to remunerate chairpersons for his/her extra duties.

For those members appointed to ~~the Risk and Assurance Committee, and~~ the Tūrangi Co-Governance Committee, an additional sum may be negotiated with Council's Chief Executive to remunerate individuals appropriately. This recognises the greater responsibility and specialist skills required for these roles.

Selection and Appointment

Council may appoint to a committee a person who is not an elected member if, in the opinion of Council, that person has the skills, attributes, or knowledge that will assist the work of the committee.

The Mayor, Deputy Mayor, Committee Chair and the Chief Executive (or their delegate) will agree the skills, attributes, and knowledge required to assist the work of the committee. This will be reflected in a position description to which the appointment is to be made.

This position description will guide the selection process. Based on this description, appropriate advertising will be undertaken.

Applicants will be shortlisted and interviews will be conducted (if necessary).

Any person appointed to a committee must demonstrate sufficient experience in the relevant subject field to be able to add considerable value to the discussions.

A report will be presented to Council recommending the appointment of that candidate.

This policy covers only appointments made via a resolution of Council.

If Council decides to make external appointments for a triennium, it will undertake the full selection and appointment process.

Potential external appointees who have previously been through the full selection and appointment process, may be reappointed for a further term by resolution of Council, subject to the limit on length of term set out in Schedule 7 of the Local Government act 2002.

Appointment of Marae or Māori representatives will be made on recommendation from the relevant Marae, hapū, or iwi/entities.

Term

The appointment will be considered to have commenced from the date of the Council resolution making that appointment.

The appointment will be considered to end when the newly elected council comes into office after the triennial local elections.

Council may discharge an external appointee at any time by resolution of Council.

Code of Conduct

All external appointees must comply with the behaviours and processes set out in the Code of Conduct.

Policy review

This policy shall be reviewed three yearly at the commencement of each triennium.

Relevant delegations

The implementation of this policy is delegated to the Chief Executive and his/her delegates.

References and relevant legislation

[The Local Government Act 2002](#)

[Taupō District Council Code of Conduct](#)

Adopted:	15 November 2022
Reviewed	44 25 November 2025
Next review date:	To be reviewed within three months following the triennial elections.
Document number:	A3229313 A3856022 A3831309
Sponsor/Group:	Legal, Risk and Governance Manager



Appointment and Remuneration of Directors Policy

Purpose and Scope

- The purpose of this policy is to provide an objective and transparent process for:
 - the identification and consideration of the skills, knowledge and experience required of directors of Council organisations;
 - the appointment of directors to Council organisations; and
 - the remuneration of directors of Council organisations.

Revocations

- The policy on the Appointment and Remuneration of Directors 20~~19~~22 is revoked when this policy comes into force on ~~12~~5 November 202~~2~~5.

Definitions

The following definitions only provide guidance and Section 6 of the Local Government Act 2002 (LGA) has more detailed definitions.

The Act	The Local Government Act 2002.
Council	Includes any committee, subcommittee or Community Board to which Council has delegated responsibility.
Directors	Includes company directors, trustees, managers and office holders of an organisation (s6(3)(b), LGA 2002).
Organisation	Includes partnerships, trusts, arrangements for sharing profits, unions of interest, co-operations, joint ventures and similar arrangements.
Company	Means a body corporate.
Council organisation (CO)	Is an organisation in which the Council controls any voting rights or the right to appoint directors. <u>Is, in broad terms, an organisation in which the Council has a voting interest or the right to appoint a director.</u>
Council-controlled organisation (CCO)	Is a CO in which one Council controls, directly or indirectly, 50% or more of the voting rights or can appoint 50% or more of the directors.
Council-controlled trading organisation (CCTO)	Is a CCO that operates a trading undertaking for the purpose of making a profit. For the purposes of this policy, Council considers that only the Taupō Airport Authority (TAA) is a CCTO under s6 of the LGA.

Strategic Criteria

3. Before Council decides to appoint a director(s) to any organisation, Council will assess its involvement against the following strategic criteria:
 - a) The organisation's goals and objectives, which must fit with Council's directions as stated in its strategic planning documents.
 - b) Any appointment must add value to the organisation, and to Council.
 - c) The benefits of appointing a director(s) must outweigh other methods of achieving Council's objectives.

Council Organisations

4. Council Organisations ~~Selection of Council Organisations for~~ Appointments

Council has non-controlling interests in numerous organisations, typically not-for-profit bodies that promote community well-being. When making and reviewing appointments to any organisation, Council needs to have regard to the strategic criteria given above.

4.1 Required skills, knowledge and experience of Directors

In general, Council seeks the following skills and attributes in directors of COs.

- a) Knowledge and experience relevant to the position
- b) Understanding of governance issues
- c) High standard of personal integrity
- d) Time available to undertake duties
- e) No conflict of interest
- f) Ability to appreciate the wider public interest.

When identifying the skills, knowledge, and experience required of directors of a CO, Council must consider whether knowledge of tikanga Māori may be relevant to the governance of that CO.

4.2 Appointment of Directors

Following an assessment of the nominees' attributes, Council will appoint its preferred candidate.

4.3 Term of Appointment

After the triennial elections, Council usually appoints directors to COs for a three-year term.

4.3 Remuneration of Directors

- a) Elected members - Elected members appointed by Council as directors to COs may not receive the remuneration (if any) offered by that CO.
- b) Council staff - Council staff appointed by COs are not eligible for remuneration. The normal terms and conditions of the staff member's employment contract will apply in these circumstances. If Council appoints a staff member to a CO that pays remuneration to its Directors, the staff member must arrange to have the fees paid to Council, unless the Chief Executive determines there are special circumstances.

Council-Controlled Organisations

5 Required skills, knowledge and experience of Directors

Subject to any trust deed or constitution requirements, in general, Council seeks the following skills and attributes in directors of CCOs:

- a) Knowledge and experience relevant to the position
- b) Understanding of governance issues
- c) High standard of personal integrity
- d) Time available to undertake duties
- e) No conflict of interest
- f) Ability to appreciate the wider public interest.

The mix of skills and experience on the CCO board, as well as the board's diversity will be taken into account. Consideration will be given to complementing and reinforcing existing skills, reducing known skill gaps and increasing diversity where necessary.

When identifying the skills, knowledge, and experience required of directors of a CCO, Council must consider whether knowledge of tikanga Māori may be relevant to the governance of that CCO.

6.1 Appointments

- 6.1.1 Authority to appoint ~~— subject to any specific trust deed or constitution requirements~~ Council will make appointments to CCOs or it may delegate those decisions to Council's Chief Executive.
- 6.1.2 External appointments ~~— Subject to any specific trust deed or constitution requirements,~~ ~~where~~ there are positions for external appointments, Council will seek nominations accompanied by information about the nominee's relevant skills, experience and attributes.
- 6.1.3 Elected members - Sometimes Council may want to appoint elected members to a CCO Board. Council needs to take care when appointing elected members or employees as directors of CCOs because this may:
 - a) Create a conflict between their obligations to the CCO and their obligations to Council; and
 - b) Create negative community perceptions of the appointment(s).
- 6.1.4 The Office of the Auditor-General advises that Councils can ensure that CCOs are responsive to Council concerns using these methods:
 - a) Use selection and appointment processes that ensure successful external appointments understand and accept the needs and priorities of Council and the community;
 - b) Provide a clear statement of Council's expectations of the CCO; and
 - c) Hold regular discussions between the CCO and Council on the main issues and objectives.
- 6.1.5 Council staff - Council should also take care when appointing Council employees as directors of CCOs, because Council employees may have a conflict of interest among:
 - a) Their duty to follow Council's policies;
 - b) Their duty to advise the local authority on the performance of the CCO; and
 - c) The duties of confidentiality and loyalty owed to the CCO.

6.2 Term of Appointment

~~Subject to any specific trust deed or constitution requirements, the initial term for a CCO director will be for a period of up to three years. Subject to a review of the director's performance at the end of each term, any provisions in the CCO trust deed or constitution, and a review of the needs of the CCO board in question, the typical tenure for a director will be six years. This is to ensure that the board benefits from the knowledge and experience a director develops during their first term.~~

~~Following six years of service on a board, and subject to any maximum term in the trust deed or constitution, there will be an option for further terms if appointed as Chair or Deputy Chair of the CCO.~~

~~Following nine years of service, and subject to any maximum term in the trust deed or constitution, a director may be re-appointed, but only in special circumstances.~~

~~The rationale is that after six to nine years on the board, it is usually helpful to bring in fresh ideas and drive to the board. However, where an individual continues to display the necessary qualities to continue to take the entity forward, additional terms may be recommended at the discretion of the Council.~~

~~Where necessary, directors shall be appointed for terms of one to three years in order to avoid all the board members' terms becoming vacant at the same time. Where an appointment replaces an existing director, typically the appointment will be for the remainder of that director's term to maintain the effect of staggering expiry dates.~~

~~Any consideration of terms and reappointments should consider the question of succession and the need to balance fresh ideas with the need to maintain experience and institutional knowledge within the board. Appointments to a CCO are generally for a three-year term, and must comply with the Terms of Reference or Trust Deed for each CCO.~~

6.3 Remuneration of Directors

After each triennial Council election, the Council will determine whether there are any CCOs that may more properly be classified as CCTOs for the purposes of determining an appropriate level of remuneration. If Council classifies a CCO as a CCTO, then Council will determine the remuneration in accordance with the policy for CCTOs below.

In all other cases, CCO directors appointed by the Council will receive the remuneration (if any) offered by that body.

- a) Elected members - Elected members appointed by Council as Directors to CCOs may not receive the remuneration (if any) offered by that CCO.
- b) Council staff - Council staff appointed to CCOs are not eligible for remuneration. The normal terms and conditions of the staff member's employment contract will apply in these circumstances. If a Council staff member is appointed to a CCO where remuneration is paid, the fees for that appointee shall be paid to Council, unless the Chief Executive determines there are special circumstances.

Council-Controlled Trading Organisations

~~7.1 Introduction~~

~~The Taupō Airport Authority [TAA] is a CCTO for the purposes of the Local Government Act 2002 and of the other legislation under which the TAA operates. The TAA is required to operate a successful business providing for the safe, appropriate and efficient air transport needs of the Taupō District.~~

~~CCTOs in which Council holds shares directly are empowered under this policy to appoint directors to their own subsidiaries or associates in accordance with their own policies.~~

~~As outlined above the TAA is legally a CCTO, however the management has been delegated by the joint owner (the Crown) to Council. Council has constituted a Committee of Council — Taupō Airport Authority Committee — which includes membership to manage the airport on behalf of Council (and the Crown).~~

~~Note that this process only applies to the appointment of the Business Representative to the TAA Committee~~

7.2 Required skills, knowledge and experience of Directors

The required skills, knowledge and experience for director appointments to a CCTO board are to be assessed by Council, in consultation with the Chairperson of the relevant CCTO. Consideration should be given to current governance best practice in this area, as encapsulated in the Institute of Directors' guidelines and other relevant material. External assistance may be used in some cases.

The mix of skills and experience on the CCTO board will be taken into account, and consideration given to complementing and reinforcing existing skills and reducing known weaknesses where necessary.

In general, the following attributes are sought in directors of CCTOs:

- a. Knowledge and experience relevant to the position
- b. Understanding of governance issues
- c. High standard of personal integrity
- d. Time available to undertake duties
- e. No conflict of interest
- f. Ability to appreciate the wider public interest.

When identifying the skills, knowledge, and experience required of directors of a CCTO, Council must consider whether knowledge of tikanga Māori may be relevant to the governance of that CCTO.

In addition to these attributes, a director may not be an un-discharged bankrupt (section 151(2)(b) of the Companies Act 1993).

It is expected that all appointees to CCTO boards will undergo, or have already undergone, formal corporate governance training, or have the requisite experience in this area.

7.3 Appointment process for Directors

When a vacancy arises in any CCTO, the Council, having identified the skills, knowledge and experience required for the position (in consultation with the CCTO Chairperson), will then follow the Nominations, Selection and Appointment processes in this section.

7.4 Nomination for Directors

Council will invite nominations for directors of CCTOs by public notice.

7.5 Selection and Appointment of Directors

External applicants - Council will shortlist the applicants when nominations have closed, and interview them. It will then decide on its preferred candidate, check all references and make an appointment(s). The recommendation process will exclude members of the public in order to protect the privacy of the individual(s) concerned.

Council will announce the appointment as soon as practicable after Council has made its decision.

Councillors - Councillors are not excluded under this policy from being appointed to CCTO boards. However all care should still be taken when appointing elected members or employees as directors of CCTOs because this may:

- a. Create a conflict between their obligations to the CCTO and their obligations to Council; and
- b. Create negative community perceptions of the appointment(s).

The Office of the Auditor-General advises that Councils can ensure that CCTOs are responsive to Council concerns using these methods:

- a. Use selection and appointment processes that ensure successful external appointments understand and accept the needs and priorities of Council and the community;
- b. Provide a clear statement of Council's expectations of the CCTO; and
- c. Hold regular discussions between the CCTO board and Council on the main issues and objectives.

Council staff - Council must take care when appointing Council employees as directors of CCTOs, because Council employees may have a conflict of interest among:

- a. Their duty to follow Council's policies;
- b. Their duties to advise the local authority on the performance of the CCTO; and
- c. The duties of confidentiality and loyalty owed to the CCTO.

7.6 Term and length of tenure of Directors

The normal tenure for a CCTO director will be three years or a lesser period to the end of the current Triennium of Council. Following three years of service, a director may be appointed for a further three years.

After six years of service, it is desirable that a director is not re-appointed to the same board.

7.7 Chairpersons of CCTOs

The Board is accountable to Council for the performance of the CCTO and the performance of each individual member including the Chairperson. It is therefore the responsibility of the board of each CCTO to appoint and remove its own Chairperson.

7.8 Remuneration of Directors

Council has been charged with monitoring and, where appropriate, approving changes in remuneration levels for the boards of CCTOs.

Every three years, and more frequently if appropriate, Council will review the level of remuneration available to the boards of CCTOs for distribution.

The fees will be reviewed on an overall basis for each CCTO, leaving the board of that CCTO to apportion the fee between board members as it sees fit.

In performing its review of remuneration, Council will take account of the following factors:

- a. The need to attract and retain appropriately qualified directors
- b. The levels of remuneration paid to comparable companies or government organisations in New Zealand
- c. The performance of the CCTO and any changes in the nature of its business

d. Any other relevant factors.

In general, it is intended that boards of CCTOs will receive a level of remuneration that is competitive with the market, while recognising that there will be differences from time to time, particularly in the period between reviews. Professional advice will be sought where necessary.

Council supports CCTOs to pay directors' liability insurance and to indemnify directors.

Council staff – If a Council staff member is appointed to a CCTO board, the fees for that appointee shall be paid to Council, unless the Chief Executive determines there are special circumstances.

7.9 Reporting to Council

For all appointments, at the time of appointment the responsibilities of the director(s) in relation to reporting back to Council will be determined. As a minimum appointee will report on the progress of the organisation annually.

Conflict of Interest

The Council expects that any appointments to any CO, CCO or CCTO will avoid situations where their actions could give rise to a conflict of interest. To minimise these situations, the Council requires directors to follow the provisions of Council's Code of Conduct and/or the New Zealand Institute of Directors' Code of Ethics.

Dismissal of Directors

| Subject to any specific trust deed or constitution requirements, aAll members are appointed "at the pleasure of Council" and may be dismissed by way of resolution by Council.

Adopted:	15 November 2022
Reviewed	25 November 2025
Next review date:	To be reviewed within three months following the triennial elections.
Document number:	A3856022
Sponsor/Group:	Legal and Governance Manager



Appointment and Remuneration of Directors Policy

Purpose and Scope

- The purpose of this policy is to provide an objective and transparent process for:
 - the identification and consideration of the skills, knowledge and experience required of directors of Council organisations;
 - the appointment of directors to Council organisations; and
 - the remuneration of directors of Council organisations.

Revocations

- The policy on the Appointment and Remuneration of Directors 2022 is revoked when this policy comes into force on 25 November 2025.

Definitions

The following definitions only provide guidance and Section 6 of the Local Government Act 2002 (LGA) has more detailed definitions.

The Act	The Local Government Act 2002.
Council	Includes any committee, subcommittee or Community Board to which Council has delegated responsibility.
Directors	Includes company directors, trustees, managers and office holders of an organisation (s6(3)(b), LGA 2002).
Organisation	Includes partnerships, trusts, arrangements for sharing profits, unions of interest, co-operations, joint ventures and similar arrangements.
Company	Means a body corporate.
Council organisation (CO)	Is, in broad terms, an organisation in which the Council has a voting interest or the right to appoint a director.
Council-controlled organisation (CCO)	Is a CO in which one Council controls, directly or indirectly, 50% or more of the voting rights or can appoint 50% or more of the directors.
Council-controlled trading organisation (CCTO)	Is a CCO that operates a trading undertaking for the purpose of making a profit.

Strategic Criteria

3. Before Council decides to appoint a director(s) to any organisation, Council will assess its involvement against the following strategic criteria:
 - a) The organisation's goals and objectives, which must fit with Council's directions as stated in its strategic planning documents.
 - b) Any appointment must add value to the organisation, and to Council.
 - c) The benefits of appointing a director(s) must outweigh other methods of achieving Council's objectives.

Council Organisations

4. Council Organisation Appointments

Council has non-controlling interests in numerous organisations, typically not-for-profit bodies that promote community well-being. When making and reviewing appointments to any organisation, Council needs to have regard to the strategic criteria given above.

4.1 Required skills, knowledge and experience of Directors

In general, Council seeks the following skills and attributes in directors of COs.

- a) Knowledge and experience relevant to the position
- b) Understanding of governance issues
- c) High standard of personal integrity
- d) Time available to undertake duties
- e) No conflict of interest
- f) Ability to appreciate the wider public interest

When identifying the skills, knowledge, and experience required of directors of a CO, Council must consider whether knowledge of tikanga Māori may be relevant to the governance of that CO.

4.2 Appointment of Directors

Following an assessment of the nominees' attributes, Council will appoint its preferred candidate.

4.3 Term of Appointment

After the triennial elections, Council usually appoints directors to COs for a three-year term.

4.3 Remuneration of Directors

- a) Elected members - Elected members appointed by Council as directors to COs may not receive the remuneration (if any) offered by that CO.
- b) Council staff - Council staff appointed by COs are not eligible for remuneration. The normal terms and conditions of the staff member's employment contract will apply in these circumstances. If Council appoints a staff member to a CO that pays remuneration to its Directors, the staff member must arrange to have the fees paid to Council, unless the Chief Executive determines there are special circumstances.

Council-Controlled Organisations

5 Required skills, knowledge and experience of Directors

Subject to any trust deed or constitution requirements, in general, Council seeks the following skills and attributes in directors of CCOs:

- a) Knowledge and experience relevant to the position
- b) Understanding of governance issues
- c) High standard of personal integrity
- d) Time available to undertake duties
- e) No conflict of interest
- f) Ability to appreciate the wider public interest.

The mix of skills and experience on the CCO board, as well as the board's diversity will be taken into account. Consideration will be given to complementing and reinforcing existing skills, reducing known skill gaps and increasing diversity where necessary.

When identifying the skills, knowledge, and experience required of directors of a CCO, Council must consider whether knowledge of tikanga Māori may be relevant to the governance of that CCO.

6.1 Appointments

- 6.1.1 Authority to appoint – subject to any specific trust deed or constitution requirements Council will make appointments to CCOs or it may delegate those decisions to Council's Chief Executive.
- 6.1.2 External appointments – Subject to any specific trust deed or constitution requirements, where there are positions for external appointments, Council will seek nominations accompanied by information about the nominee's relevant skills, experience and attributes.
- 6.1.3 Elected members - Sometimes Council may want to appoint elected members to a CCO Board. Council needs to take care when appointing elected members or employees as directors of CCOs because this may:
 - a) Create a conflict between their obligations to the CCO and their obligations to Council; and
 - b) Create negative community perceptions of the appointment(s).
- 6.1.4 The Office of the Auditor-General advises that Councils can ensure that CCOs are responsive to Council concerns using these methods:
 - a) Use selection and appointment processes that ensure successful external appointments understand and accept the needs and priorities of Council and the community;
 - b) Provide a clear statement of Council's expectations of the CCO; and
 - c) Hold regular discussions between the CCO and Council on the main issues and objectives.
- 6.1.5 Council staff - Council should also take care when appointing Council employees as directors of CCOs, because Council employees may have a conflict of interest among:
 - a) Their duty to follow Council's policies;
 - b) Their duty to advise the local authority on the performance of the CCO; and
 - c) The duties of confidentiality and loyalty owed to the CCO.

6.2 Term of Appointment

Subject to any specific trust deed or constitution requirements, the initial term for a CCO director will be for a period of up to three years. Subject to a review of the director's performance at the end of each term, any provisions in the CCO trust deed or constitution, and a review of the needs of the CCO board in question, the typical tenure for a director will be six years. This is to ensure that the board benefits from the knowledge and experience a director develops during their first term.

Following six years of service on a board, and subject to any maximum term in the trust deed or constitution, there will be an option for further terms if appointed as Chair or Deputy Chair of the CCO.

Following nine years of service, and subject to any maximum term in the trust deed or constitution, a director may be re-appointed, but only in special circumstances.

The rationale is that after six to nine years on the board, it is usually helpful to bring in fresh ideas and drive to the board. However, where an individual continues to display the necessary qualities to continue to take the entity forward, additional terms may be recommended at the discretion of the Council.

Where necessary, directors shall be appointed for terms of one to three years in order to avoid all the board members' terms becoming vacant at the same time. Where an appointment replaces an existing director, typically the appointment will be for the remainder of that director's term to maintain the effect of staggering expiry dates.

Any consideration of terms and reappointments should consider the question of succession and the need to balance fresh ideas with the need to maintain experience and institutional knowledge within the board.

6.3 Remuneration of Directors

After each triennial Council election, the Council will determine whether there are any CCOs that may more properly be classified as CCTOs for the purposes of determining an appropriate level of remuneration. If Council classifies a CCO as a CCTO, then Council will determine the remuneration in accordance with the policy for CCTOs below.

In all other cases, CCO directors appointed by the Council will receive the remuneration (if any) offered by that body.

- a) Elected members - Elected members appointed by Council as Directors to CCOs may not receive the remuneration (if any) offered by that CCO.
- b) Council staff - Council staff appointed to CCOs are not eligible for remuneration. The normal terms and conditions of the staff member's employment contract will apply in these circumstances. If a Council staff member is appointed to a CCO where remuneration is paid, the fees for that appointee shall be paid to Council, unless the Chief Executive determines there are special circumstances.

Council-Controlled Trading Organisations

7.2 Required skills, knowledge and experience of Directors

The required skills, knowledge and experience for director appointments to a CCTO board are to be assessed by Council, in consultation with the Chairperson of the relevant CCTO. Consideration should be given to current governance best practice in this area, as encapsulated in the Institute of Directors' guidelines and other relevant material. External assistance may be used in some cases.

The mix of skills and experience on the CCTO board will be taken into account, and consideration given to complementing and reinforcing existing skills and reducing known weaknesses where necessary.

In general, the following attributes are sought in directors of CCTOs:

- a. Knowledge and experience relevant to the position
- b. Understanding of governance issues
- c. High standard of personal integrity
- d. Time available to undertake duties
- e. No conflict of interest
- f. Ability to appreciate the wider public interest.

When identifying the skills, knowledge, and experience required of directors of a CCTO, Council must consider whether knowledge of tikanga Māori may be relevant to the governance of that CCTO.

In addition to these attributes, a director may not be an un-discharged bankrupt (section 151(2)(b) of the Companies Act 1993).

It is expected that all appointees to CCTO boards will undergo, or have already undergone, formal corporate governance training, or have the requisite experience in this area.

7.3 Appointment process for Directors

When a vacancy arises in any CCTO, the Council, having identified the skills, knowledge and experience required for the position (in consultation with the CCTO Chairperson), will then follow the Nominations, Selection and Appointment processes in this section.

7.4 Nomination for Directors

Council will invite nominations for directors of CCTOs by public notice.

7.5 Selection and Appointment of Directors

External applicants - Council will shortlist the applicants when nominations have closed, and interview them. It will then decide on its preferred candidate, check all references and make an appointment(s). The recommendation process will exclude members of the public in order to protect the privacy of the individual(s) concerned.

Council will announce the appointment as soon as practicable after Council has made its decision.

Councillors - Councillors are not excluded under this policy from being appointed to CCTO boards. However all care should still be taken when appointing elected members or employees as directors of CCTOs because this may:

- a. Create a conflict between their obligations to the CCO and their obligations to Council; and
- b. Create negative community perceptions of the appointment(s).

The Office of the Auditor-General advises that Councils can ensure that CCTOs are responsive to Council concerns using these methods:

- a. Use selection and appointment processes that ensure successful external appointments understand and accept the needs and priorities of Council and the community;
- b. Provide a clear statement of Council's expectations of the CCTO; and
- c. Hold regular discussions between the CCTO board and Council on the main issues and objectives.

Council staff - Council must take care when appointing Council employees as directors of CCTOs, because Council employees may have a conflict of interest among:

- a. Their duty to follow Council's policies;
- b. Their duties to advise the local authority on the performance of the CCTO; and
- c. The duties of confidentiality and loyalty owed to the CCTO.

7.6 Term and length of tenure of Directors

The normal tenure for a CCTO director will be three years or a lesser period to the end of the current Triennium of Council. Following three years of service, a director may be appointed for a further three years.

After six years of service, it is desirable that a director is not re-appointed to the same board.

7.7 Chairpersons of CCTOs

The Board is accountable to Council for the performance of the CCTO and the performance of each individual member including the Chairperson. It is therefore the responsibility of the board of each CCTO to appoint and remove its own Chairperson.

7.8 Remuneration of Directors

Council has been charged with monitoring and, where appropriate, approving changes in remuneration levels for the boards of CCTOs.

Every three years, and more frequently if appropriate, Council will review the level of remuneration available to the boards of CCTOs for distribution.

The fees will be reviewed on an overall basis for each CCTO, leaving the board of that CCTO to apportion the fee between board members as it sees fit.

In performing its review of remuneration, Council will take account of the following factors:

- a. The need to attract and retain appropriately qualified directors
- b. The levels of remuneration paid to comparable companies or government organisations in New Zealand
- c. The performance of the CCTO and any changes in the nature of its business
- d. Any other relevant factors.

In general, it is intended that boards of CCTOs will receive a level of remuneration that is competitive with the market, while recognising that there will be differences from time to time, particularly in the period between reviews. Professional advice will be sought where necessary.

Council supports CCTOs to pay directors' liability insurance and to indemnify directors.

Council staff – If a Council staff member is appointed to a CCTO board, the fees for that appointee shall be paid to Council, unless the Chief Executive determines there are special circumstances.

7.9 Reporting to Council

For all appointments, at the time of appointment the responsibilities of the director(s) in relation to reporting back to Council will be determined. As a minimum appointee will report on the progress of the organisation annually.

Conflict of Interest

The Council expects that any appointments to any CO, CCO or CCTO will avoid situations where their actions could give rise to a conflict of interest. To minimise these situations, the Council requires directors to follow the provisions of Council's Code of Conduct and/or the New Zealand Institute of Directors' Code of Ethics.

Dismissal of Directors


Subject to any specific trust deed or constitution requirements, all members are appointed "at the pleasure of Council" and may be dismissed by way of resolution by Council.



TAUPŌ DISTRICT COUNCIL

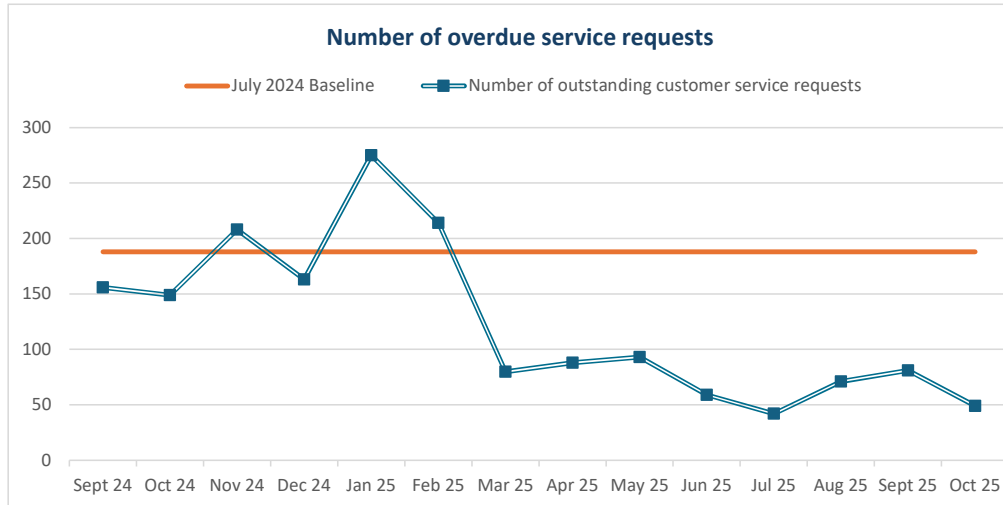
PERFORMANCE REPORT

October 2025

CHIEF EXECUTIVE - Julie Gardyne		
Overview	Government policy update	Stakeholder relationships
<p>October has been a month of transition and preparation. We welcomed our new mayor and councillors following the local elections and commenced the induction process to ensure they are well-equipped for their governance roles. These sessions cover committee structures, strategic priorities, and key operational matters. A special thank you to Shainey James, our Deputy Electoral Officer, for the outstanding work in supporting a smooth and successful election process.</p>	<p>October brought significant developments in the regulatory space. The government announced changes to building consent processes, aimed at streamlining approvals and improving efficiency. We are also anticipating Resource Management Act (RMA) reforms before Christmas, alongside further detail on the Systems Improvement Bill. In addition, we expect updates on development levies and rates capping, which remain under government consideration.</p> <p>These reforms will require adjustments to our workplans. Upcoming meetings with councillors will focus on how we incorporate these changes into our strategic and operational priorities to ensure compliance and maintain service delivery.</p>	<p>Our focus this month has been on strengthening relationships with elected members and key partners. Induction sessions for the mayor and councillors have begun, providing clarity on governance responsibilities and fostering collaboration.</p> <p>We are also preparing for community engagement opportunities to ensure transparency and alignment as we navigate upcoming policy changes.</p>
Operating efficiency and improvements		
<p>Council's internal (Enterprise Leadership Team ELT) business plan outlines our core portfolio programmes for 2025/2026 financial year, highlighting a heavy schedule of non-business-as-usual projects, including major initiatives such as capital delivery (\$70 million), resource consent processes, long-term planning for water services, legislative reforms, and complex cross-council strategic reviews. Recurring activities span infrastructure upgrades, regulatory compliance, health and safety frameworks, and core financial strategies.</p> <p>Most of the activities are on track. The parks and reserves reset and elections have been completed. The payroll upgrade is currently on hold, until another part of the system upgrade is completed early next year. A resource consent has been lodged with the Waikato Regional Council to control erosion in Kuratau, with decision pending after submitting section 92 answers. Broadlands Road landfill resource consent engagement is underway, and draft application is being prepared.</p>	<p>ELT Business Plan; 47 activities</p>  <p>■ Achieved ■ On Track ■ Off Track ■ On Hold</p>	

PEOPLE AND COMMUNITY PARTNERSHIPS - Hadley Tattle

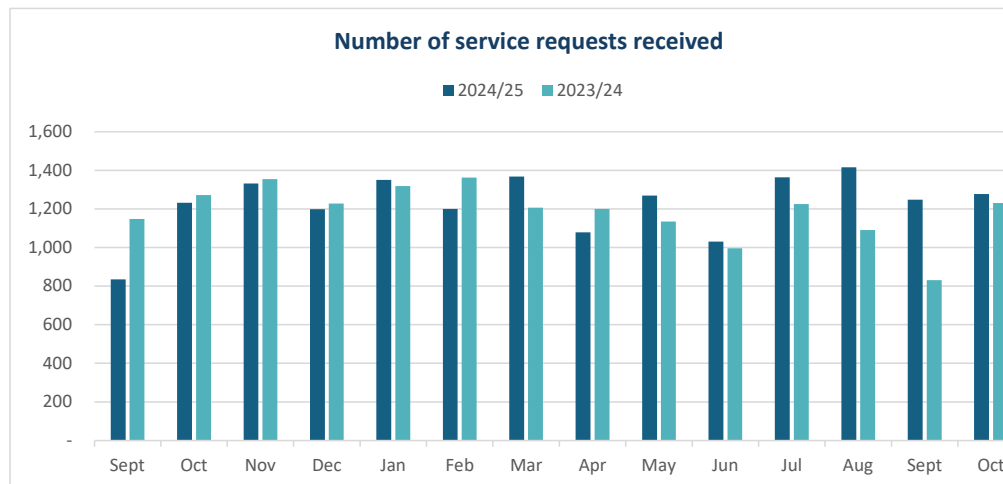
Customer focus



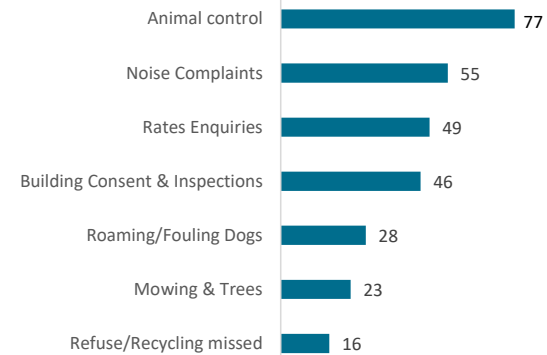
4355 calls received by customer services

75% of calls answered within 40 secs

Election engagement drove a high volume of customer outreach throughout September and October, with many customers wanting assistance both over the phone and in-person. This continued right until the midday voting cut off on 11 October. This was reflected in a voter turnout of 55.36% across the district, higher than many recent elections. Dog registration was also a large focus throughout September and October, with 99% of dog registration achieved by early October. This was a collective effort by multiple teams across the organisation. Animal control queries have been noticeably quieter throughout the remainder of October. Service requests received were on par with last year, and it was pleasing to see the overdue requests remaining well below the baseline. This reflects positive outcomes for our customers as we work to provide timely and responsive customer experiences.



Service request type



Community engagement and communications

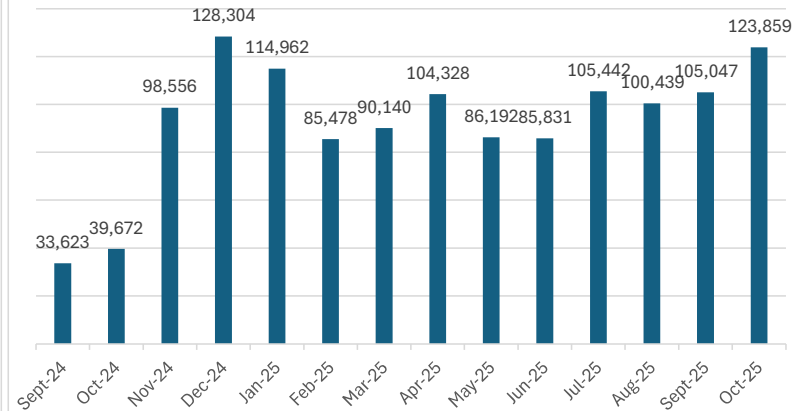
3 campaigns

199,540 people engaged in campaigns in October

Last quarter Council launched or continued the following campaigns / awareness:

- **Voting and results from the local elections** - The campaign to encourage people to vote in the local elections continued and ramped up in early October. The focus was on having your say before voting closed, how to cast a special vote and voting in the Māori ward poll, and then on the election results from preliminary to final results.
- **Don't flush wet wipes** - After a wastewater blockage caused by wet wipes and other items that shouldn't be flushed blocking a pipe, we took the opportunity to create awareness of how these blockages happen. The post got great engagement and became an education opportunity and for what we can all do to prevent it in the future.
- **Dog registration and roaming dogs** - Two videos about dog registration and roaming dogs were popular. A post thanking the community for reaching the milestone of 99% of dogs registered, and a video explaining what to do if your dog escapes or if you find a roaming dog were well received with lots of positive engagement. The videos showcased the great work of our compliance team, when the work they do can sometimes be seen in a negative way.

Web page hits



Iwi partnerships and initiatives

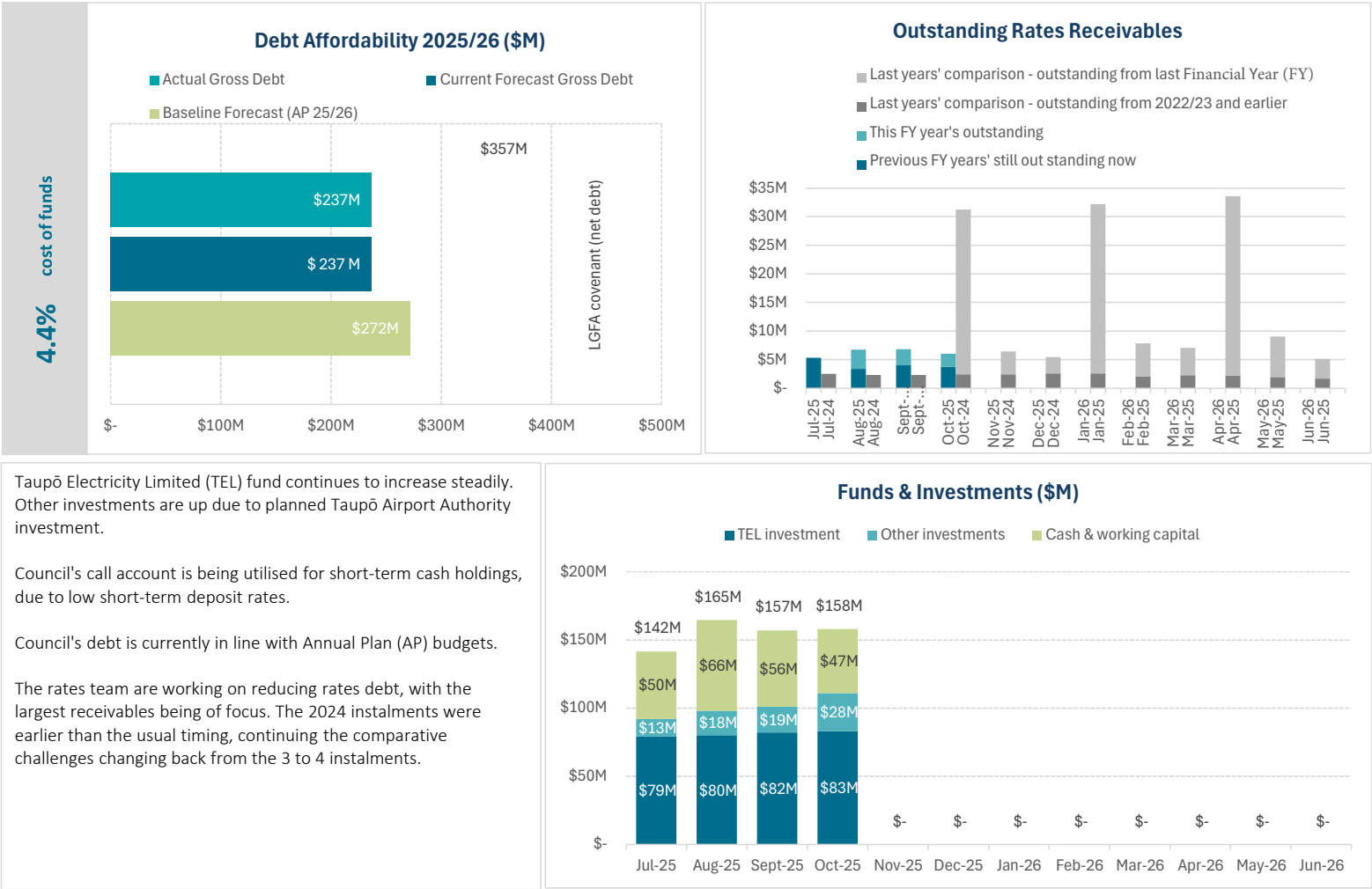
Our mahi across hui, meetings and workshops for various Council projects and activities continued throughout October.

We hosted colleagues from Matamata-Piako District Council in relation to an upcoming kaupapa they'll be embarking on relating to a multi-iwi Mana Whakahono ā Rohe (MWaR). We shared learnings and insights from our mahi regarding the MWaR process and mahi with Ngāti Tūrangitukua. Further help and support has been offered as they progress through this mahi.

A site visit was undertaken to the Broadlands Road Landfill and Resource Recovery Centre alongside hapū representatives. The purpose of the visit was to gain an understanding of current site operations and processes, and discuss how the site may operate in the future.

ORGANISATION PERFORMANCE - Sarah Matthews

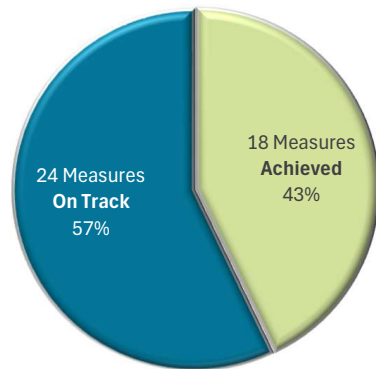
Financial Strategy



Health & Safety Improvements

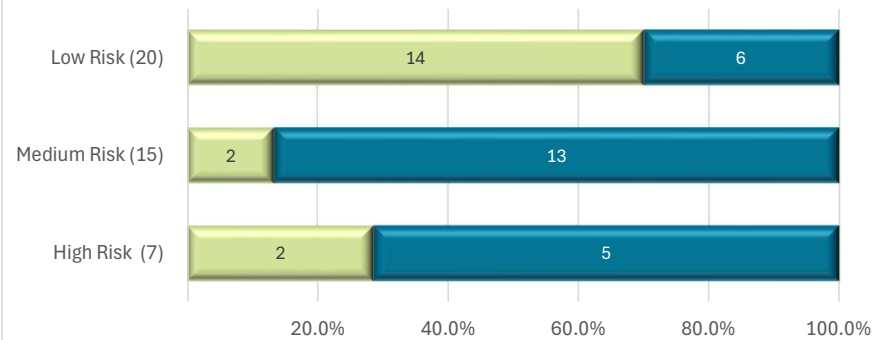
Progress of Health & Safety Workplan

■ Achieved ■ On Track ■ Off Track



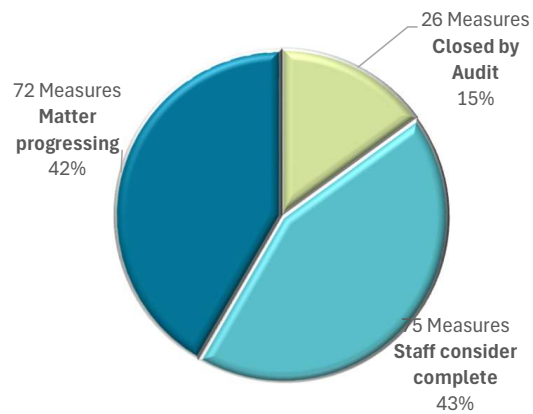
Achievement of Health & Safety Workplan, arising out of KPMG Recommendations (as a percentage of number of measures)

■ Achieved ■ On Track ■ Off Track



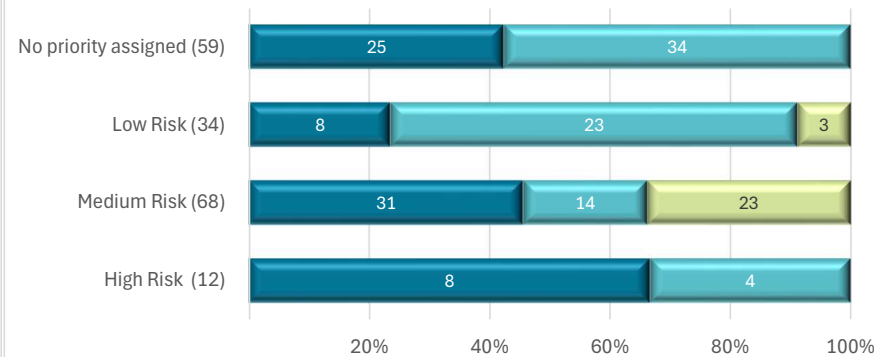
Organisational Wide Audit Improvements

Outstanding Audit & Improvement Items - Quarterly Update



Outstanding Organisational Wide Audit & Improvement Actions (as a percentage of number of actions)

■ Matter progressing ■ Staff consider complete ■ Closed by Audit



Council Property

- **Mahoe & Crown Road Industrial Developments** Over 50% of lots sold or under contract; Council teams progressing title acquisition for Crown Road lots.
- **Oroko Rise Consortium – East Urban Lands** Marketing of affordable homes to first-home buyers has started; first approved sales expected December 2025.
- **Ci Anywhere (CIA) Leases & Licences Module** New system live; Property and Finance Officers entering lease data in November for December invoicing.
- **Great Lake Centre (GLC) Refurbishment Project** Procurement (CN000745)finalised; interior upgrades begin mid-November 2025.

Digital Solutions

October was a pivotal month for the Digital Solutions team, marked by resilience and delivery under pressure. The team navigated a sophisticated cyber incident, responding swiftly to contain the breach and restore services. This event highlighted the importance of our cybersecurity improvement and training programme, which continues to strengthen Council's digital resilience. An independent post-incident report is being undertaken by our internal auditors KPMG, with the plan to be presented at Risk and Assurance in March. Final preparations for the go-live of Technology One Leases and Licences and Request Management modules in CiAnywhere progressed, ready for November go-live. Planning has begun for the next project phases covering a new building consent and regulatory management system. Progress continued with the Artificial Intelligence rollout with usage steadily increasing and measured recorded benefits.

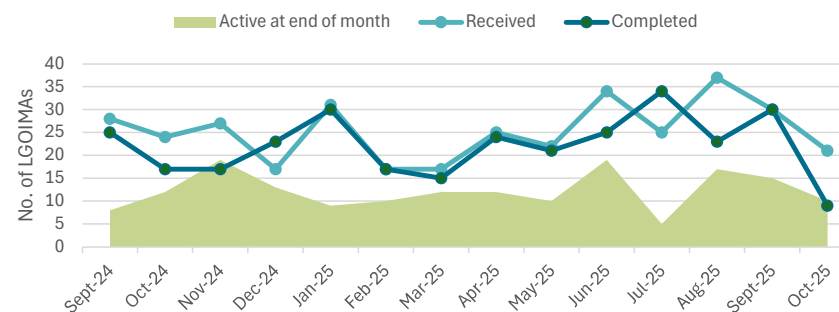
Local Government Official Information and Meetings Act (LGOIMA) requests

99% of LGOIMAs processed within 20 days - YTD Target is 99%

October's LGOIMA requests to Taupō District Council focused on requests for land development and subdivision consents, conflicts of interest, alcohol licensing, rates disputes, and environmental concerns such as contamination and landfill expansion.

Additional requests covered election-related costs, infrastructure in Tūrangi, and various public service matters including dog infringements, waste management, and water charges.

Local Government Official Information and Meetings Act (LGOIMA) requests



COMMUNITY INFRASTRUCTURE AND SERVICES - Tony Hale

Three Waters

Monthly dry weather overflow

Month	Monthly weather overflow (per 1000 customers)	Cumulative overflow - YTD (per 1000 customers)	End of FY target (per 1000 customers)
Sept-24	0.1	0.5	2.5
Oct-24	0.1	0.6	2.5
Nov-24	0.1	0.7	2.5
Dec-24	0.1	0.8	2.5
Jan-25	0.1	0.9	2.5
Feb-25	0.1	1.0	2.5
Mar-25	0.1	1.1	2.5
Apr-25	0.1	1.2	2.5
May-25	0.2	1.3	2.5
Jun-25	0.1	1.4	2.5
Jul-25	0.2	1.5	2.5
Aug-25	0.2	1.6	2.5
Sept-25	0.1	1.7	2.5
Oct-25	0.2	1.8	2.5

3

notifications to Taumata Arowai of risk to drinking water quality. Target is Nil. 1. Substantial SCADA data loss at Taupō Water Treatment Plant, impacting ability to demonstrate compliance (note: the failure impacted data, not treatment plant operation which continued within the requirements). 2. Waihaha Water Treatment Plant was shut down due to heavy rainfall impacting source water quality, causing 72 hour supply interruption. 3. Monthly arsenic test results exceeded standard values in Centennial Drive, Hatepe, Kinloch, Motuoapa and Omori. Arsenic has always been present in these water supplies due to geothermal activity. The test results continue to be stable and there is a plan to address arsenic levels through the treatment plant upgrades that are underway.

3

moderate or significant resource consent non-compliances (take & discharge) with an actual or potential adverse health or environmental effect. Target is Nil. 1. Two wastewater overflows to the stormwater system and in one case, to Lake Taupō. 2. Minor weekly hydraulic loading rate consent limit exceedances for quarter one at View Road Land Treatment site.

- The water treatment plant upgrades continue to progress well. The upgrades will enable council to achieve compliance with protozoa requirements as well as reduce vulnerability during weather events, particularly wind and rain, which impact source water quality. The Kinloch Water Treatment Plant upgrade is now complete and the opening was celebrated on 22 October.

- The team continues to focus on risk management with an acceleration of the maintenance regime for our wastewater network to reduce overflows, the implementation of additional controls to reduce risk to the integrity of our treated water reservoirs and the development of a plan to improve the operation of our SCADA systems (the automated control system that runs our water and wastewater treatment plants).

- Council staff recently hosted a visit from St Patrick’s School students at the Taupō wastewater and water treatment plants. This was a valuable opportunity to educate local children about the importance of our Three Waters operations and to help them understand the role council plays in managing essential infrastructure and services.

Waste Management

4,082 tonnes of waste diverted from landfill - YTD

30% of waste stream diverted from landfill - YTD

50% target diverted from landfill - by 2034

- An onsite meeting was held with iwi representatives at the Broadlands Road landfill to continue the discussions on the consent. Waste education information was developed to support the application.

- A new storage bunker was built at the Tūrangi Refuse Transfer Station, and the size of the reuse shop was increased.

- New battery recycling stations were installed at Omori and Whareroa transfer stations.

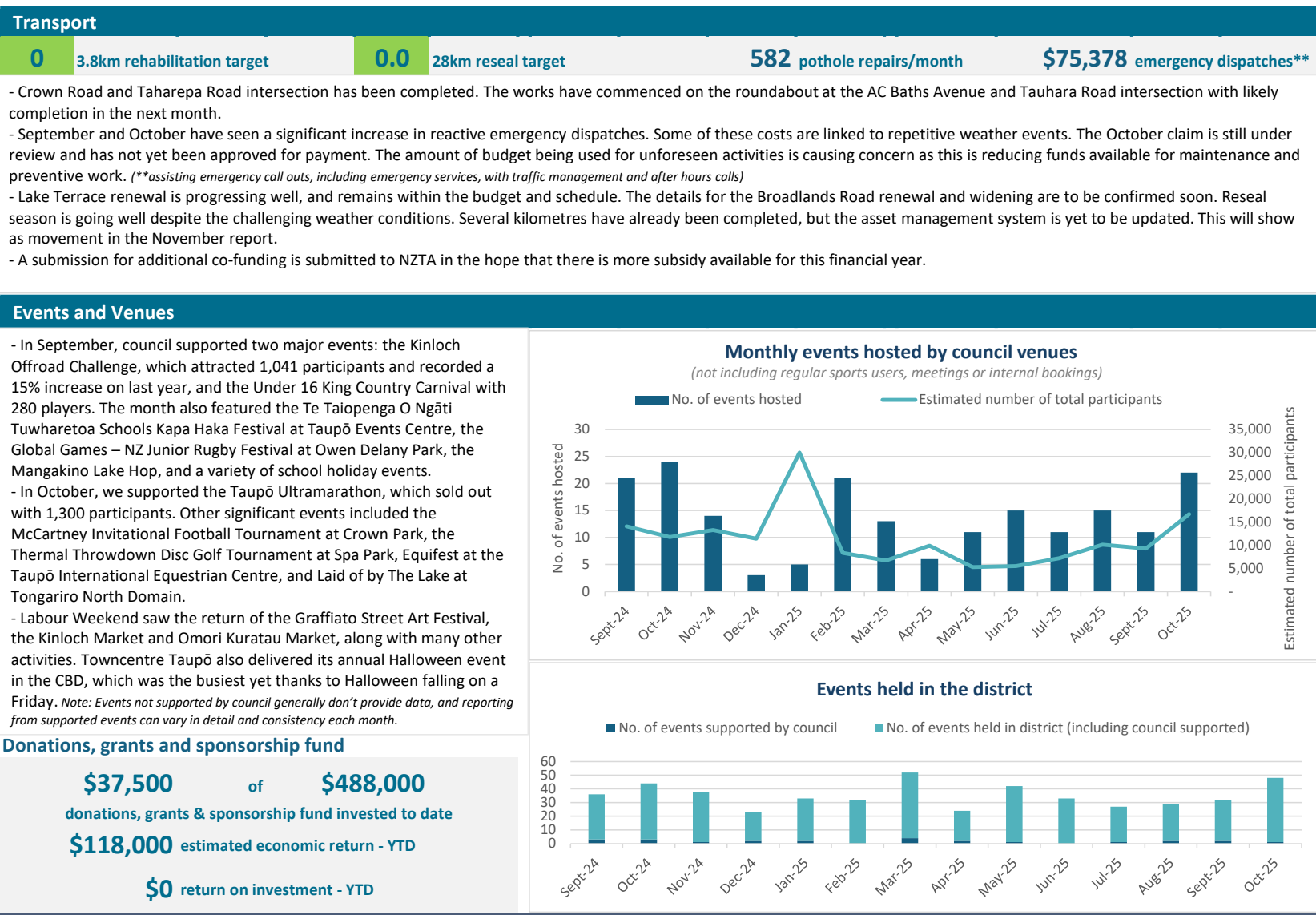
- Waste Minimisation Grant recipients have been selected and notified.

- Halloween Pick or Treat Litter Pick Up attracted about 250 participants.

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Item 5.6- Attachment 1

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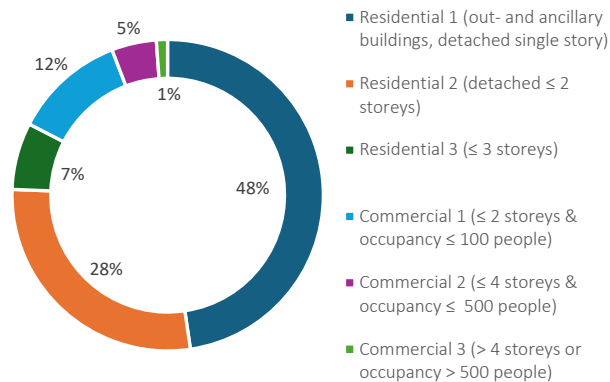
STRATEGY AND ENVIRONMENT - Warrick Zander

Policy

- Preparations for the Annual Plan 2026/27 have started, and background work for the delivery of the Long-term Plan 2027 continues.
- The team continues to work with officials from the Ministry for the Environment on our exemption application for plan changes 44-49 to the Taupō District Plan.
- Worked with the external consultant advisors for the Northern Wastewater Project to better understand what the next phase of the project could involve and how that aligns with structure planning proposals.
- Teams across the council continue to work together to align the land information memorandum (LIM) data with the new legal requirements.

Environmental Services

Types of building consents granted



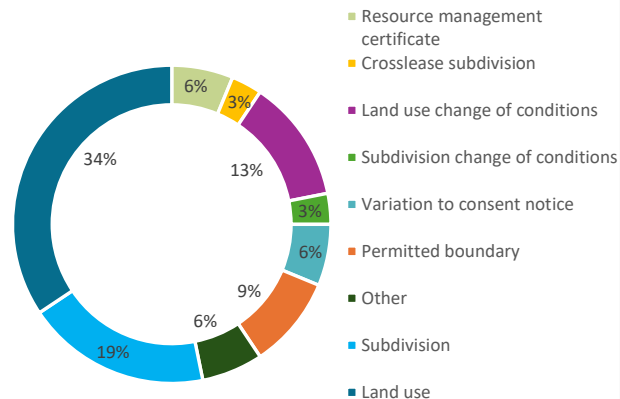
of building consents completed within statutory timeframes - this month

97%

building consent applications received - this month

93

Types of resource consents granted



of resource consents completed within statutory timeframes - this month

100%

resource consent applications received - this month

32

- Strong year-to-date building and resource consent activity signals robust economic momentum, reflecting confidence in future growth and sustained investment in our rohe.
- Three building consent applications went over time in this period, all due to administrative errors.
- Seven Oaks consent in Kinloch was granted by commissioner after a hearing.
- 99 percent of known dogs were registered as at 8 October. This is the earliest we have ever achieved 99 percent, and is thanks to a lot of hard work from the compliance team.
- Roaming dogs and dog aggression / attacks continue to be an issue in Tūrangi so staff are resuming 'all team patrols', with the first patrol due to take place on 14 November.

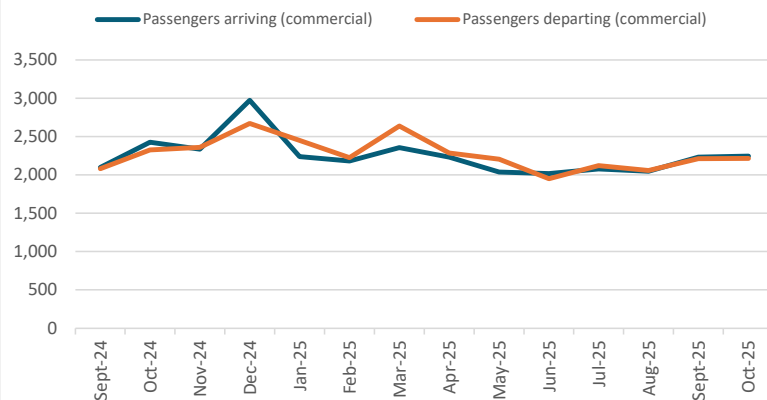
Parks and Reserves

- Heavy spring rainfall has resulted in water pooling across several reserves, causing delays in the scheduled mowing programme. The team is actively working to recover lost time and return to the standard maintenance cycle.
- A comprehensive deep cleaning programme has commenced for the lakeside public toilets. This initiative is in preparation for the anticipated increase in usage during the upcoming summer season.
- High profile lawn areas including Tapuaeoharuru, the Joan Williamson Rose Garden, and Tongariro South Domain have been under-sown and fertilised. These enhancements aim to ensure the spaces are presented at their best for the series of events scheduled over the coming months.

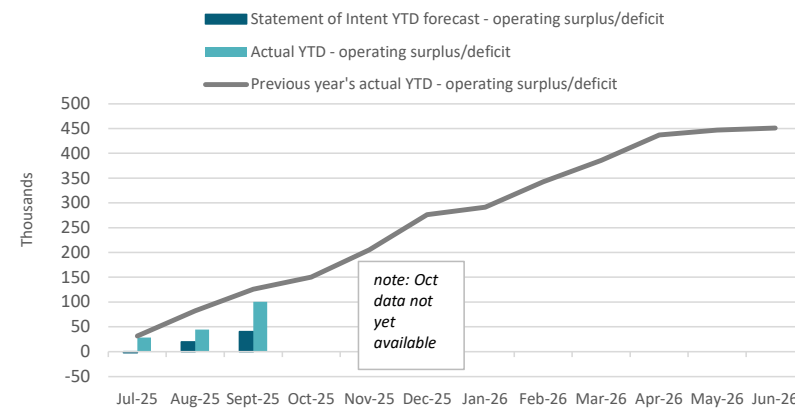
Taupō Airport

- Finances for the first quarter are looking very good.
- NZ Airports annual conference was held in Blenheim. The apron redevelopment project won the small airports infrastructure project of the year award.
- Media release was issued on the achievements of the airport over the past three years of the outgoing Taupō Airport Authority committee membership.
- Unqualified audit was received from Audit New Zealand for the airport's financial year 2024-25 accounts.
- Passenger numbers are still low due to less commercial aircraft movements. The Air New Zealand load factors are good on the Auckland sector.
- The leak from the large water storage tank at the airport has subsided now that the tank has been drained. Next step is to demolish the tank and pumping station and clear the site, which is currently programmed by council for 2030.
- Airport management continue to pursue Taupō – Wellington sector with the second tier airlines now that Government has released funding to ease maintenance and parts pressure for the airlines.
- The five-yearly Obstacle Limitation Survey was awarded to Black Maps Ltd.
- A new fixed based operator is starting at the airport specialising in ground handling services for high-end jet charters to the region. Bookings are already being taken for November.
- Working with the property team on felling of the trees to the rear of the commercial properties on Johnbrook Crescent (off Anzac Memorial Drive) and within the airport confines.

Arriving & departing passengers



Taupō Airport Authority operating surplus/deficit
































October 2025 * PERFORMANCE REPORT * 2 | 2

GREAT LAKE TAUPŌ

Taupō District Council

PORTFOLIO UPDATE

Activity Area	OVERALL	TIME	COST	SCOPE	KEY UPDATES	UPCOMING MILESTONES	% COMPLETE (Life Budget)	LIFE BUDGET
▲								
Three Waters (3W) All								
SCADA Upgrade	▲	↗	↗	↓	A draft project plan has been delivered with key priorities identified. Improvements to cybersecurity management of our OT (Operational Technology) network have progressed. Seeking proposals from consultants to support with implementation of key priorities. Scope clearly defined. Timeframes and resource needs to be further refined.	Engagement of consultant to support priority tasks identified including - change control, Information Technology (IT) / OT governance and asset audit.	88%	\$4.6M
Water Services Delivery Plan Implementation	▲	●	▲	●	Taupo's Water Services Delivery Plan was approved by Secretary for Local Government on 17 Sept. Implementation planning is well underway. Extra funding will be required and is being requested through Annual Plan 26-27	Alignment planning with Long-term and Annual Plan processes.	87%	\$1.2M
Events & Venues								
Owen Delany Park upgrade	●	●	●	●	Sportshub facility building foundations nearing completion. Substructure in progress.	Construction of decking starting.	34%	\$11.4M
Tūrangitukua Park (te Aonini carpark seal)	▲	▲	●	●	Weather is improving, contractor arranging to re-establish to site.	Sealing te Aonini carpark.	34%	\$0.4M
Investments								
204 Crown Road - subdivision earthworks & civil	▲	▲	●	●	Good interest in development with multiple lots under offer. Awaiting ministerial approval (Department of Conservation) for proposed land exchange required before titles can be obtained.	Sales & marketing process ongoing. Awaiting outcome of ministerial authorisation process with regard to the proposed (drainage) land exchange and secure titles.	91%	\$11.0M
EUL Stage 1 Lot 20 - Earthworks & Civil.	▲	▲	▲	●	Civil construction and landscaping for Stage 1a nearing completion. Defects are being worked through in preparation for 224c (subdivision) and practical completion. Land transfer survey and associated legal matters are being finalised. Sales & marketing of Stage 1a under way through our build partners.	Secure subdivision consent. Lodge for titles. Sales and marketing programme with open day planned on 8 November and applications of interest for affordable housing lots to close on 17 November. Engage contractor and procure professional services for Stage 1b civil works.	75%	\$11.9M
Parks & Reserves								
Erosion Control - Kuratau	▲	▲	▲	●	Submitted Section 92 answers requested by Waikato Regional Council for resource consent. Beach nourishment around the wastewater manhole at Parehopu St for protection at high lake levels.	Pre-summer beach nourishment. Hope to have a decision from Waikato Regional Council on resource consent for proposed solution design.	84%	\$0.9M
Mangakino Lakefront Upgrade Project	●	●	●	●	Design concept feedback closed 30 Sept. Working on final design & consent requirements.	Finalise design and share design with steering group & then the public. Application to Land Information New Zealand (LINZ) as landowners.	11%	\$1.7M
Solid Waste								
Broadlands Road Consent Programme	◆	◆	●	▲	Onsite hui 14 October. Draft consent application document ready for review. Timing is imperative as the current landfill consent expires at the end of 2027, as well as the available volume for disposal. Ongoing engagement will assist with the requirements of a new consent application submission and the path required for this process.	Three hapū requested Marae visits following Te Hikuwai hui - the first is planned for 11 Nov. Provide cultural feedback to consultant for incorporation into application to Waikato Regional Council.	90%	\$0.3M
Crushed Concrete Landfill	●	●	●	●	No change. WorkSafe investigation into our haulage sub-contractor's road accident remains open.	Respond to any arising WorkSafe requests for information.	88%	\$1.4M

<div><div>GREAT LAKE TAUPŌ Taupō District Council</div><div>PORTFOLIO UPDATE</div></div>								
Activity Area	OVERALL	TIME	COST	SCOPE	KEY UPDATES	UPCOMING MILESTONES	% COMPLETE (Life Budget)	LIFE BUDGET
Stormwater								
Stormwater Discharge Consents Renewal District wide Stormwater consent expires June 2027, a significant amount of work will be required to renew this consent.					Stage 1 (compilation and analysis of existing stormwater datasets) completed.	Engagement on Stage 1 findings with key stakeholders including iwi/hapū, planning for site visits over summer months.	<div><div></div></div> 54%	\$0.8M
Support services								
Tūrangi Master Plan Development of a strategic document that will set a vision for Tūrangi's urban area over the next 30+ years.					Continue to work with working group to finalise the project brief.		<div><div></div></div> 0%	\$0.2M
Transport								
Omori / Kuratau Slip Repairs to slip on Omori road required including retaining wall structure.					Consultant are working on detailed design, programme provided. Expected completion of design 30/01/2026. Slip 1 and 2 require solution, available budget a risk as it may not be enough for the construction solution.	Completion of design in January.	<div><div></div></div> 0%	\$0.7M
Roundabouts - Taharepa/Crown & Tauhara/AC Baths								
Roundabouts - Taharepa/Crown & Tauhara/AC Baths Improve safety at two key intersections with installation of roundabouts, crossing points, signage and markings.					The Taharepa/Crown Road roundabout was completed last month, with all road closures lifted and full traffic flow restored. We are currently awaiting the completion safety audit to identify any areas that may need attention.	Construction of the Tauhara/AC Baths roundabout began at the end of October and is expected to be completed by the end of November.	<div><div></div></div> 12%	\$2.5M
Wastewater								
Taupō WW Control gates bridge buffer storage tanks To enable continued growth in the Nukuhau area and increase resiliency to the control gates bridge pipe, we will install buffer tanks and pump station at Control Gates bridge to manage peak flows.					Detailed design work underway. May not complete before end of financial year.	Completed design in November then tender for construction.	<div><div></div></div> 5%	\$2.8M
Turangi WW Consent Renewal of Tūrangi Wastewater discharge consent					30-year consent application lodged to remain at current site.	Engagement with stakeholders.	<div><div></div></div> 32%	\$0.2M
Wastewater Taupō WWTP Programme Programme of works to increase capacity and improve treatment at Taupō Wastewater Treatment Plant, including installation of a third primary clarifier, pump station upgrades, and new processes to increase nitrogen removal at the plant.					Overall the projects are under preliminary and/or detailed design and the long awaited NZ wastewater standards are being released soon. Some projects are on HOLD pending release of National WW treatment standards and revision of the long-term strategy.	Awaiting NZ wastewater standards being released by government for the direction of some projects.	<div><div></div></div> 27%	\$2.2M

<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>GREAT LAKE TAUPŌ</div><div>Taupō District Council</div></div></div><div>PORTFOLIO UPDATE</div></div>								
Activity Area	OVERALL	TIME	COST	SCOPE	KEY UPDATES	UPCOMING MILESTONES	% COMPLETE (Life Budget)	LIFE BUDGET
Water								
<div>Centennial - Treatment Compliance Upgrade</div> <div>Pump station and pipeline from Taupō scheme to Centennial and reservoir upgrade and renewal at Centennial to enable safe and compliant water to be provided to customers on the Centennial scheme.</div>	<div></div>	<div></div>	<div></div>	<div></div>	Geotech survey carried out of new pump station site. Awaiting report. Electrical/control design offer awarded. Survey of new pipework route hoped to be completed this month. Power pole removed from reservoir site. Registrations of Interest (ROI) for reservoir design build underway.	ROI completion for reservoir. Design completion for pipeline and pump station and then tendering of all packages - Reservoir, Pipeline and Pump Station.	<div></div> 12%	\$5.7M
<div>District - Universal Smart Water Metering</div> <div>Address high water usage throughout the district through the installation of water meters on all water connections to enable planned growth, reduce wastage and operational costs.</div>	<div></div>	<div></div>	<div></div>	<div></div>	No progress during month due to resourcing challenge. Decision made as part of Annual Plan rephasing to reduce scope to exclude Turangi from trial so as to improve deliverability in remaining LTP years. Decision to change scope to exclude Turangi to improve project deliverability.	Complete tender documents and start engagement / comms work so we can go to market.	<div></div> 13%	\$1.5M
<div>DWSNZ Drinking Water Membrane Plant Upgrades</div> <div>Construction of 4 new membrane water treatment plants at Hatepe, Kinloch, Motuoapa and Omori, to enable compliance and safe water for the community.</div>	<div></div>	<div></div>	<div></div>	<div></div>	The overall programme of works is going well. Omori and Motuoapa may require additional funds to complete. Kinloch – Project is fully commissioned and achieved practical completion. Omori – Civil works are complete. Electrical and mechanical works are progressing well. Motuoapa – Structural steel has been erected and cladding/roofing to commence in early November. Hatepe – Site has been cleared and the geotechnical reports indicates some further testing requirements.	Kinloch – minor defect closeout. Omori – commissioning planned for December. Motuoapa – completion of building structure by the end of the year. Hatepe – completion of slope stability assessment.	<div></div> 79%	\$41.9M
<div>Kinloch Low Zone Reservoir</div> <div>Construction of new reservoir and pipelines to support growth and resilience in Kinloch community.</div>	<div></div>	<div></div>	<div></div>	<div></div>	Awaiting decision around land aquisition. Council paper pushed to December 2025 due to elections. Minimal work possible until this decision is made. However, geotechnical and modelling offers being aquired to enable faster design progress if land is approved. Time pushed to amber due to Council paper delay.	Decision on land aquisition in December.	<div></div> 11%	\$2.0M
<div>Tauhara Ridge Reservoir & Airport Connection</div> <div>Construction of new reservoir, rising main and pipelines to enable EUL growth and improved fire flows at the airport.</div>	<div></div>	<div></div>	<div></div>	<div></div>	Reservoir passed water test. Mechanical works around reservoir nearing completion. Electrical upgrades ongoing. Airport brought onto high pressure water due to leak at Airport site and is operating well.	Commissioning.	<div></div> 85%	\$4.0M

KEY			
<div></div>	Low Risk	<div></div>	Risk Decreased (Amber/Red to Green)
<div></div>	Medium Risk	<div></div>	Risk Decreased (Red to Amber)
<div></div>	High Risk	<div></div>	Risk Increased (Green to Amber)
<div></div>	On Hold (waiting LTP)	<div></div>	Risk Increased (Amber/Green to Red)
<div>89%</div>	Almost Complete	<div>\$1.0M</div>	Smaller Value Project
<div>12%</div>	Low Spend to Date	<div>\$8.5M</div>	High Value Project
% Complete = \$ Spend to Date / Life Budget		\$ Life Budget	



TAUPO DISTRICT COUNCIL – FINANCIAL REPORT TO 31 OCTOBER 2025

REVENUE & EXPENDITURE PERFORMANCE 31 OCTOBER 2025

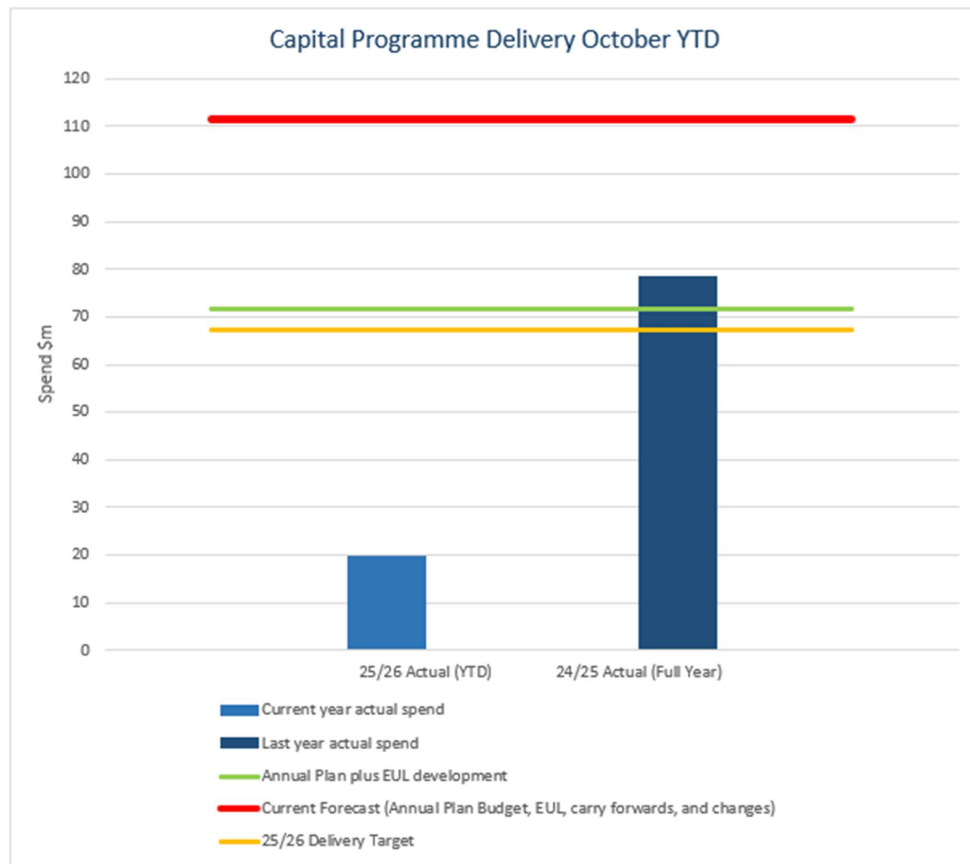
\$000	YTD Actual	YTD Approved Budget	YTD variance	Full year AP25/26	Notes
Revenue					
Rates	39,368	39,313	55	118,089	
Subsidies and grants	1,253	2,092	(839)	8,073	1
Development and financial contributions	2,512	3,019	(507)	9,057	2
Fees and charges	6,325	5,898	427	28,512	3
Finance revenue	2,338	2,246	92	6,739	
Other revenue	6,463	567	5,896	8,155	4
Total operating revenue	58,259	53,135	5,124	178,625	
Expenditure					
Personnel costs	12,046	11,323	(724)	33,969	5
Depreciation and amortisation expense	12,374	12,928	554	38,885	6
Finance costs	3,384	3,772	388	11,315	6
Other expenses	20,339	23,541	3,202	73,087	7
Total operating expenditure	48,143	51,563	3,420	157,256	
Operating Surplus/(Deficit)	10,116	1,572	8,544	21,369	

Explanation of variances

- 1) Subsidies and grants are behind budget by \$839,000, due to timing of New Zealand Transport Agency (NZTA) funding which increases over the summer months.
- 2) Development contributions are behind budget by \$507,000, due to the timing of developments which are outside Council's control.
- 3) Fees and Charges are above budget by \$427,000, due to increases in venues and solid waste revenue.
- 4) Other revenue is above budget by \$5.9M, due to the unrealised gains on the Taupō Electricity Limited (TEL) fund which are unbudgeted.
- 5) Personnel costs are over budget by \$724,000, due to capitalisation of salaries to capital projects being under budget by \$790,000 which has been partially offset by other salary savings of \$66,000.
- 6) Depreciation is under budget by \$544,000 and interest is under budget by \$388,000, due to the timing of completion of capital projects.
- 7) Other expenses are under budget by \$3.2M, main drivers are timing of expenditure, including maintenance costs \$943,000, service contracts \$367,000, resource consenting costs \$568,000, solid waste levies \$374,000, consultancy expenses \$600,000, and Information Technology (IT) software costs \$457,000.

FINANCIAL POSITION AS AT 31 OCTOBER 2025

\$000	YTD Actual	Year End Budget (AP)
Current assets		
Cash and cash equivalents	18,393	10,656
Trade and other receivables	38,697	9,634
Other financial assets	120,672	130,243
Prepayments	1,478	1,775
Inventories	18,865	18,150
Total Current Assets	198,104	170,458
Non-current assets		
Derivative financial instruments	163	0
Intangible assets	5,438	7,497
Investment in CCO and other similar entities	10,018	10,810
Investment properties	55,124	33,303
Biological assets - forestry	9,165	9,623
Property, Plant and Equipment	1,970,781	2,155,463
Total Non-current assets	2,050,689	2,216,696
Total Assets	2,248,794	2,387,154
Current liabilities		
Trade and other payables	44,333	22,687
Employee benefit liabilities	4,251	3,937
Derivative financial instruments	343	79
Borrowings	67,000	38,000
Total Current Liabilities	115,928	64,703
Non-current liabilities		
Provisions	174	180
Derivative financial instruments	2,425	964
Borrowings	170,000	234,131
Total Non-Current Liabilities	172,599	235,275
Total Liabilities	288,527	299,978
Net Assets	1,960,267	2,087,176



We have achieved 29.3% of our capital delivery target and 17.7% of the current forecast budget.

Please note that due to accounting treatment the East Urban Lands (EUL) development is not included in the Annual Plan (AP) capital budget but for ease of reporting we include it in the capital expenditure actuals as it is, in essence, capital expenditure. In the Annual Plan the value of the work is included in inventory.

CE DELEGATIONS REPORTING

Date	Description	Contractor/Supplier	Amount
2/9/2025	CN490 Motutere Point Wastewater Reticulation Design	United Civil Construction Limited	\$724,455.63
30/9/2025	CN667 Naper Road Footpath Retaining Wall	Cambridge Excavators Limited (Camex Civil)	\$822,652.88
3/11/2025	Development contributions EUL Stage 1a	Taupo District Council	\$951,592.00
5/11/2025	Contribution for Water & Wastewater infrastructure to service Wharewaka East Limited (WEL) development and Taupō District Council (TDC) future development	Wharewaka East Limited	\$638,610.00

Chief Executive (CE) approval of unbudgeted expenditure over \$50,000: Nil to report.

TREASURY REPORT

TEL Fund update

Customised Investment Solutions

31 October 2025

Account Number: 6000004

Adviser Names: Andrew Bateman & Roger FitzGerald

Portfolio Summary
Taupo District Council

Interim Only

Customised Investment Solutions

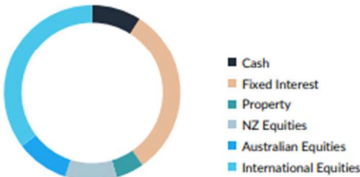
As a Wholesale Advice Client and a Wholesale DIMS Investor you have authorised Forsyth Barr Limited to manage this portfolio in accordance with the Service Agreement for our **Wholesale Portfolio Advisory & Management Service**, a discretionary portfolio advisory and management service.

Your portfolio is managed on a discretionary basis in accordance with our Service Agreement and with reference to your Statement of Investment Policy & Objectives (SIPO), noting in particular any investment limitations or exclusions in your SIPO.

Asset Allocation

Underlying sectors in which the portfolio is invested

Sector	NZ Dollar Value	Portfolio %
Cash	7,559,239.55	9.0
Fixed Interest	26,142,457.00	31.3
Property	4,307,294.55	5.2
NZ Equities	7,907,223.40	9.5
Australian Equities	8,101,199.14	9.7
International Equities	29,515,866.70	35.3
Total	\$ 83,533,280.35	100.0



Currency Allocation

Currency of market on which the security trades

Assets by Currency	Native Value	FX Rate	NZ Dollar Value	Portfolio %
New Zealand Dollar	45,227,390.08	1.0000	45,227,390.08	54.1
Australian Dollar	27,136,768.74	0.8751	31,009,387.09	37.1
United States Dollar	4,177,248.07	0.5725	7,296,503.18	8.7
Total			\$ 83,533,280.35	100.0



Adopted:	25 November 2025
Next review date:	Within three months of the triennial elections
Document number:	A3450455
Sponsor/Group:	Legal and Governance Manager



EXPENSES AND ALLOWANCES POLICY 2025-2028

Purpose and Scope

1. This policy sets out rules for elected members wishing to claim expenses and the resources that will be available to them during the 2025-2028 Triennium of Council.

Revocations

2. The Taupō District Council Expenses and Remuneration Policy 2022-2025 is revoked when this policy comes into force on 25 November 2025.

Definitions

Actual	Means there must be an original receipt attached to the claim form
Reasonable	Means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.
Council business	Includes: formal Council meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, and meetings with members of the public. It does not include events where the primary focus is on social activity.
Elected Member	Includes: Mayor and Councillors.

Policy

3. Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy.
4. Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and are appropriate in all respects.
5. Reimbursements and the use of Council-supplied resources only apply to elected members personally, and only while they are acting in their official capacity as elected members.
6. All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.
7. In the absence of a specific rule for a given situation, elected members are expected to exercise good judgement by ensuring all expenditure is reasonable and moderate taking into account the context and situation in which the expenditure is incurred.

Consistency with Remuneration Authority determinations

8. Limits on allowances and reimbursements for vehicle kilometres, travel time and communications that are set in this policy are consistent with the determinations of the Remuneration Authority.

Authentication of expenses and reimbursements

9. Full original receipts are required for reimbursement claims.
10. Cost reimbursements are made via Finance.

Audit of expense claims and allowances

11. Council has an internal audit work programme which includes sampling and testing expense claims and allowances paid to elected members and staff. In addition, payments to elected members may be audited as part of Council's Annual Report auditing undertaken by Audit New Zealand.

Publication of expense information

12. Council provides transparency and accountability to ratepayers by publishing all expenses for elected members on Council's website. This will be a monthly report showing reimbursements for expenses listed in this policy [and including the total monthly spend of the Mayor's credit card, if one is provided.] It will not include reimbursements for the home security system allowance.

Accommodation in exceptional circumstances for Council related meetings

13. Council staff may arrange unplanned overnight accommodation for elected members when travel or business requirements make it unreasonable for an elected member to return on the same day, [for example, if it would be unreasonable for an elected member to travel to their home after a late meeting].

Related documents

14. In using this policy, Council will act in accordance with the:
 - [Code of Conduct](#)
 - [Sensitive Expenditure and Gift Policy](#)

Expenses	Policy	Allowances and reimbursements
<i>Mayoral Vehicle</i>	Council may provide the Mayor with a vehicle that will also be available for his/her private use. In that case, the Mayor may not claim for vehicle mileage.	If Council provides a vehicle, it will deduct a vehicle allowance from the Mayor's salary at a rate determined by the Remuneration Authority.
<i>Vehicle Kilometre allowance</i>	<p>A vehicle kilometre allowance will be paid for travel on Council business [required to attend i.e. not voluntary attendance].</p> <p>Kilometres travelled are to be submitted to Council and approved by a member of the Legal and Governance Team.</p> <p>Where possible, elected members are encouraged to use Council fleet vehicles for travel. See Non-air transport below.</p>	<p>This vehicle kilometre allowance will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Reimbursement will be paid if the elected member is not provided with a vehicle by Council, travel is in a private vehicle and travel is by the most direct route.</p> <p>Elected members who decide to travel significant distances by road instead of by air will receive costs reimbursed at either the level of the cheapest available flight, or the per kilometre reimbursement, whichever is lesser. Reimbursement for travel time will not be applicable in this situation.</p>

Expenses	Policy	Allowances and reimbursements
Travel Time	<p>A member is eligible for the travel time allowance when they are travelling:</p> <ul style="list-style-type: none"> a) On local authority business b) By the quickest form of transport that is reasonable in the circumstances c) By the most direct route that is reasonable in the circumstances <p>This policy has a minimum threshold of one hour of time travelled and a maximum of 8 hours in a 24-hour period.</p> <p>If a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance in respect of eligible travel time—</p> <ul style="list-style-type: none"> (a) after the member crosses the boundary of the local authority area; and (b) after the first hour of eligible travel within the local authority area. <p>Travel time will be paid on a pro-rata basis for travel over the minimum threshold of one hour. For travel up to half an hour, the rate paid will be half the rate set by the Remuneration Authority with payment of the full rate thereafter.</p> <p>Travel time will not be paid for international travel or when members opt to travel significant distances by road rather than by air.</p> <p>Travel time is to be submitted to Council and approved by a member of the Legal and Governance Team.</p> <p>Exception:</p> <p>The above does not apply to the payment of a travel-time allowance by Council to a member who permanently or temporarily resides outside the Taupō District if—</p> <ul style="list-style-type: none"> a. the member's primary place of residence was outside the Taupō District at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the Taupō District; and b. the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor, that the above does not apply. 	<p>Travel time will be paid up to the maximum rate as set out in the current Remuneration Authority Determination.</p>

Expenses	Policy	Allowances and reimbursements
<p><i>Mayor and Councillors</i></p> <p><i>Travel and conferences, courses and seminars</i></p>	<p>The prior/or retrospective approval of Council is required for travel within both New Zealand and overseas on Council business, including attendance at conferences/courses/training events/ seminars. This approval will be by Council resolution.</p> <p>The conference, course, seminar or training event must contribute to the elected member's ability to carry out Council business.</p> <p>Council will reimburse travel, accommodation, and incidental expenses only for elected members undertaking approved Council business. Expenses incurred by spouses, partners, or family members accompanying elected members will not be covered, except where explicitly approved by Council resolution in advance and in accordance with the Auditor-General's guidelines on sensitive expenditure. All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses [including travel insurance and casual car parking expenses] incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> - Related expenditure being accommodated within existing budgets, and the appropriate approvals as outlined in this policy; and - Adhering to the limits set out in the Sensitive Expenditure and Gift Policy. <p>All travel and accommodation arrangements for elected members are to be made through the PA to Mayor/CEO, at the most economic cost available [when possible] at the time of booking, unless all travel costs are being met privately or by an outside party.</p> <p>Excluded expenses, which will not be reimbursed, are for purchases from hotel mini-bars and charges for in-room streaming.</p>	<p>Reimbursement of costs incurred [on presentation of actual itemised GST receipts] while travelling on Council business or while hosting official visitors to the Council will be in accordance with the Sensitive Expenditure and Gift Policy. Council will pay for one beverage with a meal; this may be alcoholic for the evening meal (cocktails excluded). Casual drinks before or after the evening meal are to be paid for by an elected member.</p>

Expenses	Policy	Allowances and reimbursements
<i>Non-air transport</i>	All elected members are to use the most effective and efficient means of transport suitable for the requirements of the trip and wherever possible are to use a Council vehicle. The use of taxis is to be moderate, conservative and cost effective relative to other transport options. Bus services or Uber are to be used in lieu of taxis wherever practicable and cost effective. Taxis or Uber may not be used if significant travel distances means that use of a taxi is not the most cost effective option. Elected members are advised to consider using a pool vehicle as an alternative.	Council will reimburse taxi or Uber fares on presentation of actual receipts where these have been paid for directly by the elected member for travel within in New Zealand or for international travel.
<i>Private accommodation provided by friends/relatives</i>	Council will pay an allowance when an elected member uses private accommodation provided by friends and/or relatives while travelling on Council business.	Payment of an allowance when staying in private accommodation, to cover accommodation, breakfast and dinner is set at \$60per night.
<i>General community related expenses</i>	From time to time Councillors may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. The items should be appropriate to the occasion and expenditure should be moderate and conservative.	Council will reimburse expenditure providing the item[s] have been approved prior to purchase by a member of the Executive Team and they are not able to be purchased through Council's electronic purchasing order system.
<i>Mobile phone</i>	Council will provide the Mayor and Councillors a mobile phone and provide a connection to Council-issued mobile phones. or pay an annual allowance for Council use of private mobile phones including connections to a standard that is compatible with Council communication needs [no technical support].	Council will provide EITHER a) a mobile phone, and full technical support for Council business. OR an annual allowance for private mobile phones and connections provided by the Mayor, or Councillor, as determined by the Remuneration Authority.

Expenses	Policy	Allowances and reimbursements
<i>Laptop or tablet</i>	Council will provide the Mayor and Councillors a laptop or tablet and connection with full technical support. This device must be used for Council business.	Council will provide a laptop or tablet, and full technical support for Council business.
<i>Stationery and consumables</i>	Council will supply elected members with reasonable amounts of paper and printer consumables for Council business.	Council will provide reasonable amounts of paper and printer consumables.
<i>Resource Consent and District Plan Hearing Fees</i>	<p><u>Hearing fees for resource consent hearings not initiated by Council, and District Plan hearings</u></p> <p>Preparation time may be claimed for and can include time for reading, attending onsite meetings, or attending pre-hearing briefings/meetings but payment cannot exceed the time of the actual hearing.</p> <p>For any period of hearing time that is less than one hour, the fee is apportioned accordingly.</p> <p>Hearing fees are not payable to the Mayor.</p> <p>A resource consent hearing fee for a pre-hearing meeting held under section 99 of the Resource Management Act 1991 (RMA) or its replacement is payable to only one member.</p> <p>Fees will be paid on receipt of a completed claim form submitted to Council and approved by a member of the Legal and Governance Team.</p>	Hearing fees will be paid up to the maximum rate as set out in the current Remuneration Authority Determination.

Expenses	Policy	Allowances and reimbursements
<i>Childcare allowance</i>	<p>Council may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on Council business.</p> <p>A member is eligible to be paid a childcare allowance for childcare provided for a child only if—</p> <ul style="list-style-type: none"> a. the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and b. the child is under 14 years of age; and c. the childcare is provided by a person who <ul style="list-style-type: none"> i. is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and ii. does not ordinarily reside with the member; and d. the member provides evidence satisfactory to the local authority of the amount paid for childcare. 	<p>Council must not pay childcare allowances to a member that total more than \$7,500 per child during the determination term.</p>
<i>Home security system allowance</i>	<p>Home Security System Allowance – Risk Assessment and Threat Determination</p> <p>To access the home security system allowance under clause 15 of the Determination, it must be first established that a credible security threat exists. Members who believe they are subject to a security threat should submit a written request to the Chief Executive (or delegate), outlining the nature of the concern. The Council will then arrange for a risk assessment to be undertaken at Council's cost. The assessment must clearly identify the threat level and recommend appropriate security measures.</p> <p>The cost of the home security system will not be published in the monthly elected member expenses report.</p>	<p>Council must not pay home security system allowances to a member that total more than</p> <ul style="list-style-type: none"> a. \$4,500 for purchasing and installing the system; and b. \$1,000 in any year for monitoring, call-outs, and repairs. <p>This allowance is valid for elected members per three-year term. Should a member resign or vacate office prior to the end of the three-year term, they will be required to pay back a pro-rata of the allowance based on time served as a member.</p>

Adopted:	2545 November 202 25
Next review date:	Within three months of the triennial elections
Document number:	A 34504553230437
Sponsor/Group:	Legal, Risk and Governance Manager



EXPENSES ~~AND ALLOWANCES~~ POLICY 202~~52~~-202~~85~~

Purpose and Scope

1. This policy sets out rules for elected members wishing to claim expenses and the resources that will be available to them during the 202~~52~~-202~~85~~ Triennium of Council.

Revocations

2. The Taupō District Council Expenses and Remuneration Policy 202~~22~~-202~~519~~ is revoked when this policy comes into force on ~~2545~~ November 202~~25~~.

Definitions

Actual	Means there must be an original receipt attached to the claim form
Reasonable	Means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.
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Elected Member	Includes: Mayor and Councillors.

Policy

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5. Reimbursements and the use of Council-supplied resources only apply to elected members personally, and only while they are acting in their official capacity as elected members.
6. All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.
7. In the absence of a specific rule for a given situation, elected members are expected to exercise good judgement by ensuring all expenditure is reasonable and moderate taking into account the context and situation in which the expenditure is incurred.

Consistency with Remuneration Authority determinations

8. Limits on allowances and reimbursements for vehicle ~~kilometres~~mileage, travel time and communications that are set in this policy are consistent with the determinations of the Remuneration Authority.

Authentication of expenses and reimbursements

9. Full original receipts are required for reimbursement claims.
10. Cost reimbursements are made via Finance.

Audit of expense claims and allowances

11. Council has an internal audit work programme which includes sampling and testing expense claims and allowances paid to elected members and staff. In addition, payments to elected members may be audited as part of Council's Annual Report auditing undertaken by Audit New Zealand.

Publication of expense information

12. Council provides transparency and accountability to ratepayers by publishing all expenses for elected members on Council's website. This will be a monthly report showing reimbursements for expenses listed in this policy [and including the total monthly spend of the Mayor's credit card, if one is provided.] It will not include reimbursements for the home security system allowance.

Accommodation in exceptional circumstances for Council related meetings

13. Council staff may arrange unplanned overnight accommodation for elected members when travel or business requirements make it unreasonable for an elected member to return on the same day, [for example, if it would be unreasonable for an elected member to travel to their home after a late meeting].

Related documents

14. In using this policy, Council will act in accordance with the:
- Code of Conduct
 - Sensitive Expenditure and Gift Policy

Expenses	Policy	Allowances and reimbursements
Mayoral Vehicle	Council will <u>may</u> provide the Mayor with a vehicle that will also be available for his/her private use. In that case, t The Mayor may not claim for vehicle mileage.	If Council <u>provides a vehicle, it</u> -will deduct a vehicle allowance from the Mayor's salary at a rate determined by the Remuneration Authority.
Vehicle <u>Kilometre allowance</u> Mileage	<p>A vVehicle <u>kilometre mileage</u>allowance will be paid for travel on Council business [required to attend i.e. not voluntary attendance].</p> <p>Mileage-<u>Kilometres travelled</u> are<u>is</u> to be <u>submitted to Council</u> entered into timesheets and approved by a member of the Legal, Risk and <u>and</u> Governance Team.</p> <p><u>Where possible, elected members are encouraged to use Council fleet vehicles for travel. See Non-air transport below.</u></p>	<p>Mileage-<u>This vehicle kilometre allowance</u> will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Reimbursement will be paid if the elected member is not provided with a vehicle by Council, travel is in a private vehicle and travel is by the most direct route.</p> <p>Elected members who decide to travel significant distances by road instead of by air will receive costs reimbursed at either the level of the cheapest available flight, or the per kilometre reimbursement, whichever is lesser. Reimbursement for travel time will not be applicable in this situation.</p>

Expenses	Policy	Allowances and reimbursements
Travel Time	<p>A member is eligible for the travel time allowance when they are travelling:</p> <ul style="list-style-type: none"> a) On local authority business b) By the quickest form of transport that is reasonable in the circumstances c) By the most direct route that is reasonable in the circumstances <p>This policy has a minimum threshold of one hour of time travelled and a maximum of 8 hours in a 24-hour period.</p> <p>If a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance in respect of eligible travel time—</p> <ul style="list-style-type: none"> (a) after the member crosses the boundary of the local authority area; and (b) after the first hour of eligible travel within the local authority area. <p>Travel time will be paid on a pro-rata basis for travel over the minimum threshold of one hour. For travel up to half an hour, the rate paid will be half the rate set by the Remuneration Authority with payment of the full rate thereafter.</p> <p>Travel time will not be paid for international travel or when members opt to travel significant distances by road rather than by air.</p> <p>Travel time is to be submitted to Council entered into timesheets and approved by a member of the Legal, Risk and Governance Team.</p> <p>Exception:</p> <p>The above does not apply to the payment of a travel-time allowance by Council to a member who permanently or temporarily resides outside the Taupō District if—</p> <ul style="list-style-type: none"> a. the member's primary place of residence was outside the Taupō District at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the Taupō District; and b. the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor, that the above does not apply. 	<p>Travel time will be paid up to the maximum rate as set out in the current Remuneration Authority Determination.</p>

Expenses	Policy	Allowances and reimbursements
Mayor and Councillors	The prior/or retrospective approval of Council is required for travel within both New Zealand and overseas on Council business, including attendance at conferences/courses/training events/ seminars. <u>This approval will be by Council resolution.</u>	Reimbursement of costs incurred [on presentation of actual <u>itemised GST</u> receipts] while travelling on Council business or while hosting official visitors to the Council <u>will be in accordance with the Sensitive Expenditure and Gift Policy.</u>
Travel and conferences, courses and seminars	<p>The conference, course, seminar or training event must contribute to the elected member's ability to carry out Council business.</p> <p><u>Council will reimburse travel, accommodation, and incidental expenses only for elected members undertaking approved Council business. Expenses incurred by spouses, partners, or family members accompanying elected members will not be covered, except where explicitly approved by Council resolution in advance and in accordance with the Auditor-General's guidelines on sensitive expenditure. Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, Council will meet the cost of their travel, accommodation and incidental costs. Council may only authorise such expenditure where the partner's involvement directly contributes to a clear Council business purpose.</u></p> <p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses [including travel insurance and casual car parking expenses] incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> - <u>Related expenditure being accommodated within existing budgets, and the appropriate approvals as outlined in this policy; and</u> - <u>Adhering to the limits set out in the Sensitive Expenditure and Gift Policy.</u> <p>All travel and accommodation arrangements for elected members are to be made through the PA to Mayor/CEO, at the most economic cost available [when possible] at the time of booking, unless all travel costs are being met privately or by an outside party.</p> <p>Excluded expenses, which <u>may will</u> not be reimbursed, are for purchases from hotel mini-bars and charges for in-room <u>video or cable movies streaming.</u></p>	<p>Council will pay for one beverage with a meal; this may be <u>alcoholic for the evening meal (cocktails excluded).</u> Casual drinks before or after the evening meal are to be paid for by an elected member. ,including, but not limited to: <u>tea/coffee and catering including alcohol with meals.</u></p>

Expenses	Policy	Allowances and reimbursements
Taxis <u>Non-air transport</u>	All elected members <u>are to use the most effective and efficient means of transport suitable for the requirements of the trip and wherever possible are to use a Council vehicle. The may use of taxis is to be moderate, conservative and cost effective relative to other transport options. Bus services or Uber are to be used in lieu of taxis wherever practicable and cost effective. for Council business, instead of private vehicles or public transport, for the following reasons: a) safety/security reasons, and b) when traveling outside the District if a taxi is the most appropriate form of transport.</u> Taxis <u>or Uber</u> may not be used if significant travel distances means that use of a taxi is not the most cost effective option. Elected members are advised to consider using a pool vehicle or a rental car as an alternative.	Council will reimburse taxi <u>or Uber</u> fares on presentation of actual receipts where these have been paid for directly by the elected member for travel within in New Zealand or for international travel.
Private accommodation provided by friends/relatives	Council will pay an allowance when an elected member uses private accommodation provided by friends and/or relatives while travelling on Council business.	Payment of an allowance when staying in private accommodation, to cover accommodation, breakfast and dinner is set at = <u>\$60</u> \$50 per <u>nightday</u> .
General community related expenses	From time to time Councillors may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. The items should be appropriate to the occasion and expenditure should be moderate and conservative.	Council will reimburse expenditure providing the item[s] have been approved prior to purchase by a member of the Executive Team and they are not able to be purchased through Council's electronic purchasing order system.
Communication equipment <u>Mobile phone</u>	Council will provide the Mayor and Councillors a mobile phone <u>and provide a connection to Council-issued mobile phones. ,laptop or tablet, with full technical support.</u> Council will provide the connection to Council issued mobile phones; or pay an annual allowance for Council use of private items <u>mobile phones</u> including connections to a standard that is compatible with Council communication needs [no technical support]. Note: The Mayor, Councillors must use a Council laptop or tablet.	Council will provide EITHER a) a mobile phone, and laptop or tablet, and full technical support for Council business. OR an annual allowance for private equipment <u>mobile phones</u> and connections provided by the Mayor, or Councillor, as determined by the Remuneration Authority.

Expenses	Policy	Allowances and reimbursements
<u>Laptop or tablet</u>	<u>Council will provide the Mayor and Councillors a laptop or tablet and connection with full technical support. This device must be used for Council business.</u>	<u>Council will provide a laptop or tablet, and full technical support for Council business.</u>
Stationery and consumables	Council will supply elected members with reasonable amounts of paper and printer consumables for Council business.	Council will provide reasonable amounts of paper and printer consumables.
Resource Consent Resource Consent and District Plan Hearing Fees	<p><u>Hearing fees for resource consent hearings not initiated by Council, and District Plan hearings.</u></p> <p>Preparation time may now be claimed for and can include time for reading, attending onsite meetings, or attending pre-hearing briefings/meetings but payment cannot exceed the time of the actual hearing.</p> <p>For any period of hearing time that is less than one hour, the fee is apportioned accordingly.</p> <p>Resource consent Hearing fees are not payable to the Mayor.</p> <p>A resource consent hearing fee for a pre-hearing meeting held under section 99 of the <u>Resource Management Act 1991 (RMA) or its replacement</u> is payable to only one member.</p> <p>Fees will be paid on receipt of a completed and signed claim form <u>submitted to Council</u> and approved by a member of the Legal, Risk and Governance Team.</p>	Hearing fees will be paid up to the maximum rate as set out in the current Remuneration Authority Determination.

Expenses	Policy	Allowances and reimbursements
District Licensing Committee Fees	<p>Hearing fees for elected members undertaking District Licensing Committee hearings.</p> <p>Preparation time may now be claimed for and can include time for reading, attending onsite meetings, or attending pre-hearing briefings/meetings but payment cannot exceed the time of the actual hearing.</p> <p>For any period of hearing time that is less than one hour, the fee is apportioned accordingly.</p> <p>District Licensing Committee hearing fees are not payable to the Mayor.</p> <p>Fees will be paid on receipt of a completed and signed claim form and approved by a member of the Legal, Risk and Governance Team.</p>	Hearing fees are set by the Sale and Supply of Alcohol Act [not subject to Remuneration Authority].
Childcare allowance	<p>Council may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on Council business.</p> <p>A member is eligible to be paid a childcare allowance for childcare provided for a child only if—</p> <ol style="list-style-type: none"> the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and the child is under 14 years of age; and the childcare is provided by a person who <ol style="list-style-type: none"> is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and does not ordinarily reside with the member; and the member provides evidence satisfactory to the local authority of the amount paid for childcare. 	Council must not pay childcare allowances to a member that total more than \$76,050 per child during the determination term.

Expenses	Policy	Allowances and reimbursements
<u>Home security system allowance</u>	<p><u>Home Security System Allowance – Risk Assessment and Threat Determination</u></p> <p><u>To access the home security system allowance under clause 15 of the Determination, it must be first established that a credible security threat exists. Members who believe they are subject to a security threat should submit a written request to the Chief Executive (or delegate), outlining the nature of the concern. The Council will then arrange for a risk assessment to be undertaken at Council's cost. The assessment must clearly identify the threat level and recommend appropriate security measures.</u></p> <p><u>The cost of the home security system will not be published in the monthly elected member expenses report.</u></p>	<p><u>Council must not pay home security system allowances to a member that total more than</u></p> <p><u>a. \$4,500 for purchasing and installing the system; and</u></p> <p><u>b. \$1,000 in any year for monitoring, call-outs, and repairs.</u></p> <p><u>This allowance is valid for elected members per three-year term. Should a member resign or vacate office prior to the end of the three-year term, they will be required to pay back a pro-rata of the allowance based on time served as a member.</u></p>

**Version
as at 1 September 2025**



Local Government Elected Members (2025/26) Determination 2025

(SL 2025/140)

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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Note

The Parliamentary Counsel Office has made editorial and format changes to this version using the powers under subpart 2 of Part 3 of the Legislation Act 2019.

Note 4 at the end of this version provides a list of the amendments included in it.

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Determination

1 Title

This determination is the Local Government Elected Members (2025/26) Determination 2025.

2 Commencement

This determination comes into force on 1 July 2025.

3 Expiry

This determination expires at the close of 30 June 2026.

Interpretation

4 Interpretation

In this determination, unless the context otherwise requires,—

board means—

- (a) a community board of a territorial authority other than the Auckland Council; or
- (b) a local board of the Auckland Council

determination term means the period from the coming into force of this determination to its expiry

hearing has the meaning given to it by clause 5

hearing time has the meaning given to it by clause 6

local authority means a regional council or a territorial authority

member means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act

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or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)

on local authority business includes on the business of any board of the local authority

regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

RMA means the Resource Management Act 1991

territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

5 Meaning of hearing

In this determination, **hearing** means—

- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (a) or (c); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 Meaning of hearing time

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

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Transitional, savings, and related provisions

7 Transitional, savings, and related provisions

The transitional, savings, and related provisions set out in Schedule 1 have effect according to their terms.

Entitlement to remuneration, allowances, and hearing fees

8 Remuneration, allowances, and hearing fees payable

Remuneration

- (1) For the period beginning on 1 July 2025 and ending on the close of the day on which the official result of the 2025 local election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a member of a board of that local authority is entitled to the applicable remuneration set out in Schedule 2 (adjusted under clause 10 if applicable).
- (2) On and from the day after the date on which the official result of the 2025 election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a board of that local authority is entitled to the applicable remuneration set out in Schedule 3 (adjusted in accordance with clause 10 if applicable).
- (3) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.
- (3A) No member of a local authority or a board may receive remuneration for more than 1 office at any one time under any of the provisions of Schedules 2 and 3 and, if a member holds 2 or more offices, the remuneration payable to that member is that payable for the office for which the highest annual remuneration is payable.

Allowances and hearing fees

- (4) A member of a local authority or a board may also be entitled to—
 - (a) the applicable allowances payable under clauses 11 to 15:
 - (b) the applicable hearing fees payable under clause 16.

Clause 8(3A): inserted (with effect on 1 July 2025), on 31 July 2025, by clause 4 of the Local Government Elected Members (2025/26) Amendment Determination 2025 (SL 2025/161).

9 Acting mayor or chairperson

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the local authority is not paying the remuneration or allowances that it would usually pay to the mayor or chairperson.

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- (2) While the member is acting as mayor or chairperson, the local authority must pay the member the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

10 Motor vehicles for mayors and regional council chairpersons

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—
- (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
 - (b) a vehicle-kilometre allowance under clause 11.
- (2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—
- (a) in the case of a petrol or diesel vehicle, \$60,000; and
 - (b) in the case of an electric or a petrol hybrid vehicle, \$70,500.
- (3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under Schedule 2 or 3 (as applicable) for the provision of that motor vehicle.
- (4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—
- (a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under Schedule 2 or 3 (as applicable) in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).
- (5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the purchase price of the vehicle.

- (6) If a local authority provides a motor vehicle to a mayor or regional council chairperson for full private use, the local authority must deduct the amount cal-

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culated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the purchase price of the vehicle.

(7) In this clause,—

full private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

partial private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and
- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

purchase price means the amount paid for the vehicle,—

- (a) including goods and services tax and any on-road costs; and
- (b) after deducting the amount of any rebate that applied under the former clean car discount scheme, which ended on 31 December 2023, in respect of the purchase of the vehicle

restricted private use means that—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
- (c) the vehicle is used solely for local authority business; and
- (d) all travel in the vehicle is recorded in a logbook.

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Allowances

11 Vehicle-kilometre allowance

- (1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
 - (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol vehicle,—
 - (i) \$1.17 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 37 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (b) for a diesel vehicle,—
 - (i) \$1.26 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (c) for a petrol hybrid vehicle,—
 - (i) 86 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (d) for an electric vehicle,—
 - (i) \$1.08 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 19 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
- (4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.

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- (5) Subclause (4) does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
- (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
 - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.

Clause 11(3): replaced, on 1 September 2025, by clause 5 of the Local Government Elected Members (2025/26) Amendment Determination 2025 (SL 2025/161).

12 Travel-time allowance

- (1) A local authority may pay a member (other than a mayor, a regional council chairperson, a member of the governing body of the Auckland Council, the Christchurch City Council, or the Wellington City Council, or a chairperson of a local board of the Auckland Council) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel-time allowance is \$41.30 for each hour (pro-rated in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel time within the local authority area.
- (5) Subclause (4) does not apply to the payment of a travel-time allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
 - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and

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- (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.
- (6) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (7) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances

Member uses local authority's ICT

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

Member uses own equipment and consumables

- (2) If a local authority determines that a member requires particular ICT equipment to perform their functions and requests that the member use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which the local authority may pay an allowance, and the amounts that the local authority may pay for the determination term, are as follows:
 - (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
 - (b) for the use of a multi-functional or other printer, \$50;
 - (c) for the use of a mobile telephone, \$200;
 - (d) for the use of ICT consumables, up to \$200.

Member uses own services

- (4) If a local authority requests a member to use the member's own internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
 - (a) an allowance for that use of up to \$500 for the determination term; or
 - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

Pro-rating

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

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$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
 - b is the number of days in the determination term
 - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
- (8) In this clause, **ICT** means information or communication technology, including—
- (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
 - (b) ICT services (for example, a mobile telephone service and an internet service); and
 - (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

14 Childcare allowance

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
- (a) the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - (b) the child is under 14 years of age; and
 - (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
 - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$7,500 per child during the determination term.

Version as at
1 September 2025

**Local Government Elected Members (2025/26)
Determination 2025**

cl 16

15 Home security system allowance

- (1) Based on a security threat and risk assessment authorised by the local authority, a local authority may reimburse the expenses of having a security system installed and monitored at a member's primary place of residence within the local authority area up to a maximum of—
 - (a) \$4,500 for purchasing and installing the system; and
 - (b) \$1,000 in any year for monitoring, call-outs, and repairs.
- (2) A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the local authority area if—
 - (a) the security threat and risk assessment recommends that those supplementary security measures be provided to the member; and
 - (b) the Remuneration Authority, on application from the local authority, approves reimbursement of the additional expenses arising from the provision of those supplementary security measures.

Clause 15(1)(a); replaced, on 1 September 2025, by clause 6 of the Local Government Elected Members (2025/26) Amendment Determination 2025 (SL 2025/161).

Hearing fees

16 Fees related to hearings

- (1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$130 per hour of hearing time related to the hearing.
- (2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$104 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 9(2); or
 - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 9(2); or
 - (c) a member of the governing body of the Auckland Council, the Christchurch City Council, or the Wellington City Council; or
 - (d) a chairperson of a local board of the Auckland Council.
- (5) Despite subclause (4), this clause applies to the Mayor of the Chatham Islands Council.

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