



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

# Kaupapataka Agenda

## NOTICE OF A MEETING OF COUNCIL

**Date:** Wednesday 27 November 2024

**Time:** 9:30 am

**Venue:** Council Chamber

### MEMBERSHIP

**Chair**

Mayor Tapsell

**Members**

Cr Barker

Cr Kai Fong

Cr Kereopa

Cr Brown

Cr Lee

Cr O'Brien

Cr Maxwell

Cr Paterson

Cr Waru

Cr Wang

**Quorum**

6

**Andrew Moraes  
Chief Executive**

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

<b>Type of Committee</b>	Council Committee
<b>Subordinate to</b>	N/A
<b>Subordinate Committees</b>	<ul style="list-style-type: none"> <li>• District Licencing Committee</li> <li>• Audit and Risk Committee</li> </ul>
<b>Legislative Basis</b>	Schedule 7 s30 (1) (A), Local Government Act 2002 Committee delegated powers by the Council as per Schedule 7, S32, Local Government Act 2002
<b>Purpose</b>	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.
<b>Reference</b>	01-15-016
<b>Membership</b>	Mayor (Chair) Deputy Mayor (Deputy Chair) All elected members
<b>Quorum</b>	6
<b>Meeting frequency</b>	Monthly
<b>Delegations</b>	<ul style="list-style-type: none"> <li>• the power to make a rate</li> <li>• the power to make a bylaw</li> <li>• the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-term Plan</li> <li>• the power to adopt a long-term plan, annual plan, or annual report</li> <li>• the power to appoint a chief executive</li> <li>• 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</li> <li>• the power to adopt a remuneration and employment policy</li> <li>• the power to set and support strategies in measures related to emergency matters.</li> <li>• 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.</li> </ul> <p>Additional responsibilities retained by the Council committee:</p> <ul style="list-style-type: none"> <li>• Advise and support the mayor on the development of the long-term plan and annual plans</li> <li>• Approval of long-term plan or annual plan consultation documents, and supporting information and consultation process prior to consultation</li> <li>• Approval of a draft bylaw prior to consultation</li> </ul>

	<ul style="list-style-type: none"> <li>• Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of the electoral officer</li> <li>• Adoption of, and amendment to the Committee Terms of Reference, Standing Orders and Code of Conduct</li> <li>• Relationships with the Te Tatau o te Arawa board, including the funding agreement</li> <li>• Monitor the overall financial management and performance of the council</li> <li>• Make financial decisions required outside of the annual plan budgeting processes</li> <li>• Approve the council’s insurance strategy and annual insurance placement for Council</li> <li>• Write-offs</li> <li>• Acquisition of property in accordance with the Long-term Plan</li> <li>• Disposals in accordance with the Long-term Plan</li> <li>• Review the Chief Executive’s performance annually and establish performance targets for each year</li> <li>• 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.</li> </ul>
<b>Relevant Statutes</b>	All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.
<b>Limits to Delegations</b>	Powers that cannot be delegated to committees a per the Local Government Act 2002 Schedule 7 S32.

## Order of Business

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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 ORDINARY COUNCIL MEETING HELD ON 23 OCTOBER 2024**

**RECOMMENDATION**

- 1. That the minutes of the Ordinary Council Meeting held 23 October 2024 be confirmed as a true and correct record.**

# Minutes (Draft)

Council meeting  
held Wednesday 23 October 2024 at 9:30 am  
Council Chamber, Rotorua Lakes Council

- MEMBERS PRESENT: Mayor Tapsell (Chair)  
Cr Barker, Cr Lee, Cr Maxwell, Cr Kai Fong, Cr Brown, Cr O'Brien,  
Cr Paterson, Cr Waru
- APOLOGIES: Cr Wang,  
Cr Kereopa (via zoom) and Cr Paterson for lateness  
(Cr Kereopa did not join the meeting)
- STAFF PRESENT: J-P Gaston, Acting Chief Executive /Group Manager, Community and  
District Development;  
T Collé, Group Manager, Corporate Services;  
S Michael, Group Manager, Infrastructure and Environmental Solutions;  
P Warbrick, Manahautū, Te Arawa Hourua;  
G Kieck, Manager, Corporate Strategy and Planning;  
D Jensen, Director of Finance;  
K Panapa, Director, Thriving Communities;  
R Dunn, Senior Governance & Democracy Advisor;  
I Tiriana, Manager, Communications, Marketing and Communications;  
G Konara, Governance & Democracy Advisor.

The meeting opened at 9.31am.

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

## 1 KARAKIA WHAKAPUAKI – OPENING KARAKIA

Cr Kai Fong opened the meeting with a Karakia.

## 2 NGĀ WHAKAPĀHA – APOLOGIES

### RESOLVED C 24/10-071

Moved: Cr Kai Fong

Seconded: Cr Barker

1. That the apologies from Cr Wang be accepted.
2. That the apologies from Cr Kereopa & Cr Paterson for lateness be accepted.

CARRIED

**3 WHAKAPUAKITANGA WHAIPĀNGA – DECLARATIONS OF INTEREST**

Nil.

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

- Cr Lee noted that the Bay of Plenty Steamers have qualified for the finals and suggested that the Council send them well wishes for the game. Mayor Tapsell acknowledged the suggestion.
- Cr O’Brien raised a minor matter and requested information on a possible application for a Corrections facility in Waikite. The Chair requested the acting Chief Executive to provide an update later in the meeting.

Cr Paterson joined the meeting at 9.35am.

**5 TE WHAKAŪ I NGĀ MENETI – CONFIRMATION OF MINUTES****5.1 MINUTES OF THE COUNCIL MEETINGS HELD IN SEPTEMBER 2024****RESOLVED C 24/10-072**

Moved: Cr Waru

Seconded: Cr Kai Fong

- 1. That the minutes of the Ordinary Council Confidential Meeting held 18 September 2024 be confirmed as a true and correct record.**
- 2. That the minutes of Emergency Council Meeting held 18 September 2024 be confirmed as a true and correct record.**
- 3. That the minutes of Council Hearing held 18 September 2024 be confirmed as a true and correct record.**
- 4. That the minutes of the Ordinary Council Meeting held 25 September 2024 be confirmed as a true and correct record.**

**CARRIED**



**6 TE PAPA KŌRERO MŌ TE TŪMATAWHĀNUI – PUBLIC FORUM**

Following speakers presented on:-

- Jared Adams – Council’s use of social media
- Tracie Thornborough - Freedom Camping

**7 HE PUKA INOI TŪMATAWHĀNUI – PUBLIC PETITIONS**

Nil.

**8 NGĀ WHAKAMŌHIOTANGA MŌTINI – NOTICES OF MOTION**

Nil.

**9 NGĀ TĀPAETANGA – PRESENTATIONS****9.1 PRESENTATION FROM YOUTH COUNCIL**

Youth Council spoke to a presentation titled “Rotorua Youth Council – End of Year Presentation” (ECM - 20969963).

**10 PŪRONGO KAIMAHI – STAFF REPORTS****10.1 FINANCIAL UPDATE - SEPTEMBER 2024****RESOLVED C 24/10-073**

Moved: Cr Waru

Seconded: Cr O'Brien

- 1. That the report ‘Financial Update - September 2024’ be received.**

**CARRIED**

Thomas Collé and David Jensen overviewed the report and spoke to a presentation titled “Financial Update – September 2024” (ECM - 20969957).

**10.2 YOUTH COUNCIL END OF YEAR REPORT - 2024****RESOLVED C 24/10-074**

Moved: Cr Barker

Seconded: Cr Paterson

- 1. That the report 'Youth Council end of year report - 2024' be received.**
- 2. That the 'Youth Council -Youth Engagement Strategy' be received.**

**CARRIED**

Kelly-Anne Panapa overviewed the report and spoke to a presentation titled "Rotorua Youth Council – 2024 End of Year Report" (ECM – 20969922).

**Action Points**

- Cr Lee requested information on "National Youth Plan" and a link to the information is to be circulated to Councillors.
- Cr Waru asked for a meeting with Councillors and Youth Council could be arranged before the end of the year.

**10.3 UPDATE ON LONG -TERM PLAN OTHER FEEDBACK****RESOLVED C 24/10-075**

Moved: Cr Waru

Seconded: Cr O'Brien

- 1. That the report 'Update on Long -term Plan Other Feedback' be received.**

**CARRIED**

Greg Kieck overviewed the report.

**Action Points**

- Cr Paterson requested following information;
  1. The site plan of Titoki Place
  2. Other interested parties to the site at Titoki Place other than Kahukura Rugby and Sports Club.
  3. Possibility of a facility for Rotorua Basketball Association at the Titoki Place site.
  4. Further information on the progress of the Ōhinemutu Development Plan.
- Cr Waru requested information on the following;
  1. The names of the two marae mentioned under Tūhourangi Tribal Authority's request for infrastructure repair and upgrade.
  2. The parties who are engaged with the Ōhinemutu Development Plan from council's side and also from Ōhinemutu.

**10.4 ADOPTION OF MODIFIED ROTORUANZ STATEMENT OF INTENT****RESOLVED C 24/10-076**

Moved: Cr O'Brien

Seconded: Cr Waru

1. **That the report 'Adoption of Modified RotoruaNZ Statement of Intent' be received.**

**CARRIED***Note: RotoruaNZ Statement of Intent - ECM – 20965734.*

Jean-Paul Gaston overviewed the report.

**RESOLVED C 24/10-077**

Moved: Cr Kai Fong

Seconded: Cr Waru

2. **That the Council receives the modified SOI for RotoruaNZ for the 2024/25 financial year, which reflects the inclusion of:**
  - **Major events funding allocation/strategy delivery**
  - **Economic Development**
  - **Commercial venues operations (Performing Arts Centre and EEC)**

**CARRIED**

**10.5 TE ARAWA PARTNERSHIPS PROGRESS REPORT****RESOLVED C 24/10-078**

Moved: Cr O'Brien  
Seconded: Cr Waru

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

**CARRIED**

Paul Warbrick overviewed the report.

**Action Points**

- Cr Lee requested information on the land gifted to the crown by Te Arawa in 1880 for the establishment of Rotorua Township.

The Chair ruled to discuss the minor matter raised by Cr O'Brien and requested the acting Chief Executive - Jean-Paul Gaston to provide an update.

Mr Gaston provided the following information:-

- Council has received a RMA resource consent application for a Corrections activity in Waikite area.
- Council is legally required to process the application under RMA and District Plan rules.
- The process of assessment of application is underway.
- The community is aware of the application.
- Councillors will be advised of the next steps of the process.

**11 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)**

The Chair advised that the only matter in the public excluded session is to adopt the confidential minutes of the previous meetings held in September 2024 and if there are no corrections or discussion required there is no requirement to move into Public Excluded.

**11.1 CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD IN SEPTEMBER 2024**

**RESOLVED C 24/10-079**

Moved: Cr O'Brien

Seconded: Cr Waru

- 1. That the confidential minutes of the Ordinary Council Confidential Meeting held 18 September 2024 be confirmed as a true and correct record.**
- 2. That the confidential minutes of the Emergency Council Meeting held 18 September 2024 be confirmed as a true and correct record.**
- 3. That the confidential minutes of the Ordinary Council Meeting held 25 September 2024 be confirmed as a true and correct record.**

**CARRIED**

**12 TE KARAKIA WHAKAMUTUNGA – CLOSING KARAKIA**

Cr Kai Fong closed the meeting with a karakia.

Cr Kereopa did not join the meeting.

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The Meeting closed at 11.22am

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To be confirmed at the Council meeting on 27 November 2024.

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

**5.2 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 30 OCTOBER 2024**

**RECOMMENDATION**

- 1. That the minutes of the Ordinary Council Meeting held 30 October 2024 be confirmed as a true and correct record.**

# Minutes (Draft)

Council Meeting  
held Wednesday 30 October 2024 at 9:30 am  
Council Chamber, Rotorua Lakes Council

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

APOLOGIES: Cr Waru  
Cr Paterson for lateness

STAFF PRESENT: J-P Gaston, Acting Chief Executive /Group Manager, Community and  
District Development;  
T Collé, Group Manager, Corporate Services;  
G Kieck, Manager, Corporate Strategy and Planning;  
D Jensen, Director of Finance;  
D Cossar, Governance & Democracy Lead;  
R Dunn, Senior Governance & Democracy Advisor;  
I Tiriana, Manager, Communications, Marketing and Communications;  
G Konara, Governance & Democracy Advisor.

The meeting opened at 9.30am.

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

## 1 KARAKIA WHAKAPUAKI – OPENING KARAKIA

Cr Kai Fong opened the meeting with a Karakia.

## 2 NGĀ WHAKAPĀHA – APOLOGIES

### RESOLVED C 24/10-072

Moved: Cr Kai Fong  
Seconded: Cr O'Brien

1. That the apologies from Cr Waru be accepted.

CARRIED

**3 WHAKAPUAKITANGA WHAIPĀNGA – DECLARATIONS OF INTEREST**

Nil.

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

Nil.

**5 NGĀ TĀPAETANGA – PRESENTATIONS**

Nil.

The Chair noted that the meeting will be adjourned till 2pm under standing order 4.1 and requested Thomas Collé to provide an update for the reason for adjournment.

Mr Collé noted that Audit New Zealand’s final review of the Annual Report over the weekend has identified a historical adjustment to the group financials and deferred tax relating to the airport. Staff have worked on the adjustments and have submitted to Audit New Zealand for clearance. Audit New Zealand have requested additional time today to undertake a final review before they issue clearance.

<b>6 RESOLUTION TO ADJOURN THE MEETING UNDER STANDING ORDER 4.1</b>
<p><b>RESOLVED C 24/10-073</b></p> <p>Moved: Mayor Tapsell Seconded: Cr Barker</p> <p><b>1. That the meeting is adjourned till 2pm to meet the requirements of Audit New Zealand’s final review of the Annual Report.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>

The meeting adjourned at 9.34am till 2pm.

The meeting resumed at 2.04pm.

The Chair noted that she received apologies from Cr Paterson for lateness this morning.

The Chair advised that the meeting will be adjourned till 4pm tomorrow as Audit New Zealand have requested more time.



**7 RESOLUTION TO ADJOURN THE MEETING UNDER STANDING ORDER 4.1****RESOLVED C 24/10-074**

Moved: Mayor Tapsell

Seconded: Cr Wang

- 1. That this meeting is adjourned and will be reconvened at 4pm on Thursday, 31st October 2024.**

**CARRIED**

The meeting adjourned at 2.06pm to be reconvened at 4pm on Thursday 31<sup>st</sup> October 2024.

# Minutes (Draft)

## Council Meeting

Reconvened on Thursday, 31 October 2024 at 4pm

Council Chamber, Rotorua Lakes Council

- MEMBERS PRESENT: Mayor Tapsell (Chair)  
Cr Barker, Cr Lee, Cr Maxwell, Cr Kai Fong, Cr Brown, Cr O'Brien,  
Cr Paterson, Cr Wang, Cr Waru and Cr Kereopa (via zoom)
- APOLOGIES: Nil
- IN ATTENDANCE: M Garrett, Chair - Audit and Risk Committee (via zoom);  
D Walker, Director - Audit New Zealand (via zoom);  
W Goslett, Manager - Audit New Zealand (via zoom);  
S Ali, Senior Auditor - Audit New Zealand (via zoom).
- STAFF PRESENT: J-P Gaston, Acting Chief Executive /Group Manager, Community and  
District Development;  
T Collé, Group Manager, Corporate Services;  
G Kieck, Manager, Corporate Strategy and Planning;  
D Jensen, Director of Finance;  
D Cossar, Governance & Democracy Lead;  
R Dunn, Senior Governance & Democracy Advisor;  
I Tiriana, Manager, Communications, Marketing and Communications;  
G Konara, Governance & Democracy Advisor.

The meeting resumed at 4.02pm.

### 8 NGĀ WHAKAPĀHA – APOLOGIES

Nil.

## 9 PŪRONGO KAIMAHI – STAFF REPORTS

## 9.1 ADOPTION OF THE 2023/24 ANNUAL REPORT

**RESOLVED C 24/10-075**

Moved: Cr Waru

Seconded: Cr O'Brien

**HE TŪTOHUNGA  
RECOMMENDATION**

1. That the report 'Adoption of the 2023/24 Annual Report' be received.

**CARRIED**

Thomas Collé overviewed the report.

Cr Maxwell joined the meeting at 4.05pm.

Mr David Walker, Director - Audit New Zealand overviewed the report and the process via zoom. Mr Walker acknowledged council staff for their hard work in completing the process to meet the statutory deadline. He noted that the council has received a clean audit opinion.

**RESOLVED C 24/10-076**

Moved: Mayor Tapsell

Seconded: Cr Wang

2. That the Council resolves to adopt the Annual Report and the Audited Summary for the Rotorua Lakes Council for the year ended 30 June 2024.
3. That the Mayor and Chief Executive be authorised to sign the Letter of Representation and Statement of Compliance section of the Annual Report.
4. That the Chief Executive be authorised to make minor editorial changes, if any, as agreed with Council's auditors.

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

Against: Cr Lee

Abstained: Cr Paterson

**CARRIED 9/1**

**Action Points**

- Cr Paterson requested the cost for “Let’s Talk” platform.
- The pages of the Long-term Plan which has this council’s vision and key priorities are to be circulated to Cr Lee.

**10 TE KARAKIA WHAKAMUTUNGA – CLOSING KARAKIA**

Cr Paterson closed the meeting with a karakia.

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The Meeting closed at 4.36pm

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To be confirmed at the Council meeting on 27 November 2024.

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

**6 TE PAPA KŌRERO MŌ TE TŪMATAWHĀNUI – PUBLIC FORUM**

The Council has set aside time for members of the public to speak in the public forum at the commencement of each Council meeting.

**7 HE PUKA INOI TŪMATAWHĀNUI – PUBLIC PETITIONS**

Nil.

**8 NGĀ WHAKAMŌHIOTANGA MŌTINI – NOTICES OF MOTION**

Nil.

**9 NGĀ TĀPAETANGA – PRESENTATIONS**

Nil.

**10 PŪRONGO KAIMAHI – STAFF REPORTS****10.1 FINANCIAL UPDATE - OCTOBER 2024**

**Doc ID:** 20959138  
**Prepared by:** David Jensen, Director of Finance  
**Approved by:** Thomas Collé, Chief Financial Officer  
**Attachments:** Nil.

**1. TE PŪTAKE  
PURPOSE**

The purpose of the report is to provide information on Council's financial performance for the four months ended 31 October 2024.

**HE TŪTOHUNGA  
RECOMMENDATION**

- 1. That the report 'Financial Update - October 2024' be received.**

**2. TE TĀHUHU  
BACKGROUND**

This report covers Council's core operating position as at 31 October 2024, as well as the impact of capital subsidies and development contribution revenue.

Rate revenue is tracking favourably against budget due to lower approved remissions year to date and additional lump sum rate revenue related to the Rotoiti/Rotoma wastewater scheme. Core user fee revenues are on budget however challenges remain within the Sir Howard Morrison Performing Arts Centre, Energy Events Centre which have been transferred to RotoruaNZ as at 31 October 2024.

Operating expenses are also tracking largely to budget, with utilities above budget due to the temporary generator requirements for the Energy Events Centre.

Council's capital expenditure is currently behind the year to date budget at the end of the first financial quarter. The rate of capital expenditure is expected to increase as we exit the winter months and into more favourable construction weather.

### 3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

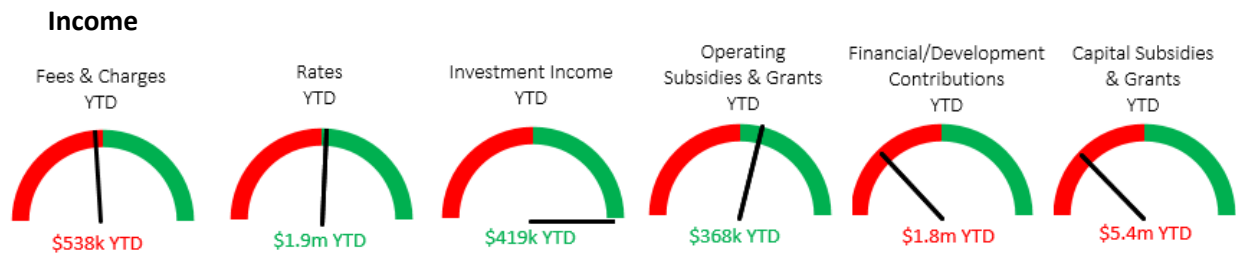
#### Financial Position as at 31 October 2024

Council has a positive operating variance of \$2.0m as at 31 October 2024, primarily related to strong rate revenue year to date.

Within the overall \$5.2m year-to-date variance shown for October, \$5.4m relates to the receipt of subsidies attached to capital projects and \$1.8m relates to lower development contributions year-to-date, offset by a \$2.0m operating surplus year-to-date.

#### Year to Date Financial Performance

Figures in \$000's	Actual	Budget	Variance - Favorable / (Unfavorable)
<b>Income</b>			
Fees & Charges	7,140	7,677	(538)
Rates	73,595	71,706	1,888
Investment Income	619	200	419
Development & Financial Contributions	1,596	3,352	(1,756)
Subsidies & Grants - Capital	4,779	10,217	(5,438)
Subsidies & Grants - Operational	2,417	2,049	368
<b>Total Income</b>	<b>90,146</b>	<b>95,202</b>	<b>(5,056)</b>
<b>Opex</b>			
Administration Expense	1,522	1,363	(159)
Finance Cost	99	68	(31)
Maintenance	565	680	114
Operating Expenses	26,354	26,634	281
Staff Costs	13,504	13,580	76
Utilities	1,265	1,061	(205)
Depreciation	14,901	14,901	
Interest Cost	6,551	6,362	(189)
<b>Total Opex</b>	<b>64,762</b>	<b>64,649</b>	<b>(113)</b>
<b>Total Operating Surplus / (Deficit)</b>	<b>25,383</b>	<b>30,553</b>	<b>(5,169)</b>

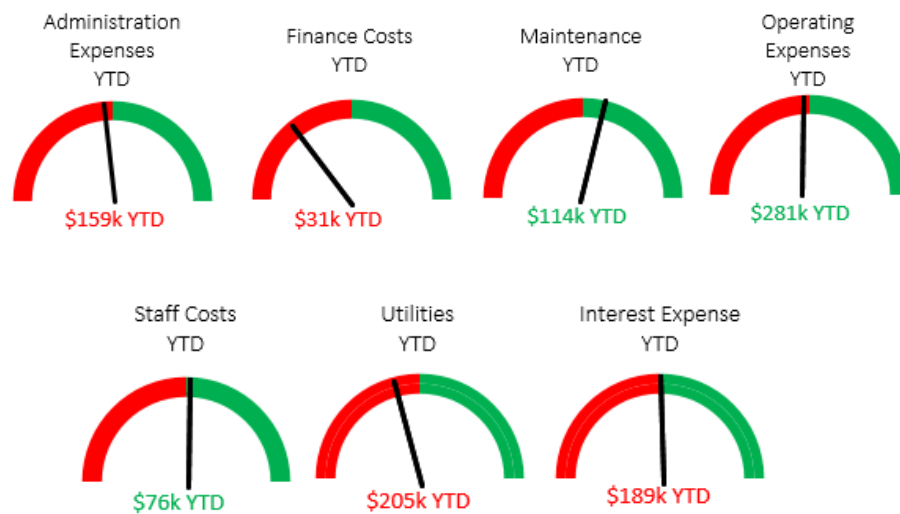


Total Income is tracking unfavourably to budget, with a \$5.1m negative variance to budget. This primarily relates to Capital Grants and Subsidies.

- Fees and charges are direct charges to customers for specific Council services. Council's core fees and charges are \$538k behind year-to-date budget, driven primarily by the Energy Events Centre and Sir Howard Morrison Centre cost centres which have now transferred to RotoruaNZ. These activities are offset by higher user fee revenue in Building Services and Wastewater.
- Rate revenue is \$1.9m higher than year-to-date budget due to lower than budgeted remissions year to date and additional ratepayers paying the Rotoiti/Rotoma Wastewater Capital Rate as a lump sum.
- Investment income is revenue received by Council through dividends, and also interest received on term deposits. Investment Income is \$419k ahead of year-to-date budget due to Council pre-funding a future debt maturity and placing funds on term deposit at a rate more favourable than the debt servicing.
- Operating Subsidies and Grants are funds provided from external parties towards Council's operating expenditure. Operating Subsidies and Grants are \$368k ahead of year-to-date budget.
- Financial and Development Contributions is revenue paid by developers towards the capital costs required to enable their development. Financial and Development Contributions are \$1.8m behind of year-to-date budget.
- Capital Subsidies and Grants are funds provided by external parties towards Council's capital projects. Capital Subsidies and Grants are \$5.4m behind year-to-date budget due to the timing of completion of capital works, especially relating to subsidised transport and IAF Stormwater projects.



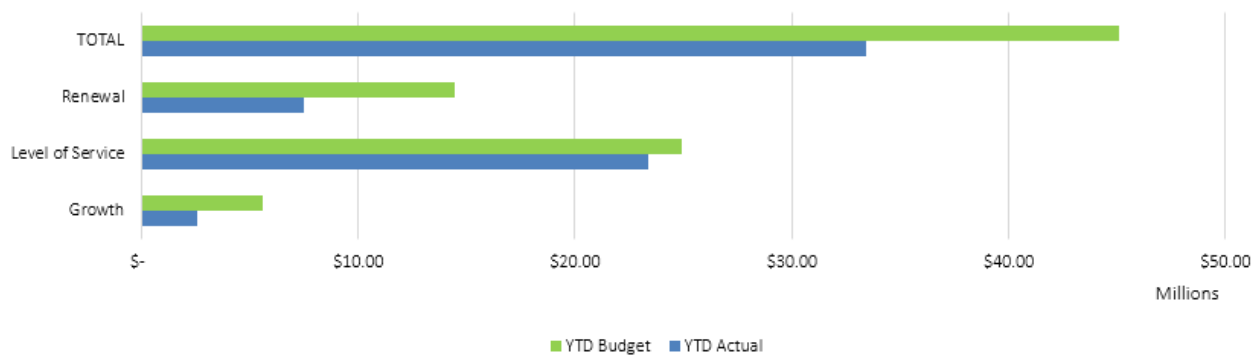
### Operating Expenses



Operating Expenses are tracking to budget, with a \$24k negative variance to budget.

- Administration Expenses cover the day-to-day running expenses of Council. Administration Expenses are \$159k ahead of year-to-date budget.
- Finance Costs are the fees payable on banking facilities and debt management. Finance Costs are \$31k over budget year-to-date due to the timing of bank and debt recovery fees.
- Maintenance expenses are the budget provided for planned and reactive maintenance of Council buildings. Maintenance is \$114k under budget year-to-date due primarily to the seasonality of when money is spent on Council buildings and lower demand for reactive maintenance.
- Operating expenses are the costs directly associated with the delivery of Council's operational services. Core operating Expenses are \$281k lower than year-to-date budget.
- Staff costs cover the salaries and wages of Council employees. Staff Costs were \$76k lower than budget as at 31 October 2024.
- Utilities cover the water, power and gas expenses involved in Council operations. Utilities were \$205k over budget as at 31 October 2024 due to the temporary generator requirements for the Energy Events Centre.
- Interest Expense is the external interest payable to Council's lenders. Interest expense is currently \$189k higher than year to date budget due to the timing of interest payable but is forecast to be on budget at year end as loans on higher rates mature.

### Capital Expenses



As at 31 October 2024, Council had spent \$33.4m against the full year budget of \$133.5m.

Renewals expenditure is behind budget primarily due to the lower year to date spend on transport renewals, expected to occur later within the financial year.

Level of Service expenditure is largely on budget due to year-to-date expenditure on the Museum project and wastewater projects.

Expenditure on key projects YTD is as follows:

- (i) Wastewater Treatment Plant Upgrade: \$7.5m. Council is engaging in a multi-year project to upgrade major Wastewater Treatment Plant infrastructure with works continuing through 2024/25.
- (ii) Rotorua Museum: \$6.8m. The project has commenced and the building is being wrapped to allow all weather construction access.
- (iii) Stormwater IAF Funded Projects: \$3.3m. Work continues and a variation to the full year programme is pending approval by Central Government.

#### 4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

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

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

There are no community input/engagement and publicity issues associated with this report.

**6. HE WHAIWHAKAARO  
CONSIDERATIONS**

**6.1. Mahere Pūtea  
Financial/Budget Considerations**

There are no financial/budget issues associated with this report.

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

There are no policy or planning considerations associated with this report.

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

There are no Tāngata Whenua considerations associated with this report.

**6.4. Tūraru  
Risks**

There are no risks associated with this report.

**6.5. Te Whaimana  
Authority**

This report is presented to Council in accordance with the Delegated Financial Authority policy.

**10.2 SCHEDULE OF MEETINGS - 1 JANUARY 2025 TO 31 OCTOBER 2025**

**Doc ID:** 21013913  
**Prepared by:** Dayla Taljaard, Democracy and Governance Co-Ordinator  
**Approved by:** Greg Kieck, Manager, Governance, Strategy & Compliance  
**Attachments:** 1. Proposed Schedule of Meetings - 1 January 2025 to 31 October 2025 (under separate cover)

**1. TE PŪTAKE  
PURPOSE**

The purpose of this report is to propose a schedule of meetings for Council and Committees for the period 1 January 2025 to 31 October 2025.

**HE TŪTOHUNGA  
RECOMMENDATION**

1. That the report 'Schedule of Meetings - 1 January 2025 to 31 October 2025' be received.

2. That the Council resolves to adopt the schedule of meetings for the period 1 January 2025 to 31 October 2025.

**2. TE TĀHUHU  
BACKGROUND**

The Chief Executive must give notice in writing to each member of the time and place of a meeting as required by the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meeting Act 1987 (LGOIMA). If a local authority adopts a schedule of meetings, the schedule may cover any future period that the local authority considers appropriate and may be amended. Notification of the schedule, or any amendment, constitutes a notification of every meeting. The approval of a meetings calendar also provides the ability for councillors, the executive team and leadership team to structure future issues for decision-making. The calendar also ensures that statutory timeframes are met in terms of adoption of annual plans, annual reports etc.

### **3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS**

It is proposed that Council continues with a monthly cycle for the following reasons:

- Better coordination with financial reporting cycles.
- Management of agendas to ensure appropriate timeframes are met.

For consistency, it is proposed that all meetings will commence (unless otherwise advised) at 9:30am:

- Council Meetings.
- Council Committee Meetings.

The Draft schedule of meetings is reflective of Local Government Elections in October 2025.

### **4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE**

The decision does not prompt consideration of Council's Significance & Engagement Policy.

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

Council is required to publicly notify all its meetings. Dates and times of meetings are on the Council's website and are advertised in the local newspaper. The notification period is that meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of every month.

### **6. HE WHAIWHAKAARO CONSIDERATIONS**

#### **6.1. Mahere Pūtea Financial/Budget Considerations**

Not applicable.

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

Not applicable.

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

Not applicable.

#### **6.4. Tūraru Risks**

There are no major risks associated with the decisions or matters.

**6.5. Te Whaimana  
Authority**

The Governance team are responsible for the notification of the schedule of meetings and the public notices required leading up to each meeting round.

**11 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:

<b>RECOMMENDATION</b>		
<b>1. That Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:</b>		
<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>11.1 - Adoption of Museum Exhibition Steering Group TOR</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
<b>Consideration has been given to public interest in this matter and officers’ advice is that the above reason for confidentiality outweighs the public interest in this matter</b>		

**12 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