

TE KĀPUINGA KUPU – WHAKAHAERE Ā-ROHE LOCAL GOVERNANCE STATEMENT

ROTORUA LAKES COUNCIL
2025 - 2028

NGĀ WHAKAPĀTANGA O NGĀ RATONGA KAUNIHERA COUNCIL SERVICES CONTACT DETAILS

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TE KĀPUINGA KUPU – WHAKAHAERE Ā-ROHE LOCAL GOVERNANCE STATEMENT

The Local Governance Statement is a collection of key policies and information about how Rotorua Lakes Council conducts its affairs in carrying out its role in the community.

It outlines how Council makes decisions and shows how residents can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

It will be updated from time to time as policies and information are updated or new policies and information become available.

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NGĀ ĀHUATANGA, NGĀ KAWENGA ME NGĀ MAHI FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

Rotorua Lakes Council's primary role is to enable democratic local decision-making and action by, and on behalf, of communities and to meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Good quality, in relation to local infrastructure, local public services and performance of regulatory functions means infrastructure, services and performance that are efficient, effective and appropriate to present and anticipated future circumstances.

GENERALLY, THE COUNCIL'S ROLES ARE TO:

- Set major policy including the long-term plan, annual and district plan, long term strategies and funding policies.
- Appoint and monitor the performance of the chief executive.
- Make decisions on matters that it has not delegated to committees or staff.

WHEN CARRYING OUT THESE ROLES THE COUNCIL MUST FOLLOW THESE PRINCIPLES:

- Conduct its business in an open, transparent, accountable and efficient manner.
- Take into account the views and diversity of the community for now and in the future.
- Provide opportunities for Māori to contribute to the decision-making process.
- Collaborate and co-operate with other local authorities and other bodies.
- Use sound business practices in its commercial activities.
- Ensure prudent stewardship and the efficient and effective use of its resources.
- Take a sustainable development approach, taking into account:
 - the social, economic and cultural interests of people and communities; and
 - the need to maintain and enhance the quality of the environment; and
 - the reasonably foreseeable needs of future generations.

THE COUNCIL WORKS WITH A VARIETY OF LEGISLATION, THE MAIN ACTS BEING:

- Building Act 2004
- Burial and Cremation Act 1964
- Crimes Act 1961
- Dog Control Act 1996
- Fast-Track Approvals Act 2024
- Health Act 1956
- Health and Safety at Work Act 2015
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Act 1974
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Public Bodies Leases Act 1969
- Securities Act 1978
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012

ORGANISATIONAL ACTIVITIES

Rotorua Lakes Council is the territorial authority responsible for delivering a diverse range of services to the community in the Rotorua District. The Council holds managed assets valued at approximately \$2.5 billion, encompassing roads, bridges, parks, playgrounds, halls, land, recreation and leisure facilities, drainage systems, water and wastewater infrastructure, and libraries.

The Council's organisational activities include, but are not limited to:

- Statutory long-term spatial planning to support the Districts growth and development
- Consenting and building services
- Animal Control, public health and safety regulations
- Planning, implementing and maintaining infrastructure and assets solutions that ensure the safe, reliable and stable provision of lifeline services to the District, including water services, the transportation network, waste management services.
- Emergency Management responsibilities to enable the community to respond to and recover from and significant disaster that could effect the area.
- Management of the district's open spaces network to provide opportunities for sport, recreation and play.
- Managing the public library Te Aka Mauri and the redevelopment of the Rotorua Museum.

For more information see Council's Long-term Plan [here](#).

NGĀ TURE Ā-ROHE LOCAL LEGISLATION (INCLUDING BYLAWS)

In addition to the legislation that applies to all local authorities, the Rotorua Lakes Council is also bound by five pieces of local legislation (acts that apply specifically to it). These are:

- **Rotorua Borough Reclamation Empowering Act 1931**

This empowers the former Rotorua Borough Council to reclaim such portions and to authorise the vesting of lands reclaimed from the bed of Lake Rotorua in the Borough of Rotorua. The Te Arawa Lakes Settlement Act 2006 exists alongside this Act, and vests ownership of 14 lakes beds across our district, to the Te Arawa Lakes Trust.

- **Rotorua City Geothermal Energy Empowering Act 1967**

This enables the former Rotorua City Council to make provision for the control of the tapping and use of geothermal energy in the City of Rotorua.

- **Rotorua City Empowering (Information Centre and Public Relations Office) Act 1972**

This gives powers to the former Rotorua City Council to establish, operate and manage an information centre and public relations office.

- **Rotorua City Empowering (Ōhinemutu Streets) Act 1974**

This vests the private streets and footways at Ohinemutu in the City of Rotorua.

- **Rotorua District Council (Sale of Liquor) Empowering Act 1996**

This authorises the Council to hold on-licences and special licences under the Sale of Liquor Act 2012 in respect of the following premises owned by the Council:

- Rotorua Lakes Council Civic Administration Building, Hinemaru Street
- Sir Howard Morrison Centre (RotoruaNZ)
- Rotorua iSite Visitor information Centre, Fenton Street (RotoruaNZ)
- Energy Events Centre, Government Gardens, Queens Drive (Montana)

BYLAWS

The Rotorua Lakes Council also has a number of bylaws, which are as follows:

- Air Quality Control Bylaw 2017
- Dog Control Bylaw 2005 (version as of 9 October 2024)
- General Bylaw 2025
- Geothermal Safety Bylaw 2016
- Alcohol Ban Bylaw 2018
- Signs on Roads Bylaw 2015
- Traffic Bylaw 2025
- Waste Management and Minimisation Bylaw 2025
- Water Services and Trade Waste Bylaw 2017

For more information on our bylaws please refer to our [website here](#).

NGĀ PŪNAHA ME TE ĀHEINGA PANONITANGA ELECTORAL SYSTEM AND OPPORTUNITIES FOR CHANGE

Council's electoral system is governed by the Local Electoral Act 2001. This Act provides a choice of two electoral systems for the election of mayor, councillors and community board members. The choices are "First Past the Post" (FPP) or "Single Transferable Vote" (STV) system.

FPP allows electors to tick as many candidates names as they want, up to the number of vacancies to be filled. The candidate(s) that receive the most votes is declared the winner.

STV, instead of putting a tick beside a candidate's name, requires the elector to put a number. Electors are in effect ranking candidates in order of preference. The number of votes required for each candidate to be elected is called the quota and the quota is calculated on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved initially by counting of first preferences, then by transferring a portion of votes received by any candidates where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidate and the transfer of these votes in accordance with voter's second preference.

Rotorua Lakes Council currently uses the First Past the Post electoral system. Under the Local Electoral Act 2001, the Council can resolve to change the electoral system to be used at the next two elections to the Single Transferable Vote (STV) system or stay with First Past the Post (FPP) for the next election. Council can conduct a binding poll on the question or electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition demanding that a poll be held.

If the electoral system is changed, the new electoral system must be used for at least the next two triennial general elections; that is, we cannot change our electoral system for one election and then change back for the next triennial election.

NGĀ WHAKARITENGA WHAKAAHUAHANGA REPRESENTATION ARRANGEMENTS

Council is required to review its representation arrangements at least once every six years. This review was completed in 2021 for the 2022 and 2025 election. The next review will be undertaken across 2026 and 2027.

The outcomes of the last review resulted in changes to the representation in 2022 with the introduction of a Māori Ward and a Rural Ward.

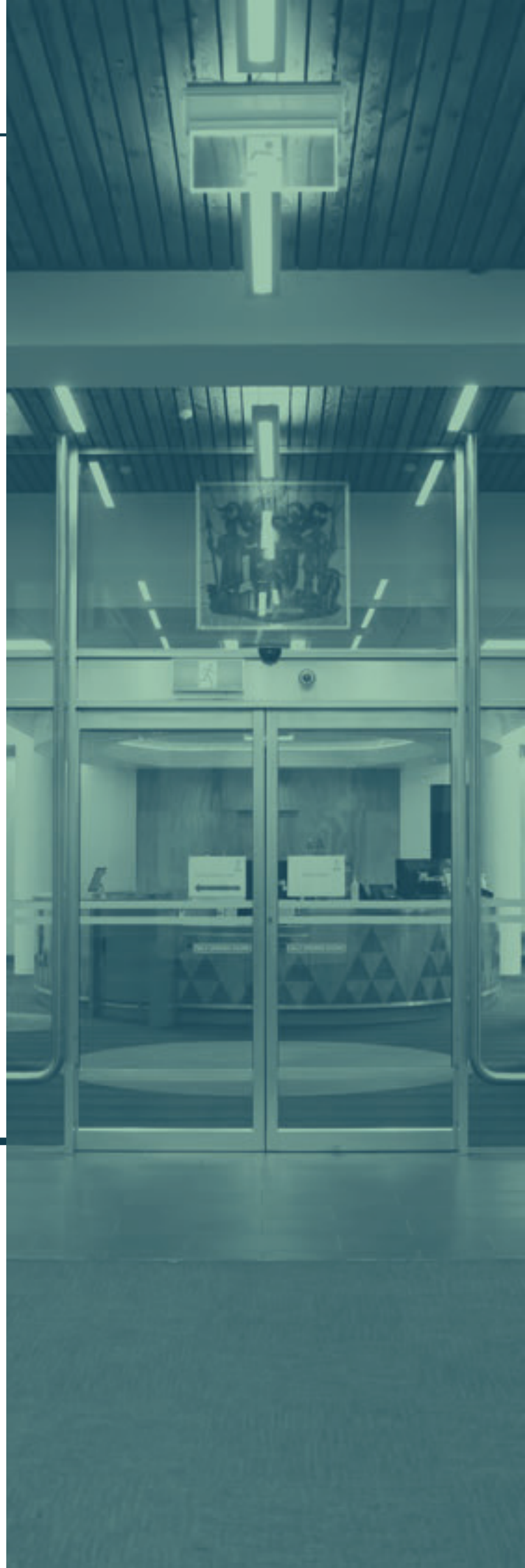
In 2024, the passing of the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act made it mandatory for Councils that established Māori wards between 2020 and 2024 without a public poll, to hold a binding poll during the 2025 local body elections.

In Rotorua the outcome of the poll was to retain the Māori Ward. The result is legally binding and ensures that the Ward will remain in place for the 2028 and 2031 local body elections.

The representation model that was in place for both the 2022 and 2025 elections was:

- 1 Mayor
- 1 Māori ward with 3 seats
- 1 General ward with 6 seats
- 1 Rural ward with 1 seat
- 1 Lakes Community Board
- 1 Rural Community Board

Our district is led by a mayor and councillors, who are elected by the electors of the district. The two community boards; one for the lakes area and one for the rural area, each comprise four elected members and one councillor.



NGĀ TŪRANGA ME NGĀ KAWENGA O NGĀ MANU MĀTĀRAE COUNCILLOR ROLES AND RESPONSIBILITIES

REPRESENTATION AND GOVERNANCE ROLE

The representation role involves ‘representing’ the views of citizens. The governance role involves making decisions for the overall benefit of the community, not only for the current generation but for generations to come.

Governance is primarily about setting the future direction of organisations and communities and ensuring assets and resources are suitable for achieving that direction. This involves setting priorities and making trade-offs as few organisations can afford to meet all the demands made upon them. All elected members are required to declare that they will act in the best interest of the whole district. Elected members must balance the needs and interests of their voters, residents and interest groups with those of their council.

Key aspects of the governance role are strategic planning; decision making; policy and strategy review; scrutiny of management’s performance and community leadership and engagement.

The below outlines the key expectations for the roles within the Rotorua Lakes Council governing body.

MAYOR

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles:

- Presides over all Council meetings, ensuring that the Members act within the guidelines of the code of conduct
- Advocates on behalf of the community. This role may involve promoting the community and representing its interests in regional and national matters.
- Is the Ceremonial head of Council
- Assists in providing leadership and feedback to other elected members
- Is a Justice of the Peace, while the Mayor in office.
- Advocates on behalf of the local community with central government, other local authorities and other agencies.
- Represents Council at various local, national and international settings both formal and informal.
- Address the media on Council issues.

Under the Local Government Act 2002, Amendment Act 2012, 41A, the Mayor has the following roles and powers:

- (1) The role of a mayor is to provide leadership to –
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
- (2) Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority’s plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.



(3) For the purposes of subsections (1) and (2), a mayor has the following powers:

(c) to appoint the deputy mayor:

(d) to establish committees of the territorial authority:

(e) to appoint the chairperson of each committee established under paragraph (b), and for that purpose, a mayor-

(i) may make the appointment before the other members of the committee are determined; and

(ii) may appoint himself or herself.

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action.

DEPUTY MAYOR

The Deputy Mayor exercises the same roles as other elected members, and if the mayor is absent or incapacitated, the Deputy Mayor must perform the responsibilities and duties, and may exercise the powers, of the Mayor.

In addition to the roles and responsibilities of a councillor, the Deputy Mayor:

- Provides strategic support to the Mayor.
- Acts in the full capacity of the Mayor in the mayor's absence with full delegation.

- Is the Deputy Chair of the Council meeting and Deputy Chair of the CE Performance Review Committee.

- Is currently the Council appointed representative on the following entities:

- BOPRC Public Transport Committee (alternate)
- BOPRC Regional Transport Committee (alternate)
- BOPRC Civil Defence Emergency Management Group (alternate)

- Works closely with the councillors to ensure understanding of issues and best decision making outcomes are achieved.

- Supports the Mayor and CE in monitoring and progressing the councils strategic work programme.

- Maintains a watching overview and guidance to the Mayor on key issues/risks facing the council and district.

- Represents Council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on Council as a whole.

CHAIR – INFRASTRUCTURE COMMITTEE

In addition to the roles and responsibilities of the councillor the Chair- Infrastructure:

- Chairs whole of council committee meeting.
- Supports the purpose of the Committee to develop, implement, monitor and review strategies, policies, plans and functions associated with infrastructure activities.
- Is informed and understands the issues/risks facing the council and district.
- Supports the delivery of strategic work programme
- Participates in the lifecycle development and key milestone achievements of projects and programmes within strategic programme
- Prepares for and attends agenda setting/runsheet meetings with CE and staff to ensure information is relevant & timely for the committee.
- Undertakes meetings/decision making follow ups to ensure key themes/decisions are being clearly communicated to the public and media.
- Facilitates informal discussions between councillors and staff on key issues related to strategic work programme.
- Attends official functions as necessary.

DEPUTY CHAIR- INFRASTRUCTURE COMMITTEE

In addition to the roles and responsibilities of the councillor the Deputy Chair- Infrastructure:

- Supports the Chairperson in their role.
- Chairs whole of council committee meeting as required.
- Supports the purpose of the Committee to develop, implement, monitor and review strategies, policies, plans and functions associated with infrastructure activities.
- Is informed and understands the issues/risks facing the council and district.
- Supports the delivery of strategic work programme
- Participates in the lifecycle development and key milestone achievements of projects and programmes within strategic programme
- Prepares for and attends agenda setting/runsheet meetings with CE and staff to ensure information is relevant & timely for the committee.
- Undertakes meetings/decision making follow ups to ensure key themes/decisions are being clearly communicated to the public and media.
- Facilitates informal discussions between councillors and staff on key issues related to strategic work programme.
- Attends official functions and represent the Chairperson where necessary.

CHAIR – TE ARAWA 2050 VISION COMMITTEE

In addition to the roles and responsibilities of the councillor the Chair – Te Arawa 2050 Vision Committee:

- Chairs the quarterly Te Arawa 2050 Vision Committee meeting as required.
- Supports the purpose of the Committee to:
 - Enables a collaborative partnership to advance mutual benefits for both Te Arawa (within Rotorua) and the Rotorua District.
 - Seeks to facilitate meaningful engagement, and effective implementation of initiatives that align with the strategic goals outlined in the Te Arawa 2050 Vision where they align with the work programme of Rotorua Lakes Council.
 - Through mutual commitment and acknowledgment of the relationship, adheres to 'Ngā Mātāpono me ngā uaratanga (Principles and Values)' of the 2015 manatū Whakaaetanga Partnership Agreement.
- Prepares for and attends agenda setting/report approval meetings with CE and staff to ensure information is relevant & timely for the committee.
- Undertakes meetings/decision making follow ups to ensure key themes/decisions are being clearly communicated to the public and media.
- Facilitates informal discussions between councillors and staff on key issues related to strategic work programme.
- Attends official functions where necessary.

DEPUTY CHAIR – TE ARAWA 2050 VISION COMMITTEE

In addition to the roles and responsibilities of the councillor the Chair – Te Arawa 2050 Vision Committee:

- Supports the Chairperson in their role.
- Chairs the quarterly Te Arawa 2050 Vision Committee meeting as required.
- Supports the purpose of the Committee to:
 - Enables a collaborative partnership to advance mutual benefits for both Te Arawa (within Rotorua) and the Rotorua District.
 - Seeks to facilitate meaningful engagement, and effective implementation of initiatives that align with the strategic goals outlined in the Te Arawa 2050 Vision where they align with the work programme of Rotorua Lakes Council.
 - Through mutual commitment and acknowledgment of the relationship, adheres to 'Ngā Mātāpono me ngā uaratanga (Principles and Values)' of the 2015 manatū Whakaaetanga Partnership Agreement.
- Prepares for and attends agenda setting/report approval meetings with CE and staff to ensure information is relevant & timely for the committee.





SECTION 5

CULTURAL AMBASSADOR

The role of the Cultural Ambassador:

- Helps to support the unique and long-standing partnership role with mana whenua of the district that has existed since the establishment of our district under the Rotorua Township Agreement (1882).
- Provides support during protocol and joint committee meetings of the 19 formal relationships that Council has committed to between iwi/hapū.
- Represents council and provide cultural support at various local, national and international cultural events and forums.
- Assists in advising and supporting elected members of correct procedures of tikanga / traditional protocols during meetings and events.
- Builds opportunities for cultural connection and performances in public spaces, including council facilities, parks and reserves.
- Represents council to a high standard recognising that the conduct in the role of Cultural Ambassador reflects on council as a whole.

COMMUNITY AMBASSADOR

The role of the Community Ambassador:

- Provides support and / or represents the Mayor and council at various local events and forums to maintain a strong connection with key partners and our community.
- Is responsible for being the master of ceremonies at monthly Citizenship Ceremonies.
- Represents council and acts as a liaison between council and the Rotorua Multi-Cultural Council.
- Builds opportunities for a variety of community events, activations and performances in public spaces, including council facilities, parks and reserves.
- Represents council to a high standard recognising that the conduct in the role of Community Ambassador reflects on council as a whole.

COUNCILLOR

The role of a Councillor is to:

- represent the views of citizens
- make decisions for the overall benefit of the community
- participate in the development of a vision for the community
- set the direction and priorities to achieve the vision
- adopt comprehensive plans and strategies
- make decisions about which programmes and services should be provided
- adopt long-term budgets
- support council at civic functions including citizenship ceremonies, delegations, pohiri, etc
- support stakeholder identification and engagement
- genuine understanding of Te Ao Māori, the Treaty and Rotorua Township agreement
- encourage locals to be part of the decision-making processes
- show a genuine interest for issues faced by local communities
- address, community groups, ratepayer etc at public speaking occasions including public meetings, engagement session, information evenings, opening etc – good public speaking skills
- understand, analyse and resolve complex issues
- commit to elected members' Code of Conduct
- undertake research, read reports & agendas – be prepared
- be engaged and present
- be flexible – evening and weekend work required.

NGĀ TIKANGA MATATIKA CODE OF CONDUCT

All elected members are required to adhere to a Code of Conduct. Adopting such a code is a requirement of Schedule 7 of the Local Government Act 2002.

Once adopted, the code of conduct continues in force until amended by council. The code can be amended at any time but cannot be revoked unless council replaces it with another code of conduct. Once adopted, amendments to the code require a resolution supported by 75 per cent or more of the members of council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for their consideration and vote.

Council adopted a Code of Conduct on 26 November 2025.

APPLICABLE STATUTORY REQUIREMENTS

Elected representatives have specific obligations as to their conduct in Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders, and the following legislation.

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).

The Act regulates situations where members' personal interests impinge or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is automatically disqualified from office if that member is

- "concerned or interested" in a contract or contracts with their local authority, and
- the total payments made, or to be made, by or on behalf of the local authority for the contract or contracts exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest.

Members may also contact the Audit Office for guidance as to whether that member has a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Audit Office for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

A plain English guide on the Local Authorities (Members' Interests) Act 1968 has been prepared by the Office of the Auditor General and is available [here](#).

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another Councillor is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the Council, other Councillors, and any employee of the Council or any member of the public.

SECRET COMMISSIONS ACT 1910

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to 2 years, or fines up to \$1000, or both. A conviction therefore would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the member from office.

CRIMES ACT 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.
- These offences are punishable by a term of imprisonment of 7 years or more. Elected members convicted of these offences will also be automatically ousted from office.

SECURITIES ACT 1978

The Securities Act 1978 essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.



NGĀ KOMITI WHAIMANA O TE KAUNIHERA COUNCIL DECISION MAKING COMMITTEES

TE KAUNIHERA O NGĀ ROTO ROTORUA COUNCIL

Type of Committee	Governing Body
Subordinate Committees	• Infrastructure Committee • Audit & Risk Committee • Te Arawa 2050 Vision Committee • Chief Executive Performance Review Committee • District Licencing Committee • Dog Control Panel
Legislative Basis	Section 11, Local Government Act 2002 Schedule 7, Clause 32 (1), Local Government Act 2002
Purpose	The purpose of the Council is to make decisions on all matters that cannot be delegated, that it has not delegated, or that it has had referred to it by staff or a committee.
Membership	Mayor (Chair) Deputy Mayor (Deputy Chair) All councillors
Quorum	6
Meeting frequency	Monthly
Delegations	Powers Council is prohibited from delegating: • 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. • the power to adopt a remuneration and employment policy.

Responsibilities retained by Council include:

- The power to set and support strategies in measures related to emergency matters.
- All the powers, duties and discretions under the Civil Defence Act.
- The development and approval of long-term plans, annual plans, bylaws and council policies, through hearings, deliberations and adoption.
- The power to make resolutions required to be made by a local authority under the Local Electoral Act 2001.
- The power to acquire property in accordance with the Long-term Plan.
- The power to carry out disposals in accordance with the Long-term Plan.
- All duties in regard to Council-Controlled Organisations, including making and removing appointments, advising on the content of Statements of Expectations and Statements of Intent, and monitoring the financial and non-financial performance of CCO's.
- The management of council's planning, monitoring, education and enforcement activities.
- The development and approval of district plan reviews and changes.
- The development and implementation of economic strategies and frameworks.
- The development and implementation of a destination management plan.
- The revitalised growth and development of the Central Business District.
- The management of district growth and development.
- Any decision required by resolution of the local authority, not already delegated.

Relevant Statutes	All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.
Limits to Delegations	Powers that cannot be delegated to committees a per the Local Government Act 2002 Schedule 7 S32.



COMMITTEES

TE KOMITI TŪĀNUKU
INFRASTRUCTURE COMMITTEE

Type of Committee	Standing Committee
Subordinate to	Council
Legislative Basis	Schedule 7, clause 30 (1) (a), Local Government Act 2002.
Purpose	To develop, implement, monitor and review strategies, policies, plans and functions associated with Infrastructure activities.
Membership	Cr Karen Barker (Chair) Cr Gregg Brown (Deputy Chair) Mayor and all councillors
Quorum	6
Meeting frequency	Monthly
Delegations	• Oversee the management of council's infrastructure assets, and utility services. • Accountable for the development and implementation of the Infrastructure Strategy, Asset Management Plan and inputs on infrastructure related projects associated with Development Contributions Policy. • Oversight of progress of design and build of infrastructure projects • Encourage engagement with organisations within the sector to consider infrastructural and environmental matters. • The management and approval of council's tenders and contracts for the delivery of infrastructure services.
Relevant Statutes	All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.

COMMITTEES

TE KOMITI AROTAKE ME TE HAUMARU
AUDIT AND RISK COMMITTEE

Committee Name	Audit and Risk Committee
Committee Type	Standing Committee
Chair	Independent Chair
Legislative Basis	Schedule 7 s30 (1) (A), Local Government Act 2002 Committee delegated powers by the Council as per Schedule 7, s32, Local Government Act 2002
Membership	All Elected Members Deputy Chair is an Elected Member Independent Chair The Independent Chair will be appointed for an initial term of no more than three years that aligns with the triennial elections, after which the incumbent maybe eligible for extension or reappointment. The Independent Chair's contract is to be reviewed and assessed no later than two months after each triennial election to allow for transition and continuity.
Meeting Frequency	The Committee shall meet at least four (4) times per year, with additional meetings as required. One meeting will be aligned to the Annual Report and external audit process.
Quorum	7
Subordinate to	Council
Standing Items	• Enterprise risk overview • Health, safety and wellbeing • Treasury update
Purpose	The purpose of the Audit and Risk Committee is to: • Provide independent assurance and governance oversight of Council's: ○ Financial reporting and audit processes ○ Risk management framework ○ Major projects and programmes ○ Internal controls and assurance systems ○ Compliance with policies and legislation ○ Controls to safeguard the Councils financial and non-financial assets ○ Health, safety and wellbeing governance ○ Treasury, systems, reporting and compliance • Provide assurance that: ○ Key risks to Council's objectives are identified and appropriately managed ○ Effective systems of control and assurance are in place

Rowle

The Committee:

- Provides governance-level oversight and assurance
- Advises and makes recommendations to Council
- Maintains a strategic and forward-looking perspective

Supports measures and processes to improve management performance and internal controls

The Committee:

- Make recommendations to council on matters within the purpose of this committee.

Delegations

Financial Reporting and External Audit

- Engage with the external auditors
- Review annual financial statements
- Consider key accounting policies, estimates, and judgements
- Review external audit plans, engagement letters and management reports
- Monitor management responses to audit findings
- Recommend adoption of the Annual Report to Council
- Recommend the terms and arrangements of external audit to Council

Internal Audit and Assurance

- Approve the internal assurance programme with the CE
- Monitor delivery and key findings of the internal assurance and reviews
- Approve the Council's internal audit charter
- Review management responses and action progress
- Maintain oversight of the overall assurance framework

Risk Management

- Monitor key enterprise risks and trends
- Review strategic and emerging risks facing Council
- Oversee and approve the risk management framework
- Assess alignment with Council approved risk appetite
- Seek assurance that risks are appropriately managed
- Monitor CCO's risks
- Monitor Business Continuity preparedness

Major Projects and Programmes

- Review framework and policies
- Receive assurance reporting on major programmes
- Focus on risk, controls, and delivery confidence
- Seek assurance that governance arrangements are effective

Compliance, Integrity and Internal Controls

- Oversee and Monitor Corporate Policies Including but not limited to:
 - Fraud and protected disclosures
 - Conflicts of interest and sensitive expenditure
 - Procurement
 - Business continuity
 - Delegations
 - Legislative compliance
- Legislative compliance attestation reporting
 - Litigation Updates

Health, Safety and Wellbeing

- Receive governance-level reporting and update from the CE.
- Monitor critical risks, incidents, and trends and any external reviews
- Gain assurance that Council is meeting its statutory obligations

Treasury

- Review the Treasury Policy
- Compliance with Treasury Policy limits
- Compliance with LGFA/Bank covenants
- Treasury Reporting, Debt, Investments, Forecasts
- Rating Agency reports
- Finance Strategy

Controls to safeguard the Councils financial and non-financial assets

- Councils Insurance arrangements and residual risk
- Treasury Policy including Investments

Work Programme

The Committee operates under an annual work programme that:

- Aligns with key risks and assurance priorities
- Ensures statutory and audit responsibilities are met
- Includes a mix of:
 - Standing assurance items (each meeting)
 - Scheduled items
 - Risk and Major project deep dives

Meetings and Reporting

- Standing Orders may be suspended in some instances to allow members to speak on particular topics
- Recommendations recorded in minutes and reported to Council
- Matters requiring decision or escalation referred to Council

Review

The Committee will periodically review:

- Its Terms of Reference
- Its work programme
- Its effectiveness



COMMITTEES

TE KOMITI O TE MATAKITENGA A TE ARAWA
TE ARAWA 2050 VISION COMMITTEE

Type of Committee	Standing Committee
Subordinate to	Council
Legislative Basis	Schedule 7 s30 (1) (A), Local Government Act 2002
Purpose	• Enable a collaborative partnership to advance mutual benefits for both Te Arawa (within Rotorua) and the Rotorua District. • Seek to facilitate meaningful engagement, and effective implementation of initiatives that align with the strategic goals outlined in the Te Arawa 2050 Vision where they align with the work programme of Rotorua Lakes Council. • Through mutual commitment and acknowledgment of the relationship, adhere to 'Ngā Mātāpono me ngā uaratanga (Principles and Values)' of the 2015 Manatū Whakaaetanga Partnership Agreement.
Membership	Cr Raukawa-Tait (Chair) Cr Temara-Benfell (Deputy Chair) Mayor and All Councillors Chairperson, Te Tatau o Te Arawa 4 Te Tatau o Te Arawa Board Members
Quorum	8
Meeting frequency	Minimum of four times a year, with at least one hui, annually, to be hosted at a Te Arawa Marae or location of choice by Te Tatau o Te Arawa.
Delegations	The Committee's function is recommendatory only. The Te Arawa 2050 Vision Committee will have the responsibility to: • Set at the start of each term, up to a maximum of 5 Key projects. • Ensure the Key Projects fit within the intersect (overlap) of the Te Arawa 2050 vision and the work programme of the Rotorua Lakes Council. • Ensure meaningful and thorough engagement with Te Arawa whānui (families) and others, as determined and in accordance with Councils legislative responsibilities on the Key projects. • Maintain support and guidance, as required, to ensure the effective implementation and risk management of the Key projects that support the Te Arawa 2050 Vision. • Receive and report Key project progress and ensure accountability for achieving the key projects, including risks and mitigations. • Uphold the 'Ngā Mātāpono me ngā uaratanga (Principles and Values)' of the 2015 Manatū Whakaaetanga Partnership Agreement. • Provide financial, political and operational feedback on the agreed Key Projects to Council.
Relevant Statutes	All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.
Limits to Delegations	The committee does not have the delegated authority to make decisions for and on behalf of the Council. All matters requiring a decision of Council must be referred, by way of recommendation, to the Council for final consideration and determination.

COMMITTEES

TE KOMITI AROHAEHAE MAHI - TOI HAUTŪ CHIEF EXECUTIVE PERFORMANCE REVIEW COMMITTEE

Type of Committee	Standing Committee
Subordinate to	Council
Legislative Basis	Schedule 7 S30 (1) (a), Local Government Act 2002
Purpose	The purpose of the CE Performance Review Committee is to review the performance of the Chief Executive annually and undertake the legislative requirements in relation to the Chief Executive's Performance.
Membership	Mayor (Chair) Deputy Mayor (Deputy Chair) Cr Karen Barker Cr Gregg Brown Cr Merepeka Raukawa-Tait
Quorum	3
Meeting frequency	Quarterly
Delegations	Review the Chief Executive's performance annually and establish performance targets for each year. Undertake a performance review at end of first term of appointment as required by Schedule 7, clause 35 of the Local Government Act 2002. Meet with the Chief Executive each year to discuss and agree a Performance Plan for the Financial Year. Undertake a review of the Chief Executive's performance against the agreed performance plan and undertake a remuneration review based on the results. Approve professional development plans and activities for the Chief Executive. Undertake any recruitment process for the Chief Executive and recommend appointment(s) to Council for approval.
Relevant Statutes	All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.
Limits to Delegations	Powers that cannot be delegated to committees a per the Local Government Act 2002 Schedule 7 S32 – include the power to appoint the chief executive.

COMMITTEES

ROTORUA FUTURE DEVELOPMENT JOINT COMMITTEE

Type of Committee	Rotorua Lakes Council (“RLC”) and Bay of Plenty Regional Council (“BoPRC”) Rotorua Future Development Joint Committee.
Subordinate to	RLC’s Council (Governing Body) and the BoPRC’s Council (Governing Body).
Legislative Basis	Schedule 7 s30(1)(A), Local Government Act 2002
Purpose and Scope	The Rotorua Future Development Joint Committee (“the Joint Committee”) has been established to provide oversight to Rotorua’s future development and contribution to a Regional Spatial Plan once proposed planning system reforms are complete. This includes the implementation and collective endorsement of the Rotorua Future Development Strategy (FDS) and to recognise and support the Rotorua Catchment Operations Group. The role of the Joint Committee is to work to achieve consensus wherever possible to ensure alignment and integration between RLC and BoPRC within the scope of its objectives. The Joint Committee will work in a collaborative and cooperative manner and consider the interests of the broader community in its strategic planning and identification of actions. Any substantive decisions concerning work programmes, projects, engagement processes, and resourcing/budget changes would go to respective councils under the delegations as appropriate. The Joint Committee may identify critical actions to help achieve alignment between partners during the transition to the proposed new planning system.
Membership	The Rotorua Future Development Joint Committee will comprise 8 council members: • 3 Elected Councillors from RLC (Deputy Mayor Kai Fong (Chair), Cr Brown, Cr Barker)) • 3 elected Councillors from BoPRC (Cr Grayling, Cr Kumar, Cr Crosby) • 1 Māori Ward Councillor from each Council (Cr Temara-Benfell (RLC), Cr Te Whau (BoPRC))
Voting	The Joint Committee will attempt to reach consensus on all issues. For clarity there is no casting vote from the chair. Refer to limitations of power where consensus can’t be reached.
Chairperson	The role of Committee Chairperson will rotate annually between RLC and BoPRC and will be appointed from the existing voting membership. The secretariat and administrative support for the Joint Committee will be provided by the Council of the appointed Chairperson.
Quorum	A quorum will be 4 members, excluding co-opted members. While virtual attendance is acceptable, it is strongly encouraged that all members attend in-person.
Meeting frequency	Meetings will be held quarterly (and as required when matters arise).
Limitations of Powers	The Joint Committee does not have the authority to commit either Council to any course of action or expenditure. In accordance with the current legislative requirements, RLC and BoPRC will retain their decision-making and other statutory responsibilities in relation to their functions and responsibilities under the LGA, RMA and the Land Transport Management Act 2003.

Relevant Statutes	All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.
Review	A review of the terms of reference and its membership will be undertaken once relevant central government reforms of the planning system are complete, or as required to ensure alignment with regional spatial planning governance arrangements. Any variation will be by formal agreement of the two local authorities.
Disestablishment of the Joint Committee	The committee may be disestablished by formal decision of both councils.
Adopted and agreed by: RLC and BoPRC	
Meeting Frequency	Quarterly, or as necessary and determined by the Chair.

COMMITTEES

TE KOMITI WHIRIWHIRI TAKE KURĪ
DOG CONTROL PANEL

Type of Committee	Standing Committee
Subordinate to	Council
Legislative Basis	Schedule 7 s30(1)(A), Local Government Act 2002
Purpose	To conduct fair and effective hearings and make determinations on objections under the Dog Control Act 1996.
Membership	Cr Fisher Wang (Chair) Mayor Tapsell Cr Karen Barker Cr Ben Sandford
Quorum	3
Meeting frequency	As required
Delegations	The Dog Control Panel will have the responsibility to: • Power to consider an objection under s33B in relation to classification as a menacing dog under s33A of the Dog Control Act 1996 or an objection under s33D in relation to classification as a menacing dog under s33C of the Dog Control Act 1996. • Power to consider objections relating to the classification of a person disqualified from owning a dog under s26 of the Dog Control Act 1996. • Power to consider an objection to classification as a menacing dog under s33A and s33C of the Dog Control Act 1996. • Power to consider and determine an objection to any notice issued requiring abatement of a barking dog nuisance under s55 of the Dog Control Act 1996. • Power to consider objections relating to the classification as a probationary owner under s22 of the Dog Control Act 1996. • Power to consider objections relating to the classification as a dangerous dog under s31 of the Dog Control Act 1996.
Relevant Statutes	All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.

COMMITTEES

TE KOMITI WHAKARAIHANA Ā-ROHE O ROTORUA ROTORUA DISTRICT LICENSING COMMITTEE

Type of Committee	Standing Committee
Subordinate to	Council
Legislative Basis	Sections 186 to 195, Sale and Supply of Alcohol Act 2012
Purpose	The purpose of the District Licensing Committee is to deal with items related to Sale and Supply of Alcohol Act 2012
Membership	Ms Morrison (Chair) Mr Owen Mr Carrucan Ms Abbott Ms Eldridge x5 Vacancies
Quorum	No objection or opposition applications – Chair alone All other matters – Chair plus 2 members
Meeting frequency	As required
Delegations	• to consider and determine applications for licences and manager's certificates; and • to consider and determine applications for renewal of licences and manager's certificates; and • to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136; and • to consider and determine applications for the variation, suspension, or cancellation of special licences; and • to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280; and • with the leave of the chair for the licensing authority, to refer applications to the licensing authority; and • to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and • any other functions conferred on licensing committees by or under this Act or any other enactment.
Relevant Statutes	Sale and Supply of Alcohol Act 2012 Sale and Supply of Alcohol Regulations 2013 Sale and Supply of Alcohol (Fees) Regulations 2013 Commission of Inquiry Act 1908

COMMUNITY BOARDS

TE RĀNGAI KŌROTO MOANA O ROTORUA
ROTORUA RURAL COMMUNITY BOARD

Type of Committee	Community Board
Legislative Basis	Schedule 7 s30, Local Government Act 2002
Purpose	The purpose of the Community Board is to: • Represent and act as an advocate for the interest of its community • Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board • Maintain an overview of services provided by the territorial authority within the community • Prepare an annual submission to the territorial authority for expenditure within the community • Communicate with community organisations and special interest groups within the community • Undertake any other responsibilities that are delegated to it by the territorial authority.
Membership	Colin Guyton Tina Rose Karen Forlong Tina Marshall Cr Karen Barker
Quorum	3
Meeting frequency	Monthly
Delegations	• Make submissions (as a Community Board) to any organisation relating to matters of interest to the Board in respect of the Board's area (a copy of any such submission is to be given to the Council's Chief Executive); • Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers being of particular interest to the residents within its community; • Consider matters referred to it by Officers of the Council, the Council, including reports relating to the provision of Council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This will include: a. monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided; b. providing input to the Council's Long-term Plan and Annual Plan; c. providing input to proposed District Plan changes; d. providing input to strategies, policies and plans that impact on the Board's area; and e. Providing input to bylaw changes that impact on the Board's area. • Council shall consult with the Board on issues that impact on the Rotorua Rural Community Board's area and allow sufficient time for the Board's comments to be considered before a decision is made.

COMMUNITY BOARDS

RĀNGAI TAIWHENUA O ROTORUA ROTORUA LAKES COMMUNITY BOARD

Type of Committee	Community Board
Legislative Basis	Schedule 7 s30, Local Government Act 2002
Purpose	The purpose of the Community Board is to: • Represent and act as an advocate for the interest of its community • Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board • Maintain an overview of services provided by the territorial authority within the community • Prepare an annual submission to the territorial authority for expenditure within the community • Communicate with community organisations and special interest groups within the community • Undertake any other responsibilities that are delegated to it by the territorial authority.
Membership	Peter MacMillan Jennifer Rothwell Mitch Collins George Gilmour Cr Gregg Brown
Quorum	3
Meeting frequency	Monthly
Delegations	• Make submissions (as a Community Board) to any organisation relating to matters of interest to the Board in respect of the Board's area (a copy of any such submission is to be given to the Council's Chief Executive); • Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers being of particular interest to the residents within its community; • Consider matters referred to it by Officers of the Council, the Council, including reports relating to the provision of Council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This will include: a. monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided; b. providing input to the Council's Long-term Plan and Annual Plan; c. providing input to proposed District Plan changes; d. providing input to strategies, policies and plans that impact on the Board's area; and e. Providing input to bylaw changes that impact on the Board's area. • Council shall consult with the Board on issues that impact on the Rotorua Lakes Community Board's area and allow sufficient time for the Board's comments to be considered before a decision is made.

TE HANGANGA KAIWHAKAHAERE MANAGEMENT STRUCTURE

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

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:

- implementing the decisions of the Council
- providing advice to the Council
- 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 bylaw are properly performed or exercised
- managing the activities of the local authority effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing staff on behalf of the local authority.

The Council organisation is currently made up of four Groups:

- Destination Development Group
- Infrastructure & Assets Group
- Community Experience Group
- Organisational Performance & Innovation Group

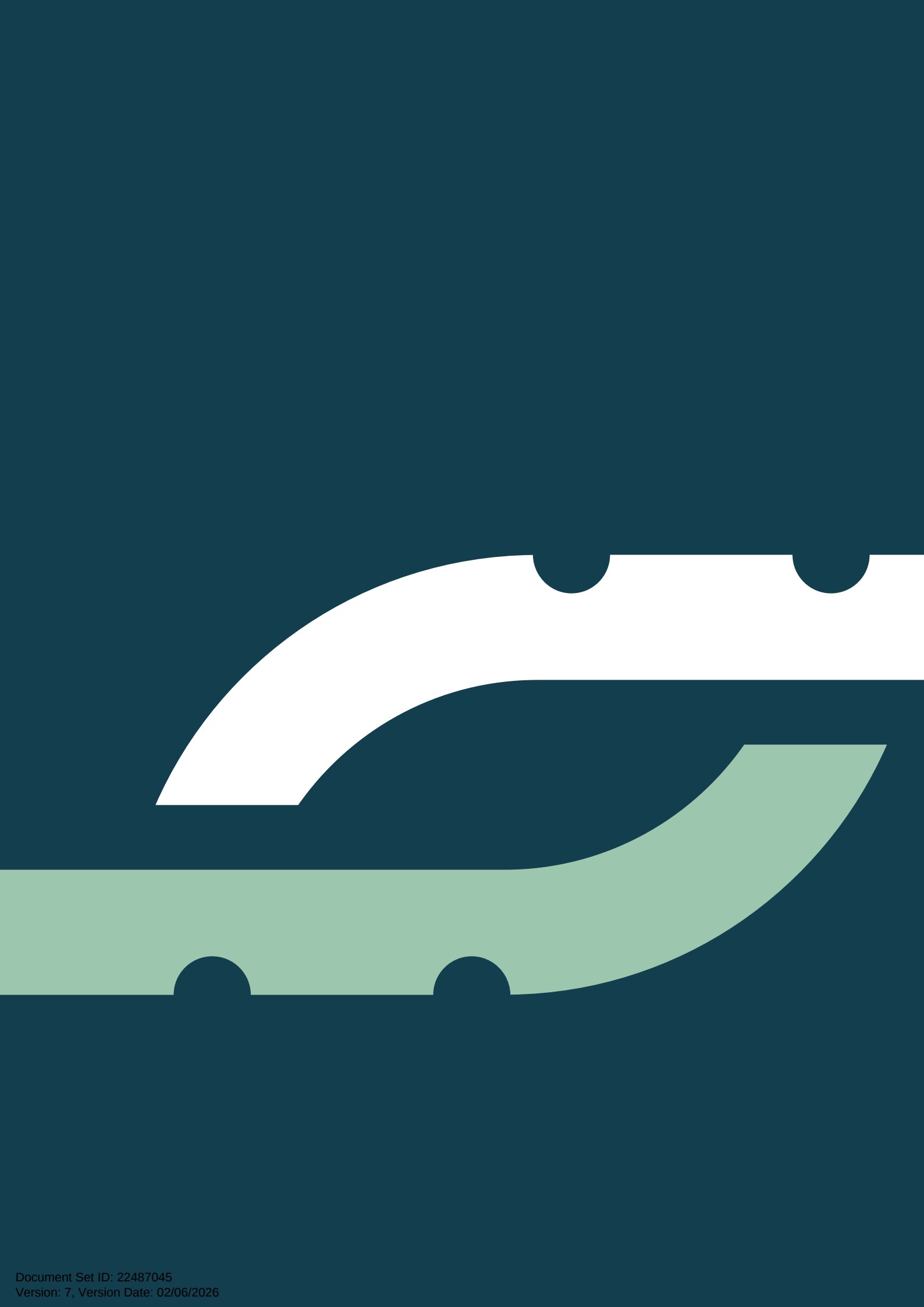
Three additional roles report to the Chief Executive, representing their critical role in the success of everything we do:

- Manahautu Te Arawa Partnerships
- Chief Financial Officer
- Chief People Officer

COUNCIL CONTROLLED ORGANISATIONS (CCOs)

Rotorua Lakes Council has two Council Controlled Organisations (CCOs) that are overseen by independent boards of directors:

- **RotoruaNZ** is the Economic Development Agency (EDA) and Regional Tourism Organisation (RTO) for the Rotorua district. The work of the RTO supports the development of the Rotorua economy. RotoruaNZ's key trading activities and brands are RotoruaNZ, i-SITE, Sir Howard Morrison Centre, Energy Events Centre, and Mai Rotorua.
- **Rotorua Regional Airport's** core business is to maintain a safe and efficient airport operation in a commercially viable manner, whilst optimising the use of its assets to facilitate and grow tourism and trade, other commercial activity and airport profitability.



NGĀ TIKANGA WHAKAHAERE HUI MEETING PROCESSES

There are legal requirements determining how the Council, community board and committee meetings run. The meeting rules are set out in the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the Council's Standing Orders.

TRIENNIAL (INAUGURAL) MEETING OF THE GOVERNING BODY

The Chief Executive calls the first meeting following the triennial elections as soon as practicable after election results are known. Notice of at least seven days before the meeting is required.

The first meeting of the Rotorua Lakes Council was 29 October 2025

The first meeting of the Rural Community Board was 2 December 2025

The first meeting of the Lakes Community Board was 30 March 2026 (due to requirement for a by-election)

The Chief Executive presides over the meeting of the governing body until the Mayor makes the declaration required by Schedule 7 of the LGA Act 2002.

Business that must be conducted at the first meeting after general elections must include:

- A general explanation of:
 - the Local Government Official Information and Meetings Act 1987
 - other laws affecting members, including:
 - the appropriate provisions of the Local Authorities (Members Interest) Act 1968
 - Sections 99, 105, 105A of the Crimes Act 1961
 - the Secret Commissions Act 1910
 - the Securities Act 1978
- The fixing of the date and time of the first meeting of the local authority or the adoption of a schedule of meetings.

ORDINARY MEETINGS

Rotorua Lakes Council meetings are held on a monthly cycle. Upcoming meetings are published monthly in the Daily Post. Meeting dates are also available on the Council's website.

The public are welcome to attend all Council, community board and committee meetings.

Occasionally confidential matters will be discussed. The public are not able to attend those parts of the meetings. There are limited reasons for excluding the public from a

meeting. The reasons are set out in the Local Government Official Information and Meetings Act 1987, and generally relate to protection of personal privacy, professional or legal privilege, commercial negotiation or commercial sensitivity.

Meeting agendas and minutes are available on the Rotorua Lakes Council website. Reports and minutes containing confidential information will not be available online.

All open sessions of meetings are live streamed.

EXTRAORDINARY MEETINGS

An extraordinary meeting can be called by the Mayor, chair or the chief executive (if the mayor/ chair is absent) if there are matters which must be dealt with and require shorter notice.

ADMISSION OF PUBLIC TO MEETINGS

Members of the public can participate in the democratic process by:

- attending meetings
- making deputations to meetings
- presenting petitions
- making written submissions to hearings
- presenting evidence or submissions at hearings
- speaking at Council meeting public forums.

ATTENDING MEETINGS

All hearings and meetings of council are open for public attendance unless a resolution has been passed to exclude the public under section 48(1) of the LGOIMA.

If members of the public are in the room when a resolution to exclude is passed, the chair will ask the public to leave the room for the duration of the item.

Once the item has been completed, the meeting will move out of the public-excluded session. The public can then be invited back into the meeting.

STANDING ORDERS

Standing orders provide the basis for the orderly conduct of meetings and contain rules defining the rights of chairs and members to address meetings. Elected members must adhere to the standing orders adopted by Council under the Local Government Act 2002. These standing orders are subject to the same legal requirements as a code of conduct with regard to their adoption and amendment. Council also uses the standing orders to deal with the many matters they manage that are not covered by legislation.

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.

A schedule of workshops is updated regularly. A record of attendees and notes are published in the schedule once the workshop has been held.

PROJECT STEERING GROUPS (PSGs) AND WORKING GROUPS

Project Steering Groups (PSG's) are established to overview the performance of major projects. As per the project management framework in practice at Rotorua Lakes Council, PSG's are established by the Chief Executive for projects of significant size and complexity. The Chief Executive also assigns a project sponsor who is ultimately accountable to the Chief Executive for the project. On selected projects, the Chief Executive has requested that the Mayor appoint Councillors to sit on the PSG alongside staff with the experience and expertise required to deliver the project successfully. PSG's operate on projects where governance direction has been given and the Chief Executive is executing as a operational activity.

Working groups are established to work through complex issues leading up to decisions of Council. Working groups consider policy or strategic decisions and hence are predominantly comprised of elected members or representatives from the community, mana whenua or stakeholders. Working groups are supported by key senior staff. Membership of working groups is generally determined by the Mayor.

NGĀ KAUPAPA HERE I NGĀ UIUINGA CONSULTATION POLICIES

Community engagement is important to enable participation in decision making and to understand the views and preferences of people who are likely to be affected by or interested in an issue, proposal, decision or other matter.

The Council's Significance and Engagement Policy provides clarity to the Rotorua Lakes Council community on how they can expect to be engaged in Rotorua district decision-making processes.

Council assesses the significance of a matter by considering its likely impact on the community, Māori, Council's capacity, and the level of public interest. A high degree of significance is generally indicated when two or more criteria are met.

Council will engage when:

- Required by legislation
- A significant proposal or decision is being considered
- An issue is important to mana whenua
- An issue is expected to attract strong community interest, even if it does not meet the significance threshold

Engagement is proportionate to the level of significance, with more significant matters requiring more extensive engagement.

TE WHANAUNGATANGA KI A NGAI MĀORI RELATIONSHIP WITH MĀORI

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 carry intergenerational responsibilities and share a deep concern for the wellbeing of people and places. For Rotorua Lakes Council, genuine partnership with Māori strengthens governance by broadening perspectives and enriching decision-making. This approach leads to more robust, enduring outcomes that better reflect the values and aspirations of the communities you serve as elected members.

Council's commitment to partnership and its relationships is grounded in both statutory requirements and practical necessity. Māori and iwi organisations in the Rotorua district are tāngata whenua with whakapapa, mātauranga, and generations of connection to this land. They represent more than 40% of our population, actively using council services, contributing as developers, business owners, and ratepayers. Māori also hold significant resources, including land, waterways, and taonga such as the Whakarewarewa forest and Rotorua lakes. Recognising and working with iwi as kaitiaki and rangatira is essential to achieving balanced, sustainable, and inclusive outcomes for Rotorua.

The Local Government Act 2002 provides a clear framework for this responsibility. Section 81 requires councils to establish and maintain processes for Māori to contribute to decision-making, and to plan how council will support their capacity to do so. Section 77 requires councils to consider Māori culture, traditions, and ancestral relationships with land, water, sites, and taonga in significant decisions. This is more than a compliance duty, it is an opportunity to govern in a way that honours the Treaty, builds trust, and delivers stronger, longer-lasting benefits for the whole district.

SPECIFIC SETTLEMENTS BY THE CROWN/LEGISLATION

In addition to these general obligations, Rotorua Lakes Council must also adhere to Treaty settlement legislation. These settlements establish further responsibilities that shape how we work with iwi and mana whenua, adding to the statutory framework that applies to all councils. These Acts are:

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.

Ngāti Rangiteaorere Claims Settlement Act 2014.

Tapuika Claims Settlement Act 2014.

Ngāti Rangitihi Claims Settlement Act 2022.

Rotorua Lakes Council is also a member of two key co-governance entities established through Treaty settlements:

- Tarawera Awa Restoration Strategy Group: Established through the Ngāti Rangitihi Settlement Act, the co-governance group led by Te Mana o Ngāti Rangitihi works with iwi and other councils to restore and protect the mauri of the Tarawera Awa and its catchment, supporting shared environmental and cultural outcomes.
- Te Maru o Kaituna River Authority: Established through the Tapuika Claims Settlement Act 2014, the Authority is a co-governance partnership made up of iwi representatives from Tapuika Iwi Authority Trust, Te Kapu Ō Waitaha, Te Pumautanga o Te Arawa Trust, Te Tāhuhu o Tawakeheimoa Trust and Te Komiti Nui o Ngāti Whakauae, along with council representatives from Bay of Plenty Regional Council, Rotorua Lakes Council, Western Bay of Plenty District Council, and Tauranga City Council. It is a permanent joint committee of the four councils and works collectively to uphold the values of the Kaituna River through joint planning and implementation of the Kaituna River Document.

RELATIONSHIP/PARTNERSHIP AGREEMENTS WITH MANA WHENUA

Alongside these statutory obligations, Rotorua Lakes Council also works within a set of formal agreements negotiated with mana whenua over time. These agreements exist out of necessity: to give practical effect to partnership, to create certainty around shared responsibilities, and to ensure iwi voices are present where their rights and interests are directly affected. They also reflect the generosity of iwi, who have consistently provided for the wider Rotorua community through land, resources, and leadership. Many of the arrangements in place today are the result of iwi handovers or concessions designed to ensure the community has the services, spaces, and opportunities it needs.

Key agreements and protocols include:

- Joint Management Agreements (JMAs): With Raukawa and with Te Arawa River Iwi, both of which have legislative effect. These require joint decision-making for specified Resource Management Act (RMA) planning matters.
- Protocol agreements: With Ngāti Rangiwewehi, Tapuika, and Ngāti Rangiteaorere, negotiated through Treaty settlements, requiring regular iwi-Council leadership meetings.
- Tūhourangi Agreement: An early, non-Treaty settlement agreement that remains an important leadership mechanism, covering projects such as the Tarawera reticulation network, public mountain-bike trails, and upgrades of lakeside reserves.
- Gifted Reserves Protocol with Ngāti Whakaue: Established in 1995, this protocol requires Council to seek Ngāti Whakaue approval before entering into any lease, easement, or similar transaction involving gifted reserves.
- Kauae Cemetery: Ngāti Whakaue vested land for use as a public cemetery, with trustees appointed jointly by Ngāti Whakaue and Council.”
- Karamū Tākina Springs Agreement with Ngāti Kearoa-Ngāti Tuara: A co-management agreement over one of Rotorua’s main drinking water sources, supplying around 60% of the city’s water. The agreement returns land to the iwi, acknowledges their ancestral guardianship, and establishes a joint decision-making framework. It also enables future cultural initiatives and supports long-term water access arrangements.

- Te Puna a Pekehaua Joint Resource Consent with Ngāti Rangiwewehi: A nationally recognised partnership that enables continued community water supply from Te Waro Uri (a sacred spring) through a joint resource consent. This agreement followed the return of land taken under the Public Works Act and embeds tikanga and kaitiakitanga into the ongoing management of this taonga.

Other mechanisms that provide for mana whenua input into council decision-making include:

- Te Pūkenga Koeke o te Whare Taonga o Te Arawa – A group of Te Arawa kaumātua who provide cultural guidance and support for decisions relating to the Rotorua Museum.
- Pūkaki ki Rotorua Charitable Trust – Established to ensure the safe-keeping, conservation, and maintenance of the taonga Pūkaki.
- Waka Taua Trust – Responsible for the protection, maintenance, and care of the historic Te Arawa Waka Taua and its shelter at the Lakefront.

TE TATAU O TE ARAWA TE ARAWA PARTNERSHIP BOARD

In 2015, Te Arawa and the Rotorua Lakes Council mutually recognised that to deliver positive outcomes for their communities, a new working relationship was needed. Following significant Te Arawa and community consultation, the Te Arawa Partnership was adopted by Council and by Te Arawa. In the Partnership Agreement, the parties acknowledge that the partnership is a long-term ongoing relationship that may evolve to reflect changing circumstances. Therefore, the Agreement provides for regular reviews, and it states that the parties may by mutual agreement amend the Partnership Agreement to reflect changes to the goals of the relationship as they reflect changing circumstances, and any other changes both parties agree are necessary.

In December 2024, after an independent review, Council established the Te Arawa 2050 Committee, a collaborative partnership to advance mutual benefits for both Te Arawa and the Rotorua District. The committee seeks to facilitate meaningful engagement, and effective implementation of initiatives that align with the strategic goals outlined in the Te Arawa 2050 Vision where they align with the community outcomes of Rotorua Lakes Council.

WHAKAŌRITE WHIWHINGA MAHI EQUAL EMPLOYMENT OPPORTUNITIES

DIVERSITY AND INCLUSION POLICY

Rotorua Lakes Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees. The Council will provide a welcoming positive environment and will implement a purposeful programme of action to ensure its activities and services are carried out with an awareness of, and an intent to eliminate discrimination in the areas of sex, marital status, religious beliefs, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation.

The Diversity and Inclusion policy was updated in April 2023 and is due for review in April 2028.

BULLYING AND HARASSMENT POLICY

Equal employment and equity is also included in the Bullying and Harassment policy. This policy was updated in December 2024 and is due for review in December 2026.

TOTAL REWARDS POLICY

The Total Rewards policy establishes and directs a total rewards framework that enables Rotorua Lakes Council to attract, retain and motivate suitably qualified and experienced employees. This policy was created in May 2023 and is due for review in May 2026

EMPLOYMENT ASSISTANCE SUPPORT PROGRAMME

Rotorua Lakes Council, together with staff representatives, will assist those employees who have personal problems that affect their work performance. It is in the best interest of the employer, unions and employee that a person with impaired work performance should receive early assistance and at the same time be assured that this will in no way be detrimental to their career.

NGĀ PEPA WHAKAMAHERE, KAUPAPA HERE HOKI RĀ KUA MĀTUA WHAKAAETIA

KEY APPROVED PLANNING AND POLICY DOCUMENTS

ROTORUA FUTURE DEVELOPMENT STRATEGY (FDS)

The Rotorua Future Development Strategy (FDS) promotes long-term strategic planning by setting out the broad locations for residential and business growth to meet demand over the next 30 years, and the infrastructure necessary to support it. The FDS was prepared jointly with Bay of Plenty Regional Council and was adopted by both Councils on 22 November 2023.

A Rotorua Future Development Joint Committee, including elected members from Rotorua Lakes Council and the Bay of Plenty Regional Council will be established in 2026. The purpose of the Committee is to provide oversight to Rotorua's future development and its contribution to a Regional Spatial Plan once proposed planning system reforms are complete. This includes the implementation and collective endorsement of the Rotorua Future Development Strategy (FDS) and to recognise and support the Rotorua Catchment Operations Group.

INVESTIGATION OF WATER SERVICES COUNCIL CONTROLLED ORGANISATION HEADS OF AGREEMENT

On 9 December 2025 the Rotorua Lakes Council, along with the Kawerau Ōpōtiki and Whakatāne district councils signed the 'Heads of Agreement Investigation of Water Services Council Controlled Organisation'. The councils' decision to pursue an investigation into a joint multi-council Water Services Delivery entity was initiated by the passing of the 'Local Governance (water Services Preliminary Arrangements) Act 2024'.

The agreement sets out the councils' shared commitment to work together and collaboratively explore an optimum joint operating model for the delivery of water services to their respective communities.

The Local Water Done Well Waters Working Group (LWDW WWG) has been established to lead the investigation.

RECOVERED WATER MANAGEMENT SOLUTION PROJECT WORKING GROUP TERMS OF AGREEMENT

In December 2025 the Recovered Water Management Solution Project Working Group was established to find a solution for the disposal of the district's recovered water from the main wastewater treatment plant which was currently being discharged into the Whakarewarewa Forest.

The Recovered Water Management Solution Working Group (including Councillor and Mana Whenua representatives) will supply guidance, and support to ensure the successful delivery and recommendation of a preferred solution/s back to Council for approval. The group will monitor progress, address key issues, and make critical decisions to keep the project aligned with its objectives. The group is to utilise the approved Multi Criteria Analysis as a means of assessing solutions and for providing feedback to Council.



LONG-TERM PLAN (LTP)

The Long-Term Plan is the Council's main strategic document, setting out the long-term direction for the Council. The plan provides a forecast of the Council activities expected to be delivered in the next three years. It also indicates Council activities in the following seven years.

The plan provides the basis for the Council's work detailing the:

- Council outcomes the activities contribute to
- Costs associated with providing activities
- Indicators used to measure the Council's performance.

The plan is reviewed every three years following extensive public consultation, which is an ideal opportunity for the public to participate in local decision making.

The current LTP was adopted in 2024 and will be reviewed in 2027.

ANNUAL PLAN

The Annual Plan is the Council's work programme and budget for the current year (including setting rates). The annual plan is developed from the LTP. It includes information on Council's policies, actions, and funding that is to be undertaken for the coming financial year. Any significant changes from the Long-term plan's policies, objectives, significant services and performance measures are explained.

The annual plan is Council's main means of communicating its projects and programmes to the public, and is a link to the rate-setting process. Annual plans must be adopted by 30 June each year. If a council's annual plan makes no material changes to the budget and work programme set out in the LTP there is no requirement for council to consult or seek the community's views.

ANNUAL REPORT

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. Annual reports must be audited and adopted by 31 October each year. The Council is required to publish its annual report no later than 4 months after the end of the financial year which is 30 June.

Council is also required to produce an annual report summary. The summary of the annual report aids accountability, accessibility and understanding of the full document.

DISTRICT PLAN

The District Plan provides guidance and rules about how land can be used and developed. The Plan helps determine where activities can take place, what restrictions might be put in place and what natural and cultural features should be protected.

The District Plan is a statutory document required by the Resource Management Act 1991. The current Plan became operative in June 2016.

Previously the District Plan was reviewed no later than 10 years after it became operative. To keep pace with the change (environmental, economic, social and cultural), rolling reviews are now undertaken as required.

ASSET MANAGEMENT PLANS

Asset Management Plans bring together all of the data and information about the assets. This helps the Council to make effective decisions throughout the lifecycle of each asset.

The assets are important as they are required to deliver the Council's activities and meet the levels of service adopted in the LTP.

The Council holds property, plant and equipment assets of approximately \$2.5 billion.

REVENUE AND FINANCING POLICY SUMMARY

This policy explains how the Council's activities are funded. The policy indicates which groups and/or individuals the Council sees as benefitting from each of the Council's activities. The Revenue and Financing Policy is reviewed once every three years as part of the development of the LTP.

SIGNIFICANCE AND ENGAGEMENT POLICY

This policy tells the community about Rotorua Lakes Council's approach to determining the significance of a matter and how they can expect to be engaged in the decision making processes. The policy also lists the Council's strategic assets and activities.



NGĀ MANU MĀTĀRAE ELECTED MEMBERS

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HE TONO RAPU MŌHIOTANGA ŌKAWA REQUEST FOR OFFICIAL INFORMATION

Rotorua Lakes Council holds a wide range of information, the majority of which is publicly available on request or available on the Council's website. Official Information requests can be made online on our Council website or by emailing LGOIMAResponse@rotorualc.nz

Members of the public can request information at any time. All requests to Council, whether verbal or in writing, are deemed to be requests. However, in the course of Council's day-to-day business operations, staff are constantly involved in giving out information to the public from records held.

When responding to Official Information requests, Council staff will consider the request under the requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Privacy Act 1993.

Official Information requests should be as specific as possible. Council staff will contact requesters if clarification of a request is necessary.

The Council has 20 working days to respond to requests. In some circumstances that timeframe can be extended.

If the information requested is extensive and will require substantial collation or research. Council may charge for time spent processing the request, under the guidelines set down by the Ministry of Justice. A requestor would be advised of the time/cost estimated to process their request and if they choose to continue with their enquiry, an invoice would be raised and must be paid for before Council would commence with collation. Council will, if the request parameters allow, communicate with the requester and ask them to refine their request to reduce or remove the need to charge.

Sometimes the information requested cannot be released. When the Council decides to withhold information, the requester is provided with the reasons why. The reasons for withholding information are set out in sections 6, 7 and 17 of the LGOIMA. The most common reasons for withholding information are to:

- protect people's privacy
- protect confidential or commercially sensitive information
- that the information does not exist



