



**ROTORUA**  
LAKES COUNCIL

**Chief Executive** Induction Document 2024

# Welcome

---

**ANDREW MORAES**

---

---

# TE IHIRANGI CONTENTS

---

Welcome	4
The Role of the Chief Executive	5
Community Outcomes	6
Rotorua District	8
Rotorua Lakes Council	11
Management Structure and contact details	13
Organisational Leadership	14
Corporate Planning & Governance	14
Te Arawa Partnership	16
Corporate Services	18
Community & District Development	21
Infrastructure & Environment	26
Te Tiriti o Waitangi at a local level	30
Te Tatau o Te Arawa – Te Arawa Partnership Board	32
Council Controlled Organisations	34
Rotorua Economic Development Ltd (operating as RotoruaNZ)	34
Rotorua Regional Airport Ltd	35
InfraCore Ltd	36
Satellite Operations	37
Events	37
Rotorua i-SITE Visitor Information Centre	37
Nursery	38
The Redwoods Whakarewarewa Forest	38
Rotorua Aquatic Centre	38
Te Aka Mauri – Rotorua Library	39
Te Whare Taonga o Te Arawa – Rotorua Museum	39
Wastewater Treatment Plant	40
East Rotoiti/Rotomā Sewerage Scheme	40
Recycling Centre	40
Rotorua Cemetery & Crematorium	40
Landfill	40

The purpose of local government	.....41
Elected Members	.....42
Mayor	.....42
General Ward	.....42
Māori Ward	.....43
Rural Ward	.....43
Rotorua Lakes Community Board	..... 44
Rotorua Rural Community Board	..... 44

out of scope

Council meetings	.....48
Council committees	.....49
Delegated authority	.....49
Health and Safety	..... 50

out of scope

## Attachments

out of scope



---

# HE KUPU AUMIHI WELCOME

---

Whiria te taura here tāngata

E te Toihautū o te waka, e te Kaiurungi, nei te reo rāhiri, te kupu whakamihi ki a koe i tōhou urunga mai ki te Kaunihera nei.

Tangihia wō tātau aituā, rātau kua māwhiti atu ki tua o tāwauwau ki te wāhi ngaro e.

Ko tā tātau he tangi, ko tā tātau he haku, ko tā tātau he poroporoaki kia ea ai te āhuatanga o rātau.

Tātau te pito ora e pae nei ki te amo, ki te pīkau i ngā mahi i waihotia mai e rātau, tēnā koutou katoa.

Koianeī te mihi ki a koe e Anaru, otiia, koutou ko tō whānau

Nau mai, haere mai.

Bind the strands that bring us together

To you the CE who takes the helm of our waka, we bid you welcome as you begin your time at Council.

Let us mourn those of our loved ones who have passed over to the great beyond, to the Almighty Heavens.

It is left to us to lament, to mourn, but to also farewell them so they may leave this world fulfilled.

To us who remain in this mortal coil to continue the work they have left us, we give words of acknowledgement.

Andrew, to you and your family, we greet you and welcome you.

Haere mai.

---

# TE TŪRANGA O TE TOIHAUTŪ

## THE ROLE OF THE CHIEF EXECUTIVE

---

The chief executive is appointed by the Council in accordance with Section 42 of the Local Government Act 2002.

The chief executive is responsible for implementing and managing the council's policies and objectives within the budgetary constraints established by the Council.

### In terms of Section 42 of the act, the responsibilities of the chief executive are:

1

Implementing the decisions of the Council

---

2

Providing advice to the Council

---

3

Ensuring that all responsibilities, duties and powers delegated to the chief executive or to any person employed by the chief executive or imposed or conferred by any Act, regulation or by law are properly performed or exercised

---

4

Managing the activities of the local authority effectively and efficiently

---

5

Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority

---

6

Providing leadership for the staff of the local authority

---

7

Employing staff on behalf of the local authority

---

# NGĀ PUTANGA MŌ TE HAPORI COMMUNITY OUTCOMES



## Active



The accessibility of our lakes, forests, open space networks and the quality of our facilities create opportunities for everyone to be active throughout their lives.



## Mana Whenua/Tāngata Whenua Aspirations



We recognise and support the aspirations of Tāngata Whenua/Mana Whenua and partner to grow economic and social opportunities and benefits for everyone.



## Tourism



We are a world class destination, with a vibrant inner city and a positive reputation.



## Housing



All residents have access to a range of housing options that ensures they can live in quality homes that are safe and healthy.



## Employment & Economy



We enable businesses to grow with confidence through increasing investment opportunities. There are employment options across a range of sectors.



## Environment - Mauri Taiao



We are committed to protecting and improving our lakes, waterways and forest environments.



### Connected and Resilient



Our communities are cohesive and prepared for the effects of climate change, natural hazards and we invest in safe and reliable infrastructure.



### Safety



Our communities, businesses and visitors feel safe across our district.



### Arts and Culture



Rotorua's unique cultural identity is the foundation for attracting and delivering a diverse range of events, increasing vibrancy and activity and driving economic and community benefits within our facilities and for our district.

---

# TE ROHE O ROTORUA

## ROTORUA DISTRICT

---

According to oral history, many of Rotorua's Māori residents trace their ancestry to Tamatekapua, the captain of the Arawa canoe that arrived in New Zealand from the fabled homeland of Hawaiki more than six centuries ago.

The Arawa canoe was beached at Maketu on the Bay of Plenty coast where the new arrivals settled down to live. They had been at Maketu for some time when an ancestor called Ihenga journeyed inland to explore. He discovered what is now known as Lake Rotorua, and settled at what is now Kawaha Point.

In 1979, Rotorua Lakes Council (The operating name of Rotorua District Council) came into existence with the amalgamation of the then city council and county council.

Today Rotorua Lakes Council manages an area of 270,800 hectares and services a population of nearly 78,000 residents and up to 10,000 visitors on any day (pre-COVID).

Located largely in the Bay of Plenty region and partly in the Waikato region, Rotorua District includes Rotorua city which has developed over the years around the southern shoreline of Lake Rotorua.

The district includes a substantial rural area encompassing 18 lakes. The council also services Ngongotaha and a number of small farming, forestry and lakeside communities, in addition to its urban and CBD areas.

Rotorua has an increasingly broad industry base that includes tourism, agriculture, forestry, retail, manufacturing, business services and education.

### Ngā Mōhiohio o te Rohe District Facts

<b>Area:</b>	2,614.9 km <sup>2</sup> +
--------------	---------------------------

<b>Rating units:</b>	29,158 (as at 30 June 2023)
----------------------	-----------------------------

<b>Total Land Valuation:</b>	\$11.2 billion (as at 30 June 2023)
------------------------------	-------------------------------------

<b>Total Capital Valuation:</b>	\$22.5 billion (as at 30 June 2023)
---------------------------------	-------------------------------------

<b>Local Roads:</b>	More than 1,000km (886km of sealed roads)
---------------------	---

<b>Reserves:</b>	1050ha
------------------	--------

<b>Population:</b>	Population of 78,200 (Statistics NZ population estimate at 30 June 2023)
--------------------	---



## Tō Tātau Takiwa Our District

18 lakes

17 primary schools

Three major rivers

100,000 hectares of native and exotic forests

Lake Rotorua is 300 meters above sea level

Lake Rotorua caldera widest point is 20km

Largest commercial forest plantation in Southern Hemisphere

40% of population are Māori

120 wetlands

## Te Whakaaetanga o te Taonehipi o Rotorua Rotorua Township (Fenton) Agreement

Chief Judge Francis Dart Fenton (or Penetana as he was known by Māori) of the Native Land Court is often credited with helping to establish the Rotorua township. He originally discussed the proposal with local iwi in 1877 and, by direction of the Government, Fenton returned for detailed negotiations in 1880. From the Crown's point of view, there were two main objectives behind the establishment of a township at Rotorua: preserve access to the natural thermal wonders of the district and to halt problems and arguments regarding land.

The proposed township would also have the added benefit of opening up the area to further settlement and improving accommodation, supplies and transport to the burgeoning tourist trade. Up until this time, this was reliant upon a haphazard collection of European style hotels and shops that developed in and around the old Māori settlement of Ōhinemutu.

Negotiations were held with Ngāti Whakauae, Ngāti Rangiwewehi and Ngāti Uenukukopako. In late November 1880, the agreement was negotiated over a number of days, culminating in the signing of the agreement document at Ōhinemutu on 25 November 1880 between 47 persons of the three iwi and Chief Judge Fenton on behalf of the Crown. 'Fenton's Agreement' or 'the Fenton Agreement' is the popularised name given to the signed document.

For the Māori owners, it would see an increase in visitors into the area, and a major source of income, without the need of permanently selling land.

As iwi refused to sell the land to the Crown, it was instead agreed that the Crown would lease lots in the township out to the public for 99 years on behalf of the owners. The agreement was split into 16 clauses which set out the area for the township, how ownership would be determined, reserves that were gifted by the owners to the Crown for both races, survey costs, rates and composition of the town board.

The Native Land Court awarded the majority of the town block, taking in the area between the Utuhina and Puarenga Streams from the lake front to Tihiotonga and called Pukeroa- Oruawhata, to Ngāti Whakaue with a section of the block called Tarewa being awarded to Ngāti Tūara and Ngāti Kearoa.

While the township scheme was widely publicised, and initially successful in attracting leases, the delay in the establishment of the promised railway, a national economic downturn, the Tarawera eruption in 1886 and a string of defaulting leasees all contributed to an enormous loss in expected revenue.

Starting in 1889, the Crown sought to purchase shares from owners in the block. The alienation of the block from the last few owners, and vesting of the township block (Pukeroa-Ōruawhata Block) in the Crown, was completed through the compulsory acquisition of shares via the Thermal Springs Act of 1910. The Crown later sold these interests between 1930 and 1950, opening up the township lands to private ownership. Over the next few decades, Ngāti Whakaue sought answers from the Crown over the failure of the township scheme and care of the gifted reserves.



---

# TE KAUNIHERA O NGĀ ROTO O ROTORUA

## ROTORUA LAKES COUNCIL

---

Rotorua Lakes Council is a large business with the challenge of providing a complex and diverse range of services to our community. We have:

- A workforce of around 380 staff with approximately 180 employed across our CCOs (InfraCore Limited, Rotorua Airport Limited and Rotorua Economic Development Limited).
- A stewardship of community assets of almost two billion dollars.
- Nearly 78,000 residents and many tourists who are visiting on any given day.

Rotorua Lakes Council is the Local Government body for the Rotorua District. The Rotorua District encompasses a large area.

We have boundaries with the following district councils:

- Taupō District Council
- South Waikato District Council
- Western Bay of Plenty District Council
- Whakatāne District Council

The Rotorua District falls within two regional council areas:

- Bay of Plenty Regional Council (Formally Environment Bay of Plenty or EBOP)
- Waikato Regional Council (Formally Environment Waikato)

## Te Tohu Tuakiri The Coat of Arms (as described by The Royal College of Herald's)

On 10 December 1963, the Royal College of Herald's in England granted Armorial Bearings of the District of Rotorua to the City of Rotorua. Rotorua District Council adopted the coat of arms at its first meeting, on 2 April 1979



**Crest** - On a wreath of the colours a male huia bird standing in a brake on New Zealand fern proper.

**Arms** - Azure on a chevron or a rainbow trout leaping proper between in chief a pine tree and a sprig of kowhai leaved slipped and flowered and a geyser issuing from rock in base all also proper.

**Supporters** - On the dexter side a figure representing a farm settler of the nineteenth century, at his feet a cattle dog sejant and on the sinister side a figure representing a Māori chieftain all proper.

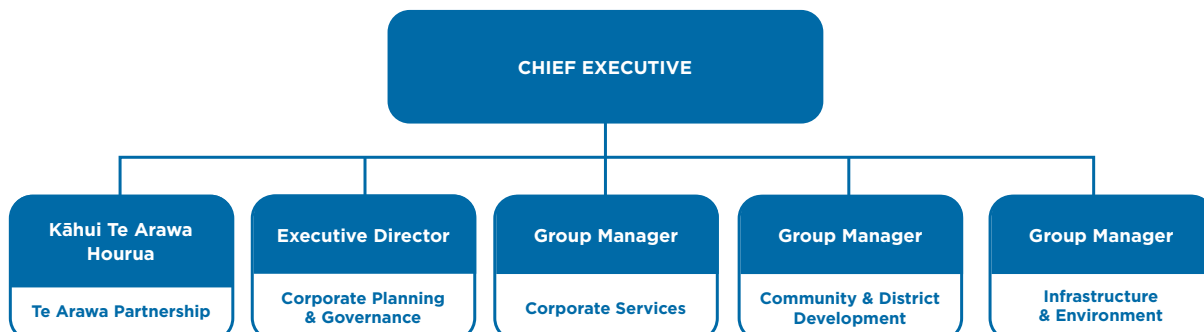
## Te Hiranga o te Tohu Tuakiri The Significance of the Coat of Arms

The blue shield shows a pine tree, which represents the district's forestry industry, a sprig of kowhai representing the flora of New Zealand and a geyser representing thermal regions. A rainbow trout leaps across the gold chevron. Above the shield is the esquire's closed helm (always used for civic arms) with its crest wreath and decorative tournament cloak. A New Zealand huia stands in a clump of New Zealand fern. A nineteenth century settler, representing the importance of the farming industry to Rotorua, supports the arms on one side. A Māori chief supports the other side. He wears a korowai (cloak) and holds a taiaha (club).

## Te Kīanga The Motto

In 1963, Rotorua was believed to be the only New Zealand city with a motto in Māori rather than Latin on its coat of arms. "Tatau Tatau" means "We together" or "We are one". These words were used to welcome the Prince of Wales (later the Duke of Windsor) on his visit to Rotorua in the 1920s. They were recommended as the motto by a former deputy mayor of Rotorua, Mr Pakeke Leonard, who was part of the committee, which first considered a coat of arms for the city.

# TE RAUPAPATANGA O NGĀ KAIHAUTŪ MANAGEMENT STRUCTURE



## Ngā Whakapātanga Contact Details



**Oonagh Hopkins**

*Executive Director*

Corporate Planning & Governance

07 351 8734

027 2598677

[oonagh.hopkins@rotorualc.nz](mailto:oonagh.hopkins@rotorualc.nz)



**Gina Rangi**

*Kāhui Te Arawa Hourua*

Te Arawa Partnership

021 454523

[gina.rangi@rotorualc.nz](mailto:gina.rangi@rotorualc.nz)



**Thomas Collé**

*Group Manager*

Corporate Services

021 617306

[thomas.colle@rotorualc.nz](mailto:thomas.colle@rotorualc.nz)



**Jean-Paul Gaston**

*Group Manager*

Community & District Development

027 6554415

[jean-paul.gaston@rotorualc.nz](mailto:jean-paul.gaston@rotorualc.nz)



**Stavros Michael**

*Group Manager*

Infrastructure & Environment

027 8073847

[stavros.michael@rotorualc.nz](mailto:stavros.michael@rotorualc.nz)

---

# TE KĀWAI HAUTŪTANGA ORGANISATIONAL LEADERSHIP

---

At an operational level, we have organised ourselves to support the Council by doubling down on outcomes that put the people of Rotorua at the heart of all planning and delivery. We pride ourselves on our commitment to working with partners in a way that focuses on local decision-making and solutions for Rotorua, developed and delivered by the people of Rotorua.

Our operating structure spans across all of the outcomes that Council is trying to achieve. These outcome areas are all led by the one direct employee of the Council, the chief executive. All staff of the council, including the executive team, are hired by the chief executive.

---

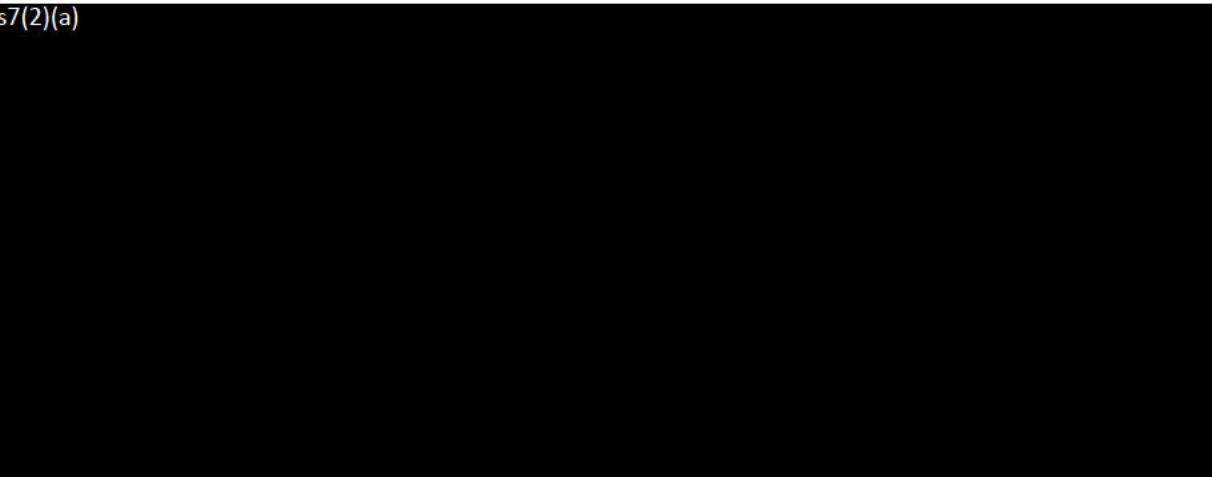
## **Kāhui Taunaki Whakamahere** Corporate Planning & Governance

---

We strive to position our council as a trusted leader, partner and advocate for the communities of Rotorua. As a group, we are a link between Councillors (Governance), the Council (Corporate Planning and Strategy) and the Community (Engagement). We are the voice of Council to our community (Marketing and Communications).



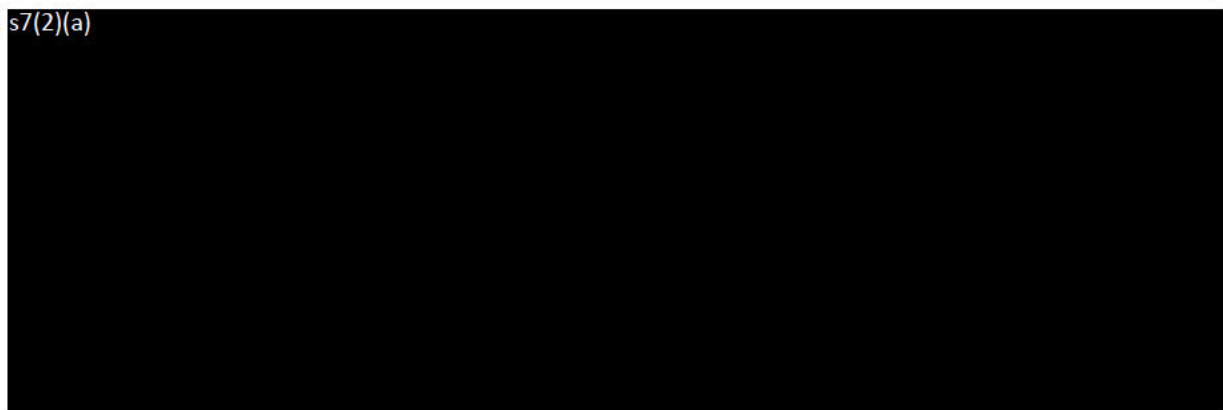
**Oonagh Hopkins**  
Manahautū Taunaki Whakamahere  
Executive Director - Corporate Planning & Governance





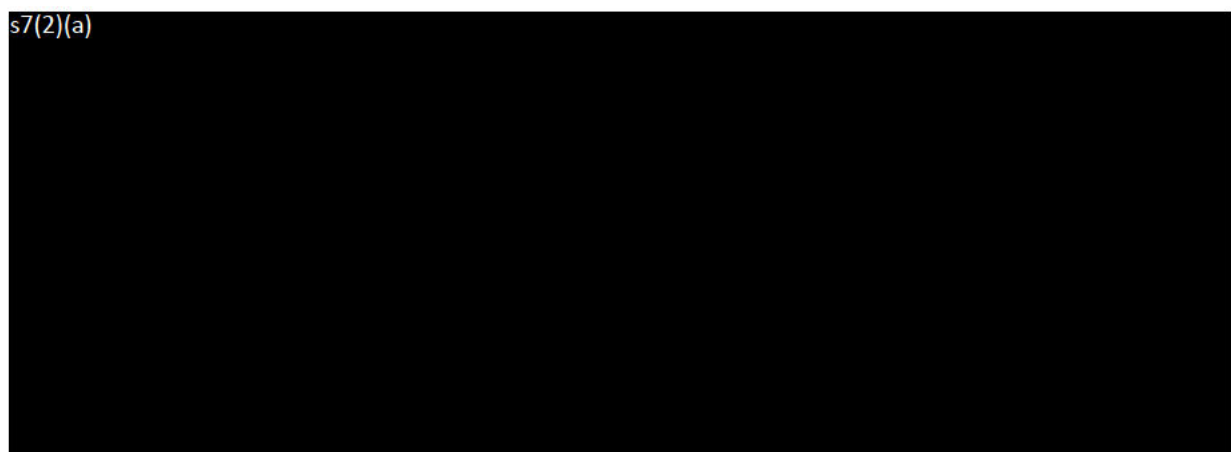
**Greg Kieck**  
Kaiwhakatere Whakapakari Mahere  
Manager - Corporate Planning and Strategy

s7(2)(a)



**Suzanne McNicol**  
Kaihautū Whakatairanga me Whakapā  
Director - Marketing and Communications

s7(2)(a)



**Kāhui Te Arawa Hourua** Te Arawa Partnership

We provide support across council to ensure organisational culture and values are consistent with the Te Arawa partnership, and that the council workforce has the skills and experience to build and maintain effective relationships with Te Arawa leaders, communities and entities.

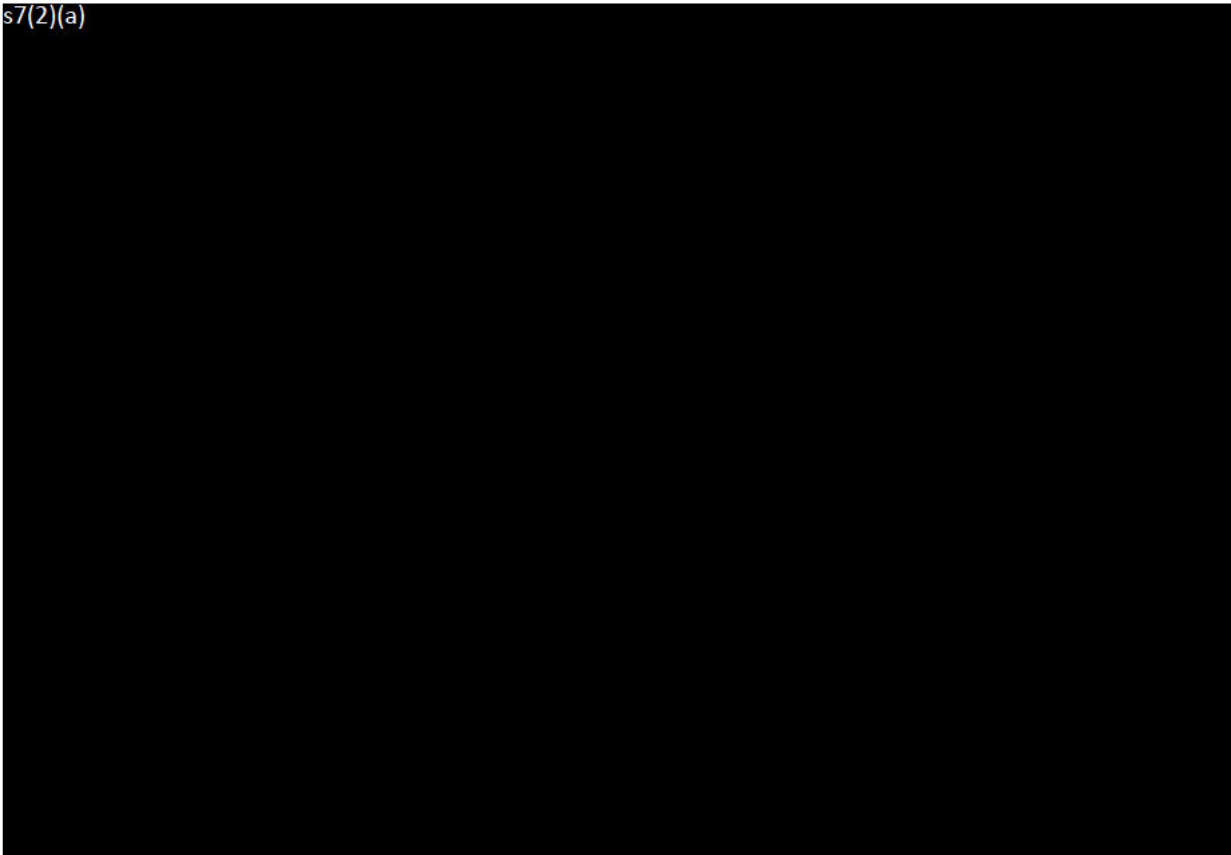
We work to ensure council strategies and work programmes actively contribute to and enable Te Arawa development. We ensure te reo Māori me ōna tikanga are commonplace and of a professional standard.



**Gina Rangi**  
Manahautū Te Arawa Hourua  
Te Arawa Partnership

**Iwi affiliations: Te Arawa (Tūwharetoa, Ngāti Whakaue, Ngāti Tahu), Raukawa and Maniapoto**

s7(2)(a)

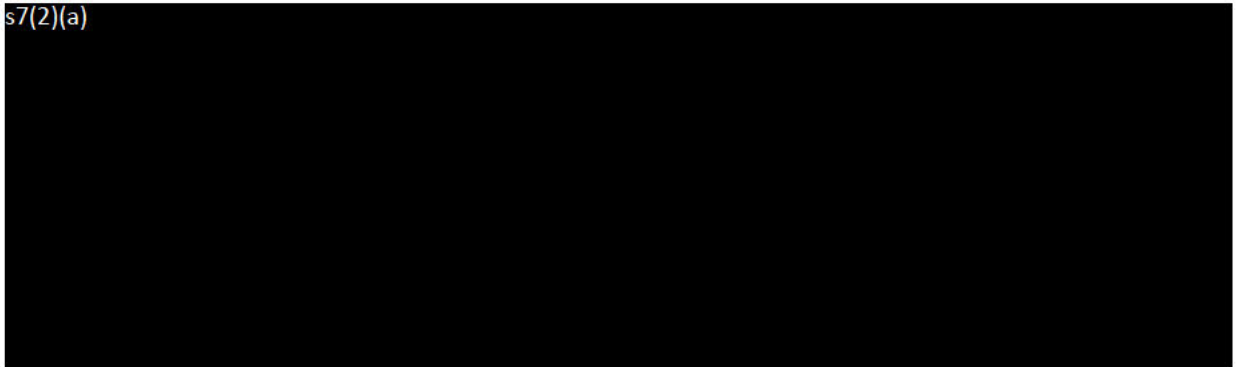






**Aneta Morgan**  
Kaiurungi Te Amorangi  
Team Lead - Te Amorangi Unit (TAU)

s7(2)(a)



**Kāhui Ratonga Rangatōpū** Corporate Services

We are the spine of the organisation, providing the resources and innovation to ensure services are delivered, people can use technology to interact with us, information is safe and secure, there are great working conditions for our staff and our financial position is prudent and robust.



**Thomas Collé**  
Manahautū Ratonga Rangatōpū  
Group Manager - Corporate Services

s7(2)(a)



**David Jensen**  
Kaihautū Pūtea  
Director of Finance

s7(2)(a)



**Elrond McCarthy**  
Kaiwhakatere Haumarū  
PMO & Risk Manager

s7(2)(a)



**Sam Rowley**  
Kaiwhakatere Rawa  
Property Manager

s7(2)(a)



**Suzanne Craig**  
Kaihautū Hangarau  
Chief Information Officer

s7(2)(a)



**Stewart Brown**  
Kaiwhakatere Mahi Toi  
Manager - Culture, Heritage & Mahi Toi

s7(2)(a)

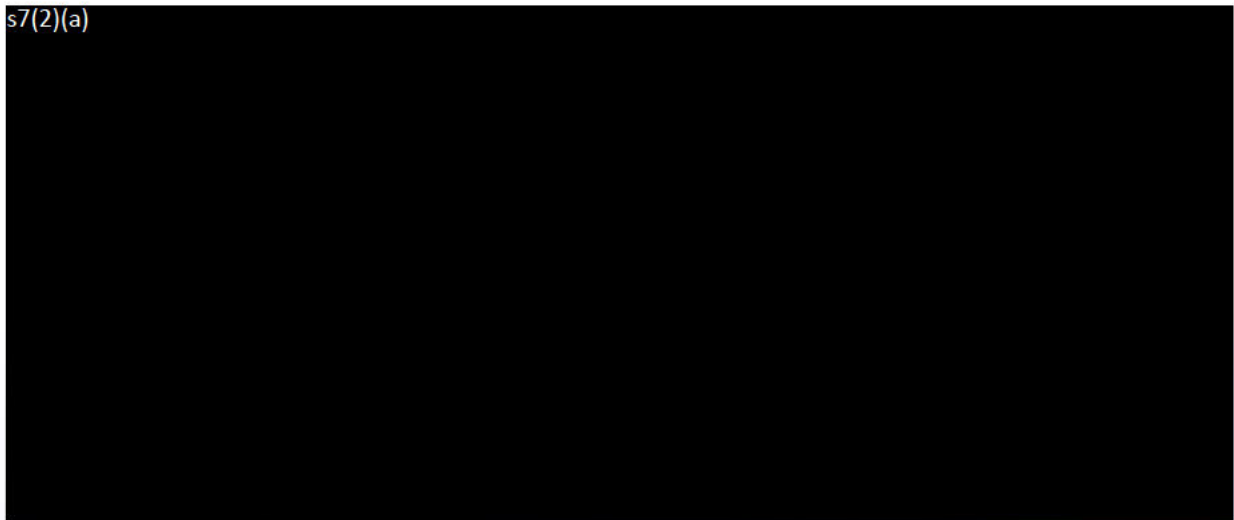
**Kāhui Takiwā Whakaritorito** Community & District Development

We strive to create community wealth and support the growth of a sustainable economy. We deliver this through supporting and enabling our community to plan and develop for a future Rotorua by working closely with the business community to shape a positive business environment, by encouraging investment in our local economy and by playing an active role in the management of Rotorua as a visitor destination.



**Jean-Paul Gaston, (JP)**  
Manahautū Takiwā Whakaritorito  
Group Manager - Community & District Development

s7(2)(a)





**Jason Ward**  
Kaihautū Whakawhanake  
Planning and Development Solutions Manager

s7(2)(a)



**Jacque Rodda**  
Kaitautū Takiwā Whakaritorito  
Programme Director – Community & District Development

s7(2)(a)



**Mihikore Owen**  
Kaihautū Hapori Haumarū  
Director – Community Safety and Regulatory Services

s7(2)(a)



**Kurt Williams**  
Kaiwhakatere Tiaki Hapori  
Manager – Community & Regulatory Services

s7(2)(a)



**Kelly-Anne Panapa**  
Kaihautū Taurikura Hapori  
Director - Thriving Communities

s7(2)(a)

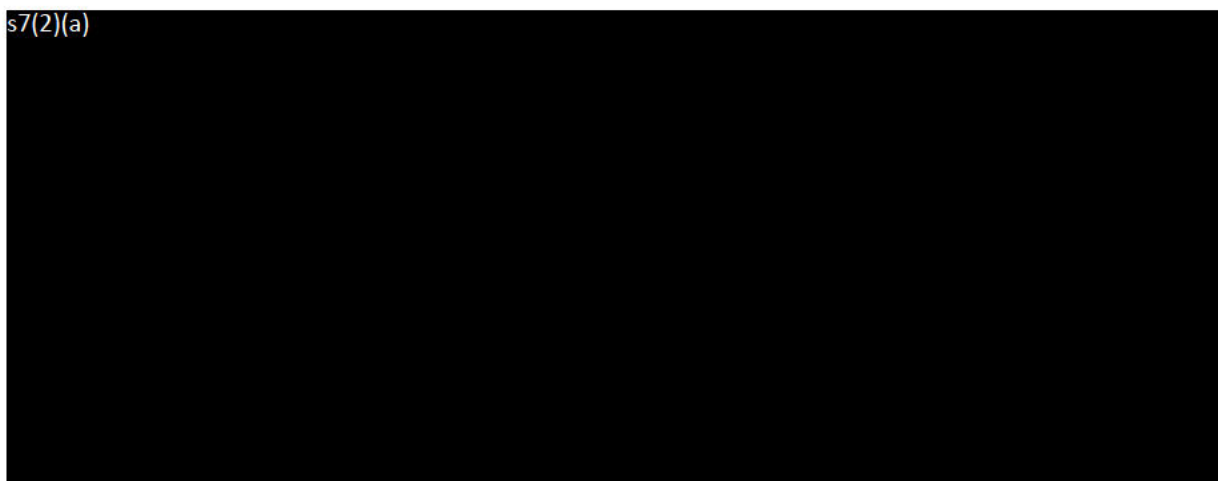






**Julianne Wilkinson**  
Kaitautū Te Aka Mauri  
Director - Te Aka Mauri (Rotorua Library)

s7(2)(a)



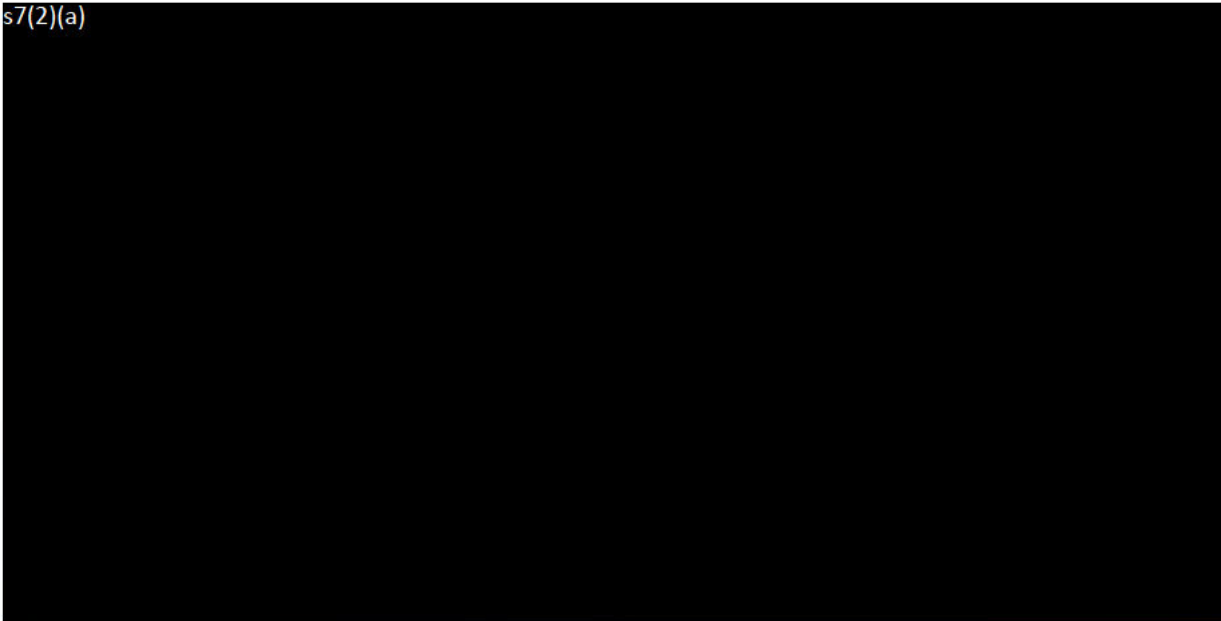
**Kāhui Tūānuku Tūārangi** Infrastructure & Environment

We plan and implement infrastructure solutions that aim to maintain safe and reliable services, maintain stable asset condition, enable growth and protect and restore the health of our environment. We create strong and positive partnerships with sister agencies, authorities and communities to build capacity for collective solutions to our challenges. We aim to engineer infrastructure resilience and ensure the required readiness for an effective response to emergencies.



**Stavros Michael**  
Manahautū Tūānuku Tūārangi  
Group Manager - Infrastructure and Environmental Solutions

s7(2)(a)





**Regan Fraser**  
Kaihautū Tūānuku Tuārangi  
Director - Infrastructure and Environmental

s7(2)(a)



**Greg Manzano**  
Kaiwhakatere Tupu Nuku  
Manager - Infrastructure Growth and Performance Planning

s7(2)(a)



**Eric Cawte**  
Kaiwhakatere Kōtuiānuku  
Manager - Infrastructure Networks Performance

s7(2)(a)



**Darryl Robson**  
Kaiwhakatere Tūāpapa Waka  
Manager - Transport Infrastructure Networks

s7(2)(a)



**Craig Goodwin**  
Kaiwhakatere Taiao Āhuarangi  
Manager - Waste and Climate Change

s7(2)(a)



**Alison Lowe**  
Kaiwhakatere Taiao  
Environmental Manager

s7(2)(a)



**Rob Pitkethley**  
Kaiwhakatere Mahi Rēhia  
Manager - Active and Engaged Communities

s7(2)(a)

---

## TE TIROHANGA Ā-ROHE NEI O TE TIRITI O WAITANGI TE TIRITI O WAITANGI AT A LOCAL LEVEL

---

In a fully functioning Treaty relationship, local government and iwi are natural partners. Both are intimately concerned with the wellbeing of people and places, and both have intergenerational responsibilities.

At Rotorua Lakes Council, our approach is genuine partnership with Māori and this partnership approach is one of a range of mechanisms we use to broaden input into decision making, thereby leading to more robust and enduring outcomes.

Our focus on partnership arises for a number of reasons, we have statutory obligations, we have entered into formal relationship agreements, and fundamentally because effective working relationships are necessary in order to deliver council's work programme for the whole of our community.

Māori and iwi organisations in our district are important contributors as tāngata whenua with hundreds of years of history, whakapapa and mātauranga. They comprise more than 40% of our district population are users of council services, and are local developers, business owners and rate payers. Māori also hold significant resources as owners, managers and kaitiaki for land, water and natural resources, that council seeks to secure public access and public use (for example, the Whakarewarewa forest and the lakes), while upholding mana whenua in their role as kaitiaki and as rangatira.

The Local Government Act 2002 (LGA) requires councils to have good systems for engaging with Māori. Section 81 of that Act requires councils to establish and maintain processes for Māori to contribute to decision making, as well as to plan for how to support Māori capacity to contribute. Section 77 of the LGA requires that when councils are making significant decisions, they must take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.

In addition to the general obligations that apply to all councils, there is specific Treaty settlement legislation that applies to the Rotorua Lakes Council and imposes obligations:

- Te Arawa Lakes Settlement Act 2006
- Affiliate Te Arawa Iwi and Hapū Claims Settlement Act 2008
- Central North Island Forests Lands Collective Settlement Act 2008
- Ngāti Tūwharetoa, Raukawa, Te Arawa River Iwi Waikato River Act 2010
- Raukawa Claims Settlement Act 2014
- Ngāti Rangiwewehi Claims Settlement Act 2014
- Tapuika Claims Settlement Act 2014
- Ngāti Rangiteaorere Claims Settlement Act 2014
- Ngāti Rangitihī Claims Settlement Act 2022

## Relationship/Partnership Agreements with iwi and hapū

Over the years, previous Councils have entered into agreements with mana whenua that require regular, formal meetings between the governance of the mana whenua groups and Council. Council staff report on our relevant activities at these meetings. These meetings are a good forum to raise awareness of an issue or project.

Those agreements and protocols include:

- **Joint Management Agreement (JMA) with Raukawa:** This JMA has legislative effect requiring joint decision-making for specific RMA planning decisions.
- **JMA with Te Arawa River Iwi:** which has similar effect to the Raukawa JMA
- **Protocol agreements with Ngāti Rangiwewehi, Tapuika and Ngāti Rangiteaorere:** which were all negotiated as part of their respective Treaty settlements. These require regular meetings of iwi and Council leadership.
- **Tūhourangi Agreement:** This is an early agreement negotiated outside of Treaty settlement. It requires regular meetings and is an important leadership mechanism because of the range of council projects affecting Tūhourangi (currently including the Tarawera reticulation network, public mountain-bike trails across their lands, and upgrades of council lakeside reserves affecting their lands and taonga).
- **Gifted Reserves Protocol with Ngāti Whakaue:** In 1994, the Crown agreed to return reserves to Ngāti Whakaue if those reserves are no longer needed for their gifted purpose. The Gifted Reserves Protocol was agreed in 1995, and requires that council (as manager of the reserves) seek Ngāti Whakaue approval before any lease, easement or similar transaction is entered into over the reserves.
- **Kauae Cemetery:** Ngāti Whakaue have vested a large portion of their land for use as a public cemetery. The Trustees of the cemetery are appointed by Ngāti Whakaue and Council.

---

# TE TATAU O TE ARAWA

## TE ARAWA PARTNERSHIP BOARD

---

Rotorua Lakes Council has in place a range of mechanisms which collectively provide opportunities for Māori to contribute to council decision-making processes, giving effect to schedule 10, section 35 of the Local Government Act 2002.

### Te Tatau o Te Arawa

Te Tatau o Te Arawa is the board, which represents the collective interests of Te Arawa under the Te Arawa partnership agreement with Rotorua Lakes Council.

The board of trustees comprises 14 members, representative of a cross section of Te Arawa stakeholders including koeke (elders), Ngāti Whakauae, Te Arawa iwi and hapū, land trusts and incorporations, pan- Te Arawa entities and rangatahi (youth).

Te Tatau o Te Arawa was established in 2015, following an 18-month process. Te Arawa (voting age members registered on the Te Arawa Lakes Trust register at the time) elected a board of 14 to represent the collective interest of Te Arawa, and guide the partnership.

The partnership agreement embodies the intention of Te Arawa and Rotorua Lakes Council to establish an enduring relationship which creates a future that benefits the community as a whole.

Te Arawa and Council committed to the following goals:

- provide a framework to work together towards improving Rotorua;
- provide mechanisms and resources that help Te Arawa to participate in Council policy, planning and other decision-making processes;
- facilitate the sharing of information to build better understanding
- that enhances collaboration and strategic thinking about Rotorua's future;

Assist Te Tatau to:

- achieve a Te Arawa 2030 Vision,
- support the council to grow its capacity and capability to
- effectively and meaningfully engage with Te Arawa hapū and iwi,
- realise opportunities (that arise from time to time) that both parties agree are mutually beneficial,

Assist Council with its decision-making and other processes, exercise of functions, and exercise of powers by meeting five objectives:

- help Council meet its commitment to effectively partner with Te Arawa;
- improve the delivery of Council's legal and statutory obligations to Māori;
- strengthen the participation of Te Arawa in Council decision-making;
- identify strategic opportunities to work closely together for the
- betterment of the Rotorua district;
- build iwi capacity and capability to partner with local government.



Other mechanisms providing Māori input into council decision-making include Te Pūkenga Koeke o te Whare Taonga o Te Arawa, a group of Te Arawa kaumatua supporting Rotorua Museum decisions; Ngāti Whakaue Gifted Reserves Protocol which provides input into decisions or changes to the status of gifted reserves; and the Kauae Cemetery Committee which advises on operations, policies and procedures for the Kauae Cemetery.

The Pūkākī ki Rotorua Charitable Trust ensures the safe-keeping, conservation and maintenance of the taonga Pūkākī; and the Waka Taua Trust has the same purpose, for the historic Te Arawa Waka Taua and shelter at the Lakefront.



---

# NGĀ OHU E WHAKAHAEREHIA ANA I RARO I TE MANA O TE KAUNIHERA COUNCIL CONTROLLED ORGANISATIONS

---

## Rotorua Economic Development Ltd (operating as RotoruaNZ)

RotoruaNZ's purpose is to contribute to the achievement of the Rotorua 2030 vision through the growth of existing and attraction of new investment, businesses, residents, visitors and students to Rotorua, in partnership with the Rotorua business and investment community.

This CCO formed on 1 July 2016 is an amalgamation of the former economic growth CCO Grow Rotorua and the council's regional tourism organisation Destination Rotorua. The three functional areas of responsibility include business development, investment attraction and tourism growth.



**Andrew Wilson**  
Toihautū  
Chief Executive

s7(2)(a)



## Rotorua Regional Airport Ltd

Rotorua Regional Airport Limited (RRAL) is a limited liability company, which trades as Rotorua Airport. It is owned entirely by Rotorua Lakes Council and is a council-controlled trading organisation as defined under section six of the Local Government Act 2002.

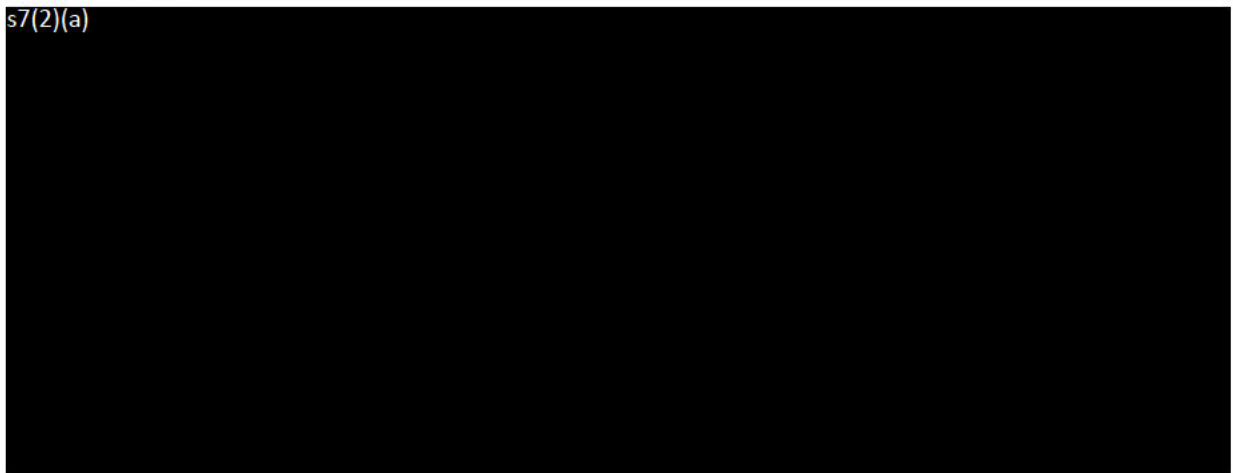
Airport operations are managed by a chief executive reporting to the company's board of directors.

RRAL purpose is to maintain a safe and efficient airport operation whilst optimising the use of its assets to facilitate, growth in tourism and trade, other commercial activity and airport profitability. RRAL is responsible for the ongoing capital development and maintenance of the airport assets and ownership of the core infrastructure.



**Nicole Brewer**  
Toihautū  
Chief Executive

s7(2)(a)



## InfraCore Ltd

InfraCore is in the business of maintaining, managing and constructing infrastructure and facility assets. The company's main service offerings are:

- Maintaining and constructing parks infrastructure, including but not limited to public gardens, reserves, playgrounds, sports fields and tree surgeon services.
- Maintaining and constructing water, wastewater and storm-water infrastructure.
- Civil construction and maintenance work associated with footpath, paving and street furniture assets.
- Janitorial, street cleaning and maintenance services for public and park infrastructure assets.
- Cemetery and crematorium management and operation services.
- Nursery services, including plant propagation, sale, lease and care services.

InfraCore's traditional capabilities are in the physical execution of these works and we employ a wide variety of field staff, with a diverse array of skills and capabilities.



**Regan Fraser**  
Tumu Whakarae  
Chief Executive

s7(2)(a)

---

# HE RŌPŪ E WHAKAHAEREHIA ANA I WAHO ATU O TE KAUNIHĒRA SATELLITE OPERATIONS

---

## Events

Office Location: [Fenton Street](#)

The Events team manages a range of venues and supports a large number of major outdoor events annually. The team caters for conventions, conferences, exhibitions, expos, sports events, concerts, theatre productions, corporate meetings, gala dinners, weddings and other special functions.

Venues include the Energy Events Centre, Sir Howard Morrison Centre; Rotorua International Stadium, and the Te Runanga Tea House. Venues are close to the city centre, and most are within walking distance of major hotels, cafes, restaurants, and beautiful Lake Rotorua. The Events team specialises in every aspect of venue and event management and works closely with accommodation providers, caterers, technicians, local theming companies and activity operators to create successful events.

## Rotorua i-SITE Visitor Information Centre

Location: [1167 Fenton Street](#)

The Information Centre is easy to find, located close to the lake in a building historically associated with visitors (the old Government Tourist Bureau) and what was once the Rotorua Post Office. It is part of the New Zealand-wide network of i-SITE offices.

Services:

- Bookings for accommodation, sightseeing, travel and activities throughout New Zealand
- Providing local and national travel information.
- Arrival and departure point for buses
- Pick-up and drop-off point for Rotorua tours and shuttle services
- Foreign exchange facility
- Café
- Gift shop
- Showers and toilets.

Hours: open seven days, 8.00am–6.00pm (summer), 8.00am–5.30pm (winter)

## Nursery

Location: Government Gardens, Queens Drive, Rotorua

Council's nursery in the Government Gardens produces 420,000 bedding plants, 5000 pot plants and 15,000 trees and shrubs each year. The nursery is open to purchase plants for public enjoyment from 8am to 4pm Monday to Friday. Ph: 07 348 9001.

## The Redwoods Whakarewarewa Forest

Location: Tokorangi Drive, Whakarewarewa Forest

RLC is responsible for the beautiful Whakarewarewa Forest, one of Rotorua's most spectacular natural assets. Famous for its magnificent stands of towering Californian Coastal Redwoods it is just five minutes' drive from the city centre. The Redwoods has some of the finest walking and mountain bike trails in the world, along with panoramic views of Rotorua city, lake and surrounding district. Entry to the forest, tracks and Gift Shop & Visitor Centre is free.

## Rotorua Aquatic Centre

Location: 18 Tarewa Road

The Rotorua Aquatic Centre provides one of the best aquatic facilities in New Zealand featuring lap swimming pools, spas, lazy river, splash pad, conference centre, grass volleyball court and picnic areas plus a playground, BBQ units and ample free parking.

The Aquatic Centre also hosts a gym - the Blue Water Cardio Studio. The air-conditioned cardio studio, located overlooking the deep indoor swimming pool, boasts a range of the latest fitness equipment including treadmills, rowing machines, exercycles and cross-trainers.

## Te Aka Mauri – Rotorua Library

Location: 1127 Haupapa Street

Te Aka Mauri – Rotorua Library and the mobile library provide library services to the Rotorua community. The library provides an excellent service to enhance the lives of the community we serve. Providing information and entertainment from a variety of media, the library is constantly evolving to meet the diverse needs of our changing times.

### OPENING HOURS:

Monday	9.00 am – 5.30 pm
Tuesday	9.00 am – 5.30 pm
Wednesday	9.00 am – 5.30 pm
Thursday	9.00 am – 8.00 pm
Friday	9.00 am – 5.30 pm
Saturday	10.00 am – 4.00 pm

\*Heritage & Research area on the 2nd floor is closed on Sundays

\*\*The Library is closed on all statutory holidays.

## Te Whare Taonga o Te Arawa – Rotorua Museum

Location: Queens Drive, Government Gardens

The museum is housed in the historic Bath House building, located in Government Gardens. Rotorua Museum opened in the South Wing of the Bath House in 1969 and Rotorua Art Gallery opened in the North wing in 1977. In 1989, the two operations combined.

Rotorua Museum is a guardian of a building holding the highest classification under the New Zealand Historic Places Act. As a storehouse of the community's treasures, the museum is administered by RDC and is responsible for several important collections:

- **Taonga Māori Collection:** Significant treasures of the Arawa people, original inhabitants of the Rotorua area.
- **Fine Art Collection:** Important images of New Zealand, historic and contemporary artworks, sculpture, ceramics and craft.
- **Photographic Collection:** Over 70,000 images depicting the rich past of Rotorua.
- **Social History Collection:** Items relating to the Rotorua area since European settlement, including a unique collection of souvenirs.

## Wastewater Treatment Plant

Location: Te Ngae Road

Rotorua's wastewater (sewage) is treated daily at a central Wastewater Treatment Plant, which uses a 5-stage Bardenpho process, the first full biological nitrogen and phosphorus process used for municipal wastewater in New Zealand. Depending on the weather, the sludge produced (biosolids) is composted on-site or landfilled while other options for 'beneficial use' are being investigated.

To protect the quality of the water in Lake Rotorua, the treated effluent from the plant is irrigated through the land in Whakarewarewa Forest before the groundwater discharges to Lake Rotorua.

The treatment plant serves a population of approximately 60 000 people. Its capacity serves a population of 75 000.

At the plant, we treat an average of 18 000m<sup>3</sup> (18,000,000 litres) of wastewater each day. We can treat a daily average wastewater intake of 27,000m<sup>3</sup>.

Most of Rotorua's wastewater is generated from domestic use, with a small percentage from industrial use.

## East Rotoiti/Rotomā Sewerage Scheme Treatment Plant

Location: Rotoiti

## Recycling Centre

Location: 24 Te Ngae Road

## Rotorua Cemetery & Crematorium

Location: 160 Sala Street

## Landfill

Location: Rotoiti



---

# TE PŪTAKE O TĒNĀ MEA TE KĀWANATANGA Ā-ROHE THE PURPOSE OF LOCAL GOVERNMENT

---

The purpose of local government is defined in section 10 of the LGA 2002. This purpose applies to territorial (city and district) authorities as well as regional and unitary councils. The purpose was changed in 2012. Section 10 states:

The purpose of local government is:

- To enable democratic local decision-making and action by, and on behalf of, communities;
- To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future (s.10 LGA 2002).

The first part of the purpose recognises local government's democratic role and highlights the ability of councils to make decisions and take action on behalf of their citizens. It also recognises both the representative and participative roles of local government.

The second part of the purpose statement recognises that local government ultimately exists to improve citizens' well-being; how this happens depends on the views and preferences of citizens as identified through the first part of the section.

The reference in Section 10 to the "current and future needs of communities" emphasises the obligation on councils to consider the implication of today's decisions on future generations. That is, councils need to consider what the impact of decisions will be not only on this current generation, but also on future generations. As providers of infrastructure that is expected to have an on-going life, ensuring we cater to future demand is vital.

# MANU MĀTĀRAE ELECTED MEMBERS

## Mayor



**Mayor  
Tania Tapsell**

022 1648939

[tania.tapsell@rotorualc.nz](mailto:tania.tapsell@rotorualc.nz)

## General Ward



**Deputy Mayor  
Sandra Kai Fong**  
*Chair: Community & District  
Development Committee*

027 2836080

[sandra.kaifong@rotorualc.nz](mailto:sandra.kaifong@rotorualc.nz)



**Cr Gregg Brown**  
*Deputy Chair: Community  
& District Development  
Committee*

029 3460108

[gregg.brown@rotorualc.nz](mailto:gregg.brown@rotorualc.nz)



**Cr Robert Lee**

021 347620

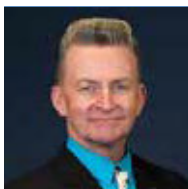
[robert.lee@rotorualc.nz](mailto:robert.lee@rotorualc.nz)



**Cr Conan O'Brien**

021 1628138

[conan.o'brien@rotorualc.nz](mailto:conan.o'brien@rotorualc.nz)



**Cr Don Paterson**

021 981965

[don.paterson@rotorualc.nz](mailto:don.paterson@rotorualc.nz)



**Cr Fisher Wang**  
*Deputy Chair: Infrastructure &  
Environment Committee*

021 2554661

[fisher.wang@rotorualc.nz](mailto:fisher.wang@rotorualc.nz)

## Māori Ward



**Cr Lani Kereopa**

022 1820805 [lani.kereopa@rotorualc.nz](mailto:lani.kereopa@rotorualc.nz)



**Cr Trevor Maxwell**

027 2449842 [trevor.maxwell@rotorualc.nz](mailto:trevor.maxwell@rotorualc.nz)



**Cr Rawiri Waru**

*Deputy Chair: Community  
& District Development  
Committee*

021 1918296 [rawiri.waru@rotorualc.nz](mailto:rawiri.waru@rotorualc.nz)

## Rural Ward



**Cr Karen Barker**

*Chair: Infrastructure &  
Environment Committee*

027 2876641 [karen.barker@rotorualc.nz](mailto:karen.barker@rotorualc.nz)

## Rotorua Lakes Community Board



**Phill Thomass - Chair**

027 5474455 [phill.thomass@rotorualc.nz](mailto:phill.thomass@rotorualc.nz)



**Nick Chater - Deputy Chair**

027 2066993 [nick.chater@rotorualc.nz](mailto:nick.chater@rotorualc.nz)



**Peter MacMillan**

027 2806044 [peter.macmillan@rotorualc.nz](mailto:peter.macmillan@rotorualc.nz)



**Jennifer Rothwell**

021 886473 [jennifer.rothwell@rotorualc.nz](mailto:jennifer.rothwell@rotorualc.nz)

## Rotorua Rural Community Board



**Colin Guyton - Chair**

027 2756546 [colin.guyton@rotorualc.nz](mailto:colin.guyton@rotorualc.nz)



**Ben Hollier - Deputy Chair**

027 7483096 [ben.hollier@rotorualc.nz](mailto:ben.hollier@rotorualc.nz)



**John Atkinson**

027 4130520 [john.atkinson@rotorualc.nz](mailto:john.atkinson@rotorualc.nz)



**Rachel Clark**

021 507738 [rachel.clark@rotorualc.nz](mailto:rachel.clark@rotorualc.nz)



---

# NGĀ HUI A TE KAUNIHERA

## COUNCIL MEETINGS

---

Council carries out most of its business in meetings. The Local Government Official Information and Meetings Act 1987 requires a council to publish a monthly schedule of all council meetings giving the time and place for each meeting. The monthly schedule is to include all committee and sub-committee meetings. Meetings held after the 21st of the month can be publicly notified not more than ten nor less than five working days before the day of the meetings. There are some exceptions to these rules relating to extraordinary meetings.

A Local Authority can also adopt a schedule of meetings. The schedule may cover any future period that the local authority considers appropriate and may be amended. It has been common practice for Rotorua Lakes Council to adopt a schedule of meetings during December to come into effect the following calendar year.

### **Council meetings are public meetings**

Members of the public have the right to attend all meetings of council. Under certain circumstances as provided for in the Local Government Official Information and Meetings Act 1987 the public may be excluded from meetings or parts of meetings. Copies of the agenda and associated reports must be made available to the public at least two working days before the meeting. An exception is made for extraordinary meetings.

### **Main types of meetings**

1. Ordinary meetings are the regular meetings of the Council. Members will usually be provided with a list of the meeting dates for the whole calendar year.
2. Extraordinary meetings of a committee or the full Council are called to deal with specific business or business that cannot be deferred to the next ordinary meeting. Members must be given 3 working days notice of an extraordinary meeting. An extraordinary meeting may be called by resolution of the council or a request to the chief executive from the mayor or not less than on third of the total membership. In an emergency the Mayor (or Chief Executive in the Mayor's absence) may call an extraordinary meeting with not less than 24 hours notice).

## Ngā hui a ngā Komiti Council committees

In order to make effective decisions that will be in line with the council's vision for the district and the objectives set towards achieving/reaching this vision, an appropriate and effective structure for how these important decisions are to be made, needs to be established.

A council can delegate to any committee any of its functions, duties, or powers except those that must be exercised by the full council. A committee can further delegate functions, duties, and powers to subcommittees unless prohibited by its council. All delegations by council's or committees must be recorded in a delegations register that must be found in the council's governance statement.

The committee or subcommittee has the full authority of council in respect of decision-making powers delegated. The council cannot usually rescind or amend a decision made by a committee to which the council has delegated the decision-making power.

Certain decisions must be exercised by the full council and cannot be delegated, these are:

- the power to make a rate
- the power to make a bylaw
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-term Plan
- the power to adopt a long-term plan, annual plan, or annual report
- the power to appoint a chief executive
- the power to adopt policies required to be adopted and consulted on under the LGA 2002 in association with the long-term plan, or developed for the purpose of the local governance statement; and
- the power to adopt a remuneration and employment policy
- 

## Delegated authority

Council decides what authority a subcommittee has. The chief executive may refer matters directly to the relevant subcommittee which then brings recommendations to Council or may make a decision. The choice of action depends on the authority delegated.

# HUI A TE KAUNIHERA HEALTH AND SAFETY

## H&S obligations

With five operational divisions, oversight of an externally managed Aquatic Centre, and three Council Controlled Organisations, Council manages multiple health and safety risks. As an 'Officer' you have duties under the Health & Safety at Work Act 2015.

### Te Kaupapa Here ki te Whakamaru Tāngata - Te Herenga o te Kaunihera Health and Safety Policy - Council commitment

Council is committed to providing and maintaining a safe and healthy work environment. We have strong leadership commitment, effective health and safety systems to manage risk, and active worker participation in health and safety.

All positions within council have specific health & safety responsibilities and these are outlined in our Health & Safety manual. Our policy is reviewed every two years and approved by the Mayor and Chief Executive.

Under the Health & Safety at Work Act 2015, there are a numerous obligations for:

- Council (PCBU - person conducting a business or undertaking)
- Workers, Officers, Elected members

The core of the act is around identifying and managing RISK. Council as the PCBU:

### THE BUSINESS HAS PRIMARY RESPONSIBILITY PCBUs and Primary Duty of Care



#### A business must look after:

- > The health and safety of your **workers** and **any other workers** you **influence or direct**
- > The health and safety of **other people** at risk from any work you carry out
  - eg customers, visitors, public

**WORKSAFE**  
NEW ZEALAND | 1800 488 7273

### WORKERS' AND OTHERS' RESPONSIBILITIES



- > **Workers** and **Others** in a workplace must:
  - **Take reasonable care** for their own health and safety and that of others
  - **Follow** any reasonable health and safety **instructions** given to them by the business
- > and **Workers** must:
  - **Co-operate** with any reasonable business policy or procedure relating to health and safety in the workplace

**WORKSAFE**  
NEW ZEALAND | 1800 488 7273



## Elected members/Officers - Health and Safety Governance

The principles underpinning health and safety governance are no different than any other aspect of a governance role. Good health and safety governance is about having a demonstrable plan and a proactive approach to making the workplace as safe as it can be.

Governance in health and safety is not about responsibility for the day-to-day operations of the Council. It is about ensuring appropriate systems and processes are in place to support health and safety and, critically, that there is proper resourcing and verification of health and safety.

Under the Health and Safety at Work Act 2015, Elected Members have duties as “Officers” of the Council but, for certain offences, are not personally liable and cannot be prosecuted. However, while Elected Members are exempt from major liability they can still be liable for other offences under the HSWA.

An Elected Member does not have a duty in relation to a Council Controlled Organisation (CCO) unless they are also an Officer of the CCO. Committees of Council are not seen as separate PCBUs so an Elected Member (or other members of that committee) are not Officers under the HSWA.

The parent Council, as the PCBU, holds that responsibility.

### Officers are required to exercise “Due Diligence” to ensure that the PCBU (council) is meeting its health and safety obligations, which means:

1. Keep up to date with health and safety matters
2. Ensure the person running the business has appropriate resources and processes to manage risks to health and safety
3. Understand the nature of the business and its hazards and risks
4. Ensure there are appropriate reporting and investigation processes in place
5. Put in place monitoring regimes to ensure that the above matters are effective
6. Verify resources and processes are fit for purpose and being used

## Key areas for elected officers to work with management

There are four key areas where elected members can have an influential role and work with management to ensure that Council (the PCBU) is meeting its health and safety obligations and that the officers are exercising due diligence and taking steps to understand the PCBU’s operations and health and safety risks.

These four areas are:

- Policy and Planning
- Delivery
- Monitoring
- Review

These areas form a framework on how to lead, plan, review and improve health and safety.

The responsibilities of elected members and managers with respect to each area will vary however together these steps tend to demonstrate that reasonable steps are being taken to understand and manage health and safety risks.

Refer to the Health & Safety Guide: Good Governance for Directors prepared by the NZ Institute of Directors. We recommend that all officers read and work through this publication in its entirety.

## **Hazard and risk management**

The act requires us to manage hazards and risks. Hazards are identified through various means:

- internal audits
- regular inspections
- due diligence visits
- monitoring the work environment
- through reported health and safety events.

Risks are identified and mitigated, and hazard controls are regularly reviewed to ensure they are effective in managing the risk. Our critical risks are:

- Dog attacks
- Geothermal activity - i.e. hydrogen sulphide
- Confined spaces
- Events
- Working at heights
- High risk work undertaken by contractors
- Impairment by drugs or alcohol
- Psychosocial risks i.e. Workplace bullying and harassment
- Assault by members of the public
- Isolated or remote work
- Driving a vehicle
- Infectious diseases
- Hazardous substances i.e. Asbestos

It is the responsibility of all workers (staff and contractors) to report a hazard or potential hazard or risk in the workplace.




## Health and Safety Reporting System

Council uses Vault/Damstra – a web-based system to record all health and safety events, our hazard & risk register, health and safety audit and monitoring data.

Workers report health and safety events and risks online via link: Report a health and safety event or risk.

All events are triaged, an investigator(s) is assigned and corrective actions are identified and implemented. Operational health and safety reporting is provided to the executive team monthly, along with quarterly reports to the Audit and Risk Committee.

### **Te Whakawātea Whare Ohotata me te Wāhi Karahuihui ki Te Whare Kaunihera** Emergency Evacuations & Assembly Point – Civic Centre

<p><b><u>Civic Centre Assembly Point</u></b></p>   <p><b>Outside</b> <b>Te Runanga Tearooms</b> <b>Hinemaru Street</b></p>	<p><b><u>Emergency Evacuations Civic Centre</u></b></p> <ul style="list-style-type: none"><li>• Emergency wardens in each area - look for their <b>RED</b> hat!</li><li>• Leave what you are doing immediately</li><li>• Move to the nearest exit</li><li>• Follow the warden's instructions</li><li>• Go to the assembly point</li></ul> 
--	---

### **He Hōtaka Whai Oranga – Mahi-Tōtika** Wellness programme – WorkWell

Council's wellbeing program "WorkWell" is run in partnership with Toi te Ora Public Health. We currently hold GOLD accreditation.

We have seven priority wellness areas & develop initiatives to support these:

- Healthy eating
- Physical activity
- Smoke-free
- Safe drinking and drug free
- Sun safety
- Infection control and immunisation
- Mental wellbeing

## **My Everyday Wellbeing**

An online portal provided with access for more on supporting better physical and mental wellbeing at our workplace.

## **Worker Participation & Engagement- Health & Safety Representatives and Committees**

Workers are actively involved in all aspects of health, safety and wellbeing. There are around 25 trained Health and Safety Representatives across all areas of the business, who engage with their teams and contribute to the monthly Corporate Health, Safety and Wellbeing Committee.

This committee is a forum for sharing learnings, generating ideas and providing an opportunity for workers to raise any health, safety or wellbeing concerns.

Health and Safety is on the agenda of operational meetings, providing workers with further opportunity to engage in health and safety and contribute to safety processes, procedures, systems and safe work practices.

The Executive Health, Safety and Wellbeing Steering Committee meet monthly and a health and safety representative also attends, ensuring that any worker concerns are escalated to a senior level.

## **Injury Prevention, health and wellness activities**

Various initiatives are in place to prevent injury and support work related health. Some examples are:

- First aid facilities and trained first aiders on all sites
- Defibrillators
- Monthly visits by an occupational health nurse
- Workstation assessments
- Support for eye tests
- Drug and alcohol testing
- Health monitoring for staff exposed to specific hazards e.g. hearing tests for staff exposed to noise hazards, vaccinations for staff working with waste.
- Free annual flu vaccinations for staff
- Providing staff with health, safety and wellbeing training, induction or seminars
- Smoke-free policy
- Monitoring vehicle over-speeds
- Staff and family access to a confidential Employee Assistance Programme. The programme is run by “Benestar” who offer multiple tools and resources for staff to self- help, along with access to qualified “coaches” to assist.

## Policies to be aware of

### **Te Kaupapa Here o Auahi Kore Smoke-Free Policy**

Council has a smoke-free policy and all of our sites are smoke-free (except the Energy Events Centre who has a designated smoking area for patrons. Council offers quit smoking support for staff.

Please be aware that the footpaths surrounding the Civic Centre and the Sir Howard Morrison Centre are also smoke-free.

### **Drug & Alcohol Policy**

Council is committed to creating a safe workplace and safe workforce. We are committed to having a work environment where safety and productivity are not compromised by the impairment of drugs or alcohol. Our drug and alcohol policy supports this – we conduct testing in various situations: post incident/accident, for reasonable cause, and pre-employment for roles with a health and safety remit. Council also offers its employees the opportunity to voluntarily join the Council Drug & Alcohol Rehabilitation Programme, and for employees testing positive for drugs or alcohol, Council also provides drug and alcohol rehabilitation.

## Where to find Health and Safety information

### **Pūmanawa**

- Policies, procedures and documentation is available online – Council StaffNet page.
- Regular reports are provided to the Audit and Risk Committee.

### **WorkSafe Updates**

- WorkSafe is the government regulator for health and safety.
- You are able to subscribe to regular updates: [www.business.govt.nz/worksafe/](http://www.business.govt.nz/worksafe/)

### **References**

- Health & Safety Guide: Good Governance for Directors
- WorkSafe guidance for business leaders
- SOLGM - Duties of Officers
- Health and Safety at Work Act 2015



**ROTORUA**  
**LAKES COUNCIL**  
Te Kaunihera o ngā Roto o Rotorua

📍 Civic Centre,  
1061 Haupapa Street,  
Private Bag 3029,  
Rotorua 3046,  
New Zealand

☎ +64 7 348 4199

✉ [info@rotorualc.nz](mailto:info@rotorualc.nz)

🌐 [rotorualakescouncil.nz](http://rotorualakescouncil.nz)