



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

Kaupapataka Agenda

NOTICE OF A MEETING OF COUNCIL

Date: Wednesday 24 July 2024

Time: 9:30 am

Venue: Council Chamber

MEMBERSHIP

Chair

Mayor Tapsell

Members

Cr Brown

Cr Kai Fong

Cr Barker

Cr O'Brien

Cr Kereopa

Cr Paterson

Cr Lee

Cr Wang

Cr Maxwell

Cr Waru

Quorum

6

Andrew Moraes

Chief Executive

**NGĀ TUKUNGA HAEPAPA A TE KAUNIHERA
COUNCIL DELEGATIONS**

Type of Committee	Council Committee
Subordinate to	N/A
Subordinate Committees	<ul style="list-style-type: none"> • District Licencing Committee • Audit and Risk Committee
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
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.
Reference	01-15-016
Membership	Mayor (Chair) Deputy Mayor (Deputy Chair) All elected members
Quorum	6
Meeting frequency	Monthly
Delegations	<ul style="list-style-type: none"> • 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 • the power to set and support strategies in measures related to emergency matters. • all the powers, duties and discretions under the Civil Defence Act for the proper operation and administration of the approved Civil Defence Plan; such delegation to be executed solely within the defined policy guidelines as determined from time to time by the Council and subject to the Financial limits imposed by the approved Council estimates. <p>Additional responsibilities retained by the Council committee:</p> <ul style="list-style-type: none"> • Advise and support the mayor on the development of the long-term plan and annual plans • Approval of long-term plan or annual plan consultation documents, and supporting information and consultation process prior to consultation

	<ul style="list-style-type: none"> • Approval of a draft bylaw prior to consultation • Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of the electoral officer • Adoption of, and amendment to the Committee Terms of Reference, Standing Orders and Code of Conduct • Relationships with the Te Tatau o te Arawa board, including the funding agreement • Monitor the overall financial management and performance of the council • Make financial decisions required outside of the annual plan budgeting processes • Approve the council's insurance strategy and annual insurance placement for Council • Write-offs • Acquisition of property in accordance with the Long-term Plan • Disposals in accordance with the Long-term Plan • Review the Chief Executive's performance annually and establish performance targets for each year • Undertake a performance review at the end of the first term of appointment as required by Schedule 7, clause 35 of the Local Government Act 2002. Undertaken no less than 6 months before the date on which the chief executive's contract of employment for the first term expires.
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.

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1 KARAKIA WHAKAPUAKI – OPENING KARAKIA

TŪTAWA MAI

Tūtawa mai i runga

Tūtawa mai i raro

Tūtawa mai i roto

Tūtawa mai i waho

Kia tau ai te mauri tū

Te mauri ora, ki te katoa

Hāumi e. Hui e. Tāiki e!

TŪTAWA MAI

I summon from above

I summon from below

I summon from within

I summon the surrounding environment

The universal vitality and energy to infuse and enrich all present

Enriched, unified and blessed

2 NGĀ WHAKAPĀHA – APOLOGIES

The Chair invites notice from members of:

1. Leave of absence for future meetings of the Council; or
2. Apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

3 WHAKAPUAKITANGA WHAIPĀNGA – DECLARATIONS OF INTEREST

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

4 NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE – URGENT ITEMS NOT ON THE AGENDA

Items of business not on the agenda which cannot be delayed

The Chair will give notice of items not on the agenda as follows:

Matters Requiring Urgent Attention as Determined by Resolution of Rotorua Lakes Council

The Chair shall state to the meeting.

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the Rotorua Lakes Council.

s.46A (7), LGOIMA

Discussion of minor matters not on the agenda.

Minor Matters relating to the General Business of the Rotorua Lakes Council.

The Chair shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Rotorua Lakes Council for further discussion

s.46A (7), LGOIMA

5 TE WHAKAŪ I NGĀ MENETI – CONFIRMATION OF MINUTES

5.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 JUNE 2024

RECOMMENDATION

That the minutes of the Council Meeting held 26 June 2024 be confirmed as a true and correct record.

Minutes (Draft)

**Council meeting held Wednesday 26 June 2024 at 9:30 am
Council Chamber, Rotorua Lakes Council**

MEMBERS PRESENT: Mayor Tapsell (Chair)
Cr Kai Fong (Deputy Chair), Cr Barker, Cr Brown, Cr Kereopa, Cr Lee,
Cr Maxwell (via Zoom), Cr O'Brien, Cr Paterson, Cr Wang, Cr Waru.

APOLOGIES: None

IN ATTENDANCE: D Walker, Audit Director, Audit New Zealand (via Zoom);
K Macown, Audit Manager, Audit New Zealand (via Zoom).

STAFF PRESENT: A Moraes, Chief Executive;
T Collé, Group Manager, Corporate Services;
O Hopkins, Executive Director, Corporate Planning & Governance;
J-P Gaston, Group Manager, Community and District Development;
R George; Director, Infrastructure & Environmental Solutions;
D Jensen, Director of Finance;
R Pitkethley, Manager, Active and Engaged Communities;
E Cawte, Manager, Infrastructure Networks Performance;
G Kieck, Manager, Corporate Planning and Strategy;
D Cossar, Governance & Democracy Manager;
A Morgan, Te Amorangi Lead;
S Main, Communications Advisor;
I Tiriana, Manager, Council Communications;
G Konara, Governance and Democracy Advisor.

The meeting opened at 9.33am.

The Mayor welcomed elected members, media, staff and members of the public.

6 KARAKIA WHAKAPUAKI – OPENING KARAKIA

Cr O’Brien opened the meeting with a Karakia.

7 NGĀ WHAKAPĀHA – APOLOGIES

Nil

8 WHAKAPUAKITANGA WHAIPĀNGA – DECLARATIONS OF INTEREST

Nil

9 NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE – URGENT ITEMS NOT ON THE AGENDA

Cr Lee requested a clarification on the notices of motion not been included in the agenda.

The Chair noted that two notices of motion had been received and those will be considered at the end of the public session due to the significant number of council business in the agenda.

10 TE WHAKAŪ I NGĀ MENETI – CONFIRMATION OF MINUTES**5.1 MINUTES OF PREVIOUS COUNCIL MINUTES**

RESOLVED C 24/06-001

Moved: Cr Wang

Seconded: Cr Kai Fong

1. That the minutes of the Council hearing held 21 May to 31 May 2024 be confirmed as a true and correct record.
2. That the minutes of the Council meeting held 22 May 2024 be confirmed as a true and correct record.
3. That the minutes of the Council meeting held 6 June, 7 June and 10 June 2024 be confirmed as a true and correct record.

CARRIED**6 PŪRONGO KAIMAHI – STAFF REPORTS****6.1 ADOPT LONG-TERM PLAN 2024-2034****RESOLVED C 24/06-002**

Moved: Cr Kai Fong

Seconded: Cr Waru

HE TŪTOHUNGA**RECOMMENDATION**

1. That the report Adopt Long-Term Plan 2024-2034 be received.

CARRIED

Thomas Collé overviewed the report and spoke to a presentation titled “Long-term Plan 2024” (Attachment 1).

RESOLVED C 24/06-003

Moved: Mayor Tapsell

Seconded: Cr Kai Fong

2. That the Council receive the audit opinion and adopt the final Long-term Plan 2024-2034.

In Favour: Mayor Tapsell, Cr Kai Fong, Cr Brown, Cr Barker, Cr Kereopa, Cr Maxwell, Cr Wang and Cr Waru

Against: Cr Lee, Cr O'Brien and Cr Paterson

CARRIED 8/3

6.2 SETTING COUNCIL RATES FOR THE YEAR 1 JULY 2024 TO 30 JUNE 2025

RESOLVED C 24/06-004

Moved: Cr Barker

Seconded: Cr Wang

HE TŪTOHUNGA

RECOMMENDATION

1. That the report Setting Council Rates for the Year 1 July 2024 to 30 June 2025 be received.

CARRIED

Thomas Collé overviewed the report.

RESOLVED C 24/06-005

Moved: Mayor Tapsell

Seconded: Cr Brown

2. That the Council:

- (a) In accordance with section 23 of the Local Government (Rating) Act 2002, set the rates (as set out in Rates Impact Statement attached);
- (b) In accordance with section 24 of the Local Government (Rating) Act 2002, set the dates by which rates must be paid (as set out in Rates Impact Statement attached);
- (c) In accordance with sections 57 and 58 of the Local Government (Rating) Act 2002, set the penalties that may be added to unpaid rates (as set out in Rates Impact Statement attached);
- (d) Set the discount for early payment at 2%.

In Favour: Mayor Tapsell, Cr Kai Fong, Cr Brown, Cr Barker, Cr Kereopa, Cr Lee, Cr Maxwell, Cr O'Brien, Cr Paterson, Cr Wang and Cr Waru

Against: Nil

CARRIED 11/0

6.3 ADOPTION OF DRAFT DEVELOPMENT CONTRIBUTIONS POLICY**RESOLVED C 24/06-006**

Moved: Cr Waru

Seconded: Cr Brown

HE TŪTOHUNGA**RECOMMENDATION**

- 1. That the report Adoption of Draft Development Contributions Policy be received.**

CARRIED

Thomas Collé overviewed the report and spoke to a presentation titled “Development Contribution Policy” (Attachment 2).

Meeting adjourned at 11.04am.

Meeting reconvened at 11.31am.

MOTION

Moved: Cr Waru

Seconded: Cr Wang

- 2. That the Council adopts the Draft Development Contributions Policy with the recommended changes following consultation with the community during the course of the Long-Term Plan 2024-2034 consultation.**

AMENDMENT

Moved: Cr O'Brien

Seconded: Cr Paterson

- 2. That Council adopts the Development Contributions Policy with the recommended changes following consultation with the community during the course of the Long-term Plan 2024-2034 consultation and come in to effect from 1 July 2026.**

In Favour: Cr O'Brien and Cr Paterson

Against: Mayor Tapsell, Cr Kai Fong, Cr Brown, Cr Barker, Cr Kereopa, Cr Maxwell, Cr Wang and Cr Waru

Abstained: Cr Lee

LOST 2/8

The motion moved by Cr Waru and seconded by Cr Wang became the substantive motion:-

RESOLVED C 24/06-007

Moved: Cr Waru

Seconded: Cr Wang

- 2. That the Council adopts the Draft Development Contributions Policy with the recommended changes following consultation with the community during the course of the Long-Term Plan 2024-2034 consultation.**

In Favour: Mayor Tapsell, Cr Kai Fong, Cr Brown, Cr Barker, Cr Kereopa, Cr Maxwell, Cr Wang and Cr Waru

Against: Cr O'Brien and Cr Paterson

Abstained: Cr Lee

CARRIED 8/2

6.4 FINANCIAL PERFORMANCE FOR THE ELEVEN MONTHS ENDED 31 MAY 2024

RESOLVED C 24/06-008

Moved: Cr Kai Fong

Seconded: Cr Wang

- 1. That the report Financial Performance for the Eleven Months Ended 31 May 2024 be received.**

CARRIED

Thomas Collé and David Jensen overviewed the report and spoke to a presentation titled “Financial Update – May 2024” (Attachment 3).

6.5 WATER SUPPLIES FLUORIDATION PROGRAMME

RESOLVED C 24/06-009

Moved: Cr Wang

Seconded: Cr Kai Fong

HE TŪTOHUNGA**RECOMMENDATION**

1. That the report Water Supplies Fluoridation Programme be received.

CARRIED

Russell George overviewed the report.

MOTION

Moved: Mayor Tapsell

Seconded: Cr Wang

2. That the Council note the response form the Director-General of Health and the decision of the High Court that the direction to fluoridate the Rotorua Central and Rotorua East water supplies remains valid.
3. That Council enter into a funding agreement with the Ministry of Health for the capital costs of implementing the direction.
4. That Council award the contract and note that the total contract value falls within the Ministry of Health funding allocation for the full cost of the capital works including professional services.
5. That variations of up to 10% of the contract price be delegated to the Chief Executive.
6. That Council delegate the finalisation of the funding agreement to the Chief Executive.
7. That Council delegate the finalisation and award of the contract to the Chief Executive.

PROCEDURAL MOTION

Moved: Cr O'Brien

Seconded: Cr Paterson

1. That under Standing Order no 25.2 (c) this item is to be adjourned until the next council meeting to be held at 9.30am on 24 July 2024.

In Favour: Cr Barker, Cr Kereopa, Cr Lee, Cr O'Brien and Cr Paterson

Against: Mayor Tapsell, Cr Kai Fong, Cr Brown, Cr Maxwell, Cr Wang and Cr Waru

LOST 5/6

Cr Lee withdrew from the decision making table at 12.52pm.

The motion moved by Mayor Tapsell and seconded by Cr Wang became the substantive motion:-

RESOLVED C 24/06-010

Moved: Mayor Tapsell

Seconded: Cr Wang

2. That the Council note the response form the Director-General of Health and the decision of the High Court that the direction to fluoridate the Rotorua Central and Rotorua East water supplies remains valid.
3. That Council enter into a funding agreement with the Ministry of Health for the capital costs of implementing the direction.
4. That Council award the contract and note that the total contract value falls within the Ministry of Health funding allocation for the full cost of the capital works including professional services.
5. That variations of up to 10% of the contract price be delegated to the Chief Executive.
6. That Council delegate the finalisation of the funding agreement to the Chief Executive.
7. That Council delegate the finalisation and award of the contract to the Chief Executive.

In Favour: Mayor Tapsell, Cr Kai Fong, Cr Brown, Cr Maxwell, Cr Wang and Cr Waru

Against: Cr Barker, Cr Kereopa, Cr O'Brien and Cr Paterson

CARRIED 6/4

Action Point

- Cr Barker requested the Chief Executive to write to the Director General of Health and ask for assurance around the safety of fluoride and legal aspects.

Meeting adjourned at 1.00pm.

Meeting reconvened at 2.00pm.

Councillor Lee re-joined the meeting at 2.00pm.

6.6 APPOINTMENT OF COUNCIL REPRESENTATION TO THE ROTORUA LAKES COMMUNITY BOARD 2024-2025

RESOLVED C 24/06-011

Moved: Cr Kai Fong

Seconded: Cr Barker

HE TŪTOHUNGA**RECOMMENDATION**

1. That the report Appointment of Council Representation to the Rotorua Lakes Community Board 2024-2025 be received.

CARRIED

Mayor Tapsell overviewed the report.

RESOLVED C 24/06-012

Moved: Mayor Tapsell

Seconded: Cr Kai Fong

2. That the Council appoint Fisher Wang as the Council representative to the Rotorua Lakes Community Board.

In Favour: Mayor Tapsell, Cr Kai Fong, Cr Brown, Cr Barker, Cr Lee, Cr Maxwell and Cr Waru

Against: Cr O'Brien and Cr Paterson

CARRIED 7/2

Cr Wang and Cr Kereopa did not participate in decision making.

6.7 PROPOSED RESERVE LEASE FOR THE SPRINGFIELD GOLF COURSE**RESOLVED C 24/06-013**

Moved: Cr Brown

Seconded: Cr Lee

HE TŪTOHUNGA**RECOMMENDATION**

1. That the report Proposed Reserve Lease for the Springfield Golf Course be received.

CARRIED

Rob Pitkethley and Thomas Collé overviewed the report. Map of the Springfield Golf Club lease area is attached (Attachment 4).

Cr Maxwell left the meeting at 2.56pm.

EXTEND MEETING DURATION**RESOLVED C 24/06-014**

Moved: Cr O'Brien

Seconded: Cr Paterson

1. **That the Council resolves to extend the meeting by more than 6 hours.**

CARRIED

Meeting adjourned at 3.01pm.

Meeting reconvened at 3.08pm.

RECOMMENDATION

2. **That the Council approve a new lease for the land comprising the Springfield golf course to the Springfield Golf Club Incorporated for a term of 33 years.**
3. **That the Council agree to the inclusion of an alternative use clause in the draft lease that allows the lease to be terminated, with three years written notice during the first three years of the lease and 12 months' notice thereafter, if it is determined that following appropriate public consultation the land is required for an alternative use.**
4. **That the Council agree to the inclusion of a compensation clause in the draft lease that should the lease be terminated in accordance with the alternative use clause, there will be a requirement for Council to compensate the lessee for the fair value of any investments in the Golf Course, subject to that infrastructure having been previously agreed to buy Council.**
5. **That the Council note that the rental valuation reflects the inclusion of the alternative use clause.**

MOTION

Moved: Cr Kai Fong

Seconded: Mayor Tapsell

1. **That Council direct the Chief Executive to commence negotiations to offer a 33 year lease with an initial term of between 3 and 10 years before the alternative use clause is**

activated and such terms and conditions of a final lease be approved by the Council at a subsequent date.

PROCEDURAL MOTION**RESOLVED C 24/06-015**

Moved: Cr Lee

Seconded: Cr Paterson

- 1. That under Standing Order no 25.2 (c) this item is to be adjourned until the next council meeting to be held at 9.30am on 24 July 2024.**

In Favour: Cr Barker, Cr Kereopa, Cr Lee, Cr O'Brien, Cr Paterson and Cr Waru

Against: Mayor Tapsell, Cr Kai Fong, Cr Brown and Cr Wang

CARRIED 6/4

6.8 CONFIDENTIAL ITEMS TO BE RELEASED FOR THE QUARTER ENDING 30 JUNE 2024**RESOLVED C 24/06-016**

Moved: Cr Waru

Seconded: Cr Paterson

- 1. That the report Confidential Items to be Released for the Quarter Ending 30 June 2024 be received.**

CARRIED

Oonagh Hopkins overviewed the report.

6.9 PROGRESS REPORT - CORPORATE SERVICES**RESOLVED C 24/06-017**

Moved: Cr Waru

Seconded: Cr Barker

- 1. That the report Progress Report - Corporate Services be received.**

CARRIED

Thomas Collé overviewed the report.

6.10	PROGRESS REPORT - CORPORATE PLANNING AND GOVERNANCE
<p>RESOLVED C 24/06-018</p> <p>Moved: Cr Brown Seconded: Cr Barker</p> <p>1. That the report Progress Report - Corporate Planning and Governance be received.</p> <p style="text-align: right;">CARRIED</p>	

Oonagh Hopkins overviewed the report.

6.11	PROGRESS REPORT - TE ARAWA PARTNERSHIPS
<p>Aneta Morgan overviewed the report.</p>	

Meeting adjourned at 3.50pm.

Meeting reconvened at 4.00pm.

The Chair ruled to discuss the notices of motion next.

7 NGĀ WHAKAMŌHIOTANGA MŌTINI – NOTICES OF MOTION

7.1	NOTICE OF MOTION - THE LOCAL GOVERNMENT (ELECTORAL LEGISLATION, MĀORI WARDS AND MĀORI CONSTITUENCIES) AMENDMENT BILL
<p>RESOLVED C 24/06-019</p> <p>Moved: Cr Paterson Seconded: Cr O'Brien</p> <p>1. That Council instructs the Chief Executive to investigate the new Bill and report back to the Council Meeting of 28 August 2024:</p> <ul style="list-style-type: none"> a) Details of representation arrangement options that are available, or expected to be available, for consideration by the Elected Members pursuant to the new Bill; b) Details of representation arrangement options that are available under current law, including a full representation review; 	

c) Details of the timeline that Council would be required to comply with to give effect to the above options.

CARRIED

7.2 NOTICE OF MOTION - PUBLIC FORUMS

RESOLVED C 24/06-020

Moved: Cr Lee

Seconded: Cr Kereopa

1. Council instructs the Chief Executive to bring a paper to Council on adding Public Forums back onto the agenda of Council meetings.

In Favour: Cr Brown, Cr Barker, Cr Kereopa, Cr Lee, Cr O'Brien and Cr Paterson

Against: Mayor Tapsell, Cr Kai Fong, Cr Wang and Cr Waru

CARRIED 6/4

8 HE WHAKATAUNGA KIA HOKI ATU TE ARONGA O TE HUI HAI HUI TŪMATAWHĀNUI – RESOLUTION TO MOVE INTO PUBLIC EXCLUDED (TO CONSIDER AND ADOPT CONFIDENTIAL ITEMS)

RECOMMENDATION

That Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>8.1 - Rotorua District Licensing Committee Recruitment and Remuneration</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	(including commercial and industrial negotiations)	
RESOLVED C 24/06-021		
Moved: Cr Wang		
Seconded: Cr Waru		
1. That Council move into Public Excluded session.		
CARRIED		

OPEN SESSION

9 TE KARAKIA WHAKAMUTUNGA – CLOSING KARAKIA

Cr O’Brien closed the meeting with a karakia.

The Meeting closed at 4.51pm.

To be confirmed at the Council meeting on 24 July 2024.

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Chair

Note 1: -Rotorua Lakes Council is the operating name of Rotorua District Council.

Note 2: Attachments to these minutes are available on request or on Council’s website.

5.2 MINUTES OF THE COUNCIL MEETING HELD ON 3 JULY 2024

RECOMMENDATION

That the minutes of the Council Meeting held 3 July 2024 be confirmed as a true and correct record.

Minutes (Draft)

Council meeting
held Wednesday 3 July 2024 at 9:00 am
Council Chamber, Rotorua Lakes Council

MEMBERS PRESENT: Mayor Tapsell (Chair)
Cr Kai Fong (Deputy Chair), Cr Barker, Cr Brown, Cr Lee, Cr Maxwell, Cr O'Brien, Cr Paterson, Cr Wang, Cr Waru

APOLOGIES: Cr Kereopa

STAFF PRESENT: A Moraes, Chief Executive;
T Collé, Group Manager, Corporate Services;
O Hopkins, Executive Director, Corporate Planning & Governance;
R George, Director, Infrastructure and Environment;
J-P Gaston, Group Manager, Community and District Development;

The meeting opened at 9.00am.
The Mayor welcomed elected members.

1 KARAKIA WHAKAPUAKI – OPENING KARAKIA
Mayor Tapsell opened the meeting with a Karakia.

2 NGĀ WHAKAPĀHA – APOLOGIES
<p>RESOLVED C 24/07-022</p> <p>Moved: Cr Kai Fong Seconded: Cr O'Brien</p> <p>1. That the apologies from Cr Kereopa be accepted.</p> <p style="text-align: right;">CARRIED</p>

3 WHAKAPUAKITANGA WHAIPĀNGA – DECLARATIONS OF INTEREST
NIL

4 HE WHAKATAUNGA KIA HOKI ATU TE ARONGA O TE HUI HAI HUI TŪMATAWHĀNUI – RESOLUTION TO MOVE INTO PUBLIC EXCLUDED (TO CONSIDER AND ADOPT CONFIDENTIAL ITEMS)

<p>RECOMMENDATION</p> <p>That Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:</p>		
GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR PASSING OF THIS RESOLUTION
<p>4.1 INFRACORE LIMITED STRATEGIC DIRECTION</p>	<p>Protect the privacy of natural persons, including that of deceased natural persons.</p> <p>Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p>	<p>Section 48(1)(a) Section 7(2)(a)</p> <p>Section 48(1)(a) Section 7(2)(h)</p>
<p>4.2 SERVICE DELIVERY OPTIONS</p>	<p>Protect the privacy of natural persons, including that of deceased natural persons.</p> <p>Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</p>	<p>Section 48(1)(a) Section 7(2)(a)</p> <p>Section 48(1)(a) Section 7(2)(h)</p>
<p>RESOLVED C 24/07-023</p> <p>Moved: Cr O'Brien Seconded: Cr Barker</p> <p>1. That Council move into Public Excluded session.</p> <p style="text-align: right;">CARRIED</p>		

OPEN SESSION

5 TE KARAKIA WHAKAMUTUNGA CLOSING KARAKIA
Cr Wang closed the meeting with a Karakia.

The meeting closed at 9.51am.

To be confirmed at a Council meeting on 24 July 2024.

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Note:-Rotorua Lakes Council is the operating name of Rotorua District Council.

6 PŪRONGO KAIMAHI – STAFF REPORTS

6.1 REMITS TO LOCAL GOVERNMENT NEW ZEALAND 2024 ANNUAL GENERAL MEETING

Prepared by: Rick Dunn, Senior Governance and Democracy Advisor
Approved by: Oonagh Hopkins, Executive Director, Corporate Planning and Governance
Attachments: 1. LGNZ - 2024 Annual General Meeting Remits. (under separate cover)

1. TE PŪTAKE

PURPOSE

The purpose of this report is to seek members' comments and/or support regarding the remits to be considered at the Local Government New Zealand (LGNZ) 2024 Annual General Meeting (AGM), being held in Wellington Wednesday 21st August 2024.

HE TŪTOHUNGA

RECOMMENDATION

1. That the report Remits to Local Government New Zealand 2024 Annual General Meeting be received.

2. That Council notes the following remits are proposed:

1. Representation reviews
2. Community Services Card
3. Local Government constituencies & wards should not be subject to referendum
4. Entrenchment of Māori ward seats for local government
5. Graduated driver licensing system
6. Proactive lever to mitigate the deterioration of unoccupied buildings
7. Appropriate funding models for central government initiatives
8. Goods and services tax (GST) revenue sharing with local government

3. That Council support/not support the proposed remits at the Local Government New Zealand 2024 Annual General meeting on 21 August 2024.

2. TE TĀHUHU

BACKGROUND

This year the Ko Tātau/Local Government New Zealand 2024 AGM will be held from 1.00pm to 2.30pm on Wednesday 21st August in Wellington, prior to the opening of the LGNZ 2024 Conference being held 21st to 23rd August 2024.

Rotorua Lakes Council “Conference Attendance for Elected Members Policy” allows for the Mayor, Deputy Mayor, Chief Executive, two councillors and a representative from the Te Tatau o Te Arawa Board to attend as council’s delegates.

The representation at the Conference for Rotorua Lakes Council will be:

- Mayor Tapsell
- Deputy Mayor Kai Fong
- Cr Barker
- Cr Waru
- James Hamiora - Te Tatau o Te Arawa

Local Government New Zealand (LGNZ) has invited member authorities to submit proposed remits for consideration at the LGNZ 2024 Annual General Meeting (AGM).

Remits must have formal support from at least one zone or sector group, or five councils, prior to being submitted. The following remits have been proposed and supported by sector groups/councils as below:-

No	Remit	Proposed by:-	Supported by:-
//01	Representation reviews That LGNZ advocate for changes that support the provision of timely and accurate regional and sub-regional population data to councils for use in council representation reviews.	Waikato Regional Council	LGNZ Zone 2
//02	Community Service Card That LGNZ advocate to Central Government to amend the Health Entitlement Cards Regulations 1993 so that the cardholder can use the Community Services Card as evidence for the purposes of accessing Council services which would otherwise rely on a form of means testing.	Palmerston North City Council	LGNZ Zone 3
//03	Local government constituencies & wards should not be subject to referendum That LGNZ lobbies central government to ensure that Māori wards and constituencies are treated the same as all other wards in that they should not be subject to a referendum. We oppose the idea that Māori wards should be singled out and forced to suffer a public referendum.	Palmerston North City Council	LGNZ Zone 3 Te Pae Tawhiti (Horizons Region, Māori ward and constituency councillors)

//04	<p>Entrenched of Māori wards seats for local government</p> <p>That LGNZ proactively promote and lobby to entrench the Māori Wards and Constituencies for the 64 councils which currently have these, to require the support of a supermajority of parliament should either parliament or councils seek their removal.</p>	Northland Regional Council	LGNZ Zone 1 (Northland Regional Council, Far North District Council, Whangarei District Council)
//05	<p>Graduated driver licensing system</p> <p>That LGNZ advocate for changes to the fee structure for driver licensing, better preparing young people for driver license testing, and greater testing capacity in key locations throughout New Zealand, in order to relieve pressure on the driver licensing system and ensure testing can be conducted in a quick and efficient manner.</p>	Ashburton District Council	Hurunui District Council, Kaikōura District Council, Selwyn District Council, Timaru District Council,
//06	<p>Proactive lever to mitigate the deterioration of unoccupied buildings</p> <p>That LGNZ advocate to Government:</p> <ul style="list-style-type: none"> • For legislative change enabling local authorities to compel building owners to remediate unoccupied derelict buildings and sites that have deteriorated to a state where they negatively impact the amenity of the surrounding area. • To incentivise repurposing vacant buildings to meet region-specific needs, for example, accommodation conversion. 	Gisborne District Council	Rotorua Lakes Council, South Wairarapa District Council, Wairoa District Council, New Plymouth District Council, Napier City Council, Rangitikei District Council, Whanganui District Council, Dunedin City Council
//07	<p>Appropriate funding models for central government initiatives</p> <p>That LGNZ proactively promote and lobby for the development of a more equitable and appropriate funding model for central government initiatives.</p>	Northland Regional Council	LGNZ Zone 1 (Northland Regional Council, Far North District Council, Whangarei District Council).
//08	<p>Goods and services tax (GST) revenue sharing with local government</p> <p>That LGNZ be proactive in lobbying central government on sharing GST revenue with local government, derived from local government rates and service fees related to flood protection mitigation, roading, and three waters, for investment in these areas.</p>	Northland Regional Council	LGNZ Zone 1 (Northland Regional Council, Far North District Council, Whangarei District Council).

3. TE TINO AROMATAWAI**ASSESSMENT OF SIGNIFICANCE**

This matter does not trigger Council's Significance and Engagement Policy.

4. NGĀ KŌRERA O TE HAPORI ME TE WHAKATAIRANGA**COMMUNITY INPUT/ENGAGEMENT AND PUBLICITY**

Community consultation is not necessary in relation to this item.

5. HE WHAIWHAKAARO**CONSIDERATIONS****5.1. Mahere Pūtea****Financial/Budget Considerations**

Not applicable.

5.2. Kaupapa Here Me Ngā Hiraunga Whakariterite**Policy and Planning Implications**

Not applicable.

5.3. Te Aromatawai Whakapātanga Ki Te Tāngata Whenua**Tāngata Whenua Impact Assessment**

Not applicable.

5.4. Tūraru**Risks**

Not applicable.

5.5. Te Whaimana**Authority**

Not applicable.

6.2 PUBLIC FORUMS

Prepared by: Robert Griffith, Governance and Democracy Advisor
Approved by: Oonagh Hopkins, Executive Director, Corporate Planning and Governance
Attachments: 1. Draft Forum Application

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is for Council to consider if it wishes to introduce public forums to the Council meetings.

HE TŪTOHUNGA**RECOMMENDATION**

1. That the report Public Forums be received.

2. That the Council agrees to:

(a) Update the order of business for Council meetings to include public forums following the guidelines set out in Standing Order 15.

or

(b) Continue with the status quo, whereby public forums are not provided for within the order of business of the council and committee meetings.

**2. TE TĀHUHU
BACKGROUND**

A notice of motion was received and considered at the Council meeting on 26 June 2024. The notice of motion called for the inclusion of public forums within the council and committee meetings order of business.

The resolution

The resolution instructed “the Chief Executive to bring a paper to Council on adding Public Forums back onto the agenda of Council meetings”.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

3.1 Public forums

The procedures for hosting and permitting public forums are provided for in 'standing order 15'. The provisions are set out below:

15.0 Public Forums | Ngā Matapakinga a te Marea

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority. In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

15.1 Time limits | Ngā tepenga wā

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions | Ngā Herenga

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums | Ngā pātai i ngā matapakinga a te marea

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions | Kāore he tatūnga

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

3.2 Public Forums in local authorities

Public forums are a method in which members of the community can bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

Across the local government sector 85% of council's have some form of public forum.

These are generally included in the order of business for the council meeting.

Across local government there is mixed opinion as to the success and /or value of the public forum.

It appears that Rotorua Lakes Council has never hosted public forums. A review of agendas dating back to 2000 show no such public forum on any agenda.

3.3 Six month attendance sample of whole council meetings

A small sample of councils from across the sector have provided statistics on the attendance at public forums offered to the community.

Queenstown Lakes District Council (1,1,5,2,1,4)

14 Speakers recorded, 4 submissions from the same speaker.

Hutt City Council (0,2,0,0,0,0)

2 Speakers recorded.

Ashburton District Council (1,0,0,2,0,0)

3 Speakers recorded.

Stratford District Council (2,1,0,1,0,0)

4 Speakers recorded.

Whangarei District Council (4,3,3,0,3,1)

14 Speakers recorded.

3.4 Public forums procedure

If public forums are to be added, the Governance and Democracy team will need to make some amendments to operational procedures. These include:

1. Update 'order of business' for council meetings only (public forums will not take place in committee meetings)
2. Update website with information on what public forums are and how members of the public can register to come and talk at the public forum
3. Create online application to speak at public forum (see attachment)

4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

"The decisions or matters of this report are not considered significant in accordance with the Council's Significance and Engagement Policy."

5. NGĀ KŌRERA O TE HAPORI ME TE WHAKATAIRANGA COMMUNITY INPUT/ENGAGEMENT AND PUBLICITY

To include public forums on the order of business does not require public engagement.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

N/A

6.2. Kaupapa Here Me Ngā Hiraunga Whakariterite Policy and Planning Implications

N/A

6.3. Te Aromatawai Whakapātanga Ki Te Tāngata Whenua Tāngata Whenua Impact Assessment

N/A

**6.4. Tūraru
Risks**

N/A

**6.5. Te Whaimana
Authority**

N/A



Public Forum Application

A Public forum is a period of time set aside for the public to address elected members before a meeting of council. If you wish to speak at a council meeting an application to speak must be received by council by midday two days prior to the meeting.

For example: Council meetings are typically held on Wednesday this would mean applications to speak close Monday at 12pm.

There are rules around the content and conduct when speaking in a public forum, these include:

- Repeating views previously heard in the same public forum
- Repeating views given by yourself at a previous forum
- Criticising elected members or staff
- Being repetitious, disrespectful, or offensive
- Speaking on matters subject to legal proceedings
- Speaking on matters subject to council hearings or
- Matters currently before any governing body where council holds a quasi-judicial role.

If you wish to speak at a Public Forum, please fill out the form below:

I _____ (Full Name)

wish to speak at the next _____ Meeting.

I would like to speak about:

I acknowledge that the Chairperson has discretion to accept or decline my request, and that this application does not indicate any obligation to speak at Council until advised by council staff of its acceptance. (Please Tick)

Contact Details: _____

(Note: if this application is accepted Council staff will contact to inform you of the processes on the day)

6.3 CORPORATE SERVICES - PROGRESS REPORT

Prepared by: Thomas Collé, Group Manager, Corporate Services

Approved by: Andrew Moraes, Chief Executive

Attachments: 1. Corporate Services - Progress Report

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Corporate Services - Progress Report' be received.

Doc ID: 20404207

1

Council
24 July 2023

Progress Report



Doc ID: 20404207

To:	Mayor and Members – Council
Meeting Date:	24 July 2024
Group:	Corporate Services
Group Manager:	Thomas Collé
Report approved by:	Andrew Moraes
Components:	Finance; Information Solutions; PMO and Risk Office; People and Organisational Development; Legal and Property

Ohu: Whakawhanake Tāngata, Whakawhanake Tōpūtanga – People and Organisational Development

Current and Ongoing Work

Operational Workstreams

- We are finalising the new DayForce recruitment and onboarding modules, go-live to be finalised shortly. Data integration between DayForce/PayGlobal is progressing, with testing to begin late July/early August.

Talent and Recruitment

- With higher uncertainty in the job market and more job losses announced for the public service we continue to receive quality applicants for our vacancies.
- We are receiving a high level of interest in our vacancies, particularly via Seek. See below the profiles of candidates who have applied for our roles in the past year:



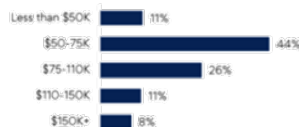
Your candidates' profile (Jun 2023 to May 2024)

Gender breakdown (estimated)



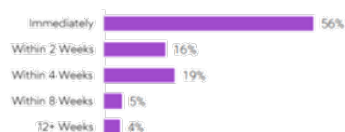
Based on 742 resumes for 2427 applications started from registered candidates. That's 87% of all your applications started. (Information is not available for candidates who haven't provided their names.)

Expected yearly pay (minimum)



Based on 742 applications started from registered candidates with this information provided on their SEEK profile. That's 61% of all your applications started.

Availability to start new job



Based on 2,052 applications started from registered candidates with this information provided on their SEEK profile. That's 71% of all your applications started.

Classifications of interest (top 5)



Based on 2,427 applications started from registered candidates with this information provided on their SEEK profile. That's 61% of all your applications started.

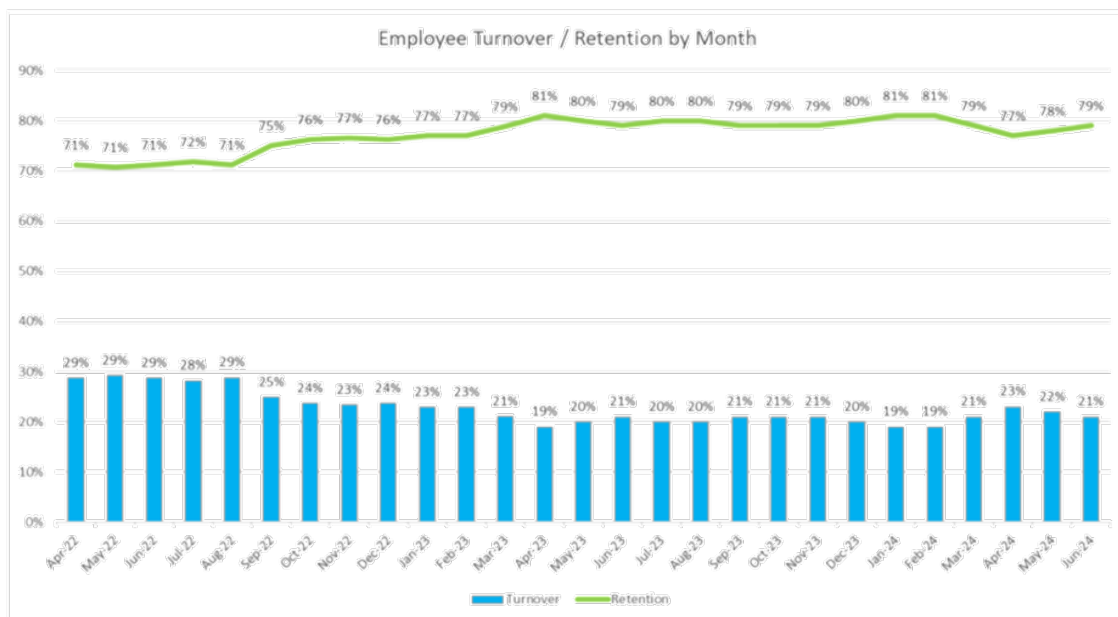
Rotorua Lakes Council (All Accounts)

- Laws of Attraction helps us understand what candidates want from their next job. When we post roles on Seek, we review these drivers and align our vacancies to those that apply.

Laws of Attraction | New Zealand

The top drivers of attraction in 2024

- 1 Work life balance - 14.9%**
Includes sub-drivers like time in lieu, ability to work from home/remotely, flexible hours and additional leave
- 2 Salary & compensation - 13.7%**
Includes sub-drivers like salary review period, base salary, paid overtime and gender pay equity.
- 3 Working environment - 11.1%**
Includes sub-drivers like working in a team, working autonomously, working from home and modern up-to date work spaces.
- 4 Management - 10.6%**
Includes sub-drivers like respectful, supportive, transparent, stable, inclusive.
- 5 Career development - 10.4%**
Includes sub-drivers like skill development, promotion opportunities, in-house training, mentoring and external training.
- 6 Culture of the organisation - 9%**
Includes sub-drivers similar to management; respectful, supportive, transparent, stable and inclusive



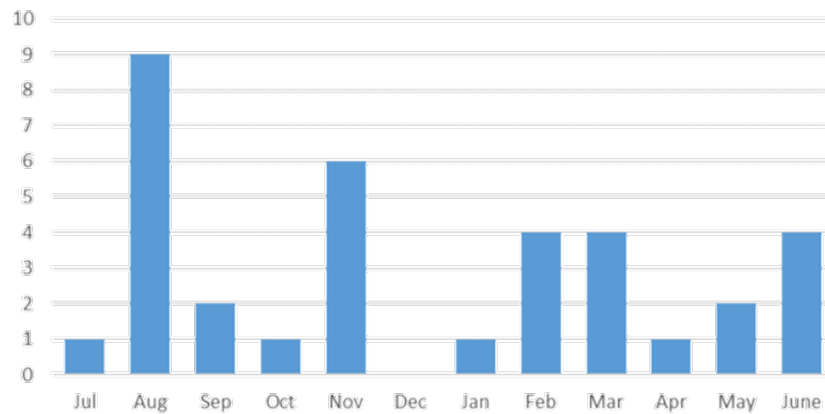
Benchmarking

New Zealand has an average turnover of 17.2%. Councils within our region average from 16% to 22%. Turnover rates within Local Government can vary widely depending on factors such as the size of the organisation, location, industry trends and workplace culture.

Health Safety and Wellbeing

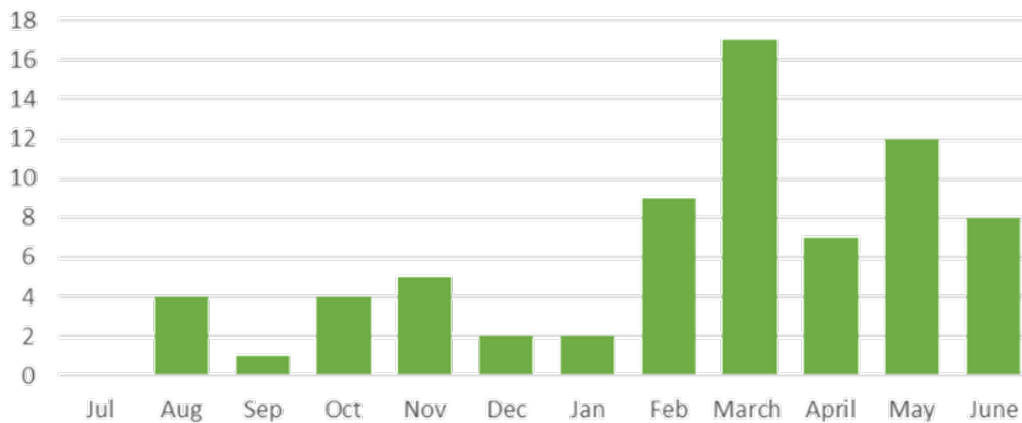
Analytics - Lead Indicators

Reported Health and Safety Risks



Four (4) risks were reported for the period. All appropriate actions have been taken to mitigate the risks.

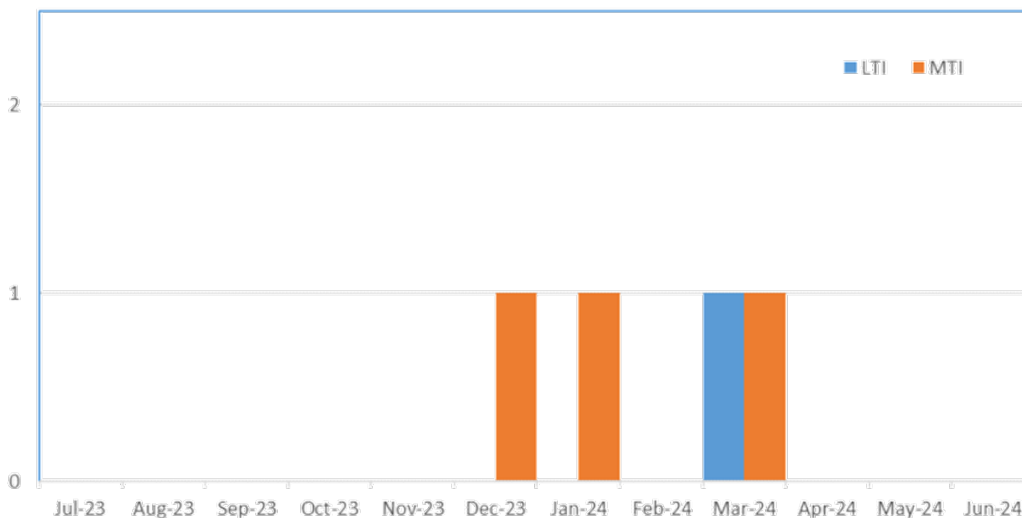
Health and Safety Inspections –12 Month Rolling



Eight (8) health and safety inspections by RLC employees were recorded for the month of June. Inspections included site visits of contractor works and of third-party events held on RLC reserves.

Lag Indicators

Lost Time Injury and Medical Treatment Injuries – 12 Months Rolling



Zero (0) lost time injuries (LTI’s) and zero (0) medical treatment injuries (MTI’s) were reported in period. Two (2) LTI’s, recorded in June 2023, have dropped off the 12-month rolling graph.

Ohu: Hangarau – Information Solutions
Information Technology

Infrastructure – Overview

Upgrade of OneCouncil from 22B to 23B major release was completed the weekend of 15 June. This included several enhancement and system improvements.

Improved wireless Point2Point connectivity between Civic Centre and Matipo and Ngongotaha water reserves and crime prevention CCTV connectivity options have been completed.

Business Solutions

Contract Management module

User acceptance testing undertaken and testing underway. The focus has been on the contract register and associated processes. We are targeting the initial rollout on the top 10 key contracts in terms of risk and value, aligning with work done by the Project Management Office. We will work with procurement on their own contracts as they are onboarded. Subject to resource availability, phased go-live will commence 3 July.

Geographic Information Systems

Development work on GeyserView closes at the end of the month with promotion process starting early July. This will be a significant update with new functionality around reports, new datasets added and new imagery. This is being supported in the background with continual maintenance on corporate datasets, in particular parcel boundaries and their associated attributes.

We held a training/refresher session for building Inspectors on use of the online/mobile Rapid Building Assessment form that is required in the event of an Emergency Management event such as flooding.

Information Management

Destruction of source information after digitisation

A few teams have been chosen to test a new scanning process where we digitise incoming mail in accordance with relevant legislation and record-keeping regulations. The updated scanning standards establish that the electronic version becomes the official record, enabling us to dispose of the physical document after scanning.

Once the pilot has been assessed, we would look to roll this out across other hard copy documents with a view to digitising and disposal. These processes will also be evaluated against relevant legislation.

Property File Portal

Planning has started on designing and configuring a portal where public can access property files. This will provide direct public access, eliminating the current process where customers request property file information and the organisation then releases it. This approach aligns with sustainability and offers a digital solution, allowing customers to self-serve.

6.4 CORPORATE PLANNING AND GOVERNANCE - PROGRESS REPORT

Prepared by: Oonagh Hopkins, Executive Director, Corporate Planning and Governance

Approved by: Andrew Moraes, Chief Executive

Attachments: 1. Corporate Planning and Governance - Progress Report

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Corporate Planning and Governance - Progress Report' be received.

Doc ID: 20415601

1

Council
24 July 2024

Progress Report



Doc ID: 20415601

To:	Mayor and Members – Council
Meeting Date:	24 July 2024
Group:	Corporate Planning and Governance
Executive Director:	Oonagh Hopkins
Report approved by:	Andrew Moraes, Chief Executive
Components:	Corporate Strategy and Planning; Governance; Marketing and Communications

Ohu: Whakapā – Marketing and Communications

RLC Campaigns

Dog Registration Campaign

The annual dog registration campaign launched at the beginning of June and will run until 31 July.

Communications and Design created a [video](#) highlighting that dogs are part of the family and encouraging people to register their dogs by 30 June. We refreshed the [website landing page](#) to improve the user experience and this webpage has been the second most visited page (exclude home page) during the month of June.

We also adapted our campaign strategy this year to focus on digital advertising through eg Facebook and YouTube rather than solely on radio which enables us to track the source of webpage traffic. Additionally, we expanded the out-of-home reach created with corflute signs in designated dog exercise areas and posters for the Animal Control team to distribute in shops where we can reach dog owners.

We will provide an update on campaign performance in August.



Sir Howard Morrison Centre Campaigns

Sir Howard Morrison Centre Meetings Opening Ceremony

The Sir Howard Morrison Centre hosted the **2024 Meetings** opening ceremony consisting of a pōhiri and welcome performance by Te Whare Tapere o Te Awara. To celebrate this occasion, we created a [video](#) highlighting the pōhiri from Ngāti Whakaue and the spectacular aerial performance where the nine stars of Matariki came to life. We also photographed the event to use in future marketing campaigns and collateral to promote the range of offerings at the Sir Howard Morrison Centre.

We supported the Business Events team by creating a high-quality 'Hire our Spaces' booklet to distribute to the conference delegates to showcase the range of spaces available to hire.



SHMC Digital Communications Report

Performance Comparisons for 1 – 25 June 2024 (vs 1 – 25 May 2024):

Website	Users	Bounce rate (average)	Pageviews (average)	Session duration (average)
SHMC	3,143	40.28%	7,439 ↑	2m 39s ↑

While the number of website users is down, average session duration and page views are significantly up. The bounce rate has decreased by 5.8%, indicating that visitors who do engage find the content more compelling and are spending more time exploring it.

Banff Mountain Film Festival drew a large number of users to the SHMC website, resulting in 600 tickets sold which is excellent for a film screening.

Performance Comparisons for 1 – 25 June 2024 (vs 1 – 25 May 2024):

E-newsletter	Subscriber	Open rate	Click rate
1-25 June	3,902 ↑	39%	2.6% ↑

↑ Significantly up from previous month ↓ Significantly down from previous month

Our calendar continues to get busier with new shows and we have a lot of requests from promoters to send spotlight eDMs. This means an entire e-newsletter is dedicated to one show, as opposed to a combination of events. This has its advantages (clear messaging, strong call to action and engaged audience) but also has drawbacks (some shows have very niche appeal - won't resonate with our entire database and frequency issues - it might lead to subscriber fatigue, causing recipients to ignore or unsubscribe from future emails).

We combatted this by capping spotlight eDMs at 1 per week and suggesting promoters use the Ticketmaster database, Rotorua Nui and Facebook ads so we don't overwhelm our subscriber base.

Month	Page	Followers	New Followers	Posts	Post Reach	Post Impressions	Avg. Engagement Rate
1-25 June	SHMC Facebook	3,135	41 ↑	14	23,470	15,818	4.7%
	SHMC Instagram	660	13	28	5,525 ↑	9,354 ↑	9.38%

Facebook reach and impressions have stayed at a similar level compared to the previous reporting period despite slightly reduced posting frequency.

The [post](#) about welcoming attendees to MEETINGS 2024 performed exceptionally well, particularly the reel version on Instagram which was played 7,628 times and generated 290 likes with 94.3% of the video plays from non-followers. The RLC Instagram page was added as a collaborator for this reel, which meant it also appeared in the RLC feed, therefore reaching a wider audience.

Events and Venues Campaigns

Rotorua Nui

Social media campaigns for events happening in June:

The 2024 Matariki Memorial Video was published at dawn on 25 June, paying tribute to nearly 80 loved ones who have passed in the last year. We normally receive a very high engagement rate for this annual video post (which is shared across many of the RLC social channels). Will provide stats in next report.

Rotorua Nui Digital Communications Report

Performance Comparisons for 1 – 25 June 2024 (vs 1 – 25 May 2024):

Month	Website	Users	Bounce rate (average)	Pageviews (average)	Session duration (average)
1-25 June	Rotorua Nui	4,692 ↑	18.39% ↓	18,151 ↑	2m 49s ↑

Traffic came primarily from Google (1,694) and Facebook (1,326) sources during June. We saw a large increase in users in June the majority of these were visiting Matariki related events. Despite seeing a large increase in our users (4,692 in June vs 2,223 in May), it's good to see the average session duration had a slight increase, indicating that despite more people visiting the site they remained engaged for a decent duration (2m 49s).

E-newsletter	Subscribers	Open rate	Click rate
Rotorua Nui - March	12,348	22.4% ↑	1.9%
Rotorua Nui - April	12,360	22.8%	2.5% ↑
Rotorua Nui - May	12,177 ↓	24.4% ↑	1.9% ↓
Rotorua Nui - June	12,172	26.5% ↑	2.3% ↑

Month	Page	Follower s	New Followe rs	Posts	Post Reach	Post Impress ions	Avg. Engage ment Rate
1-31 May	Rotorua Nui Facebook	14,171	27	17	23,667	51,130	4.52%
	Rotorua Nui Instagram	1,391	13	10	1,036	2,440	5.81%
1-25 June	Rotorua Nui Facebook	14,235	64 ↑	12	28,599 ↑	44,272	4.22%
	Rotorua Nui Instagram	1,411	20	8	1,157	2,189	5%

In June, the Rotorua Nui Facebook page brought in a greater number of new followers compared to the previous month. Post reach also improved slightly and while overall impressions were down marginally this is in part due to the June events ad creative performing better this month as it did not need to be served to users at a high frequency to encourage them to take action. The two ads promoting events on this June outperformed the previous Autumn events campaign with a cost per link click of \$0.20 and \$0.08, compared to \$0.30 previously. The two ads combined generated 1,493 link clicks to the Nui website over the course of June.

Engagements, post reach, impressions and new followers all improved on Instagram in June when compared to May. The top performing post for Instagram was a [carousel post](#) promoting various upcoming Matariki events. 40.1% of post reach were due to paid ad placements on the Instagram platform.

Media & Communications

Media Reporting: Top Five Stories for June (Syndicated):

1. Story regarding alleged incident at Tarawera sewerage scheme work site (**18.19 million**). The story appeared in RDP, NZH, TVNZ, NewsTalk ZB, Māori TV, Stuff, RNZ, SunLive, Waikato Times and Scoop.
2. Story on what proposals made it into Rotorua Lakes Council's Long-term Plan (**15.24 million**) appeared in RDP, NZH, One News, Waikato Times, SunLive and Scoop.
3. Story about RLC seeking an injunction to continue work on Tarawera sewerage scheme (**14.49 million**) appeared in RDP, NZH, Stuff, TVNZ, SunLive, Māori TV, and Waikato Times.
4. Story regarding skate park funding being included in Long-term Plan (**11.8 million**) appeared in RDP, NZH, Stuff, Waikato Times, Māori TV and Scoop.
5. Story about RLC elected members voting to contribute more money to sewerage schemes (**6.81 million**) appeared in RDP, NZH, and Waikato Times.

Media Enquiries:

Nine media enquiries were responded to during June. Topics included two roaming dogs attacking and killing another roaming dog and the Long-term Plan.

RLC Digital Communications

Performance Comparisons for 1 – 25 June 2024 (vs 1 – 25 May 2024):

Month	Website	Users	Bounce rate (average)	Pageviews (average)	Session duration (average)
1-25 June	Kōrero mai Let’s Talk	2,055↓	48.4%↑	6,923↓	2m 27s↓

The Long-term Plan continued to drive most of the traffic even though it was less than May (1,193 in June vs 2,121 in May). Google, direct and paid Facebook advertising were our top traffic channels for June.

Performance Comparisons for 1 – 25 June 2024 (vs 1 – 25 May 2024):

Month	Website	Users	Bounce rate (average)	Pageviews (average)	Session duration (average)
1-25 June	RLC website	22,728↓	33.53%↓	72,338↑	3m 25s↑

Users and pageviews continue to remain quite consistent from May along with the average session duration. However, in the list of top pages we can see that the Dog Registration pages has had a significant increase of traffic due to it being the dog registration period.

E-newsletter	Subscribers	Open rate	Click rate
1-25 June	1,655↓	57%↓	16%↑

↑ Significantly up from previous month ↓ Significantly down from previous month

E-pānuī: Across the last 3 newsletters sent in June, we can see that they have continued to perform well above our peers average performance in open rate (approx. 17% for open rate).

After receiving feedback from the Te Kimihanga survey about the e-pānuī, we have implemented design and content changes and launched the new look e-pānuī on 9 July. We will continue to monitor the impact that the new design has, and we hope to see an increase in open and click rates.

[New look E-pānuī launched 9 July](#)

Top clicked links for June

25 June (1,441 recipients):

[Revitalised Rotorua Aquatic Centre officially opens its doors](#) (68 clicks)

11 June (1,448 recipients):

[Long-term Plan Deliberations Day 3](#) (147 clicks)

Social Media Definitions:

Reach	number of unique accounts who saw your content
Impressions	how many times people saw your content, includes one user seeing content multiple times
Engagement rate	number of engagement (reactions + comments + shares) your content got as percentage of your audience (Facebook government benchmark 1.96%)

Rotorua Lakes Council Social Media Performance

Month	Page	Followers	New Followers	Posts	Post Reach	Post Impressions	Avg. Engagement Rate
1-31 May	RLC Facebook	18,559	235	54	118,826	338,014	6.44%
	RLC Instagram	2,791	55	13	23,605	39,012	7.82%
	RLC LinkedIn	5,328	100	12	10,305	16,574	10.3%
1-25 June	RLC Facebook	18,653	94	32 ↓	102,284	214,865 ↓	6.25%
	RLC Instagram	2,816	25	7 ↓	6,420	13,451	5.82%
	RLC LinkedIn	5,402	74	6 ↓	9,984	17,254	17.64% ↑

↑ Significantly up from previous month ↓ Significantly down from previous month

In June, Facebook post reach dropped 13.9% and impressions fell 36.4% to levels comparable to March and April. May was a high-volume month with more posts published than is typical. The top performing post for June was an [Aquatic Centre update](#) announcing the re-opening of the leisure pool, which was played 62,871 times, generating 397 reactions, 95 comments (including on post shares) and 28 shares.

Despite sharing 50% fewer posts in June compared to May, the RLC LinkedIn page achieved similar results in terms of reach and impressions while generating more engagement. Top performing posts included the [announcement](#) of Paul Warbrick’s appointment (6,569 impressions, 52 comments, 210 reactions) and an update on the wastewater treatment plant upgrades (2,713 impressions, 60 reactions). Compared to other councils* we moved up to second for follower growth and to first for total engagements, surpassing Bay of Plenty Regional Council with 780 engagements compared to their 451.

*Similar sized and neighbouring councils consisting of Hastings District Council, BOPRC, Napier City Council, WBOP District Council, Porirua City Council, Whangarei District Council, Taupō District Council, Thames-Coromandel District Council and Whakatāne District Council.

Marketing Research and Other Projects

RLC Accessibility Policy Development – Community Input

We are facilitating research focus groups to support development of this policy, running a survey with the disabled community (those with lived experience and those who work in the sector) for input into policy development. The survey is promoted via social media, posters and flyers and via community networking. Respondents can go in the draw for prizes kindly donated by Te Puia. The survey closes 10 July.

Note that in accordance with the Significance and Engagement Policy, the proposed Accessibility Policy is an RLC Management Policy, rather than a Public Policy therefore public consultation is not a formal requirement, but engaging with the community will inform policy development.

Design and Production Dashboard

The Design and Production team received 110 creative briefs/requests for work from across the organisation in June. Requests included corporate and legislative documentation; signage; digital, web and social campaign assets for projects including Aquatic Centre re-opening and dog registration campaign. Requests also included for video, photo and animation assets.

Briefs/Creative Requests received:	
April	62

Doc ID: 20415601

8

Council
24 July 2024

Briefs/Creative Requests received:

May	84
June	110

6.5 TE ARAWA PARTNERSHIPS - PROGRESS REPORT

Prepared by: Aneta Morgan, Team Lead
Approved by: Andrew Moraes, Chief Executive
Attachments: 1. Te Arawa Partnerships - Progress Report

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Te Arawa Partnerships - Progress Report' be received.

Progress Report



Doc ID: 20405360

To:	Mayor and Members – Council
Meeting Date:	24 July 2024
Group:	Te Arawa Partnerships
Manahautū:	Aneta Morgan - Team Lead, Te Amorangi Unit
Report approved by:	Andrew Moraes, Chief Executive
Components:	Mātauranga Māori; Te Arawa Enablement

Partnering with Te Arawa

Supporting Council to work with Te Arawa

Manahautū, Te Arawa Enablement. We are pleased to advise that the Manahautū role is now filled by Paul Warbrick who is currently with Whakatāne District Council. He will bring with him years of experience in central and local government and we look forward to welcoming him to RLC in late August.

Te Whare Taonga o Te Arawa Wānanga. A wānanga was convened at Paratehoata Marae on 6 June for the purpose of ensuring the redesign of both the building and the exhibitions are closely aligned with Te Arawa values, themes and design considerations. These are outlined in the newly developed iwi narrative guidelines document, *Tātainga Kōrero o Te Arawa - Stories of Te Arawa*.

The wānanga was attended by the diverse group of stakeholders involved in the redesign including Architects DPA; the exhibition design team WorkshopE; Ngāti Whakaue representatives; Toi Māori representatives Karl Leonard and Ruiha Ruwhiu; Te Pūkenga Koeke o te Whare Taonga; Te Arawa researcher Raimona Inia; RLC Design and Production Manager, Sally Smyth; Te Amorangi Unit and the Whare Taonga project team.

During the wānanga Workshop presented the draft exhibition concept design. This marked a significant milestone, the 70% concept design review point, which outlines the quantity, breadth and placement of content. In the transition to the development design phase, the focus will be on refining the concept into detailed designs that marry historical narrative with contemporary architectural aesthetics.

Taking taonga to iwi. Ngāti Tarāwhai hosted a wānanga to share taonga stories. Te Amorangi supported museum staff to bless the taonga before them being transported from museum off-site storage to Ōkātina Lodge where they were exhibited over the long Matariki weekend. These wānanga contribute to the iwi interpretation of the cultural heritage of Te Arawa taonga and add to the museum's body of knowledge.

Te Arawa River Iwi Trust (TARIT) Joint Management Agreement (JMA). This is a co-governance arrangement where the JMA relates to matters concerning the Waikato River within the Rotorua Lakes Council boundary and within the rohe of the Te Arawa River Iwi – Ngāti Tahu-Ngāti Whaoa, Ngāti Kea-Ngāti Tuarā and Tūhourangi. It outlines how the parties work together around monitoring and enforcement functions, matters pertaining to the RMA 1991 and consideration of applications for resource consents. The hui in June was an update on the following: Three waters; Infrastructure strategy; consenting; RMA reforms; Plan Change 9 adoption; the Future Development Strategy; the LTP and Māori wards.

Tūhourangi Protocol. This is the basis for bi-annual hui between Council and the Tūhourangi Tribal Authority. It forms the basis of understanding for collaboration between the Council and Tūhourangi to develop shared views and seek opportunities for joint development in terms of ongoing management decisions for Lake Tarawera, its surroundings and other areas of Tūhourangi interest. The hui held in this period was also an update on the following: Three waters; RMA reforms; Plan Change 9 adoption; the LTP and Māori wards.

Toitu: Iwiview Mapping. Developed by Ben Manley, the internal mapping tool, Iwiview, supports staff to visually understand the iwi groups they should be engaging with in their BAU. Notification and discussions with most iwi groups outlining the Council's intent to publish an online map for use in the public domain is completed. Meetings have been held with Ngāti Kea Ngāti Tuara, Ngāti Rangitihi, Tūhourangi and Ngāti Uenukukōpako. The tool is not conclusive. It still requires guidance and conversations with Te Amorangi Unit.

Review of Te Arawa Partnership Agreement. A Working Party was established to review the Partnership Agreement between Rotorua Lakes Council and Te Arawa (Te Tatau o Te Arawa). The Working Party first convened on 7 July 2023 and has met together over five sessions, with additional workshops and briefings held by the facilitator with each party. Work is progressing on a report to Rotorua Lakes Council and Te Tatau o Te Arawa,. Furthermore, the Working Party is developing a draft Terms of Reference for a Te Arawa 2050 Vision Committee. The ToR will be brought to Council for approval in due course (currently planned for August 2024).

Supporting Te Arawa initiatives

Emergency Management. This month Te Amorangi connected with Tarimano Marae - Ngāti Rangiwewehi to offer support in developing an emergency management plan. Discussions are in the early stages. We will wait to be directed by the marae as to what support they require.

Matariki 2024 - Multicultural Lunch. On 27 June Te Amorangi and Council's Welcoming Communities Coordinator supported delivery of cultural aspects of the Matariki Multi-Cultural Lunch at Te Aka Mauri, a collaboration between RLC, Rotorua Multicultural Society and Te Tatau o Te Arawa Partnership Board who arranged the hāngi meal. It offered traditional Māori cuisine and contributed to community cohesion and understanding of the place of Te Arawa in this community. It was also an opportunity to celebrate cultural diversity while sharing the significance of Matariki with the migrant community of Rotorua. Approximately 120 people attended the event.

Te Amorangi Secondment. This is the final month of a 12-month partial secondment for Ben Manley to Te Taumata o Ngāti Whakaue Iho Ake Trust supporting local curriculum development.

Aquatic Centre. Te Amorangi supported and advised in discussions between Council and Ngāti Kea Ngāti Tuara regarding the re-opening of the upgraded indoor part of the facility, marking completion of Stage 2 of the overall redevelopment project.

Working across Council

Staff Engagement and Training

RLC reo classes - Cohort 2 for 2024 is in full swing with a total of 73 staff currently enrolled in the classes across beginner level 1, 2 and rūmaki/immersion classes.

Leadership Group - Te Amorangi is supporting a leadership working group to develop an action plan for improving employee experience at RLC. This action has come out of a Leadership Team forum discussion.

Rates - Advised/followed-up on various matters for Finance and Customer Services.

Tikanga and Kawa – Cultural Support

Mayoral Welcome for Beppu Shosei High School principal and 36 students on their 13 June visit to Council. Beppu is our sister city in Japan. Western Heights High School was their host school and supported them through the Civic pōhiri.

Consistency in cultural practice across Council. With an increased number of events happening at Council venues there has been a focus on working with our venues and RotoruaNZ to ensure integrity across all cultural practices, in particular the pōhiri and whakatau. This includes facilitation of the following:

BEIA Meetings 2024 Conference. The pōhiri and opening ceremony on 18 June involved coordinating the pōhiri for more than 600 people from across Aotearoa and beyond, with Ngāti Whakau. Te Amorangi also supported rehearsals for the opening ceremony featuring Te Whare Tapere o Te Arawa rangatahi performing arts group and provided opening and closing karakia for the conference event at the EEC on 19-20 June. When cultural protocols are deliberately integrated into events, the results can be impressive and the customer experience enhanced. Some attendees wept because they felt moved by the wairua/spirit of the pōhiri. Some commented they may not have known what was being said, but they could feel it in their hearts.



Carried out mihimihi and karakia to open and close the Citizenship Ceremony on 25 June.

- Providing cultural advice and support to the library team at Te Aka Mauri regarding the whakatau to support the arrival of their new Mātauranga Māori and Engagement Lead in July.
- Supporting the Arts and Culture team with cultural advice for turning of the sod ceremony and mihi to workers to mark the start of the Whare Taonga rebuild on 2 July.
- Continuing to provide cultural advice and support in development of Te Ara Pūrākau app that will be used to assist in telling the cultural narratives for the Lakefront. The focus for this period is on Motutara, the Sulphur Point area.
- Recorded a video commentary for the SHMC submission in the LGNZ Super Local Awards in the Super Collaboration category. This is in relation to partnering with te Arawa and the approach taken to the building design, naming of the spaces and way-finding signage. The outcome of this collaboration has long-lasting benefits to the community.

- Supporting RotoruaNZ to find a local lead to coordinate cultural elements of Ūnga Mai event organised by Regional Tourism NZ as professional development for Regional Tourism Organisations (RTOs).

Other Kaupapa

- Weekly waiata and haka pōhiri classes continue for staff and members of the community
- The 'Waiata Mai' session for the month of June was hosted at Te Aka Mauri (Wed 5 June)

Rotorua Reo Rua

Supported Mayor Tapsell with background for her address to Te Puna Tahua Toa, the International Conference of Indigenous Accountants, regarding te reo Māori revitalisation in Rotorua.

Also provided support with a mihi for her speeches to open this conference and the Iwi Māori Partnership Board's National Conference which are both being held at council venues in July.

Translation and Reo Requests:

- Translation of new item headings to add to the Council Agenda
- Completed translation for the Rotorua Aquatic Centre's wayfinding signage.
- Named the community survey for RLC's Accessibility Policy – Te Ara Wātea - The Unencumbered Pathway – Accessible to all
- Translations for the for LTP
- New job title translations

6.6 PROCEDURAL MOTION - PROPOSED RESERVE LEASE FOR THE SPRINGFIELD GOLF COURSE**RECOMMENDATION**

- 2. That the Council approve a new lease for the land comprising the Springfield golf course to the Springfield Golf Club Incorporated for a term of 33 years.**
- 3. That the Council agree to the inclusion of an alternative use clause in the draft lease that allows the lease to be terminated, with three years written notice during the first three years of the lease and 12 months' notice thereafter, if it is determined that following appropriate public consultation the land is required for an alternative use.**
- 4. That the Council agree to the inclusion of a compensation clause in the draft lease that should the lease be terminated in accordance with the alternative use clause, there will be a requirement for Council to compensate the lessee for the fair value of any investments in the Golf Course, subject to that infrastructure having been previously agreed to buy Council.**
- 5. That the Council note that the rental valuation reflects the inclusion of the alternative use clause.**

7 HE WHAKATAUNGA KIA HOKI ATU TE ARONGA O TE HUI HAI HUI TŪMATAWHĀNUI – RESOLUTION TO MOVE INTO PUBLIC EXCLUDED (TO CONSIDER AND ADOPT CONFIDENTIAL ITEMS)

PUBLIC EXCLUDED

1. Exclusion of the Public
2. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

RECOMMENDATION		
That Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:		
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.1 - Confidential Minutes of the Council Meeting held on 26 June 2024	Please refer to the relevant clause/s in the open meeting minutes.	Good reason for withholding exists under Section 48(1)(a).
7.2 - Confidential Minutes of the Council Meeting held on 3 July 2024	Please refer to the relevant clause/s in the open meeting minutes.	Good reason for withholding exists under Section 48(1)(a).
7.3 - Appointment of Board Member for Council Controlled Organisation	<p>Protect the privacy of natural persons, including that of deceased natural persons.</p> <p>Maintain effective conduct of public affairs through free and frank expression of opinions by or between or to members or officers or employees of any local authority in the course of their duty.</p>	<p>Section 48(1)(a) Section 7(2)(a)</p> <p>Section 48(1)(a) Section 7(2)(f)(i)</p>

8 TE KARAKIA WHAKAMUTUNGA – CLOSING KARAKIA

Kia whakairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Kia turuki whakataha ai

Hāumi e. Hui e. Tāiki e!

Restrictions are moved aside

So the pathway is clear

To return to every day activities

To return to every day activities

Allied, enriched, unified, and blessed