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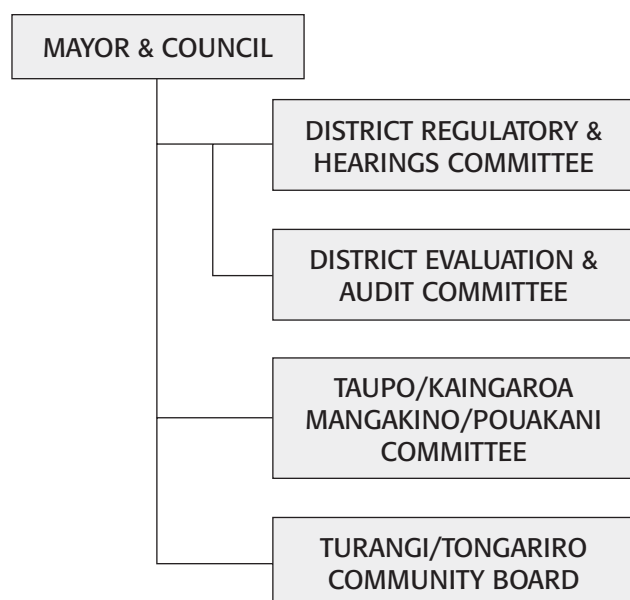
COUNCIL STRUCTURE



COUNCIL POLITICAL STRUCTURE

A key to the efficient running of the Taupo District Council is the clear division between the roles of Council and management. Council concentrates on setting policy and strategy and monitoring outcomes, while management is concerned with implementing policy and strategy, and monitoring these approaches.

Council Structure



Standing Committees

Council has several Standing Committees to monitor and assist in the effective discharging of Council's specific responsibilities. Council's Standing Committees include:

District Regulatory & Hearings Committee

Resource consents, building consents, environmental health, animal control, regulatory hearings, district plan, State Of The Environment report, bylaws, regulatory policy, liquor licensing.

District Evaluation & Audit Committee

Service delivery performance, financial management and performance, performance measurement/management, investments, business units, Taupo Airport, forestry, financial accounts, loan guarantees, debtors/debt recovery, unbudgeted expenditure, fees

and charges, rating systems, community surveys, risk management, emergency management/civil defence, financial policies, Hillary Commission grants.

Taupo/Kaingaroa – Mangakino/Pouakani Committee

Although not a constituted 'community' this Committee has a role and delegated authority similar to the Turangi/Tongariro Community Board relative to dealing with most matters pertaining to its ward areas. A Mangakino/Pouakani Sub-Committee operates to provide input and advice on matters relevant to the Mangakino township and surrounding areas.

Turangi/Tongariro Community Board

The Turangi/Tongariro Community Board has high levels of advisory responsibility and delegated authority from Council in addition to its function of being politically responsible for representing its community.

The Taupo/Kaingaroa-Mangakino/Pouakani Committee (incorporating the Taupo, Kaingaroa and Mangakino/Pouakani wards) and the Turangi/Tongariro Community Board and the areas they each represent are consistent with Council's policy of having two rating areas for general rates whereby, generally, rating revenue from each area will be spent within that area.

COUNCIL MEMBERS AT 30 JUNE 2004

The Council is responsible and accountable to the ratepayers of the district.

Mayor	Fax	Phone: Private	Phone: Private
Mr C T A Stent JP	378-2506	376-0828	0274 915 883
Councillors			
Cr C C McElwee [Deputy Mayor]	378-8790	378-8790	378-8790
Cr D M Blyth JP	377-6333	378-2727	378-8774
Cr I M Coulter JP	376-7995	0274 528 104	376-7996
Cr A E Gathergood	07 882 8222	0274 418 107	07 882 8222
Cr S A W Howard	378-1939	027 242 7837	378-1918
Cr G Keepa	386-8301	0274 793 001	386-8301
Cr D R Ormsby JP	386-0859	386-8176	386-8357
Cr K W Pocock	376-0359	376-0353	377-6478
Cr A T Smallman JP	386-7281	021 298 0166	386-7281
Cr D J Trewavas	378-3561	378-7787	378-3848
Cr K M Uvhagen	377-4561	025 944 973	378-8515
Cr A N Welch	[07] 333-8063	025 297-1839	[07] 333-8063

COMMITTEE & COMMUNITY BOARD MEMBERS AT 30 JUNE 2004

Regulatory & Hearings Committee

Cr D R Ormsby JP [Chairman]
Cr C C McElwee [Deputy]
Cr A E Gathergood
Cr AT Smallman JP
Cr D J Trewavas
Cr K M Uvhagen
His Worship the Mayor

Evaluation & Audit Committee

Cr I M Coulter JP [Chairman]
Cr S A W Howard [Deputy]
Cr D M Blyth JP
Cr G Keepa
Cr K M Pocock
Cr A N Welch
His Worship the Mayor

Taupo/Kaingaroa-Mangakino/Pouakani Committee

Cr K M Uvhagen [Chairman]
Cr D M Blyth JP [Deputy]
Cr I M Coulter JP
Cr A E Gathergood
Cr S A W Howard
Cr C C McElwee
Cr K W Pocock
Cr D J Trewavas
Cr A N Welch
His Worship the Mayor

Turangi/Tongariro Community Board

Cr D R Ormsby JP [Chairman]
Mr D R Campbell [Deputy]
Mrs R Chase
Cr G Keepa
Mrs J Lockyer
Mrs S McCarthy
Cr A T Smallman
Mrs M J Smallman
Mrs M E Stewart

Phone: Business

386-8176
025 905 354
386-8335
025 224 5413
386-7317
386-7681
021 298 0166
-
386-5519

Phone: Private

386-8357
386-7409
386-0975
386-8301
386-8024
386-8172
386-7281
386-5079
386-7656

COUNCIL MANAGEMENT

Council (elected members) appoints a Chief Executive to manage the operations of Council under the provisions of S42 of the Local Government Act 2002. The Chief Executive has in turn appointed divisional managers to manage each of Council's significant activities.

S F Rowbotham

Chief Executive Officer
BCom, CA

J-P Gaston

Community & Recreation Manager
MPP

P M Martyn

Management Services Manager
LL.B

D A Gartner

Finance Manager
CA, BCA

C Kimpton

Manager Environmental Services
BA (Hons)(Town Planning)

A McLeod

Deputy Chief Executive Officer
B Soc Work, MSSc, Dip PP

M Keys

Works Manager
BE [Hons], MALGENZ, Reg Eng

J W Campbell

Area Manager Turangi/Tongariro
NZCE, BE, MIPENZ, Reg Eng

P Yeo

Marketing Manager

T L Jakes

Community Manager
Mangakino

COUNCIL STAFF

Staffing at 1 March 2004
[Permanent full time equivalents]

Division	Staff No's by Division
Community Services	95
Finance	15
Management Services	54
Environment & Safety	43
Works	29
Strategic Management	3
Marketing	11
Turangi	24
Mangakino	11
TOTAL	285 [1/3/03 = 261]

GOVERNANCE REPORT

Role of the Taupo District Council

Council provides an important governance role for the Lake Taupo District.

The Council has overall responsibility and accountability for the proper direction and control of the district's activities. This responsibility includes areas of stewardship such as:

- ▶ Formulating the district's strategic direction
- ▶ Managing principal risks facing the district
- ▶ Administering various regulations and upholding the law
- ▶ Ensuring the integrity of management control systems
- ▶ Safeguarding the public interest
- ▶ Ensuring effective succession of elected members
- ▶ Reporting to ratepayers

Structure of Council

Council Operations

Council (elected members) appoints a Chief Executive to manage the operations of Council under the provisions of S42 of the Local Government Act 2002. The Chief Executive has in turn appointed divisional managers to manage Council's significant activities.

Council Committees

Council has several standing committees to monitor and assist in the effective discharging of Council's specific responsibilities. Council's standing committees include:

- ▶ Regulatory and Hearings Committee
- ▶ Evaluation and Audit Committee
- ▶ Taupo/Kaingaroa-Mangakino/Pouakani Committee

Each committee is responsible for providing additional assurance on the integrity of information being presented as well as and the operational aspects of these activities.

A number of sub-committees deal with specific functions and activities. These sub-committees report directly to the relevant standing committee.

Governance Framework

Independent Election

The Council believes that its democratic election by the Taupo district citizens ensures that it is able to operate in the best interests of the district and to function independently of management.

Communication/reporting

Council holds monthly meetings to ensure that the affairs of the authority are being conducted in accordance with its legislative mandate and Council objectives.

Division of Responsibility between Council and Management

A key to the efficient running of the Taupo District Council is the clear division between the role of Council and that of management. Council concentrates on setting policy and strategy, and then reviews progress. Management is concerned with implementing policy and strategy.

While many of the Council's functions have been delegated, the overall responsibility for achieving its vision and goals ultimately rests with the Council. The Council discharges this responsibility by maintaining effective systems of internal control. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives of the Council will be achieved. The Council has acknowledged its responsibility with the signing of the Statement of Compliance and Responsibility.

Internal Audit

The Council has an internal audit function, which is responsible for monitoring Council's systems of internal control. External auditors are used by Council to evaluate the quality and reliability of financial information reported to Council.

Risk Management

The Council has adopted a policy of integrated risk management consistent with the AS/NZS Standard 4360:2000. In implementing a risk management programme in accordance with this policy, the Council has begun to develop a risk aware culture and to

foster continuous improvement. A risk manager has been appointed to facilitate and co-ordinate the risk management process throughout the organisation. This person reports through the Chief Executive to the Evaluation and Audit Committee and Council as necessary.

Legislative Compliance

As a regulatory body Council administers various regulations and laws. Legislative compliance is a major concern of the Taupo District Council. Council makes use of an internal lawyer and external consultants to ensure that it complies with applicable legislation.



EMPLOYMENT POLICY

The Council aims to be a good employer. To achieve this, the Council endeavours to provide:

- ▶ Good and safe working conditions
- ▶ An equal employment opportunities programme

The Council aims to ensure that all employees maintain proper standards of integrity, conduct, and concern for the public interest.

Health and Safety

The Health and Safety in Employment Act 1992 and subsequent legislation prescribes the minimum requirements for the creation and management of a healthy and safe working environment. The Council is committed to ensuring that its activities provide a high level of protection for its employees, customers, the general community, visitors and the environment.

It recognises the importance of having in place good management practices to proactively manage health and safety in the workplace.

New requirements for health and safety in the workplace have recently come into force with the passing of the Health and Safety in Employment Amendment Act 2002. Council is now reviewing its processes in light of that new legislation. A key aspect of that review is the development of an employee participation system that provides opportunities for all employees, to participate in the ongoing improvement of health and safety within Council workplaces and Council controlled areas.

The Council recognises that continual improvement in workplace health and safety can only be achieved through sound leadership, employee involvement and ongoing commitment.

ANNUAL PERFORMANCE TARGETS:

Health and Safety

Objective:

To design and implement a system to manage Health & Safety within the Council that becomes part of everyone's work culture.

Performance Targets	Results	Achievements
1. Develop a mission statement.	A Health and Safety Policy statement was developed.	✓
2. Develop and implement systems to control hazards and incidents, where appropriate through identification, mitigation or elimination.	Ongoing – Hazard ID systems and projects were developed in accordance with the legislative requirements.	✓

Equal Employment Opportunities Programme

Council has adopted the following policy statement:

The Taupo District Council supports the principle of equal opportunity of employment and intends to eliminate all forms of discrimination.

The Council will provide a culturally sound, sensitive, safe and healthy working environment which promotes a positive climate for employees and actively seeks to enhance employee skills and abilities to ensure

appointment and promotional opportunities on merit. To achieve this Council has adopted the following as its goals:

To ensure that employment related matters and decisions are based only on skills and abilities and are determined on merit regardless of gender, marital status, involvement in Union activities, family responsibilities, sexual orientation, creed, age, disability, colour, race or ethnic origin.

ANNUAL PERFORMANCE TARGETS:

Equal Employment Opportunities:

Objective:

- Implementation of EEO principles and processes
- Enhancement of Council's image as an EEO employer
- Continual monitoring of recruitment and promotion procedures

Performance Targets	Results	Achievements
1. To offer to interested employees the opportunity during 2003/2004 to attend a Maori language course sponsored by Council.	Te Reo Maori language course was offered to employees during 2003/04	✓
2. To sponsor employee participation in the Annual Maori Local Government Association Training Hui provided attendance is non – discriminatory.	No employee participation was sponsored in 2003/04 to the Annual Maori Local Government Association Training as ability to attend was not confirmed as being open to non-Maori employees.	Unable to meet target.

