

Workshops

From time to time council will hold workshops. The purpose of a workshop or briefing is to prepare councillors with the appropriate background and knowledge to make robust decisions for their communities, and to allow discussion among and between elected members and council staff. Workshops are part of an educative phase of the council's decision making process. Workshops cannot be used to make final decisions, as final decisions and resolutions cannot lawfully be made outside the context of a properly constituted meeting.

It is intended that all workshops are open to the public in accordance with requirements of the LGA 2002, that '...a local authority should conduct its business in an open, transparent and democratically accountable manner....'

The reasons for excluding the public from a workshop are detailed in Section 7 of the Local Government Official Information Meetings Act 1987.

The table below provides information on whether a session is open or closed to the public and if closed, the reason for this decision.

Rotorua Lakes Council workshops

Date/Time /Venue	Duration	Title of workshop & workshop notes	Workshop outline	Open / closed workshop	Councillor attendance
13 December 2023 1.30pm -4.30pm Council Chamber Rotorua Lakes Council	3 hours	Piecing it together	Overall wrap up of LTP journey Outline of consultation questions	Open session	
5 December 2023 9.30am-3.00pm Council Chamber Rotorua Lakes Council	5.5 hours	Funding and Delivery Pt 2 – Rating Framework	This session will explore how the 'what is being delivered' looks like in terms of the rating framework – 'who pays' (impacts of rating categories, targeted rates, general rates, uniform annual general charge etc	Open session	
21 November 2023 9.30am-3.00pm Council Chamber Rotorua Lakes Council	5.5 hours	Funding and delivery Pt 1 – The Financial Strategy, Capex programme and what it will cost to fund council services	The session will bring together how the direction set by council has come together into a financial strategy. This will include looking at the funding policy and fees and charges.	Open session	
25 October 2023 2.00pm – 5.00pm Council Chamber Rotorua Lakes Council	3 Hours	LTP 2024 – 2034 – Project Proposals		Open session	
18 October 2023 9.30am-3.00pm Council Chamber Rotorua Lakes Council	5.5 hours	LTP 2024 – 2034 – Project Proposals		Open session	Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Trevor Maxwell, Cr Gregg Brown, Cr Karen Barker, Cr Don Paterson, Cr Fisher Wang , Cr Conan O'Brien, Cr Robert Lee, Cr Lani Kereopa, Cr Rawiri Waru

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17 October 2023 9.30am-3.00pm Council Chamber Rotorua Lakes Council	5.5 hours	LTP 2024 – 2034 – Project Proposals		Open session	Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Trevor Maxwell, Cr Gregg Brown, Cr Karen Barker, Cr Don Paterson, Cr Fisher Wang , Cr Conan O’Brien, Cr Robert Lee, Cr Lani Kereopa, Cr Rawiri Waru
9 October 2023 9.30am-12.00pm Council Chamber Rotorua Lakes Council	2.5 hours	Joint Community Board Workshop - LTP 2024-2034	A joint discussion between Rotorua Lakes Councillors’ and Lakes and Rural Community Board members on the development of the Long Term Plan 2024-2034.	Open session	Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Trevor Maxwell (joined at 9.43am), Cr Gregg Brown, Cr Karen Barker, Cr Don Paterson, Cr Fisher Wang (attended via Zoom), Cr Conan O’Brien, Mr Phill Thomass, Mr Ben Hollier and Ms Rachel Clark Apologies Cr Robert Lee and Mr C Guyton Cr Lani Kereopa (for lateness – joined at 10.13am)
3 October 2023 1.00 pm-3.30pm Council Chamber Rotorua Lakes Council	2.5 hours	Te Tatau o Te Arawa Board and RLC Councillor discussions on Te Arawa Vision 2050 and RLC LTP 2024-34 Te Tatua o Te Arawa led the Councillors on a journey of the history of Te Arawa, Rotorua and engagement between Te Arawa and Council. Council and Te Tatau o Te Arawa shared in a conversation about the priorities for the future and what everyone is seeking to create for the future. Te Tatau o Te A and Council also discussed what true partnership means and how partnerships can be strengthened. The Mayor then outlined in summary the community outcomes that the council has identified at this stage. Outcome areas are areas the council wishes to focus effort on in order to make real positive change for Rotorua across the ten years of the Long-term Plan.	A joint discussion between Rotorua Lakes Councillors’ and Te Tatau o Te Arawa board members on the Te Arawa Vision 2025 and a discussion on RLC priorities leading to the development of the Long Term Plan.	Open session	Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Trevor Maxwell, Cr Gregg Brown (attended via Zoom), Cr Don Paterson, Cr Fisher Wang. Te Tatau o Te Arawa Board members Te Taru White, Mariana Vercoe Apologies Cr Robert Lee, Cr Rawiri Waru
21 September 2023 9.30am-3.00pm Scion	5.5 hours	LTP 2024 – Priority direction for the next 10 years An independently facilitated workshop that stepped the Elected Members through what they	An independently facilitated workshop for Councillors to focus on vision for the next 10	Closed session Provide Councillors with the opportunity to openly	Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Robert Lee, Cr Trevor Maxwell,

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		<p>believed were the Strengths and Challenges of Rotorua over the next three years. This was expanded to a longer term view and themes of these strengths were identified. These themes were ranked by Elected Members as to their level of importance with the highest ranked themes becoming outcome focus areas over the next 10 years. Elected members developed a number of options for a vision for Rotorua that will be worked on over the coming weeks.</p>	<p>years, confirm priority areas and projects for the next 10 years.</p>	<p>discuss without prejudice individual views in a process that will lead to a set of community outcomes for the District.</p>	<p>Cr Gregg Brown (attended via Zoom), Cr Don Paterson, Cr Rawiri Waru, Cr Fisher Wang.</p> <p>Apologies Cr Lani Kereopa Cr Conan O'Brien (apology for lateness 11.40am)</p>
<p>14 September 2023 9.30am-3.00pm Council Chamber Rotorua Lakes Council</p>	<p>5.5 hours</p>	<p>LTP 2024 – Council priority area – Infrastructure</p> <p>A presentation from the Manager, Active and Engaged Communities included the following:</p> <ul style="list-style-type: none"> ▪ Sport and Activity benefits, including community wellbeing, proud communities, smart investment, and confidence in city reputation all contribute to a range of council priorities as well as national priorities around health, activity and wellbeing. ▪ Planning information and knowledge obtained, including the Open Space Level of Service policy, sports facility supply and demand, Open Space Network Plan ▪ Enhancing current spaces and facilities, including looking at barriers to usage and potential for capital investment from Council and by other parties. ▪ Draft Rotorua Golf Facilities Strategy – BOP Golf/Golf NZ <p>The Group Manager, Infrastructure and Environment presented on the Infrastructure Strategy, noting that infrastructure is the most intensive and high scale intergenerational investment made into the community.</p> <p>The presentation focused on:</p> <ul style="list-style-type: none"> • Water supplies, ensuring infrastructure is delivered, that keeps pace with our city. • Water assets, including 3 urban and 9 treatment plants, 11 water sources and 22 storage reservoirs, approx. 800kms of pipes and 11 main pump stations, a significant number of connections, replacement value 	<p>An opportunity to cover the background and history of Council's priority areas for infrastructure. What has been done to date, what is currently being delivered and what is possible moving forward.</p> <p>Strategies covered: Parks, Active Recreation and Sportfields (PARS) 30 Year Infrastructure Strategy Environmental Strategy Climate Action Plan Infrastructure Accelerated Fund programme</p>	<p>Open session</p>	<p>Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong (via Zoom), Cr Robert Lee, Cr Trevor Maxwell, Cr Gregg Brown, Cr Don Paterson, Cr Rawiri Waru, Cr Lani Kereopa, Cr Conan O'Brien</p> <p>Apologies Cr Fisher Wang.</p>

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		<p>of renewals around \$3M with the condition being 50% remaining asset life.</p> <ul style="list-style-type: none"> • Wastewater, including progressed sewerage reticulations. • Stormwater, including Rotorua’s flooding risk profile and masterplan to ensure management of stormwater flow in extreme weather events. • Transport, including safety and resilience projects. • Waste, including clean-up of the landfill, kerbside rubbish collection and the procurement phase for FOGO [food organic and green waste]. • Draft Environmental Strategy • Climate Action Plan 			
<p>8 September 2023 9.30am-3.30pm Council Chamber Rotorua Lakes Council</p>	<p>6 hours</p>	<p>LTP 2024 – Council priority area – Economy and Housing</p> <p>Mayor Tapsell provided an introduction to the interactive LTP workshop and the priority areas that would be covered – the economy and housing.</p> <p><u>Economy</u></p> <p>Points covered included:</p> <ul style="list-style-type: none"> • FDS Spatial picture – identifying residential growth areas and areas identified for intensification. • Upcoming plan changes – 1)Green field expansion 2)Flooding and hazards 3) Creating business and industrial land. • Long term Economic Development Strategy and economic LTP considerations • RotoruaNZ – key objectives. • Inner City revitalisation - – direction for revitalisation of inner city and Fenton St corridor; strategic investment projects to activate revitalisation – delivering and future. <p><u>Housing</u></p> <p>Points covered included:</p> <ul style="list-style-type: none"> • Completion of Future Development Strategy (FDS) and PC9 by March 2024 as agreed with Ministry for the Environment. 	<p>An opportunity to cover the background and history of Council’s priority areas for economy and housing. What has been done to date, what is currently being delivered and what is possible moving forward.</p> <p>Strategies covered:</p> <ul style="list-style-type: none"> • Draft Economic Development Strategy • Inner City Strategy • Destination Management Plan • Forestry Management Plan • Future Development Strategy 	<p>Open session</p>	<p>Mayor Tania Tapsell, Cr Karen Barker, Cr Robert Lee, Cr Conan O'Brien, Cr Fisher Wang, Cr Gregg Brown (joined at 10am), Cr Trevor Maxwell, Cr Don Paterson, Cr Lani Kereopa, Cr Rawiri Waru (joined at 12.15pm).</p> <p>Apologies Deputy Mayor Sandra Kai Fong</p>

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		<ul style="list-style-type: none"> • Partnering to unlock residential development. • Regulatory action around emergency housing. • Healthy homes. • Rotorua Housing Accord • RMA Reforms 			
<p>7 September 2023 9.30am-3.00pm Council Chamber Rotorua Lakes Council</p>	<p>5.50 hours</p>	<p>LTP 2024 – Introduction and setting the context for a financial framework</p> <p>Mayor Tapsell opened the workshop with an introduction to the Long Term Plan (LTP) 2024-2034 and how it will be developed, noting that the workshop will be in two parts.</p> <p><u>Part 1: Introduction to the Long Term Plan 2024 - 2034</u></p> <p>Provided an overview of the process of preparing an LTP and the key elements that will be covered in the LTP. This was undertaken as an interactive, question and answer session with Councillors.</p> <p>Main points covered included:</p> <ul style="list-style-type: none"> • The timeline for developing the LTP- a 12 month process, with the next 3 months focused on the consultation document. The completed consultation document will be reviewed by AuditNZ in February 2024, with consultation with the community completed during April 2024 and deliberations/decison-making June 2024, adoption by 30 June. • The principles for creating a successful LTP: <ul style="list-style-type: none"> ○ Understand the current environment Council is working in and financial situation. ○ Be outwardly focused to undertsand what is going on at a national and international level. ○ The document needs to present the right debate, with a clear direction for the community to follow and tell an integrated coherent story. ○ Councillors should be thinking beyond 10 years to 20-30 years. 	<p>Provide an overview of what an LTP is.</p> <p>Traverse all of the elements of the financial side of an LTP - a major foundational piece of the LTP.</p> <p>Within the discussion will look at the significant forecasting assumptions that are used to build a financial model and look at the ways in which services are currently funded introducing options that look at alternative to funding services other than the traditional methods of rates and fees and charges.</p>	<p>Open session</p>	<p>Mayor Tania Tapsell, Cr Karen Barker, Cr Robert Lee, Cr Conan O'Brien, Cr Fisher Wang, Cr Gregg Brown, Cr Trevor Maxwell, Cr Don Paterson, Cr Rawiri Waru (joined at 10.06am)</p> <p>Apologies Deputy Mayor Sandra Kai Fong and Cr Lani Kereopa</p>

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		<ul style="list-style-type: none"> • Purpose of the consultation document - contains the key conversations that Councillors wish to have with the community. • The approach to developing the LTP - will refer to Council's existing strategic goals, plans and actions; bring them together into the LTP, and through the LTP, show the ways Council are going to deliver its actions and the strategies. • Role of the Auditor General and AuditNZ- an audit opinion provides reassurance to the community that the LTP is robust and methodical. • Role of Councillors through the development of the LTP – to define what matters for the community and associated priorities. Make decisions on the funding mechanisms, the services that are going to be provided, the strategies that are guiding Council's direction, the policies and projects and investment into services. <p><u>Part 2: Financial Foundations of an LTP</u></p> <p>Provided an overview of the role of the Finance team in preparing the ten year financials for the LTP and introduced the financial building blocks of the LTP. This was undertaken as an interactive, question and answer session with Councillors.</p> <p>Points covered included:</p> <ul style="list-style-type: none"> • Purpose of the 10 year financials in the LTP – explains what Council plans to do over the next ten years, how much it will cost and how it will be paid for. • Financial components of the LTP – Financial prudence disclosures, Forecast 10 year financial statements, Funding Impact Statements (FIS) council level and group level, Statement of Capital Expenditure, Disclosures of reserve movements, Balanced Budget Statement, Rating base disclosures • Key building blocks of the 10 year financials – financial assumptions are based on 3 strategies -1) Financial strategy, 2)Infrastructure strategy, 3)Significant forecasting assumptions. • The Financial strategy – a synthesis of the financial implications, constraints, and consequences of council's policy and service 			

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		<p>delivery decisions. It is a long-term view to how Council plans and funds activities and services. It is a tool for the public to understand the rationale for LTP decisions.</p> <ul style="list-style-type: none"> • Revenue and Financing policy – explains why Council has chosen to fund projects and services, applied rates, and set fees and charges to the level that they are. It is mandatory and a stand-alone document that will be adopted separately. • Funding services – the funding table in the LTP lists each individual activity of Council, why that activity exists, who benefits from it, who exacerbates it and who therefore should pay for it; and from that rating and fees and charges are established. • Alternative funding – through the LTP process Councillors could explore and consult on changing current fees and charges and developing new fees and charges. Special Purpose Vehicles (multiple entities coming together to accelerate development) that could be used to fund other priorities were also highlighted. 			
<p>Cancelled 29 August 2023 9.30am-12.30pm Council Chamber Rotorua Lakes Council</p>	3 hours	Introduction to the LTP 2024	<ul style="list-style-type: none"> • Overview of the development and guiding principles for the LTP • Key linkages of the components of the LTP • Proposed process for the development of LTP 2024 • Timeline • Deliverables 	Open session	
<p>18 July 2023 9.30am-11am Council Chamber Rotorua Lakes Council</p>	1.50 hours	<p>Museum strengthening and restoration project – Project risk and cost control</p> <p><u>Notes</u> Councillors received a presentation focused on:</p> <ul style="list-style-type: none"> • Contract price • Contingency amount and methodology • Likelihood of the project being outside of the budgeted price and the full range of tools used to mitigate risk. 	<p>A session on the identification of the risks associated with the project and the plans that will be put in place to mitigate these.</p> <p>Detail includes:</p> <ul style="list-style-type: none"> • Contingency settings. • Management of the contract. • Management through legal and QS experts. 	<p>Closed session</p> <p>Section 7 (2) (i)....without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.</p> <p>Relevant in protecting the council's contingency for a significant project to ensure that a tight control is kept on any draw down of contingency as a result of cost variations.</p>	<p>Cr Karen Barker (Chair), Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Robert Lee, Cr Trevor Maxwell, Cr Conan O'Brien, Cr Gregg Brown, Cr Lani Kereopa, Cr Don Paterson, Cr Rawiri Waru (attended via Zoom), Cr Fisher Wang (attended via Zoom).</p>

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				This session is confidential to protect the public interest. When discussing project contingency which is in essence public money the ratepayer should have the confidence that the council is protecting the information from those that may use information for private use or gain.	
12 July 2023 3.15-4.30pm Council Chamber Rotorua Lakes Council	1.25 hours	<p>Museum strengthening and restoration project – External Funding</p> <p><u>Notes</u> Councillors were provided with a review of the external funding of the museum project to date and information on the application process and the commitments made by both council and the funders of this is project.</p> <p>Information was also provided on other potential funding/funders that could help to reduce the current funding gap.</p>	<p>A session on the importance of external funding towards the completion of the Museum project. Session will cover:</p> <ul style="list-style-type: none"> • Driving work and relationships to secure funding • Funding landscape changes – the different funding environment we are now in • Partners and funding relationships – the levels of ongoing commitment needed to working together • Comparison per capita of external funding in Rotorua vs other parts of the country • Basis of the funding contracts – what does the funding fund? • Key provisions in the funding contracts – what must RLC deliver and what do the funders promise to deliver? 	Open session	<p>Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Karen Barker, Cr Robert Lee, Cr Conan O'Brien, Cr Lani Kereopa, Cr Fisher Wang , Cr Don Paterson, Cr Gregg Brown (attended via Zoom).</p> <p>Apologies Cr Rawiri Waru and Cr Trevor Maxwell</p>
12 July 2023 2pm-3.15pm Council Chamber Rotorua Lakes Council	1.25 hours	<p>Council Financial Strategy – RLC levels of investment</p> <p><u>Notes</u> The purpose of the session was to provide Councillors with an understanding a of what capacity is available for potential further investment into the Museum.</p> <p>Councillors were provided with a review of council's debt, how it is managed and how it is used to fund investment into future infrastructure. The purpose of the session was to provide councillors with an understanding a of what capacity is available for potential further investment into the museum.</p>	<p>Part 1: A session that looks at the ability of RLC to invest into projects, programmes etc</p> <ul style="list-style-type: none"> • What is the debt ceiling? • What are the levers RLC can use to manage debt levels? • What is the difference between personal/business/govt debt? • Benchmarking against other districts <p>Part 2: A session that looks into what is the level of investment /potential envelope Council has available that it could invest into the Museum project?</p>	Open session	<p>Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Karen Barker, Cr Robert Lee, Cr Conan O'Brien, Cr Lani Kereopa, Cr Fisher Wang , Cr Don Paterson, Cr Gregg Brown (attended via Zoom).</p> <p>Apologies Cr Rawiri Waru and Cr Trevor Maxwell</p>
5 July 2023 1pm – 4.30pm Council Chamber	3.5 hours	<p>Museum strengthening and restoration project – feasibility of building project</p>	<ul style="list-style-type: none"> • An in-depth discussion on the feasibility of the building project inside a 100+ year old building. 	Open session	<p>Mayor Tania Tapsell, Deputy Mayor Sandra Kai Fong, Cr Fisher Wang, Cr Karen Barker,</p>

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Rotorua Lakes Council		<p><u>Notes</u> Councillors' received presentations from technical consultants who provided information on the structure of the Museum building and the work that has been done to date to mitigate construction risks.</p> <p>Presenters:</p> <ul style="list-style-type: none"> • Tonkin & Taylor – presented on the testing of the groundwork and findings. • Dizhur Consulting – presented on the structural investigation and monitoring network used; and the building analysis. • DPA Architects – provided 	<ul style="list-style-type: none"> • Can it be built • What are the component parts of construction – ground works, roof, structural walls etc. • What are the challenges this building work faces • How has the design of each of these components been managed to deal with the challenges 		<p>Cr Rawiri Waru, Cr Robert Lee, Cr Trevor Maxwell, Cr Conan O'Brien, Cr Gregg Brown (attended via Zoom).</p> <p>Apologies Cr Lani Kereopa and Cr Don Paterson</p>