

TAUPŌ DISTRICT COUNCIL

NOTICE OF MOTION

I Duncan Campbell, give notice that I intend to move the following motion at the Taupo District Council meeting to be held on 30 June 2026:

That the Taupo District Council:

1. Directs the Chief Executive to amend the standard staff report template used for all Standing Committees, Community Boards, and full Council meetings, to be implemented no later than August 2026.
2. Requires the amended template to include the following mandatory headings immediately following the Executive Summary:

Direct Financial Impact

A clear statement of:

- The total estimated capital and operational costs of the recommended option.
- The proposed funding source(s).
- Any ongoing maintenance, compliance, depreciation, or renewal costs.
- Any known financial risks or cost uncertainties.

Opportunity Cost

A clear statement identifying:

- Any projects, services, programmes, or budget allocations that may be delayed, reduced, reprioritised, or displaced if the recommended option proceeds.
- Whether existing staff resources will be diverted from other planned work.

Options Considered

A summary of:

- The reasonably practicable options considered.
- The advantages and disadvantages of each option.
- The reasons for recommending the preferred option.
- The reasons for any identified alternative options not being recommended.

Significance and Engagement Assessment

A separate section that:

- Identifies the criteria within the Council's Significance and Engagement Policy that were assessed.

- Explains how those criteria were applied.
- States the resulting significance assessment.
- States the level of community engagement undertaken or proposed.
- Includes any completed significance assessment matrix or evaluation used by officers.

Long-Term Plan and Annual Plan Alignment

A statement confirming:

- Whether the recommendation is fully provided for within the current Long-Term Plan, Annual Plan, budget, or adopted work programme.
- Whether the recommendation requires unbudgeted expenditure or a material departure from adopted plans.
- Any consequential impacts on future budgets, rates, debt, or levels of service.

Professional and Organisational Advice

A statement identifying:

- The primary report author's professional role and qualifications.
- Any specialist disciplines consulted during preparation of the report.
- Where the final organisational assessment differs materially from the original significance assessment or technical recommendation prepared during report development, a brief explanation of the reason for that change.

3. Directs that where any of the above headings are recorded as "Not Applicable", the report must provide a brief explanation of why the heading does not apply to the matter under consideration.

Context and Discussion

The quality of Council decision-making is directly dependent on the quality, completeness, and accessibility of the information provided to elected members.

Sections 76, 76AA, 77, 80 and 97 of the Local Government Act 2002 require councils to identify reasonably practicable options, assess impacts, consider significance, understand financial implications, and make informed decisions. To effectively fulfil these obligations, elected members must be able to readily identify the key information underpinning recommendations presented for decision.

Council reports commonly integrate technical, financial, legal, strategic, cultural and operational considerations within a single narrative format. While this approach provides a consolidated view of a matter, it can make it difficult for elected members to consistently identify direct financial impacts, opportunity costs, alternative options considered, significance assessments, and alignment with adopted planning and budgeting documents.

The Taupō District Council Significance and Engagement Policy requires significance to be assessed against a range of criteria including financial consequences, affected communities, funding implications, diversion of resources, and previous community engagement. While such assessments may be undertaken during report development, they are not routinely presented in a consistent and easily identifiable format within decision reports.

Similarly, many reports discuss funding arrangements, options, risks, and broader implications, but the location, level of detail, and presentation of this information can vary considerably between reports. The purpose of this proposal is not to alter existing decision-making processes, staff responsibilities, or professional advice. Rather, it is to improve the consistency, visibility, and accessibility of information already considered during report preparation.

This Notice of Motion seeks to strengthen governance by ensuring elected members can more readily identify:

- The direct financial impact of proposed decisions.
- The opportunity costs and resource implications associated with recommendations.
- The reasonably practicable options considered and the reasons for the preferred option.
- The significance assessment undertaken and the corresponding engagement approach.
- Whether recommendations align with the Long-Term Plan, Annual Plan, adopted budgets, and work programmes.
- The professional disciplines and specialist expertise relied upon in developing recommendations.

The proposal does not seek to interfere with management processes or the development of organisational advice. Instead, it seeks to improve the presentation of information so that elected members can more efficiently evaluate recommendations, exercise their governance responsibilities, and demonstrate robust decision-making on behalf of the Taupō District community.

1. Purpose

To improve the consistency, transparency, and accessibility of information provided to elected members through Council decision reports.

The proposal seeks to ensure that key governance information, including financial impacts, opportunity costs, options considered, significance assessments, planning alignment, and relevant professional advice, is presented in a clear and readily identifiable format to support informed decision-making and fulfilment of Council's obligations under the Local Government Act 2002.

The purpose of this proposal is not to alter existing policy, decision-making processes, staff responsibilities, or the provision of organisational advice. Rather, it seeks to establish greater consistency in report presentation so that elected members can more efficiently identify and evaluate key information relevant to their governance responsibilities.

2. Background

Council reports are the primary means through which elected members receive information and recommendations for decision-making.

Current report formats generally contain the information necessary to support decisions; however, the location, structure, and level of detail provided can vary between reports depending on the nature of the subject matter and the reporting officer.

As a result, information relating to financial implications, opportunity costs, alternative options, significance assessments, and planning alignment may not always be presented in a consistent or readily identifiable manner.

Policy and Planning

This proposal aligns with:

- The Local Government Act 2002, particularly Sections 76, 76AA, 77, 80 and 97.
- The Taupō District Council Significance and Engagement Policy.
- Council's commitment to transparent and evidence-based decision-making.
- Good governance principles requiring elected members to have access to sufficient information before making decisions.

The proposal supports community outcomes relating to accountable governance, financial stewardship, transparency, and public confidence in Council decision-making.

The proposed amendments do not alter Council policy, statutory obligations, delegations, or decision-making responsibilities. They improve the consistency, presentation, and accessibility of information already considered during report preparation.

The proposal builds upon existing statutory decision-making requirements and Council's Significance and Engagement Policy by improving visibility of information already considered during report preparation.

Financial Implications

Any costs associated with amending report templates are expected to be minor and can be accommodated within existing operational budgets, because these new stipulations are considered to be part of robust decision making in any case.

Any additional staff time required to implement the revised reporting template is expected to be minor and capable of being accommodated within existing operational resources.

The proposal may create efficiencies by reducing requests for supplementary information during meetings and improving elected member understanding of recommendations before decisions are made.

Risks and Legal Mitigations

A potential risk of not implementing this proposal is that information relevant to governance decision-making may continue to be presented inconsistently across reports, making comparisons between options and proposals more difficult.

Improved transparency and consistency may assist elected members in demonstrating that Council has met its statutory decision-making obligations under the Local Government Act 2002.

The proposal does not alter statutory responsibilities, delegations, staff authority, or existing decision-making processes. It seeks only to improve the reporting framework used to present information.

Impacts on Māori

The proposal does not alter any existing Māori engagement processes, partnership arrangements, consultation requirements, or statutory obligations.

Where Māori interests, perspectives, values, or engagement considerations form part of a recommendation, the proposed reporting framework may assist elected members by providing greater visibility of how those matters have been considered within the overall decision-making process.

The proposal is administrative in nature and is intended to improve the presentation of information rather than alter substantive policy or engagement practices.

External Community Engagement

No formal external engagement has been undertaken.

This proposal relates to Council's internal governance and reporting processes.

The intent of the proposal is to improve transparency, accountability, consistency, and the quality of information available to elected members when making decisions on behalf of the community.

Conclusion

This Notice of Motion seeks to strengthen governance, transparency, and accountability by improving the standard format of Council reports.

By clearly identifying financial impacts, opportunity costs, options considered, significance assessments, planning alignment, and relevant professional advice, elected members will be better equipped to fulfil their statutory decision-making responsibilities and make informed decisions on behalf of the Taupō District community.

The proposal does not change Council policy or decision-making authority. Rather, it seeks to improve the consistency and visibility of information already considered during report preparation, supporting more transparent and robust governance.

Signed by mover:



Councillor Duncan Campbell

Signed by seconder:



Councillor Hope Woodward

Date: 22 June 2026

Date: 22 June 2026

GUIDANCE NOTES FOR MEMBERS COMPLETING THE NOTICE OF MOTION FORM

Standing Orders

Please refer to Taupō District Council's [Standing Orders | Ngā Tikanga Whakahaere Hui 2022-2025](#), Standing Order 27 – Notices of Motion | Te pānui i ngā mōtini, page 62, for full details.

Signing your Notice of Motion

Your Notice of Motion must be signed. You can either print it, sign it and hand deliver it to the Chief Executive; or you can paste your e-signature into your Notice of Motion and email it to the Chief Executive.

Timeframe for submitting your Notice of Motion

You must submit your completed, signed, Notice of Motion to the Chief Executive **at least five (5) clear working days before** the meeting at which you intend to move your motion. "Working day" is defined in the Local Government Act 2002 as follows:

"Working day means a day of the week other than –

- (a) a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day; and
- (b) if Waitangi Day or Anzac Day falls on a Saturday or Sunday, the following Monday; and
- (c) the day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (d) a day in the period commencing with 20 December in any year and ending with 10 January in the following year."

Note in relation to (c) above, the relevant anniversary day for Taupō District is Auckland Anniversary Day, which falls on the Monday closest to 29 January.

Requirement for a seconder

From October 2024, Standing Orders of TDC require a seconder for your Notice of Motion before it will be added to an agenda.

Drafting your motion

Your Notice of Motion needs to be capable of forming an effective resolution. It should therefore be in the format "That Council (*takes specific action*)" and it should include all relevant details, for example names (in full), timeframes, dates etc.

Reasons for refusal of your Notice of Motion

Refer to Standing Order 27.2 to ensure your Notice of Motion does not contain any elements which may result in the Mayor/Chairperson refusing to accept it.

Notices of Motion to revoke or alter all or part of a previous resolution

There are additional requirements for Notices of Motion seeking revocation or alteration of all or part of a previous resolution. Refer to Standing Order 24, page 57.