



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

Kaupapataka Agenda

NOTICE OF A MEETING OF COUNCIL

Date: Wednesday 30 April 2025

Time: 9:30 am

Venue: Council Chamber

MEMBERSHIP

Chair

Mayor Tapsell

Members

Cr Kai Fong (Deputy Chair)

Cr Barker

Cr Kereopa

Cr Lee

Cr Waru

Cr Maxwell

Cr Brown

Cr O'Brien

Cr Paterson

Cr Wang

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 • Approval of a draft bylaw prior to consultation

	<ul style="list-style-type: none"> • 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.

3. The reason why the item is not on the agenda; and
4. 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 HEARING HELD ON 24 MARCH 2025

RECOMMENDATION

1. That the minutes of the Council Hearing held 24 March 2025 be confirmed as a true and correct record.

5.2 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 MARCH 2025

RECOMMENDATION

1. That the minutes of the Ordinary Council Meeting held 26 March 2025 be confirmed as a true and correct record.

5.3 MINUTES OF THE COUNCIL HEARING HELD ON 10 & 11 APRIL 2025

RECOMMENDATION

1. That the minutes of the Council Hearing held 10 & 11 April 2025 be confirmed as a true and correct record.

Note: The draft minutes of the above hearings and the meeting are distributed separately.

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 ROTOITI/ROTOMĀ REGULATORY PROCESS HEARING

Doc ID: 21243917

Prepared by: Gerhardus Mostert, Senior Project Manager - Infrastructure Networks Performance

Approved by: Stavros Michael, Group Manager, Infrastructure and Assets

Attachments:

1. Summary of Process to enforce connection to a reticulated network
2. Rotoiti/Rotomā - First Notice Pursuant S181(2) of LGA 2022

1. TE PŪTAKE PURPOSE

The purpose of this report is to provide objectors the opportunity to be heard regarding connection to the Rotoiti/Rotomā Sewerage Scheme as outlined under section 181 and Schedule 12 (1)(d) of the Local Government Act 2002.

HE TŪTOHUNGA RECOMMENDATION

1. That the report 'Rotoiti/Rotomā Regulatory Process Hearing' be received.

2. TE TĀHUHU BACKGROUND

Both the Bay of Plenty Regional Council and the Rotorua Lakes Council are dedicated to protecting our lakes for future generations, and the Rotoiti and Rotomā wastewater reticulation scheme is a crucial part of this commitment. Some properties around Lakes Rotoiti and Rotomā currently use outdated on-site effluent treatment systems, which negatively impact the lake and community. These systems also limit future property development and require ongoing maintenance by the owners to bring them to a compliant standard.

Reticulation has been identified as the most practical and efficient way to manage wastewater and mitigate community health and environmental contamination risks. With reticulation now available, existing on-site effluent systems without a resource consent will no longer be permitted under the Bay of Plenty Regional Council's Onsite Effluent Treatment Regional Plan (OSET Plan).

The Rotoiti and Rotomā wastewater reticulation scheme is now 90% complete. However, 2 properties in Rotomā and 15 properties in Rotoiti, have so far refused to connect to the new system. As a result, Council is initiating the regulatory process, notice under Section 181 of the Local Government Act 2002 Schedule 12, referenced in Section 181(3)(b), requiring Rotorua Lakes Council to notify owners and provide an opportunity to object through a hearing process.

Official communication was sent to all owners and occupiers on 31st March 2025 (attached), which includes an opportunity for these property owners to have a hearing. Objectors will have the opportunity to speak in support of their objections, and the proposed works will be reconsidered in light of these objections and amended or reconfirmed as appropriate.

List of property owners:

1. Rotomā Sewerage Scheme

No	Property Owner
1	Mark Ryan
2	Jannah Mitchell & Marion Ferris

2. Rotoiti Sewerage Scheme

No	Property Owner
1	Susan & John La Roche & Susan La Roche Family Trust
2	Trustees Executors Ltd & Christopher & Noelene Laird & Laird Family Trust
3	Mabel Kingi & Toka Michael Kingi Estate
4	Brett McCready
5	John Lawless
6	John Lawless
7	Helen Brooking & Samuel Bruce Brooking Estate
8	Geoffrey Van Deursen & William Jacobson
9	Puti Hammond
10	Daniel and Kalcie Kelly-Mather
11	Robert White
12	Church 180 Charitable Trust Incorporated
13	David Watts & Shannon Watts
14	Paul Delaney
15	Patricia Raston

Attachment 1

Summary of Process to enforce connection to a reticulated network

Purpose

The document outlines the processes available to the Council to enforce landowner connections to reticulated wastewater schemes, aiming to prevent water quality degradation in lakes.

Key Points

1. Legal Frameworks:

- a. **Local Government Act 1974 (LGA 1974):** Section 459 allows the Council to require landowners to connect to public drains and recover costs if the landowner fails to comply.
- b. **Local Government Act 2002 (LGA 2002):** Section 181 provides an alternative procedure where the Council can carry out necessary works at its own cost, with a process for landowner objections.
- c. **Resource Management Act 1991 (RMA):** Allows for abatement notices and enforcement orders to ensure compliance with environmental regulations.

2. Section 459 of LGA 1974:

- a. Applies to connections to public drains, including wastewater and stormwater.
- b. Specifies the types of works required, such as constructing private drains and installing pre-treatment systems.
- c. Details the process for the Council to complete works and recover costs if landowners do not comply.

3. Section 181 of LGA 2002:

- a. Allows the Council to construct necessary works on private land at its own cost.
- b. Includes a procedure for landowner objections and appeals to the District Court.

4. Enforcement under the RMA:

- a. Abatement notices and enforcement orders can be used to enforce compliance with environmental regulations.
- b. Requires site-specific assessments to determine if current on-site wastewater treatment systems are non-compliant or causing adverse environmental effects.

5. OSET Plan:

- a. Specifies conditions for the use of wastewater systems in the Rotorua Lakes Catchments.
- b. Requires resource consents for on-site septic tanks after specified dates.

6. Appropriate Process:

- a. The Council must consider the appropriate process for each property, potentially using Section 459 of LGA 1974 or Section 181 of LGA 2002 if the BOPRC is not enforcing the OSET Plan.

7. Communication with Landowners:

- a. Letters to landowners should be specific to the property and outline the required works and processes.
- b. Include formal notices under the relevant statutory provisions and next steps if no agreement is reached.

1 of 1

Attachment 2



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

Notice Pursuant to section 181(2) of the Local Government Act 2002

Doc ID: 21209089

31 March 2025

Postal Address Line 1 / Physical Address Line 1

Postal Address Line 2 / Physical Address Line 2

Postal Address Line 3 / Physical Address Line 3

To: The Registered Property Owner of Physical Address.**And to:** The Occupier of Physical Address.**Property:** Land Area. Legal Description. Record of Title: XXXXX.

Dear Registered Property Owner / Occupier,

Rotoiti and Rotomā Onsite Treatment System Installation (Biolytix OWTS)

This letter is a joint communication from the Rotorua Lakes and Bay of Plenty Regional Councils. Both Councils are dedicated to protecting our lakes for future generations, and the Rotoiti and Rotomā wastewater reticulation scheme is a crucial part of this commitment.

We understand that some property owners may have reservations about this initiative. Many properties around Lakes Rotoiti and Rotomā currently use outdated on-site effluent treatment systems, which negatively impact the lake and community. These systems also limit future property development and require ongoing maintenance by the owners to bring them to a compliant standard.

The Councils support reticulation as the most practical and efficient way to manage wastewater and mitigate community health and environmental contamination risks. With reticulation now available, existing on-site effluent systems without a resource consent will no longer be permitted under the Bay of Plenty Regional Council's Onsite Effluent Treatment Regional Plan (OSET Plan). **Non-compliance with the OSET Plan will be actively managed and continued non-compliance will result in enforcement action.** Rotorua Lakes Council may also undertake connections and recover costs from landowners if necessary. However, enforcement is not the preferred option.

Local Government Act 2002: Notice by Rotorua Lakes Council:

Section 181 of the Local Government Act 2002 requires Rotorua Lakes Council to give formal notice to owners and occupiers **before commencing works**. This letter and the attached plan serve as formal notice under section 181 of the LGA 2002:

Schedule 12, referenced in Section 181(3)(b):

1) For the purposes of section 181(3)(b), the requirements are as follows:

- a) a description of the works, accompanied by a plan (in the case of any works to be constructed), showing how they affect any land or building, must be deposited for public inspection at a place within the district in which the works are to be undertaken:

Civic Centre
1061 Haupapa Street
DX Box JX10503
Rotorua 3046
New Zealand

+64 7 348 4199

info@rotorualc.nz

rotorualakescouncil.nz

Attachment 2

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- b) *the territorial authority must give notice in writing of the intention to construct the works (referring to a plan and description of the works and where the plan and description can be viewed)—*
 - i) *to the occupier of the land or building unless there is no occupier or, after all reasonable steps have been taken, the occupier cannot be found; and*
 - ii) *to the owner if known:*
- c) *however, if there is a change of occupier, it is not necessary to give notice to any subsequent occupier before the work is done:*
- d) *if, within 1 month after the notice is given, the occupier or owner serves on the territorial authority a written objection to the proposed works, the territorial authority must—*
 - i) *appoint a day for hearing the objection; and*
 - ii) *give to the objector reasonable notice of the day, time, and place of hearing so as to enable the objector to attend the hearing:*
- e) *the territorial authority must hold a meeting on the day appointed, and may, after hearing any person making any objection, if present, determine—*
 - i) *to abandon the works proposed; or*
 - ii) *to proceed with the works proposed, with or without any alterations that the territorial authority thinks fit.*

Objecting to the proposed installation: Conditions of constructing or undertaking works on private land without the owner's consent.

As the owner or occupier, you have the right to object to the proposed work **within the next 30 days** of receiving this notice. Please submit objections in writing to Rotorua Lakes Council, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046, or email Gerhardus.Mostert@rotorualc.nz, clearly stating the nature of your objection.

If objections cannot be resolved, a hearing has been set with Council on **30 April 2025 at 9:30am**. Objectors will have the opportunity to speak in support of their objection. The proposed works will be reconsidered in light of objections and amended or reconfirmed as appropriate.

Project details:

Rotorua Lakes Council is installing reticulated sewerage infrastructure to replace septic tanks for East Rotoiti and Rotomā communities. This notice pertains to the proposed installation of facilities within the Property to connect to a new sewerage main.

Proposed works:

Reference attached Locality Plan.

Installation of Septic system (Biolytix or STEP)
Installation of a pressure discharge line
Installation of a power cable and alarm panel
Decommissioning of the current septic tank
Restoration of affected land, including re-grassing

Attachment 2

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Council with the agreement of the property owner will temporarily occupy the property to perform the works, using suitable workmen, vehicles, and machinery. Fulton Hogan is the contractor engaged for the works.

Local Government Act 1974:

Section 459 Council may require owners of land in certain cases to provide private drains:

- 1) *In respect of any land or building within the district, the council may, subject to sections 283 and 294(9) and to subsection (7), by notice in writing, require the owner thereof to do all or any of the following things:*
 - e) *to connect or disconnect any existing or new private drain with or from any water closet, urinal, bath, sink, grease trap, or other sanitary appliance:*
 - f) *to execute, provide, and do generally any works, materials, and things which in the opinion of the council are necessary or expedient for the efficient drainage of the premises and every part thereof.*
- 2) *The council may, in the exercise of the powers conferred upon it by subsection (1), instead of requiring several owners each to provide, construct, and lay a private drain, and to connect that private drain with any public drain, or watercourse, or the sea as provided in that subsection, require those owners—*
 - b) *severally to provide, construct, and lay a private drain from the land or building of which each is the owner, and to connect that private drain with the common private drain.*
- 4) *Every notice under this section shall specify the works, materials, and things to be executed, provided, or done thereunder, and the public drain or watercourse with which any private drain is required to be connected, and shall limit a time within which the works, materials, and things shall be so executed, provided, and done.*
- 5) *The foregoing powers shall, among other things, enable the council to require any owner of premises to cause any pollutant and any water that does not contain any pollutant to be drained respectively by sewerage drains and stormwater drains to separate outfalls: provided that the council shall not in any such notice require any pollutant to be drained into any open drain.*
- 6) *If the owner fails to do any work specified in the notice and as therein directed, the council may, if it thinks fit, cause the work to be done, and may recover from him the costs and expenses of the work together with 10% of those costs and expenses for supervision by the officers or agents of the council, and interest at a rate per annum, as fixed by the council, on the total sum until payment thereof. Where any work done by the council pursuant to this subsection is on account of several owners, the council may apportion the total amount as aforesaid between those owners, and the amount so apportioned to each such owner shall be the amount recoverable from him.*

Agreeing to the Installation:

If you have no objection, please confirm in writing, email Gerhardus.Mostert@rotorualc.nz to arrange an onsite meeting to discuss the installation area and sign off on the Locality Plan for the Building Consent.

We believe every property owner plays a vital role in protecting the lake's health and our community. Upgrading to the modern and reliable Biolytix OWTS will help ensure the best possible wastewater disposal systems and contribute to improved lake water quality.

Attachment 2

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We understand that change can be challenging, but we are here to help. Gerhard Mostert, the Engineer's Representative for the installation work, is available to answer any questions and assist with arrangements. Please contact Gerhard Mostert at Gerhardus.Mostert@rotorualc.nz, **within the next 30 days.**

Thank you for your time and consideration. We look forward to working together to protect our beautiful lake for future generations.

Yours faithfully,



Stavros Michael
Group Manager, Infrastructure & Assets
Rotorua Lakes Council



Matthew Harrex
Acting General Manager, Regulatory Services
Bay of Plenty Regional Council

10.2 DELIBERATIONS ON PROPOSED DISPOSAL OF RANGINUI STREET RESERVE

Doc ID: 21207863

Prepared by: Rob Pitkethley, Manager - Active and Engaged Communities

Approved by: Alex Wilson, Group Manager Community Experience

Attachments:

1. Map showing Ranginui Street Reserve
2. Ranginui Street Reserve Submission Catalogue (Redacted) (under separate cover)

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is to seek the Council's approval to dispose of the land between 21 and 23 Ranginui Street, Ngongotahā.

The method of disposal is not addressed in this report and subject to Council's decision, will be covered in a subsequent report, outlining options for disposal.

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Deliberations on Proposed Disposal of Ranginui Street Reserve' be received.

2. That the Council notes that following approval from the Infrastructure and Environment Committee, public consultation on the proposed disposal of Ranginui Street Reserve, as is required by Section 138 of the Local Government Act 2002, occurred in February/March 2025.

3. That the Council take into consideration the submissions from the public consultation as part of their decision-making process on the proposed disposal.

4. That the Council approves the disposal of the land between 21 and 23 Ranginui Street, Ngongotahā.

5. That the Council notes that, subject to Council approving the disposal of the land between 21 and 23 Ranginui Street, a decision on how the land would be disposed of would be made by full Council at a later Council meeting.

2. TE TĀHUHU BACKGROUND

The Council owns the property between 21 and 23 Ranginui Street, Ngongotahā, known as Ranginui Street Reserve (as shown on the plan included as Attachment 1). The land is held as fee simple and is not subject to the Reserves Act 1977. At the 5 February 2025 Council Meeting the land was confirmed to be surplus to Council requirements.

Ranginui Street Reserve is included in the Rotorua Urban Reserves Management Plan 2006 (RMP) as a Neighbourhood Reserve. For the Ranginui Street Reserve, the RMP states “that an investigation be undertaken in order to determine whether this reserve is necessary for the Council’s reserves needs or whether it is surplus to requirement and that if it is then it is to be considered for disposal.” This report presents the outcome of community consultation on the question of disposal and seeks Council’s agreement to dispose.

Land status and acquisition history

Both Ranginui Street Reserve and Ranginui Utility Reserve (located directly across the road) are held as one land title (Waiteti 2A1A2A5 33 Block and Waiteti 2A1A2A5 23 Block) being 2,661m². In considering this proposal, the Council obtained a land status report to gain clarification around the history of the previous ownership of the land and how Council acquired the land.

The parent block, Waiteti 2A12A5 was originally vested in Ranginui Whakaue Hikairo on 11 May 1955. The land was subsequently subdivided into 46 sections for whānau members. Section 33 (Ranginui Street Reserve) and Section 23 (Ranginui Utility Reserve) were vested in Pakeke Heketoro Leonard in order to on-vest to Council dated 29 November 1955. Sections 33 and Section 23 were transferred from Pakeke Heketoro Leonard to the Rotorua County Council on 17 August 1962. No monetary consideration was stipulated in the transfer documentation at that time.

Notwithstanding the current title noting the land purpose as “Recreation Reserve”, no evidence has been found following acquisition to confirm the land was formally set aside as a reserve.

From the record, the land appears to have been vested into Council as reserve contribution. No reserve contribution obligation existed for Māori Freehold Land at the time of transfer of the property when the subdivision was undertaken. The land status report states that, “despite no statutory obligation to offer the land back, Council may wish to consider this as there is no evidence to support that it was acquired for monetary consideration or in lieu of a reserve contribution”.

The land status report outlines the former owner of the property at the time of acquisition to be Ranginui Whakaue Hikairo (also known as Ranginui Leonard), even with the land being vested to Pakeke Heketoro Leonard to on-vest to Council.

Public consultation

At their meeting on 5 February 2025, the Infrastructure and Environment Committee declared the land as surplus to Council requirements and agreed to undertake public consultation, pursuant to section 138 of the Local Government Act, on the proposed disposal of Ranginui Street Reserve.

Consultation with the community was initiated via Letters delivered to nearby residents, Council’s Lets Talk – Kōrero Mai online engagement tool and Council’s social media channels. The period for receiving submissions was open from Friday 7 February to Monday 10 March 2025.

A total of 107 submissions were received, with 96 submissions in support of the proposed disposal, 10 submissions opposed, and 1 neutral submission. The full catalogue of submissions is included in Attachment 2.

If the Council's decision is to approve the disposal of the land known as Ranginui Street Reserve, the method of disposal will be decided at a later Council meeting. This paper will include a qualitative analysis of submitters views around different disposal methods.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

Ranginui Street Reserve has been declared surplus to Council requirements.

Rotorua Urban Reserves Management Plan notes that an investigation should be undertaken in order to determine whether this reserve is surplus to Council's services requirement and that if it is then it is to be considered for disposal.

Ranginui Street Reserve is not held as reserve subject to the Reserves Act 1977 and therefore the process outlined in the Reserves Act for the revocation and disposal of a reserve is not applicable.

However, a decision to consider disposing of the reserve triggers section 138 of the Local Government Act 2002 which requires a local authority to consult on any proposal to dispose of a park or part of a park (including granting a lease for more than six months). A park is defined in this instance as land acquired or used principally for community, recreational, environmental, cultural, or spiritual purposes but does not include land held under the Reserves Act.

A summary of submissions has been provided in Table One below, including a summary of key points and staff response. The submissions have been categorised into supporting, neutral or opposing positions based on the comments submitters have made.

When analysing submissions, staff noticed 8 submissions where submitters provided conflicting information between how they answered, 'Do you support the proposed disposal?' and their submission comments.

In 7 submissions submitters answered 'No' to supporting the proposed disposal, however their comments implied they were supportive of the disposal subject to how the land was disposed of. A further one submitter, who answered 'Yes' to supporting the disposal, however their comment implied they wanted the land to be retained as a reserve within Council. These submissions have been included in the submission numbers and have been underlined in Table One for reference.

Table One: Summary of Submissions – Proposed Land Disposal of Ranginui Street Reserve

Position	No. of submissions	Sub. ref #	Staff comments
Submissions in support of the proposed disposal	96	#1, 2, 5, <u>6</u> , 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 25, 26, <u>28</u> , 31, 32, 33, 34, 35, 36, 37, 38, 39, <u>40</u> , <u>41</u> , 42, <u>43</u> , 44, 45, 46, 47, 48, 49, 50, 51, <u>52</u> , 55, 56, 57, <u>58</u> , 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107	<p>Most submissions (89.72%) were supportive of the proposed land disposal.</p> <p>Submitters provided a wide range of comments with most outlining their view on how the land should be disposed of.</p> <p>A small number of submissions also commented on the land being unutilised at present and noted the larger utility reserve across the road (which is to be retained) in their comments.</p>
Submissions opposed to the proposed disposal	10	#3, 4, 7, 21, 24, 27, 29, 30, <u>53</u> , 54	Submissions opposed to the proposed disposal (9.35%) included comments that land is hard to acquire, that the land could be retained and either developed or leased, or outlined concerns over Council's process.
Neutral submissions /other points	1	#91	One neutral submission (0.93%) stated they are neither for or opposed to the disposal, but noted concerns around drainage for nearby properties should the land be, at some stage, developed. Staff are investigating the submitters comments around drainage and mitigation options, if appropriate.

Council is invited to consider the following options:

Option 1: To dispose of the land.

Council approves the disposal of the land between 21 and 23 Ranginui Street, known as Ranginui Street Reserve.

Next steps: A further paper would be bought back to the Council for a final decision on how the land between 21 and 23 Ranginui Street would be disposed of.

Option 2: To retain the land.

Council opts not to dispose of the land between 21 and 23 Ranginui Street, known as Ranginui Street Reserve. The Council retains the land and continues undertaking maintenance mowing of the area as it does currently. On going maintenance liability.

Next steps: No further steps would be taken.

Option 1 is the preferred option due to limited reserve value and the clear support for disposal from the public.

If Option 1 is progressed, a further paper would be bought back to the Council for a final decision on how the land between 21 and 23 Ranginui Street disposed of. The paper would include options and a recommendation on the method of disposal.

As per the Council's Property Disposal Policy, only full Council has authority to approve the disposal of Council owned land.

4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

The decisions or matters in this report are considered to be of low significance in accordance with the Council's Significance and Engagement Policy.

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

Public consultation in accordance with section 138 of the Local Government Act 2002, is required to dispose of a of a park or part of a park (including granting a lease for more than six months). Consultation with the community was subsequently undertaken from Friday 7 February to Monday 10 March 2025.

This consultation has been undertaken and a total of 107 submissions were received. The full catalogue of submissions is included as Attachment 2.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

The Council incurs ongoing costs from grass mowing and general maintenance of approximately \$8150 per year.

The costs to date of this process totals \$13,070.25 from obtaining the Land Status Report (\$12,570.25) and a Market Valuation (\$500).

Both Ranginui Street Reserve and Ranginui Utility Reserve are held as one land title (Waiteti 2A1A2A5 33 Block and Waiteti 2A1A2A5 23 Block) being 2,661m². A disposal of Ranginui Street Reserve (810m²) would require a subdivision of this single land title to be completed to create two separate land titles. Estimated costs of the subdivision process required to separate the land parcels onto individual titles would be between \$15,000 to \$18,000. This excludes the Council Application, Plan Approval and Certification Fee, which would be dealt with internally.

Council staff obtained a market valuation from an independent registered valuer for the 810m² area of Ranginui Street Reserve proposed for disposal. The market valuation of the land as at 4 March 2025 was \$300,000 including GST.

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

The decisions in this report are consistent with the Council's Property Disposal Policy.

The Reserves Act 1977 does not apply to this land.

The land was not obtained under the Public Works Act 1981.

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

The whānau of Heketoro and Ranginui Leonard identified this parcel of land several years ago as being historically significant to their descendants and wider whānau, and have signalled their wish to have the land returned to them. This process with the associated consultation has identified the tāngata whenua views and overall impacts of the proposed land disposal.

The process undertaken to date satisfies our relationship responsibilities and obligations to iwi, hapu and whanau.

This process also aligns with Council's Long-term Plan as one of Council's nine key outcomes: Ngā Wawata o Te Tangata Whenua – Mana whenua/tāngata whenua aspirations.

6.4. Tūraru Risks

There are no significant risks associated with the decision to dispose or retain this reserve land as part of this report, however should Council agree to dispose of the reserve, risks relating to the method of disposal will be detailed more fully in the subsequent Council report.

6.5. Te Whaimana Authority

The Council is delegated to consider the matters and recommendations in this report.

As per the Council's Property Disposal Policy, only full Council has authority to approve the disposal of Council owned land. Full Council may also resolve to delegate to the Chief Executive authority to negotiate and finalise the disposal of Council owned land.

Map showing Ranginui Street Reserve, Ngongotaha



 Ranginui Street Reserve – land proposed for disposal

10.3 HOUSING AND BUSINESS DEVELOPMENT CAPACITY ASSESSMENT (HBA) 2024

Doc ID:	21206852
Prepared by:	Damon Mathfield, Manager Spatial & Policy Planning; Housing, Growth & Partnerships
Approved by:	Andrew Moraes, Chief Executive
Attachments:	1. Housing Bottom Lines for inclusion in the District Plan 2. Housing and Business Development Capacity Assessment 2024 Summary Document 3. Housing and Business Development Capacity Assessment 2024 Update -Main Report (under separate cover)

**1. TE PŪTAKE
PURPOSE**

Under the National Policy Statement for Urban Development¹ (NPS-UD) 2020, updated 2022, Council is required to undertake a Housing and Business Development Capacity Assessment (HBA). This assessment is to ensure that local authorities provide at least sufficient development capacity to meet demand for housing and business land and have a robust and frequently updated information on the supply and demand for housing and business land. The purpose of this report is to request that Council adopt the updated HBA 2024.

As a Tier 2² territorial authority, Rotorua Lakes Council ('RLC' and/ or 'the Council') is required to ensure there is sufficient housing and business development capacity in the short (3 years), medium (10 years) and long-term (30 years). The NPS-UD has a further requirement for local authorities to notify the Minister for the Environment if there is insufficient development capacity. This policy has been included to alert central government to potential constraints on development capacity. The NPS-UD further requires local authorities to update/ replace the Housing Bottom Lines in the District Plan and request that they are updated in the Bay of Plenty Regional Council's (BoPRC) Regional Policy Statement (RPS).

The report provides a brief overview of the housing and business capacity analysis and an assessment of capacity sufficiency. The report then addresses whether RLC is meeting its development capacity sufficiency requirements³ and outlines the Housing Bottom Lines to replace the current bottom lines in the RLC'S District Plan and BoPRC's RPS. These revised Housing Bottom Lines are to be approved by Council and further to this approval, Council needs to adopt the HBA.

¹ The NPS-UD sets out objectives and policies for urban development under the Resource Management Act 1991. Councils must give effect to these objectives and policies

² Rotorua is a Tier 2 local authority along with seven other Councils. All of New Zealand's local councils are divided into three tiers informed by population size and growth rates. This is so the most directive policies are targeted towards the largest and fastest growing urban centres, where the greatest benefits will be realised.

³ the amount of development capacity that is sufficient to meet expected housing demand (plus a competitiveness margin) over the short to medium term and long term

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Housing and Business Development Capacity Assessment (HBA) 2024' be received.
 2. That the "Housing and Business Development Capacity Assessment 2024 -Summary Document (Attachment 2)" be received.
 3. That the "Housing and Business Development Capacity Assessment 2024 - Main Report (Attachment 3)" be received.
-
4. That Council adopts the Housing and Business Development Capacity Assessment 2024 -Main Report, in Attachment 3.
 5. That Council approves the replacement⁴ of the current Housing Bottom Lines in the District Plan with the revised Housing Bottom Lines and associated wording in Attachment 1.

**2. TE TĀHUHU
BACKGROUND**

Tier 1 and 2 local authorities need to prepare HBAs every three years, to ensure their planning decisions are well-informed by the demand and supply of housing and business land. This will mean planning is based on evidence, and that local authorities understand their development market. HBAs are thus intended to help inform Local Government Act 2002 long-term plans, future development strategies and RMA planning documents.

RLC developed its first (original) HBA in 2021 and in line with the NPS-UD requirements has updated its HBA in 2024. Both the original HBA and the 2024 update were developed by Market Economics Research and Consulting (ME). The key focus of the report is to meet the requirements of the NPS-UD by providing an assessment of the sufficiency of capacity to meet the District's future growth needs. Parts of the HBA 2024 report is structured as an update to the original 2021 report referring to changes that have occurred between 2020⁵ and 2023⁶.

The Housing Bottom Lines, HBA Summary Document and 2024 HBA Main Report are included as Attachment 1, 2 and 3 to this report respectively.

⁴ Noting that there is no need for a schedule 1 plan change process to amend the District Plan in this regard

⁵ the base year of the HBA 2021

⁶ the base year of the new HBA 2024

The NPS-UD requires that following adoption of the HBA, Council undertakes a number of additional steps. These are as follows:

1. Identify any insufficient development capacity, and its cause, and notify⁷ the Minister for the Environment of the insufficiency
2. Incorporate Housing Bottom Lines- (see attachment 1) into the District Plan without the need for a schedule 1 process.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

3.1 The Residential Assessment

(See Attachment 2 for a more detailed summary)

3.1.1 Capacity Analysis

In relation to housing demand, Attachment 1 reflects the new Housing Bottom Lines (2024) for the Rotorua urban environment for the short, medium and long term. The bottom lines that only slightly differ⁸ from those in the previous HBA (2021), are driven by Council's preferred medium growth projections (reflecting housing demand). As required⁹ these projections include a competitiveness margin to allow for a competitive housing market. Total growth is therefore 9,100 homes in the long term.

Housing supply refers to the number and type of houses available. Since the last HBA (2021) attached dwellings have accounted for an increased share of new dwellings due to greater household acceptance of this housing typology, in line with changing household needs, and the gradual ability of developers to produce attached dwellings at an increasingly lower overall cost. Despite this change affordability pressures remain at the lower end of Rotorua's housing market and the number of people on the social housing register since the previous HBA (2021) has increased by almost two thirds.

PC9 has however substantially increased the development opportunity- (through increased plan enabled capacity) across nearly all of Rotorua's urban environment. It enables a greater range of dwelling typologies and sizes across most locations, increasing both the number of parcels with further development potential and the potential dwelling yields on these parcels. Plan enabled capacity further substantially increases in the long-term with the addition of sizeable greenfield areas through the FDS.

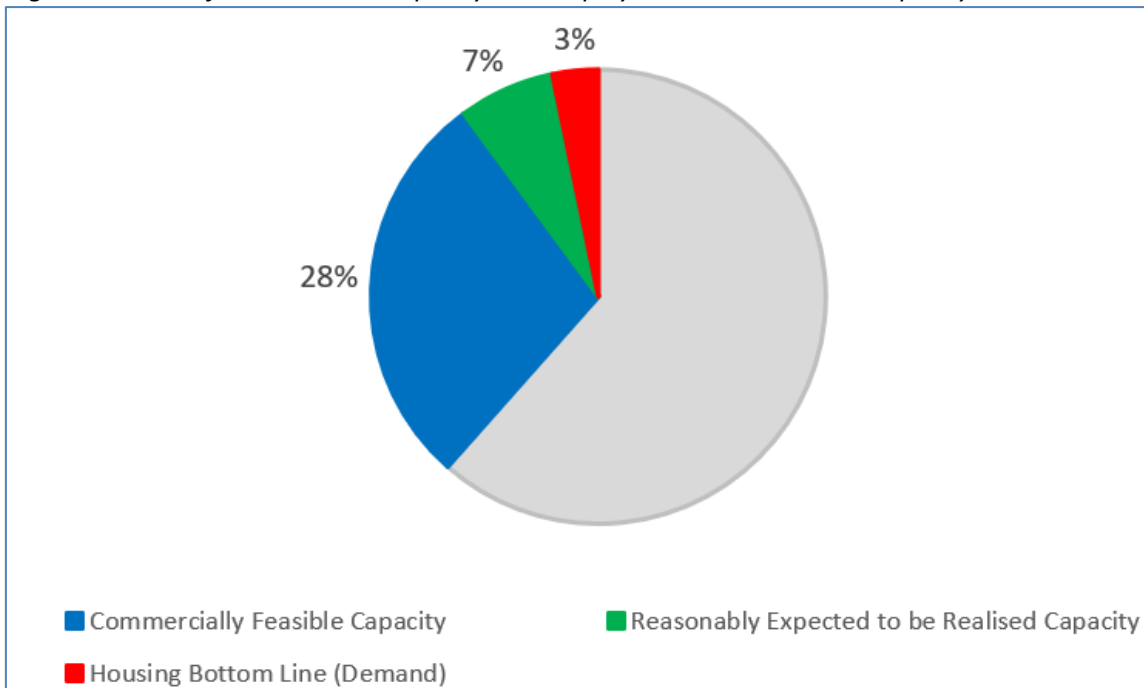
The increased development opportunity has also increased Rotorua's feasible capacity from that of the previous HBA (2021). Higher potential dwelling yields increase the feasibility of redeveloping sites through increasing the returns to developers and increasing alignment with a greater range of market demand. To conclude there is a significant amount of capacity enabled by the operative District Plan, however less than 30% of that capacity is commercially feasible and only 7% of the plan enabled capacity is expected to be realised in the long term (See figure 1).

⁷ In order to alert central government to potential constraints on development capacity

⁸ Previous HBA (2021) Housing Bottom Lines- Short Term- 3,560, Medium Term- 6,240 and Long Term- 9,740 homes

⁹ the NPS-UD 2020, updated 2022 requires that a competitiveness margin of 20% in the short and medium term and 15% in the long-term be added to projected demand for assessing capacity requirements in Tier 1 and Tier 2 urban environments

Figure 1: Share of Plan Enabled Capacity taken up by Demand and other Capacity Dimensions



It is important to note that although the housing capacity that is reasonably expected to be realised¹⁰ is only 7%, it is more than double the projected demand (housing bottom lines), which is 3% of the total plan enabled capacity.

3.1.2 Capacity Sufficiency Results

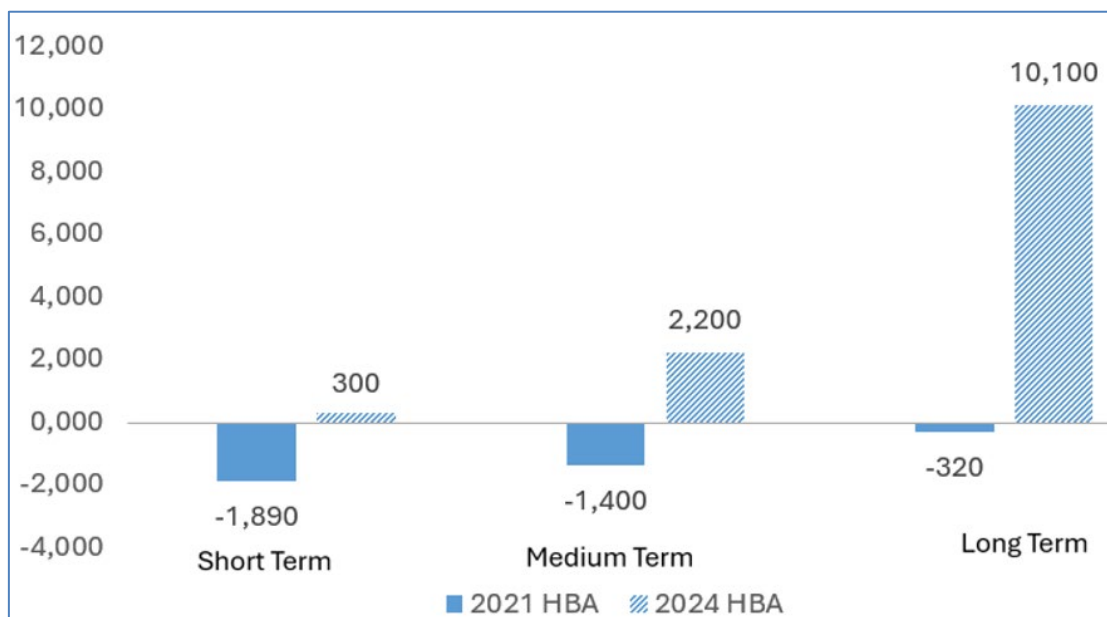
In contrast to the 2021 HBA that projected capacity shortfalls, the 2024 HBA projects capacity surpluses across all time periods with the surpluses becoming substantially larger through time (see figure 2).

In this regard the 2024 HBA identifies that Rotorua has an overall:

- **Surplus of 300 – 1,600 dwellings in the short term**, due to the expansion of infrastructure networks in greenfield areas. Through plan change 9 there is also higher enabled yields in these areas, and an increased plan enabled development surplus opportunity within existing urban areas. However, there are some areas of shortfall in higher density typologies due to limited commercial feasibility where the market is small and not yet established. There are also some indications of a shortfall in the central urban area due to the absence of greenfield capacity in this location.
- **Surplus of 2,200 – 5,200 dwellings in the medium term**. The projected capacity surpluses become larger in the medium term due to further infrastructure network expansion in greenfield areas and continued development within the existing urban area. Shortfalls in higher density typologies and in the central urban area however remain, due to limited feasibility for higher density dwellings and greenfield opportunities, instead occurring in other locations.
- **Surplus of 10,100 – 24,700 dwellings in the long term**. The overall projected capacity surpluses are projected to increase further in the long-term due to additional greenfield capacity provided under the Future Development Strategy (FDS) and continued intensification within the existing urban area.

¹⁰ Reasonably expected to be realised (RER) dwelling capacity refers to plan enabled, commercially feasible and infrastructure ready/serviced capacity needed for housing to occur.

Figure 2: Urban Housing Development Capacity Surplus/ Deficit (Sufficiency) (using the lower 2024 HBA projection for comparison)



3.2 The Business Assessment

(See Attachment 2 for a more detailed summary)

3.2.1 Capacity Analysis

The rebased employment projections¹¹ have a period of strong growth in the short-medium term (driven by the expected recovery of tourism related sectors following Covid-19), followed by the previously projected growth path from 2026 to 2050, and a continuation of this growth trend to 2053. The result is a minor increase in long term employment in the business zones. Overall, short term growth for Retail, Tourist Accommodation and Industrial land is now higher, driven by the projected recovery of several sectors post Covid-19¹².

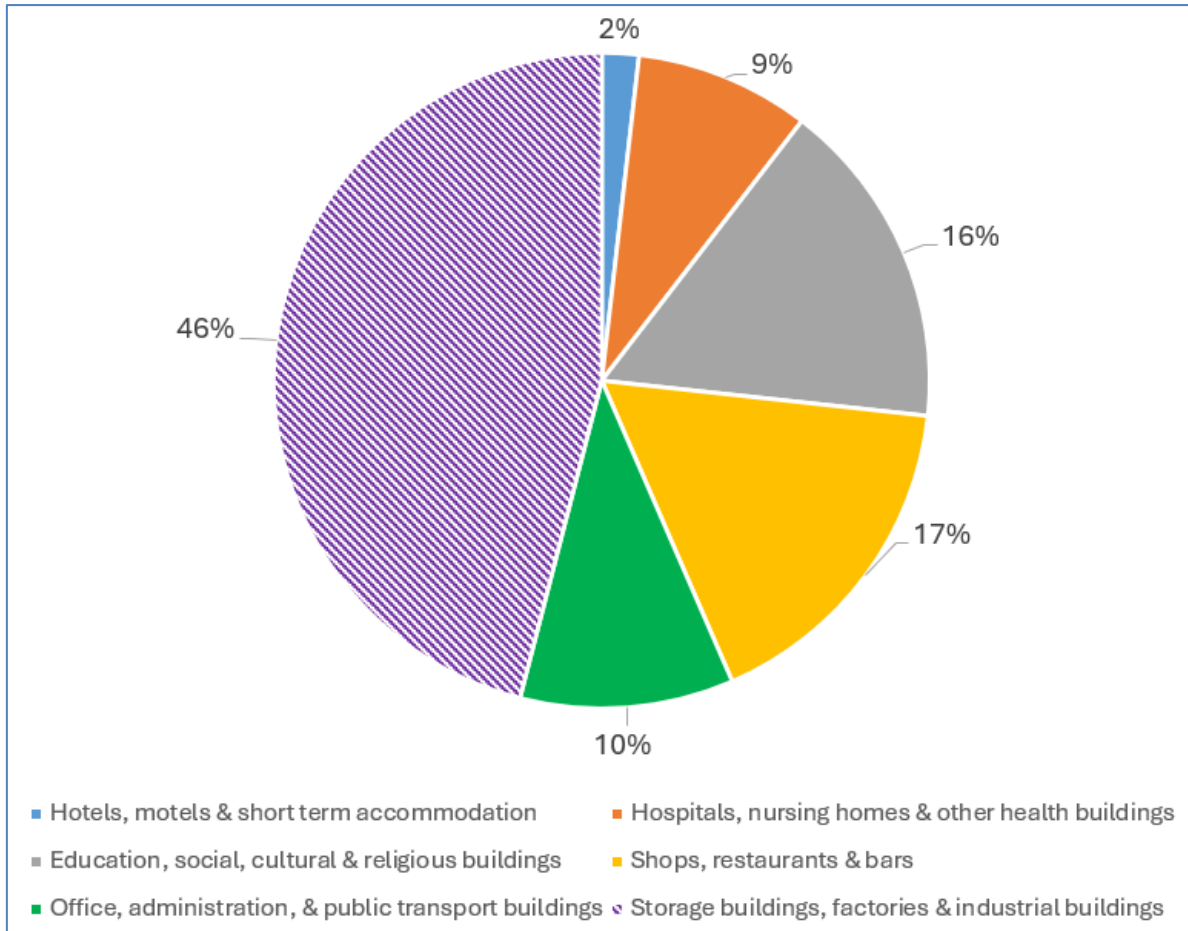
Between 2023 and 2053, it is estimated that around 87.2 ha of developable zoned land will be required to accommodate employment growth ‘seeking’ a business zone (102.8 ha when the competitiveness margin is added). At 39% of the land required for long term growth it is evident that demand for industrial land and premises remains strong in Rotorua, with vacant supply to meet this demand still limited. Of the total floor space consented¹³ between 2020 and 2023 almost half relates to storage buildings, factories and industrial buildings and the majority of this floorspace (just over 20,000 m²), is specifically associated with factories and industrial buildings.

¹¹ According to projections developed by Infometrics for the period 2020 to 2050- by industry/sector

¹² There is some vacant capacity for Retail and Tourist Accommodation that can absorb this demand without generating demand for vacant land.

¹³ In terms of the 96 non-residential consents

Figure 3: Percentage Floorspace Consented for Types of Non-residential Consents

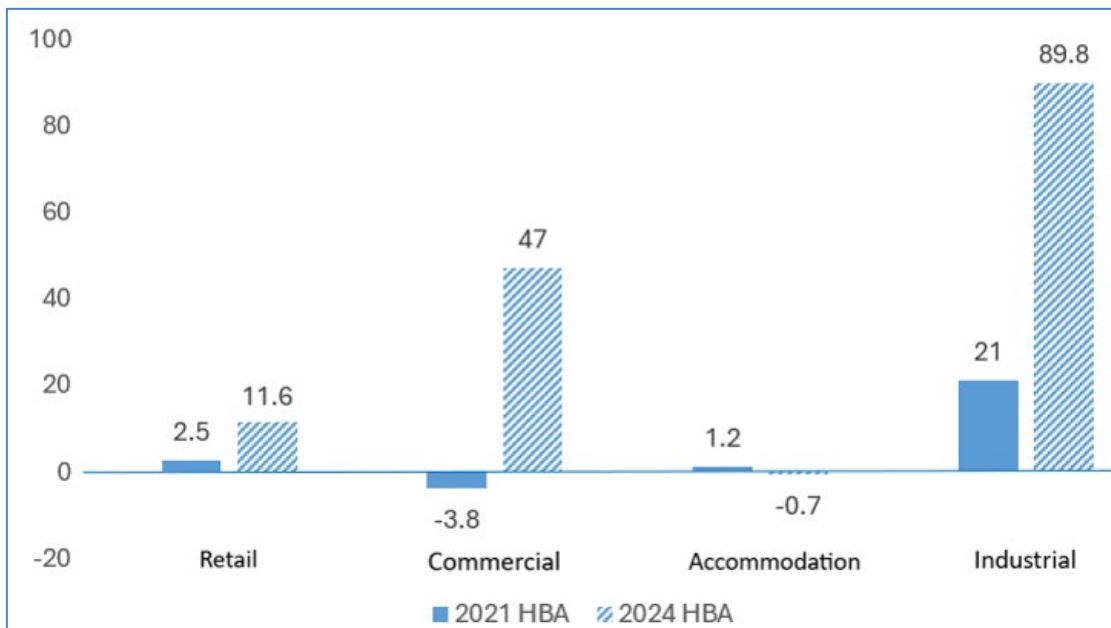


Overall, long term vacant business land has increased by a significant 133.3ha more than the vacant business land in the previous HBA (2021), on account of the FDS identifying more greenfield growth areas than the Spatial Plan which preceded it. PC9 and the FDS adopted in 2023 have made a positive contribution to business development capacity in business zones compared to the previous Operative District Plan and 2018 Spatial Plan that were applicable at the time of the HBA 2021.

3.2.2 Capacity Sufficiency Results

PC9 and the FDS have increased the long-term surpluses (sufficiency) of business land capacity compared to the HBA 2021. While the HBA 2024 shows a minor shortfall of development capacity to meet expected demand (plus the margin) for Tourist Accommodation when measured in vacant land terms, there is a long-term surplus when measured in floorspace terms (and this floorspace surplus is larger than under the HBA 2021 thanks to increased building heights enabled through PC9).

Figure 4: Urban Business Zone Development Capacity Surplus/ Deficit (Sufficiency)



3.3 Meeting the Development Capacity Sufficiency Requirements

Clauses 3.2 and 3.3. of subpart 1 of the NPS-UD outlines that local authorities need to provide sufficient development capacity for housing and business land to meet expected demand. It is further stated in clause 3.7 of the NPS-UD that when there is insufficient development capacity (as described in clauses 3.2 and 3.3) over the short term, medium term, or long term that the Minister for the Environment must be immediately notified.

The assessment shows that the Rotorua has sufficient business and housing development capacity primarily based on infrastructure expansion, a more enabling District Plan, through Plan Change 9 and a Future Development Strategy in place.

It is however noted that there are shortfalls in higher density housing typologies. This is due to the slow market response to these typologies. For instance, despite being zoned for high density, apartments in Rotorua’s central area will only become more feasible in the long term, as the local development market meets changing preferences and builds capacity to deliver different forms of housing to what is currently offered. From the evidence it is therefore clear that intensification and redevelopment will occur incrementally over time resulting in the limited availability of higher density housing typologies, impacting negatively on housing affordability for low-medium income households.

3.4 Incorporation of Housing Bottom Lines into the District Plan

The purpose of the Housing Bottom Lines is to clearly state the amount of development capacity that is sufficient to meet expected housing demand plus the appropriate competitiveness margin in the district of a tier 1 or tier 2 urban environment. The Housing Bottom Lines must be based on information in the most recent publicly available HBA (2024) for the urban environment.

According to clause 3.6(2)(b) of the NPS-UD every relevant territorial authority must insert into its district plan the Housing Bottom Lines for the short-medium term and long-term (See Attachment 1 for Rotorua’s updated Housing Bottom Lines). Housing Bottom Lines for the short to medium term

(2023-2033) are the amount of feasible, reasonably expected to be realised development capacity that must be enabled to meet demand, plus a competitiveness margin of 20%. The Housing Bottom Lines for the long term is the same assessment extended out from 2033 – 2054, and with a 15% competitiveness margin.

The revised Housing Bottom Lines are as follows:

- Short-Medium Term 2023-2033: additional 5,500 dwellings
- Long-Term 2033-2054: additional 3,600 dwellings
- Combined Total 2023-2054: additional 9,100 dwellings

The guidance associated with the NPS-UD outlines that the Housing Bottom Lines are intended to 'function as both accountability mechanism and a means for local authorities to be proactive in responding to projected demand and enabling supply.' Councils are expected to meet, and potentially exceed, these bottom lines.

The NPS-UD specifies that the inclusion of the Housing Bottom Lines is to be done without using the 'first schedule process' which simply means that the bottom lines are to be included in the District Plan without undertaking a formal plan change. Attachment 1 sets out the Housing Bottom Lines and the explanatory text to be included in the District Plan replacing the previous Housing Bottom Lines inserted after the completion of the previous HBA (2021).

According to clause 3.6(2)(a) of the NPS-UD the relevant regional council must also insert the relevant Housing Bottom Lines into its regional policy statement. The BoPRC therefore needs to update/ replace Rotorua's Housing Bottom Lines in its RPS.

Should Councillors accept the recommendations of the report a public notice will be included in the local papers and website advising that the District Plan has been amended with the inclusion of the updated Housing Bottom Lines.

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

The timing of this HBA 2024 closely follows the extensive public consultation, submissions and hearings processes for both PC9 and the FDS. It also follows the 2024 public hearings on the MHUD consent applications for contracted emergency housing in Rotorua. Residents, iwi and hapū groups, developers, community housing providers, Kainga Ora, MHUD, and development and additional infrastructure providers in Rotorua all participated in those public processes. They were also supported by a range of technical reports.

It is considered that the feedback provided throughout those recent public processes and targeted research was sufficiently current and comprehensive to satisfy clause 3.21 of the NPS-UD. Further stakeholder engagement at the time of preparing the HBA 2024 would have risked engagement fatigue and it would have been unlikely to have received any new information not already captured through those processes.

The HBA and the content of this report involved the collation of factual information outlining and responding to what is required under the NPS-UD. As noted in the report above, the changes to the District Plan will be advertised via a public notice.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

Costs associated with the recommendations of this report will be limited to a public notice and updating of the relevant sections of the District Plan and will come from existing budgets.

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

The decisions requested in this report are in-line with the requirements of the NPS-UD, which Council is required to comply with.

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

There is no direct impact on tāngata whenua, as this work is an evidence base i.e. technical information that was used as an input to support future strategy and planning work. It should also be noted that the timing of this HBA 2024 closely follows the extensive public consultation, submissions and hearings processes for both PC9 and the FDS. There was a strong focus on engagement with tāngata whenua from the outset with respect to the plan a change and the FDS, so further engagement on the HBA, which also covers housing and growth matters was considered unnecessary.

6.4. Tūraru Risks

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

6.5. Te Whaimana Authority

Council has the authority to make the decisions outlined in this paper.

ATTACHMENT 1: ROTORUA LAKES COUNCIL 2024 HOUSING BOTTOM LINES¹

RLC have updated the dwelling demand projections in the 2024 HBA. The medium series Infometrics household projections have been rebased² and adopted for application as the base case within the HBA. These projections, together with estimates non-resident household and latent demand, have been applied to calculate dwelling demand within Rotorua’s urban environment.

The following are the calculated Housing Bottom Lines for the Rotorua urban environment for the short-medium term and long term. They are driven by Council’s preferred medium growth projections (demand) and as required³ include a competitiveness margin. There is a projected total growth in dwelling demand across the short-medium term (2023 to 2033) for 5,500 dwellings (including a margin). In the long-term (2033-2054), there is an additional dwelling demand for a further 3,600 dwellings, bringing the combined total demand across the assessment period (2023-2054)⁴ to 9,100 additional dwellings.

This is shown in the table below:

Housing Bottom Lines for Rotorua Urban Environment (Additional Dwellings)		
Short-Medium Term 2023-2033	Long-Term 2033-2054	Combined Total 2023-2054
5,500	3,600	9,100

Sufficient zoned and infrastructure-served, feasible development capacity is required to meet demand to accommodate additional dwellings in each time period in the table above.

¹ Clause 3.6(1) of the NPS-UD requires that “the amount of development capacity that is sufficient to meet expected housing demand plus the appropriate competitiveness margin” in the short-medium and in the long term is clearly stated in each district of a tier 2 urban environment. The Housing Bottom Line is to be based on the amount of “feasible, reasonably expected to be realised development capacity that must be enabled to meet demand, along with the competitiveness margin”

² The Infometrics household projections were rebased by M.E Ltd within the HBA rather than an updated set of projections produced by Infometrics.

³ the NPS-UD 2020, updated 2022 requires that a competitiveness margin of 20% in the short and medium term and 15% in the long-term be added to projected demand for assessing capacity requirements in Tier 1 and Tier 2 urban environments

⁴ The 2024 HBA has adopted a 2054 year as the final year of the long-term to align with infrastructure planning requirements. This may produce a conservative assessment as it slightly increases long-term demand.

Attachment 2

**ROTORUA HOUSING AND BUSINESS DEVELOPMENT CAPACITY ASSESSMENT (HBA) 2024
SUMMARY DOCUMENT**

Under the National Policy Statement for Urban Development¹ (NPS-UD) 2020, updated 2022, Council is required to undertake a Housing and Business Capacity Assessment (HBA). This assessment is to ensure that local authorities provide at least sufficient development capacity to meet demand for housing and business land and have robust and frequently updated information on the supply and demand for housing and business land.

This is not limited to plan enabled development capacity i.e. development opportunity that is provided for through the District Plan. To be sufficient, the development capacity must be plan enabled, infrastructure ready, and feasible and reasonably expected to be realised (or 'suitable' in the case of business capacity). The NPS-UD guidance sets out the indicative relationship between these four aspects of capacity (as they pertain to housing development capacity), replicated in the figure 1 below (note, the circles are not to scale). As indicated in the image, it is assumed that not all plan enabled capacity is likely to be infrastructure ready and/or commercially feasible (i.e. feasible to a developer). And less development capacity again is likely to be reasonably expected. Analysis for this HBA has shown that generally, Rotorua's housing capacity closely follows the relationships between the development capacity dimensions, shown in this conceptual model in figure 1 below:

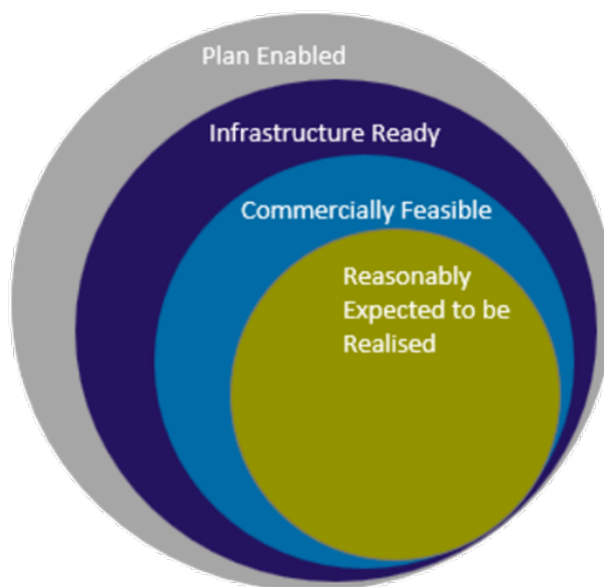


Figure 1: Dimensions of Development Capacity

Tier 1 and 2 local authorities² need to prepare HBAs every three years, to ensure their planning decisions are well-informed by the demand and supply of housing and business land. This will ensure planning is based on evidence, and that local authorities understand their development market. HBAs

¹ The NPS-UD sets out objectives and policies for urban development under the Resource Management Act 1991. Councils currently must give effect to these objectives and policies.

² Rotorua is a Tier 2 local authority along with seven other Councils. All of New Zealand's local councils are divided into three tiers informed by population size and growth rates. This is so the most directive policies are targeted towards the largest and fastest growing urban centres, where the greatest benefits will be realised.

are therefore intended to help inform the Local Government Act 2002 long-term plans, future development strategies (FDSs) and RMA planning documents.

RLC developed its first (original) HBA in 2021 and in line with the NPS-UD requirements has updated its HBA in 2024 and the summary of the findings of this assessment will be outlined in this document. Both the original HBA and the 2024 update were developed by Market Economics Research and Consulting (ME). The summary below is in two parts, the residential assessment and the business assessment.

A. THE RESIDENTIAL ASSESSMENT

1. Housing Demand

Housing demand takes account of the expected growth in household numbers to identify total and additional demand.

1.1 Household Growth

Resident households form the largest driver of dwelling demand in the Rotorua District and are projected to account for around 93% of the growth in dwelling demand over the long-term. In 2023, there was an estimated existing demand base of 30,400 resident households across Rotorua District as a whole. Under a medium³-series (scenario) projection, resident households are projected to increase by 4% (+1,300 households) in the short-term (2023-2026) to 32,000 households, by 11% (+3,200 households) in the medium-term (2023-2033) to 33,600 households, and by 23% (+6,900 households) in the long-term (2023-2054) to 37,200 households (shown graphically in figure 2).

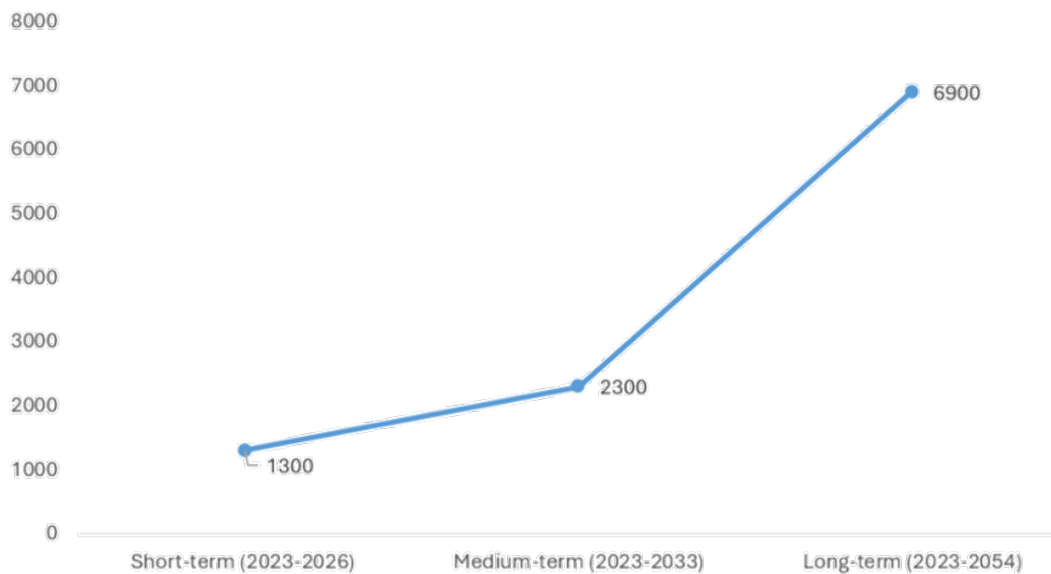


Figure 2: Projected Household Growth

³ The population and household projections were produced according to three scenarios, low, baseline (medium), and high growth (in keeping with Stats NZ practice) and the employment projections had two scenarios; baseline, and accelerated automation. Baseline (medium) growth scenarios are council’s preferred growth outlook and those used for the HBA (as well as for the Infrastructure Strategy and Long-Term Plan – meaning consistency across the strategic documents).

1.2 Housing Demand and Bottom Lines

Projected long-term dwelling demand remains high but has as a result of the effect of Covid reduced marginally from the previous HBA (2021) (See figure 3). This is due in part to slower than projected household growth and a reduction in demand for non-resident household dwellings- associated with Covid’s impact on tourism at the time.

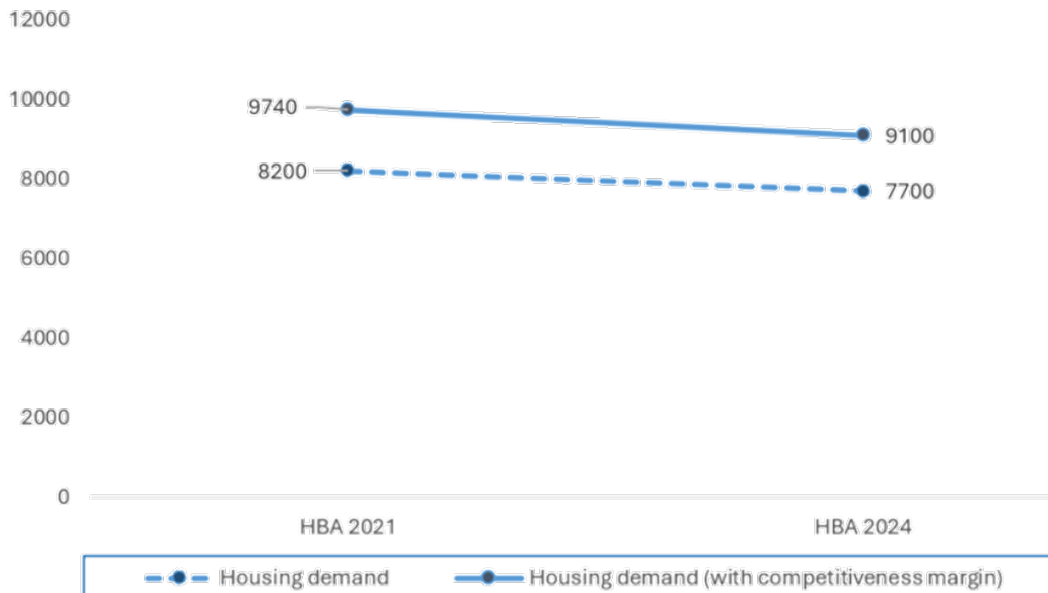


Figure 3: Housing Demand Comparison

The table below (figure 4) reflects the new Housing Bottom Lines (2024) for the Rotorua urban environment for the short, medium and long term. The bottom lines that only slightly differ⁴ from the previous ones are as in the previous HBA (2021) driven by Council’s preferred medium growth projections (demand) and as required⁵ include a competitiveness margin. There is a projected total growth in dwelling demand across the short-medium term (2023 to 2033) for 5,500 dwellings (including a margin). In the long-term (2033-2054), there is an additional dwelling demand for a further 3,600 dwellings, bringing the combined total demand across the assessment period (2023-2054)⁶ to 9,100 additional dwellings, as shown in the table below:

Housing Bottom Lines for Rotorua Urban Environment (Additional Dwellings)		
Short-Medium Term 2023-2033	Long-Term 2033-2054	Combined Total 2023-2054
5,500	3,600	9,100

Figure 4: Revised (New) Housing Bottom Lines

⁴ Previous HBA (2021) Housing Bottom Lines- Short Term- 3,560, Medium Term- 6,240 and Long Term- 9,740 homes

⁵ the NPS-UD 2020, updated 2022 requires that a competitiveness margin of 20% in the short and medium term and 15% in the long-term be added to projected demand for assessing capacity requirements in Tier 1 and Tier 2 urban environments

⁶ The 2024 HBA has adopted a 2054 year as the final year of the long-term to align with infrastructure planning requirements. This may produce a conservative assessment as it slightly increases long-term demand.

In response to the bottom lines Council needs to ensure that there is sufficient zoned and infrastructure-served, feasible development capacity to meet demand to accommodate additional dwellings in each time period in the table above.

2. Housing Supply

Housing supply refers to the number and type of houses available.

2.1 Growth and Change in Housing Stock

Rotorua’s pattern of dwelling growth has gradually changed in response to a wider set of factors including patterns of household demand, construction sector capacity, economic conditions and involvement of different parts of the market in relation to dwelling supply (See figure 5). Attached dwellings have accounted for an increased share of new dwellings due to greater household acceptance in line with changing household needs, and the gradual ability of developers to produce attached dwellings at increasingly lower overall cost. Other⁷ parts of the market beyond the commercial developer sector have also delivered more attached dwellings to achieve higher dwelling yields. Around 38% of Rotorua’s new houses had a floorspace of less than 120m², compared to 16% nationally. This is a combination of an increase in infill- i.e. the construction of minor dwellings within already urbanised areas, and a greater focus on smaller dwellings within the social housing part of the market in response to changes in household composition.

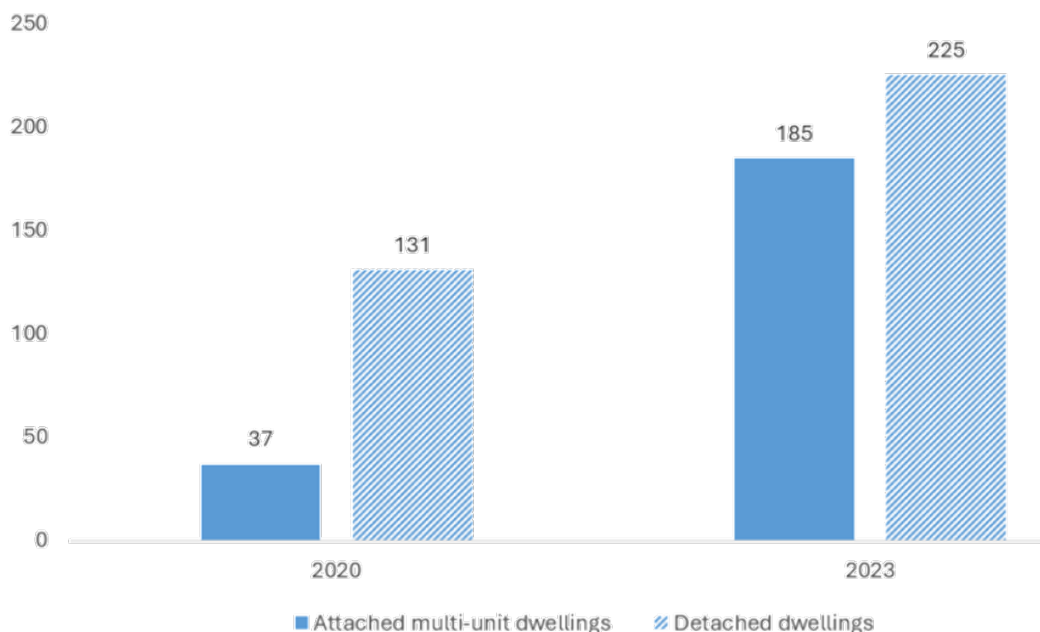


Figure 5: Number of Dwellings Consented Comparison

2.2 Access to Homes and Affordability

Affordability pressures at the lower end of Rotorua’s housing market have increased the number of people on the social housing register since the previous HBA (2021). The net increase in the count of

⁷ Such as social housing provided by Kāinga Ora (KO)

people on the register in Rotorua was 359 (an increase of 66%). That is, an increase from 540 registered in June 2020 to 899 registered in June 2023. However, the number of people has decreased since a peak during 2022, coinciding with the addition of further social housing. The latest data shows that the number of people on the register is now down to 793 (June 2024). Despite this, Rotorua has the highest proportion of the population on the register in comparison to all other locations.

The PC9 provisions are likely to encourage development patterns that contribute positively toward housing affordability through time, in comparison to patterns of development likely to occur under the previous provisions. They provide greater housing choice, meaning households are able make trade-offs between dwelling size, type, location and price, thereby improving their affordability relative to a more limited housing option predominantly consisting of detached dwellings on full sites. This will however occur gradually.

3. Housing Capacity Assessment

3.1 Plan Enabled Residential Development Capacity

PC9 has substantially increased the development opportunity- (through increased plan enabled capacity) across nearly all of Rotorua’s urban environment (See figure 6 for the comparison between the two HBAs). It enables a greater range of dwelling typologies and sizes across most locations, increasing both the number of parcels with further development potential and the potential dwelling yields on these parcels. There are very large differences in yields between the newly PC9 enabled medium to higher density dwellings, versus the densities previously enabled (restricted mainly to detached dwellings on large sites, across most of the urban environment. While medium to higher density dwellings account for a large proportion of the plan enabled capacity, PC9 has also substantially increased potential detached dwelling yields through enabling smaller site sizes. Large increases in capacity are enabled through both intensification (infill and redevelopment) across the existing urban environment and through higher enabled yields within greenfield areas.

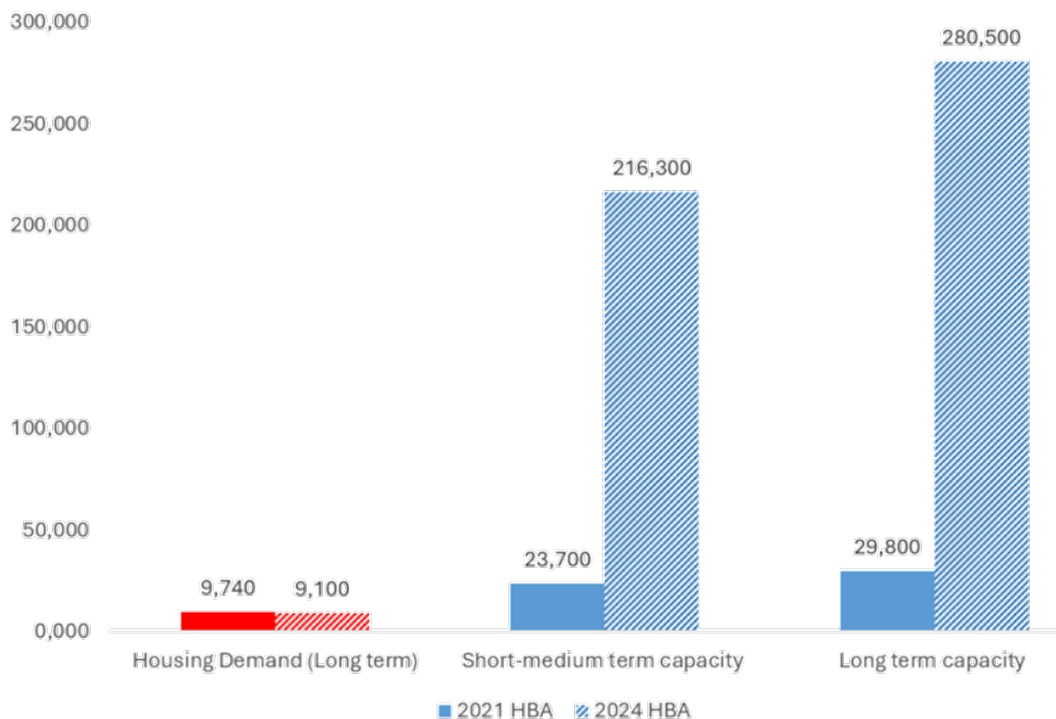


Figure 6: Plan Enabled Capacity Comparison

Plan enabled capacity further substantially increases in the long-term with the addition of sizeable greenfield areas through the FDS. The expansion of the higher density zones- (including the CBD, centres and key corridors) has added further plan enabled capacity, in the form of higher density apartments, within the existing urban area in the long-term.

3.2 Commercially Feasible Development Capacity

The increased development opportunity has also increased Rotorua’s feasible capacity from that of the previous HBA (See figure 7 for the comparison between the two HBAs). Higher potential dwelling yields increase the feasibility of redeveloping sites through increasing the returns to developers and increasing alignment with a greater range of market demand. These drivers of feasibility are estimated to increase in importance through time with growth in demand and market establishment of attached and more intensive dwellings, although the feasibility of higher density dwellings e.g. apartments is likely to remain limited for the commercial developer part of the market. Part of the increase in feasible capacity has also occurred through a greater number of sites having development potential. While many greenfield areas were feasible to develop under previous planning provisions, the smaller potential lot sizes and greater enabled dwelling mix has increased the potential yield (and therefore total feasible capacity) within these areas.

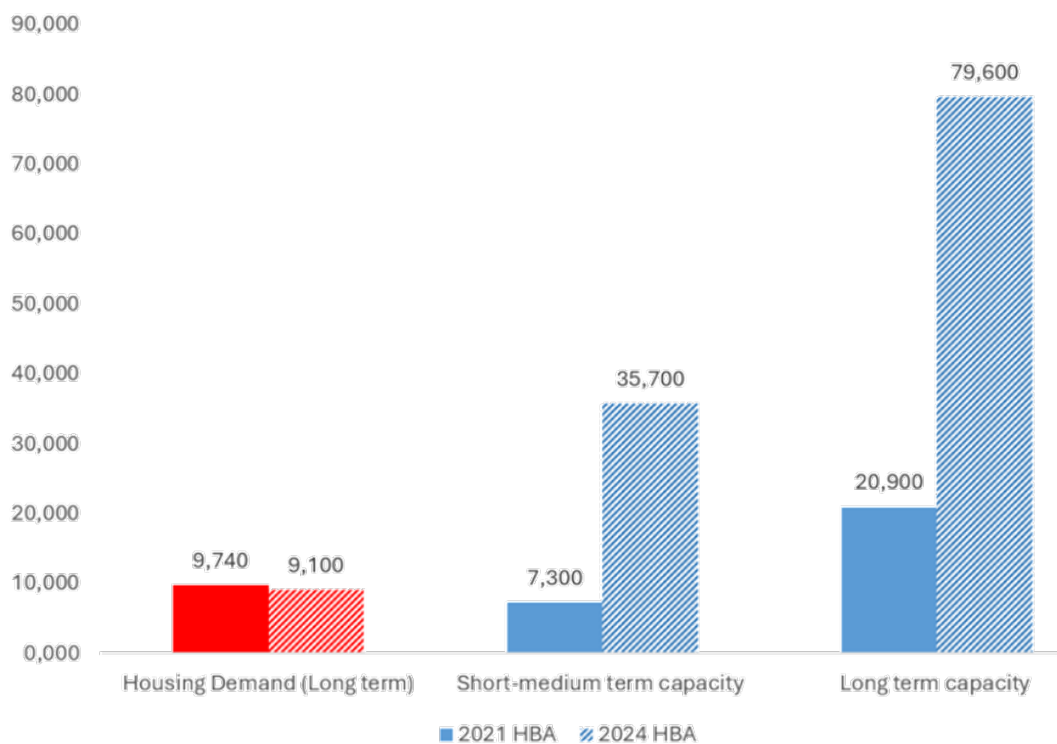


Figure 7: Commercially Feasible Capacity Comparison

3.3 Reasonably Expected to be Realised Housing Capacity

Reasonably expected to be realised (RER) dwelling capacity refers to plan enabled, commercially feasible and infrastructure ready/ serviced capacity needed for housing to occur. The market is likely to respond to the increased feasible development opportunity in Rotorua’s urban environment over

time, resulting in higher RER capacity from that in the previous assessment (See figure 8 and 9- for the comparison between the two HBAs, below). Higher yields are likely to occur within greenfield areas through smaller overall lot sizes and some increase in the dwelling mix to better align with patterns of demand.

Timeframe	HBA 2021	HBA 2024
Short-term (0-3 years)	1,700 homes	3,900 – 5,100 homes
Medium-term (3-10 years)	4,800 homes	7,700 – 10,700 homes
Long-term (20-30 years)	9,400 homes	19,200 – 33,800 homes

Figure 8: Table showing Capacity that is Reasonably Expected to be Realised

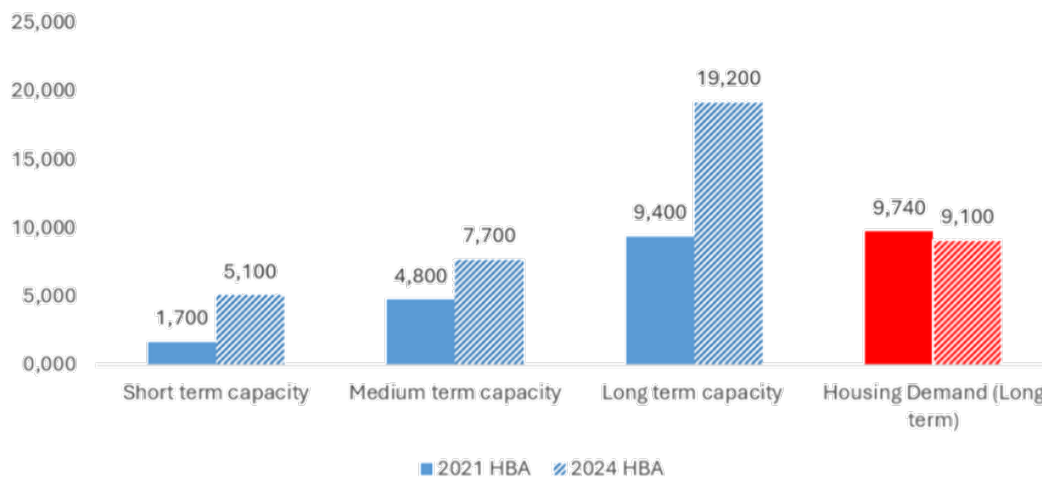


Figure 9: Capacity that is Reasonably Expected to be Realised (using the lower 2024 HBA projection for comparison)

Increased opportunity for intensification within the existing urban area is likely to increase RER, with significantly higher capacity occurring through redevelopment of only a minor portion of sites. RER capacity is substantially below enabled and feasible capacity, as only a portion of feasible sites are likely to become available or be taken up by the market, with most development likely to occur at densities below that enabled by the provisions. The relative take-up of different typologies and densities is likely to be limited by the scale and timing of market demand. Development patterns are likely to gradually increase in intensity through time as the market becomes more sophisticated/ established with respect different typologies (See figure 10).



Figure 10: Take-up of higher density housing typologies within Neighbourhoods, over time, as the market matures

3.4 The Long-Term Picture of Housing Development Capacity in Rotorua

There is a significant amount of capacity enabled by the operative District Plan, however less than 30% of that capacity is commercially feasible and only 7% of the plan enabled capacity is expected to be realised in the long term. See figure 11 and 12 below.

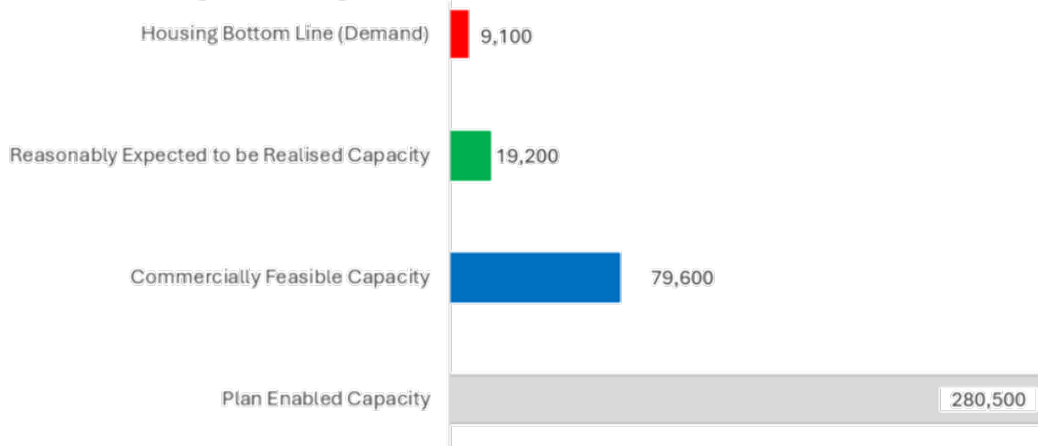
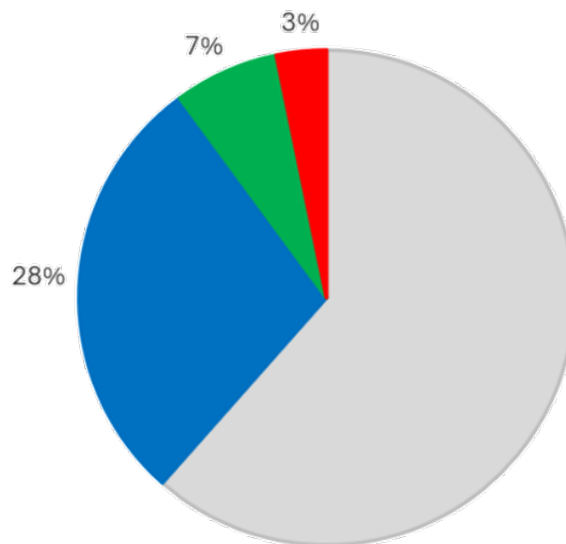


Figure 11: Comparison between the Different Capacity Dimensions and Demand



- Commercially Feasible Capacity
- Reasonably Expected to be Realised Capacity
- Housing Bottom Line (Demand)

Figure 12: Share of Plan Enabled Capacity taken up by Demand and other Capacity Dimensions

It is important to note that although the housing capacity that is reasonably expected to be realised is only 7%, it is more than double the projected demand, which is 3% of the total plan enabled capacity.

4. Development Capacity Sufficiency

So, with all the additional capacity, in contrast to the 2021 HBA that projected capacity shortfalls, the 2024 HBA therefore projects capacity surpluses across all time periods. These surpluses becoming substantially larger through time (See figure 13 for the comparison between the two HBAs).

The 2024 HBA identifies that Rotorua has an overall:

- **Surplus of 300 – 1,600 dwellings in the short term** due to the expansion of infrastructure networks in greenfield areas. Through PC9 there is also higher enabled yields in these areas, and an increased plan enabled development surplus opportunity within existing urban areas. However, there are some areas of shortfall in higher density typologies due to limited commercial feasibility where the market is small and not yet established. There are also some indications of a shortfall in the central urban area due to the absence of greenfield capacity in this location.
- **Surplus of 2,200 – 5,200 dwellings in the medium term.** The projected capacity surpluses become larger in the medium term due to further infrastructure network expansion in greenfield areas and continued development within the existing urban area. Shortfalls in higher density typologies and the central urban area remain due to limited feasibility for higher density dwellings and greenfield opportunities instead occurring in other locations.
- **Surplus of 10,100 – 24,700 dwellings in the long term.** The overall projected capacity surpluses are projected to increase further in the long-term due to additional greenfield capacity provided under the FDS and continued intensification within the existing urban area.

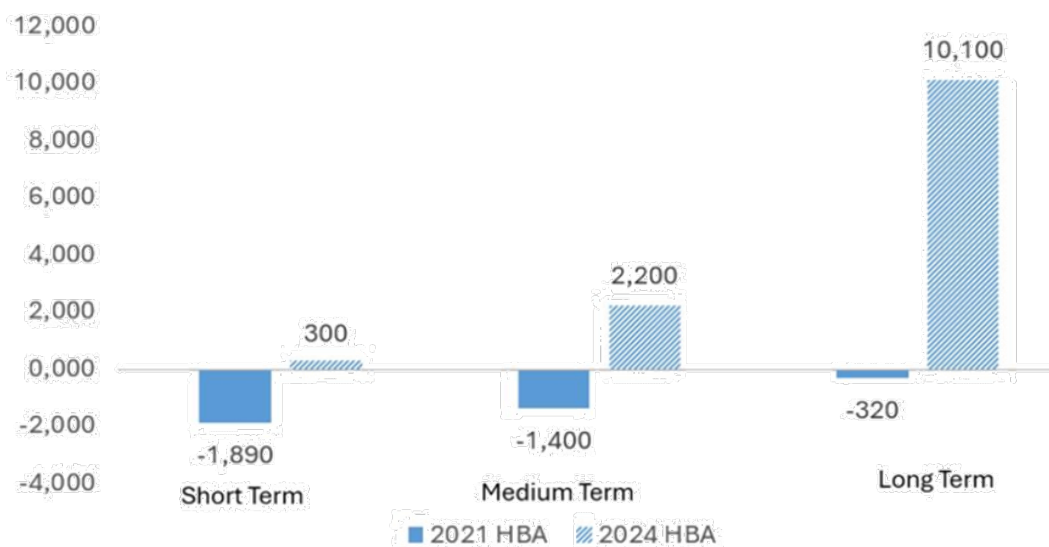


Figure 13: Urban Housing Development Capacity Surplus/ Deficit (Sufficiency) (using the lower 2024 HBA projection for comparison)

5. Conclusion

The planning intensification provisions introduced since the previous HBA through PC9 have substantially increased the development opportunity across most of Rotorua’s urban environment. In addition to large increases in overall capacity, they enable a much greater range of dwelling types and sizes across the urban area. The increased development opportunity is also likely to increase the number and feasibility of parcels with development potential. This is likely to occur at several scales, providing opportunities for an expanded range of developers in the market. Together with an

increased number of greenfield areas, this is likely to encourage competition within Rotorua's development sector.

Importantly, many of these changes are likely to occur incrementally and gradually through time as new dwellings are added to the total dwelling stock with growth in demand (as demonstrated previously through figure 9). The effects arising from changes in development patterns are however likely to become more significant over the medium to long-term, rather than there being any immediate shift in changes to prices across the market.

Development opportunities are likely to be taken up at increasing intensities through time as the market becomes more established for different types of dwellings. The assessment has found that the feasibility of more intensive higher density dwelling options is likely to remain limited for the commercial developer sector of Rotorua's market through the medium term, with feasibility more likely to increase in the long-term. This opportunity may be taken up by other parts of the market (e.g. social housing through KO and other providers), which should make increasing contributions to Rotorua's higher density dwelling stock.

Rotorua's new planning provisions are also likely to encourage development patterns that contribute toward a well-functioning urban environment over the medium to long-term. They are likely to result in greater economic benefits than the previous planning provisions, with the changes alleviating limitations referred to in the previous (2021) HBA assessment. The new planning provisions through PC9 enable significant intensification to occur around Rotorua's commercial centres and across the suburban residential areas. Provision for higher density development in the CBD and its surrounds however forms the main differentiation between central areas and other residential areas further from the main commercial centres.

Rotorua's intensification is likely to predominantly occur at the medium density scale across Rotorua. Provision for medium density development through the medium density residential standards (MDRS) applied through PC9 is undifferentiated across the urban environment between more central and outer suburban areas of Rotorua. While this increases housing choice across the suburban areas its broad application may reduce the level of intensification and limit the achievement of good urban outcomes, which could have occurred if it was applied in a more targeted manner to areas where accessibility and demand is greatest (e.g. around centers, key corridors and locations of highest/greatest amenity).

B. THE BUSINESS ASSESSMENT

1. Business Demand

The section below outlines the future demand for business land and floorspace in Rotorua’s business zones.

1.1 Employment Growth

This HBA 2024 update has relied on the same district-level ‘base’ employment projections⁸ as used in the HBA 2021. Those projections have however been rebased at the sector level to March 2023 actuals and extrapolated through to 2053 (see figure 14). The rebased employment projections have a period of strong growth in the short-medium term (driven by the expected recovery of tourism related sectors following Covid-19), followed by the previously projected growth path from 2026 to 2050, and a continuation of this growth trend to 2053. The result is a minor increase in long term employment in the business zones.

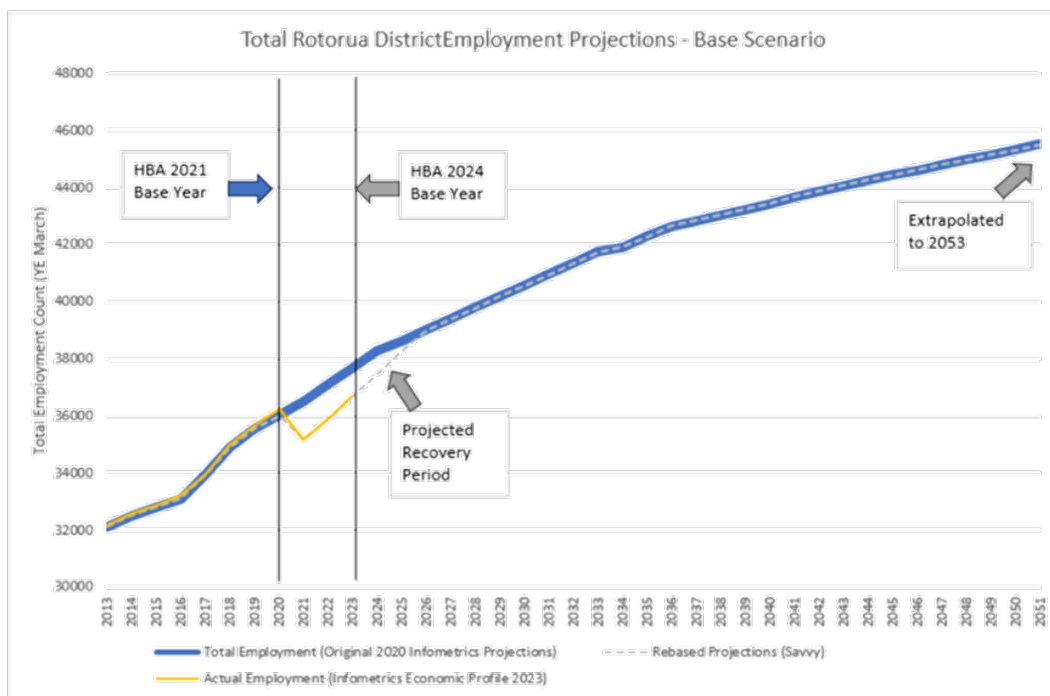


Figure 14: Total District Employment Projections (Infometrics)

1.2 Business zone land demand (including competitiveness margin)

Overall, short term growth for Retail, Tourist Accommodation and Industrial land is now higher, driven by the projected recovery of several sectors post Covid-19⁹. For Commercial demand, land demand is lower in the short term as many industries that fall within this category were not impacted by Covid-19, and in fact some, especially professional services and health care and social assistance jobs,

⁸ developed by Infometrics for the period 2020 to 2050- by industry/sector

⁹ There is some vacant capacity for Retail and Tourist Accommodation that can absorb this demand without generating demand for vacant land.

increased faster than projected. A consequence of the employment rebasing (shown in figure 15) is that there is a small correction in these sectors in the short term while other parts of the economy recover. Medium term growth is however broadly similar and long-term growth is slightly lower on account of employment growth gradually slowing over time.

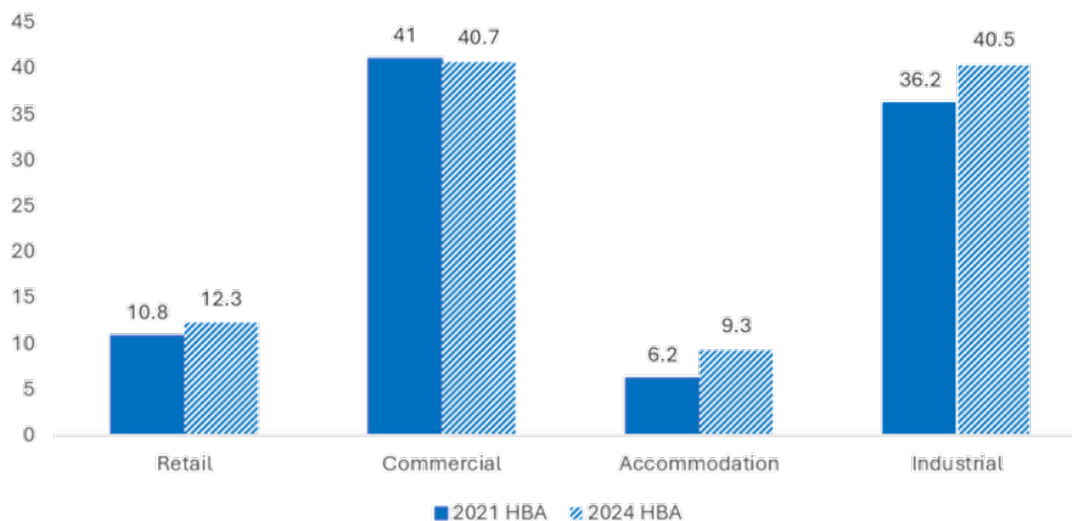


Figure 15: Long Term Business Growth Comparison

Total (cumulative) growth estimated for the HBA 2024 over the long term is slightly higher than in the HBA 2021. Between 2023 and 2053, it is estimated that around 87.2 ha of developable zoned land will be required to accommodate employment growth ‘seeking’ a business zone (102.8 ha when the competitiveness margin is added). This is made up of demand for 12.3 ha of Retail land, 40.7 ha of Commercial land, 9.3 ha of Tourist Accommodation land and 40.5 ha of Industrial land by 2053. It is evident that demand for industrial land and premises remains strong in Rotorua, with vacant supply to meet this demand still limited.

Although 40% of the long-term growth is Commercial, additional land demand is considered more relevant for future planning for Industrial growth, as industrial activities are more land extensive and not easily accommodated in mixed-use buildings (See figure 16 below). For example, commercial office is more easily located above ground (with lobbies often limited to the ground floor) and in conjunction with retail activities. This is particularly so in City Centre zones. However, as some styles of visitor accommodation and commercial activities (including commercial yards) are reliant on land area more than built space, the land demand still needs to be noted.

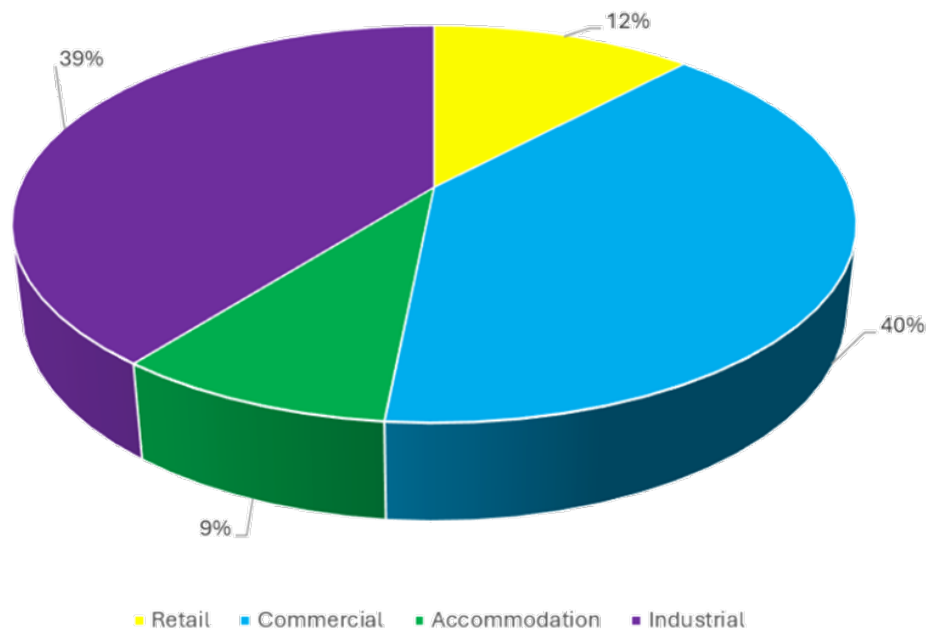


Figure 16: Business Sector Composition of Long-Term Business Growth (in terms of hectares of land demanded)

2. Business Supply (Recent Trends)

2.1 Non-residential Building Consents

To understand business supply, the HBA draws on non-residential consent data from Stats NZ, with a particular focus on the period since the last HBA (i.e. 2020 to 2023). Of the total floor space consented between 2020 and 2023 almost half- 26,760 m² relates to storage buildings, factories and industrial buildings. The vast majority of this floorspace (just over 20,000 m²) is specifically associated with factories and industrial buildings (See figure 17).

Non-residential building consents in the district show a more diverse pattern of development in 2023 compared to 2020. While industrial and storage buildings still account for a large share of building consent activity, investment in new retail, office and health service buildings has become more prevalent. It suggests development (or redevelopment) is starting to occur across a broader range of business zones in the urban environment.

The 96 non-residential building consents had a total value of works of just over \$175 million, with health buildings and social, cultural and religious buildings accounting for a quarter each of that total. Health buildings having the highest average value per consent and storage buildings have the lowest average value per consent, as expected from their simple form and function. It should be noted that is uncertain whether all the non-residential building consents building consents have given effect to new construction.

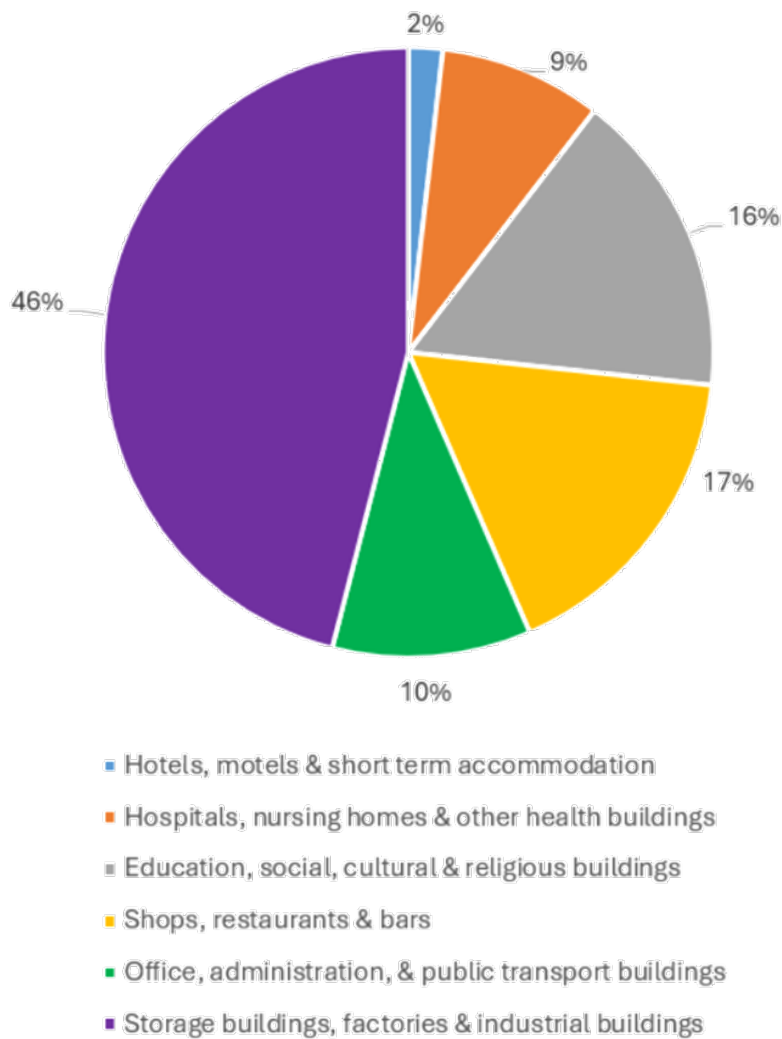


Figure 17: Percentage Floorspace Consented for types of Non-residential Consents

2.2 Vacant Business Land

The HBA 2024 identifies 2.3ha less vacant short-medium term business land than in the HBA 2021. This minor net reduction is a combination¹⁰ of take-up of vacant land but also some demolition of buildings. Overall, long term vacant business land has increased by a significant 133.3ha compared to long term vacant business land in the HBA 2021 on account of the FDS identifying more greenfield growth areas than the Spatial Plan which preceded it (See figure 17). The overall vacancy level for prime office space remained low in both June 2023 and June 2024 with unsatisfied demand. Demand for secondary and poor-quality space was limited in both years.

¹⁰¹⁰ The slight reduction also relates in part to changes in what was included/excluded

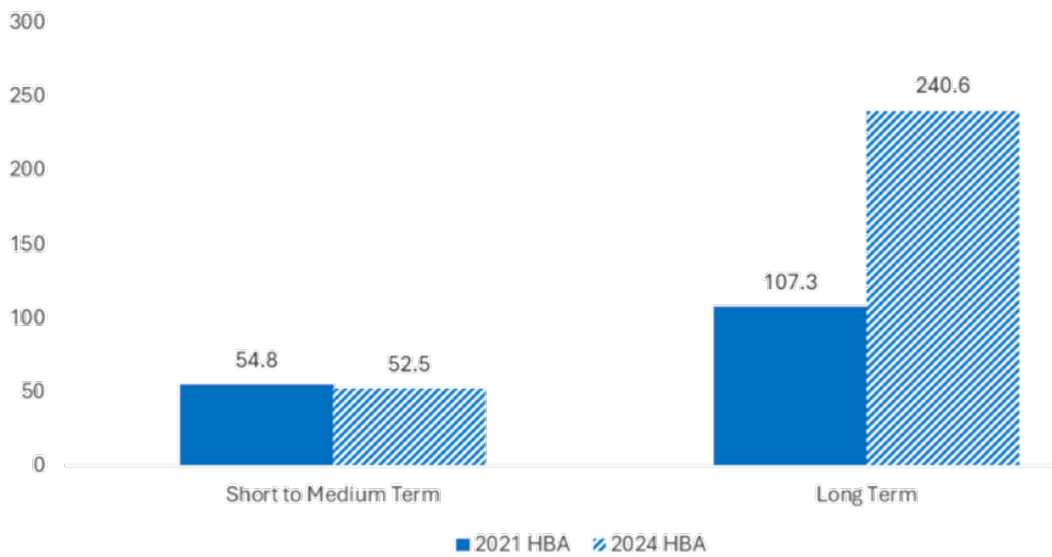


Figure 18: Change in Vacant Land (in hectares) available for Business Development

2.3 Vacant Land Development Capacity by Category

PC9 and the FDS adopted in 2023 have made a positive contribution to business development capacity in business zones compared to the previous Operative District Plan and 2018 Spatial Plan that were applicable at the time of the HBA 2021 (See figure 18). The changes to planning documents provide more certainty on the direction of future growth in the urban environment.

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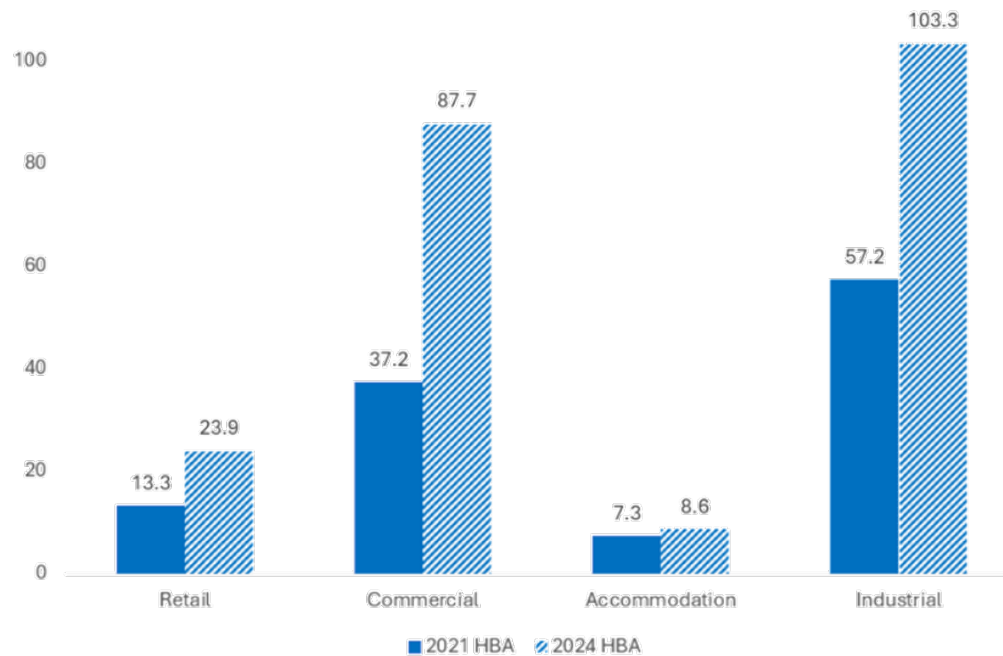


Figure 19: Long Term Change in Vacant Land Capacity (in hectares) by Sector

3. Development Capacity Sufficiency

PC9 and the FDS have increased the long-term surpluses (sufficiency) of business land capacity compared to the HBA 2021. While the HBA 2024 shows a minor shortfall of development capacity to meet expected demand (plus the margin) for Tourist Accommodation when measured in vacant land terms, there is a long-term surplus when measured in floorspace terms (and this floorspace surplus is larger than under the HBA 2021, thanks to increased building heights enabled through PC9).

Projected Retail and Tourist Accommodation land demand in the long term is likely overstated as it is driven by short term employment recovery following Covid-19 impacts, with vacant retail tenancy space (and motels not currently being used for tourism) able to absorb some of that short term demand (reducing the vacant land needed for new development). Nonetheless, there is at least sufficient vacant land capacity (plan enabled, infrastructure served and suitable) to cater for projected short-term demand for business zones out to 2026 across all land use categories.

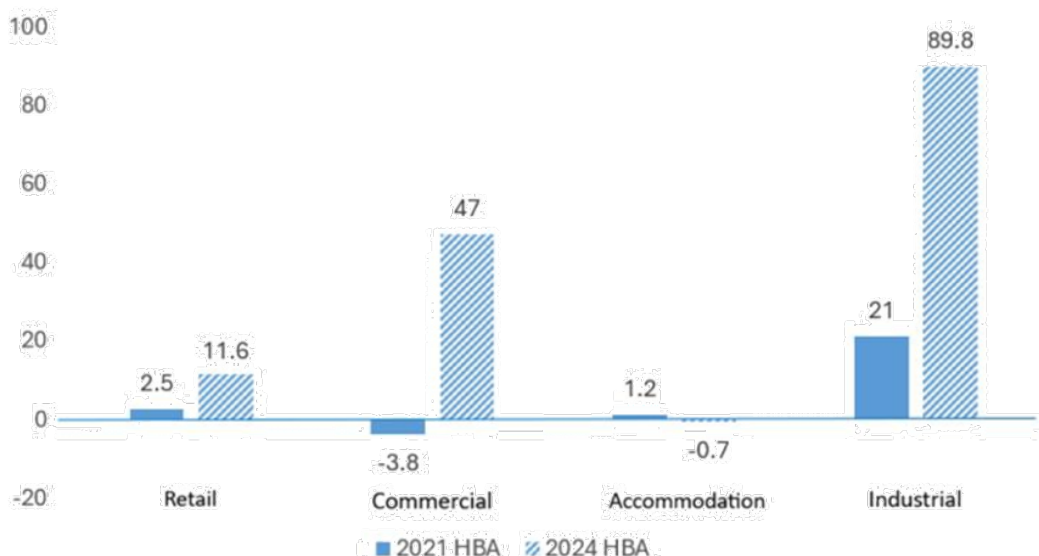


Figure 20: Urban Business Zone Development Capacity Surplus/ Deficit (Sufficiency)

By the medium term (2033), there are shortfalls in vacant land development capacity for Industrial, Commercial and Retail demand, with capacity for Tourist Accommodation. is still sufficient. These shortfalls (related to planning but not infrastructure constraints), are only minor and when measured in floorspace terms, there is a surplus of development capacity for Commercial development (particularly above ground floor space), which is considered a more relevant measure of sufficiency for that land use category.

Most of the industrial land demand in Rotorua is for Light Industrial Zone locations, and on that basis, the shortfall is expected to be real and likely understated. The minor medium-term shortfall of development capacity to meet expected Retail land demand is not expected to need a planning response. More than half of the medium-term Retail land demand is likely to occur in the short term (because of employment recovery) and there is a high-level of retail vacancies (particularly in the inner-city) that can accommodate some of that growth. When this vacant premises capacity and redevelopment potential is included, it is expected that there is at least sufficient development capacity (vacant land) already provided in the District Plan to meet that Retail demand.

The FDS has identified large areas of greenfield Light Industrial Zone and City Entranceway Tourism Zone. Including this capacity in the long term shows large surpluses of development capacity to meet

expected demand for Industrial, Commercial and Retail. The FDS signals that two of the Light Industrial Zone growth areas are identified to meet short-medium term Industrial demand. This HBA recommends that a plan change(s) is initiated to implement that staging as this addresses the expected shortfall of (Light) Industrial development capacity projected in the medium term.

While this HBA has found a minor shortfall of Tourism Accommodation development capacity in the long term, more than half of that demand will occur in the short term and there are some existing vacant (under-utilised) motels that will absorb some of that demand without taking up vacant development capacity. This indicates that there is likely to be sufficient land development capacity over the long term. Importantly, there is at least sufficient capacity in the long-term when measured in floorspace terms. As such, no planning response is considered necessary.

4. Conclusion

The employment projections show a growth trend through to 2053. Overall, short term growth for Retail, Tourist Accommodation and Industrial land is now higher, driven by the projected recovery of several sectors post Covid-19. For Commercial demand, land demand is lower in the short term as many industries that fall within this category were not impacted by Covid-19, and in fact some, especially professional services and health care and social assistance jobs, increased faster than projected. Medium term growth is however broadly similar and long-term growth is slightly lower on account of employment growth gradually slowing over time.

Over the long term it is estimated that just over 102 ha of developable zoned land will be required to accommodate employment growth within business zones. Of this a total of 40.5ha (39%) of Industrial land is required by 2053. It is therefore evident that demand for industrial land remains strong in Rotorua, with available vacant land to meet this demand still rather limited. Although a significant proportion of the long-term growth is Commercial the additional land demand is considered more relevant for future planning for Industrial growth as industrial activities are more land extensive and not easily accommodated in mixed-use buildings as in the case of commercial activities.

In terms of business land supply, of the total floor space consented between 2020 and 2023, almost half relates to storage buildings, factories and industrial buildings. Non-residential building consents in the district show a more diverse pattern of development in 2023 compared to 2020. While industrial and storage buildings still account for a large share of building consent activity, investment in new retail, office and health service buildings has become more prevalent. It suggests development (or redevelopment) is starting to occur across a broader range of business zones in the urban environment.

Overall, long term vacant business land has increased to over 130 ha compared to the long-term vacant business land in the HBA 2021, on account of the FDS identifying more greenfield growth areas than the Spatial Plan which preceded it. PC9 and the FDS have therefore made a positive contribution to business development capacity increasing the long-term surpluses (sufficiency) of business land capacity compared to the HBA 2021. Most of the industrial land demand in Rotorua is for Light Industrial Zone locations, and on that basis, the shortfall is expected to be real and likely understated. The FDS signals that two of the Light Industrial Zone growth areas are identified to meet short-medium term Industrial demand. A key recommendation from this HBA (2024) is that a plan change(s) is initiated to addresses the expected shortfall of (Light) Industrial development capacity projected in the medium term. RLC has anticipated this with the development of an Industrial Land Strategy, which will inform both the sustainable development of industrial sector and a plan change/s to enable more (Light) Industrial land development capacity.

10.4 RECRUITMENT OF LOCAL RECOVERY MANAGER TO CIVIL DEFENCE EMERGENCY MANAGEMENT (CDEM)

Doc ID: 21215149
Prepared by: Bruce Horne, Manager, Emergency Management
Approved by: Andrew Moraes, Chief Executive
Attachments: Nil

**1. TE PŪTAKE
PURPOSE**

This report seeks the endorsement of Council to the nomination of Paul Warbrick to the position of Local Recovery Manager, Civil Defence and Emergency Management, in order to strengthen the capacity of the Council emergency response Incident Management Team.

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Recruitment of Local Recovery Manager to Civil Defence Emergency Management (CDEM)' be received.

2. That the Council endorses the nomination of Paul Warbrick, Manahautū Te Arawa Partnerships, to the position of Local Recovery Manager, Civil Defence and Emergency Management.

**2. TE TĀHUHU
BACKGROUND**

The Civil Defence Emergency Management Act 2002 requires every Territorial Authority to develop and maintain an Emergency Management capability, collaborate with their local Civil Defence Emergency Management (CDEM) Group; and to carry out any duties or functions conferred on Council by the members of this group. Rotorua Lakes Council is part of the Bay of Plenty CDEM Group.

There are some key operational roles that every Territorial Authority are required to establish in accordance with the National CDEM Plan 2015. One of those roles is that of Local Recovery Manager.

Under the BOP CDEM Group policy for appointment and development of Controllers and Recovery Managers, it is necessary for both the Chief Executive Officer and CDEM Chief Executive Group to receive nominations for recruits to the Local Recovery Manager position and to seek Council endorsement for their appointment. Council may appoint one or more persons to the Local Recovery Manager position and can direct that person to perform the functions of or tasks assigned by the Group Recovery Manager.

Local Recovery Managers have a responsibility to fulfil a statutory role under the CDEM Act 2002. The primary role of the Recovery Manager is to plan for and lead the 'recovery' phase of an emergency event. They also have duties and responsibilities during the response phase of an event, including supporting and advising the Controller; and assisting the Controller in transitioning from the response phase to the recovery phase.

A Local Recovery Manager is part of the CDEM Incident Management Team (IMT). During the response phase of the operation the role of the Recovery Manager is to consider the consequences of the event on communities and to begin planning for the recovery phase. In the recovery phase the Recovery Manager is responsible for leading the overall recovery effort and ensuring that four well-beings identified in the Civil Defence and Emergency Management Act are considered and addressed, namely the social, cultural, economic and environmental wellbeing of a community.

Critical skills for a Local Recovery Manager include the ability to effectively lead and manage the recovery phase following an emergency, make sound decisions under pressure, build and maintain relationships with both the EOC team and community partners, and fulfil the statutory responsibilities of the role. A Local Recovery Manager also needs to be able to maintain healthy relationships with senior leaders in the local CDEM structure, including the Group Controller and Group Recovery Manager; as well as leaders in other agencies that have responsibilities under the CDEM Act.

Paul Warbrick is part of the Executive Leadership Team at Rotorua Lakes Council. Prior to taking up his current appointment was one of the alternate local Controllers for the Whakatane District Council. He served with the Royal New Zealand Navy for 17 years. He has completed the core training for the New Zealand Coordinated Incident Management System (CIMS) which is the national inter-agency emergency management framework. He also has experience in leading both the CIMS Planning and Operations functions in an operational environment. Paul is from the Bay of Plenty and affiliates to Ngāti Rangitīhi, Ngāti Awa and Tuwharetoa ki Kawerau.

The role of primary local Recovery Manager has been vacant for some time due to a lack of suitable applicants. Although Paul Warbrick has already been appointed as an alternate local Controller for the Rotorua District, both his role in the Council Executive and his overall experience and skills make him an excellent candidate for the role of Recovery Manager. There is no barrier to an individual being appointed to the role of Recovery Manager and Controller, and there are other Council leaders in the Bay of Plenty that hold appointment certificates for both roles.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

Pursuant to section 30 of the CDEM Act 2002, every Territorial Authorities must have a primary local Recovery Manager. At the present time Rotorua Lakes Council has an alternate Recovery Manager, but not a primary Recovery Manager.

Government reviews of CDEM response to emergencies that occurred in 2023 have affirmed the importance of local authorities taking steps toward increasing both the capacity and capability of their CDEM teams

In September 2024 the Bay of Plenty CDEM Group issued a new policy document for the appointment of Controllers and Recovery managers. The process for the appointment of a Local Recovery manager is for the Chief Executive of the relevant Territorial Authority to first consider the nomination. As part of that process, the Council Executive seeks advice from the CDEM Group Controller and Group Recovery Manager regarding the suitability and skills match of the nominee. Both the CDEM Group

Controller and Group Recovery Manager support the nomination of Paul Warbrick to be a local Recovery Manager.

If the nomination is supported by the Council Chief Executive, it is then referred to the local Council for formal endorsement. If the nomination is supported by the elected members of Council, it is then forwarded to the Bay of Plenty CDEM Co-ordinating Executive Group (CEG) for endorsement, before being sent to the Bay of Plenty CDEM Joint Committee, who may either appoint or decline the nomination.

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

Consultation on this matter is not being undertaken.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

No budget consideration has been undertaken.

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

The endorsement or recruitment to the position of Local CDEM Recovery Manager is consistent with Council responsibilities under the CDEM Act 2002.

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

No implications to Māori/ Te Arawa/ tangata whenua have been identified.

6.4. Tūraru Risks

Consideration to the potential risk of insufficient staffing capability in the early stages of an emergency response or during a prolonged period of disaster response.

**6.5. Te Whaimana
Authority**

The Council has the authority to endorse the nomination by the Chief Executive to be forwarded to CDEM Chief Executive Group (CEG) for endorsement. The nomination is then sent to the Bay of Plenty CDEM Joint Committee, who may either appoint or decline the nomination.

10.5 MEMBERSHIP OF LOCAL GOVERNMENT NEW ZEALAND (LGNZ)

Doc ID: 21235707
Prepared by: Debbie Cossar, Governance and Democracy Lead
Approved by: Greg Kieck, Manager, Governance, Strategy & Compliance
Attachments: Nil

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is to provide information to inform Council's decision-making regarding continuing its membership of Local Government New Zealand (LGNZ).

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Membership of Local Government New Zealand (LGNZ)' be received.

- 2. That the Council notes that the decision on the LGNZ membership for the next triennium will be brought to the new Council.**
- 3. That the Council:**
- (a) requests that a workshop be arranged for the President and Chief Executive of LGNZ to provide further information to Councillors on LGNZ before making a decision on membership for 2025/26, or**
 - (b) confirms its continued membership of LGNZ for 2025/26, or**
 - (c) resigns its membership of LGNZ by giving notice.**

**2. TE TĀHUHU
BACKGROUND**

LGNZ comprises and represents most councils in New Zealand. It is the body that Central Government Ministers consult when seeking a view from the local government sector.

LGNZ is constituted as an incorporated society (New Zealand Local Government Association Inc). The members of the society are individual councils. Participation in LGNZ is focused on elected members. The LGNZ National Council employs a chief executive who is responsible for the staff of LGNZ.

The objectives of LGNZ, as listed in its constitution are, in summary:

- To promote the national interests of local government through the promotion of LGNZ's vision.
- To advocate on matters affecting the national interests of local government and the communities that it represents;
- To promote and facilitate regular dialogue with Government, Parliamentarians, and the agencies of Government.
- To provide information to Member Authorities and associate members.
- To research, survey, and investigate matters on behalf of its Member Authorities.
- To provide advice and to deliver education and training opportunities for Member Authorities and others.
- To hold conferences and forums.

Governance of LGNZ is provided by a National Council made up of mayors and elected members from around the country. Representation comes from each of the council zones (based on geographical location), sectors (based on Council type) and a member each from the Te Maruata and Young Elected Member committees.

LGZ is funded through membership fees and funding from agencies active in local communities such as the Department of Internal Affairs, the Ministry of Social Development and the Ministry for Foreign Affairs and Trade.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

3.1. RLC membership

As part of its membership to LGNZ, Council's elected members and staff utilise services, are members of committees and attend meetings and events as described below:

Zone groups

Each council is a member of one of seven zones based on geographic location. All elected members are part of their zone. RLC is in Zone 2. Three meetings are scheduled for 2025. There are no registration costs for these meetings.

Zone 2 meetings are generally attended by the Mayor or a delegate and the Chief Executive.

Sector groups

Each council is a member of one of four sector groups — metropolitan, regional, provincial, or rural. Each group develops their own set of priority issues to address. RLC is a member of the Provincial sector group. Three meetings are scheduled for 2025, with an All-of Government meeting (including all sector groups) scheduled for the 1 May. There are no registration costs for the Provincial sector meetings, and a registration cost per person to attend All-of Government meetings.

Provincial sector meetings are generally attended by the Mayor or a delegate and the Chief Executive.

Young Elected Members committee

The Young Elected Members committee is a sub-committee of the National Council of LGNZ. It coordinates networking and development opportunities for young, elected members, and advises the National Council on matters such as young adult/rangatahi participation in local government. Four meetings are scheduled for 2025.

Cr Fisher Wang is the Zone 2 representative on this committee.

Te Maruata

Te Maruata is a sub-committee of the National Council of LGNZ and is made of up Māori elected members from across the sectors. Its role is to promote increased representation of Māori as elected members of local government. Six events are scheduled for 2025.

In this triennium Te Maruata events are generally attended by Mayor Tapsell and Māori Ward Councillors.

Community Boards Executive Committee

The Community Boards Executive Committee is a sub-committee of the National Council of LGNZ. The Committee advocates for community boards across New Zealand and supports their development, capability and impact.

RLC does not have a representative on the Community Boards Executive Committee but benefits from the advocacy and representation provided by the Committee.

Mayor's Task force for Jobs and Tuia programme

In previous years, RLC Mayors have supported the Mayor's Taskforce for Jobs initiative and the associated Tuia programme. In 2024, Mayor Tapsell determined not to renew her membership of both groups as a cost saving measure. Cost savings included the membership (\$5,272 gst inc) and travel costs; and the associated costs of supporting a Tuia representative to attend wananga and meetings (\$2,000 approx).

LGNZ Annual 'SuperLocal' Conference and Biennial Community Board Conference

LGNZ holds an annual conference for the local government attended by mayors, chairs, chief executives, councillors and senior management from New Zealand's councils as well as representatives from the private sector, business, government and non-government agencies.

The conference also includes the LGNZ AGM and the SuperLocal Awards, which recognise and celebrate excellence in local government.

As Ministers and senior government officials attend LGNZ meetings and events, they provide a very useful forum for finding out about legislative change and government direction.

3.2. Other services

As well as the advocacy that LGNZ provides for all member councils to central government, the organisation provides a range of other services to support the induction and training of elected members.

LGNZ supports the election process as one of the trusted sources of information. LGNZ also supports member Councils with their induction of new mayor, councillors by hosting regional workshops (eg Mayor's School) following the elections. Rotorua will be one of the venues for a regional councillor induction workshop following the 2025 Local Government Elections.

LGNZ provides access to the Akona Learning and Development Programme for elected members which is available to all LGNZ members. This includes access to a range of e-modules and Ako hours (one-hour lunchtime Q&A webinars with subject matter experts).

The organisation also provides a series of guides for local government [Governance guides - LGNZ](#)

From a staff perspective, LGNZ is a source of advice (including legal advice) and support for submission processes.

In the absence of a strategy/policy team, RLC leverages the work of LGNZ to analyse issues presented by changes in legislation and develop options for advocacy.

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

Consultation on this matter is not being undertaken as it is considered to be a matter of low significance and not of wide public interest.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

Rotorua Lakes Council's annual subscription for 2025/2026 is \$93,458.86 gst inc.

In addition to its annual membership, Council also benefits from membership subsidies to attend the annual LGNZ conference and LGNZ training opportunities.

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

The Council has the authority to retain RLC's membership to LGNZ or discontinue its membership.

Attendance at the LGNZ annual conference is allowed for in the 'Conference Attendance for Elected Members Policy'

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

RLC Māori elected members are supported to attend Te Maruata meetings and events. RLC's 'Conference Attendance for Elected Members Policy' supports the attendance of a representative from Te Tatau o Te Arawa at the annual LGNZ conference.

6.4. Tūraru Risks

The risks associated with leaving LGNZ include, but are not limited to, the potential of:

- being isolated within the sector and the challenge of the Rotorua voice being heard in isolation.
- losing the opportunities provided through LGNZ meetings and events to engage directly with Government Ministers and government officials.
- losing the training/educational opportunities provided by LGNZ (or membership subsidies).

- Community Boards and Te Tatau o Te Arawa also being impacted in their ability to participate in their representative bodies.

**6.5. Te Whaimana
Authority**

As an operational matter within Council, this falls within the CE delegation, however given the primary user of these services are elected members, this matter is being brought to Council.

10.6 2025 LOCAL GOVERNMENT NEW ZEALAND (LGNZ) SUPER LOCAL CONFERENCE - ATTENDANCE BY CR WANG

Doc ID: 21244288

Prepared by: Debbie Cossar, Governance and Democracy Lead

Approved by: Greg Kieck, Manager, Governance, Strategy & Compliance

Attachments: Attachments: Nil

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is for Council to approve the nomination of Cr Fisher Wang to join the delegation attending the 2025 Local Government New Zealand (LGNZ) SuperLocal Conference on behalf of Rotorua Lakes Council.

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report '2025 Local Government New Zealand (LGNZ) Super Local Conference - Attendance by Cr Wang' be received.

2. That the Council determine that Cr Fisher Wang will attend the 2025 LGNZ SuperLocal Conference with Mayor Tapsell, Cr Kai Fong, Cr Maxwell and Chief Executive Andrew Moraes.

**2. TE TĀHUHU
BACKGROUND**

The 2025 LGNZ SuperLocal Conference is being held in Ōtautahi, Christchurch at the Te Pae Convention Centre, from 16-17 July 2025.

Rotorua Lakes Council's "Conference Attendance for Elected Members Policy" allows for the following elected members and staff to attend the annual LGNZ Conference: (Attachment 1).

- Mayor
- Deputy Mayor
- Chief Executive
- Two Councillors
- One Te Tatau o Te Arawa board member

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

At the Council meeting 26 March 2025 it was resolved that Mayor Tapsell, Cr Kai Fong, Cr Trevor Maxwell and Chief Executive Andrew Moraes attend the 2024 LGNZ SuperLocal Conference.

Mayor Tapsell has asked that elected members approve the nomination of Cr Fisher Wang, as the elected Zone 2 representative for Young Elected Members network, which advises LGNZ directly' to join the delegation from Rotorua in 2025.

Since the Council meeting on the 26 March 2025, Te Tatau o Te Arawa has selected Chair James Hamiora to attend the Conference as per the "Conference Attendance for Elected Members Policy".

4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

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

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

Consultation on this matter is not being undertaken as the policies that relate to this business case gives decision-making powers to Council.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

Since the Council meeting on the 26 March 2025, registrations have opened for the Conference. The cost of 'Early Bird' registration for LGNZ members to attend the Conference and dinner is \$1,400 (excl GST).

Flights to Christchurch will be booked following confirmation of Cr Wang's attendance and should cost between \$600 and \$700.

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

This decision is consistent with Council's 'Conference Attendance for Elected Members Policy'.

6.3. Tūraru Risks

There are no major risks associated with this decision.

**6.4. Te Whaimana
Authority**

Council has the authority to nominate up to two Councillors to attend the 2025 LGNZ SuperLocal Conference in accordance with the 'Conference Attendance for Elected Members Policy'.

10.7 REMIT TO LGNZ 2025 AGM: SHORT-TERM RENTAL REGISTER OF PROPERTIES

Doc ID: 2144380
Prepared by: Debbie Cossar, Governance and Democracy Lead
Approved by: Greg Kieck, Manager, Governance, Strategy & Compliance
Attachments: Nil

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is to seek councillors' support for a Rotorua Lakes Council (RLC) remit advocating for a short-term rental register of properties, to be considered at the Local Government New Zealand (LGNZ) 2025 Annual General Meeting (AGM), being held in Christchurch on Wednesday 16 July.

**HE TŪTOHUNGA
RECOMMENDATION**

- 1. That the report 'Remit to LGNZ 2025 AGM: Short-Term Rental Register of Properties' be received.**
- 2. That the Council support the Rotorua Lakes Council remit advocating for a short-term rental register of properties, to be considered at the Local Government New Zealand 2025 Annual General Meeting.**

**2. TE TĀHUHU
BACKGROUND**

Local Government New Zealand has invited member authorities to submit proposed remits for consideration at the LGNZ 2025 Annual General Meeting.

Remits are positions or policies put to LGNZ's AGM for a vote. Any remit needs the support of either an LGNZ Zone, Sector or five councils. LGNZ reviews all proposed remits to ensure they meet the criteria below.

1. The remit is relevant to local government as a whole, not just a single Zone, Sector or council;
2. The remit relates to significant matters, including constitutional and substantive policy, rather than matters that can be dealt with administratively;
3. The remit concerns matters that can't be addressed through channels;
4. The remit does not deal with issues that are already being actioned by LGNZ. This covers work programmes underway as part of LGNZ's strategy.

The LGNZ Remit Screening Committee will determine which of the proposed remits will be put forward to the 2025 AGM.

Councillors are asked to support an RLC remit for LGNZ to lobby central government for a government run Short-Term Rental Accommodation (STRA) register. A register would assist with compliance with the new relevant standards, as well as tracking day limits of each STRA dwelling and provide details to assist local councils with monitoring STRA in their local government areas (LGA) and developing policy.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

As part of Council's 2024-20234 Long term Plan consultation, community feedback was sought on introducing a commercial rate for short-term rental accommodation (STRA). A significant number of submissions were received over the consultation period which were taken into consideration as part of Council's deliberations.

In response to the feedback received, Council moved away from adopting a commercial rate for STRA's and instead adopted an economic and development targeted rate to be levied against properties that are advertised as available for more than 60 days or more/year and list the exclusive use of the whole dwelling on a property. Single rooms, spare bedrooms and granny flats were excluded from the economic development rate as well as properties advertised as available for rent for less than 60 days. The general rate remained as residential.

The funding currently received via the economic and development targeted contributes to the destination marketing of the district. Rotorua Lakes Council funds its Council Controlled Organisation RotoruaNZ to do this work.

Other councils like Queenstown, Auckland and Wellington, have or are considering introducing a similar type of short-term rental rate with various options and rates. One of the issues is the difficulty in identifying the types of property who are offering an STRA. Council is currently in the process of setting up a working group of sector representatives to look at how we can refine the policy and implementation.

A possible remit could be that RLC seeks support to lobby central government for a national visitor levy, paid by the visitor and collected by all accommodation providers. The funds raised from the levy to be distributed back to the TLA where the levy was collected from and ring fenced to be spent on tourism related infrastructure, destination marketing and major events. However given the Government has signalled no new taxes, this levy could be seen as a new tax and the International Visitor Levy has already been increased.

Instead, a remit is proposed to seek support for LGNZ to lobby central government for a government run Short-Term Rental Accommodation (STRA) register. A register would assist with compliance with the new relevant standards, as well as tracking day limits of each STRA dwelling and provide details to assist local councils with monitoring STRA in their local government areas and developing policy.

A register would ensure fairness and equity across the short-term rental sector, ease of identification of properties offering such a service and be a more cost-effective method for Councils to monitor and levy a rate at a level which they adopt (if they so choose). The situation at present with no register, is that it is difficult to identify properties being used as STRA's. Under Council's current policy, Council must determine what properties are operating as STRA's and must confirm with property owners. This process is expensive and may result in under-identification which undermines fairness and equity being sought.

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

The remit as proposed is not significant, noting Council consulted fully on changes to its rating process as part of the LTP 2024/2034 consultation. No decision or implementation of a rate is proposed as part of this report.

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

As part of its Long-term Plan 2024/2034 consultation, Council consulted extensively on a proposal to introduce a commercial rate on properties advertised for a minimum of 60 days and in addition, and as a commercial property receive the business and economic development targeted rate.

In response to the feedback received, Council moved away from adopting a commercial rate for STRA's and instead adopted an economic and development targeted rate only.

**6. HE WHAIWHAKAARO
CONSIDERATIONS**

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

A register would assist with compliance of costs as noted above.

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

A register would assist with monitoring STRA in their local government areas and developing policy.

**6.3. Tūraru
Risks**

There are no risks associated with this matter.

**6.4. Te Whaimana
Authority**

To progress, the remit requires the support of either an LGNZ Zone, Sector or five councils and a determination from the LGNZ Remit Screening Committee to be put forward to the 2025 AGM.

10.8 NON-FINANCIAL PERFORMANCE REPORT - QUARTER 2 - 2024/25

Doc ID: 21236184

Prepared by: Alex Barrett, Strategic Advisor, Corporate Planning

Approved by: Thomas Collé, Group Manager, Organisational Performance and Innovation

Attachments: 1. Non - financial performance measures Q2 results (under separate cover)

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is to provide elected members with the second quarter results of the Long-term Plan 2024-2034 non - financial performance measures for the 2024/25 financial year.

**2. TE TUHINGA WHAKARĀPOPOTOTANGA
EXECUTIVE SUMMARY**

Within a Long-term Plan, the level of service that the council will deliver is agreed upon by the Council. The Local Government Act stipulates that local authorities are required to report on how well they are performing in delivering these levels of service to their communities as measured by the Key Performance Indicators (KPIs).

The draft non-financial performance measures reported relate to quarter two of year one of the Long-term Plan 2024- 2034.

This is a new measurement framework that was developed as part of the LTP 2024-2034 and audited as part of the LTP audit conducted by AuditNZ. This is the first year that this framework is being reported on.

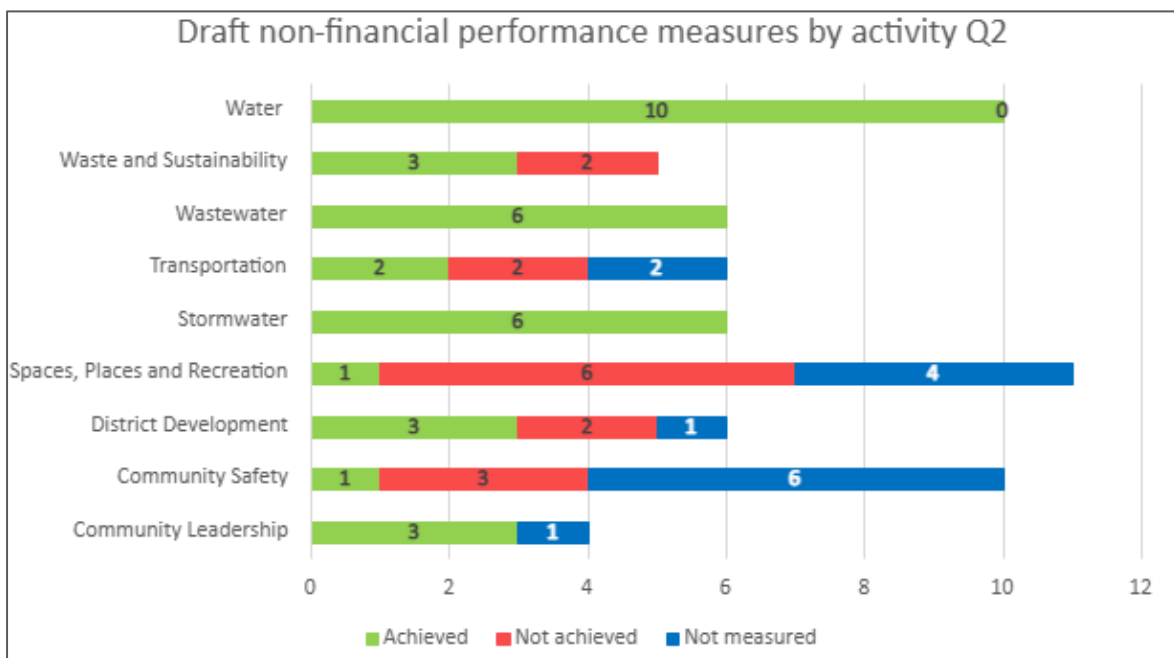
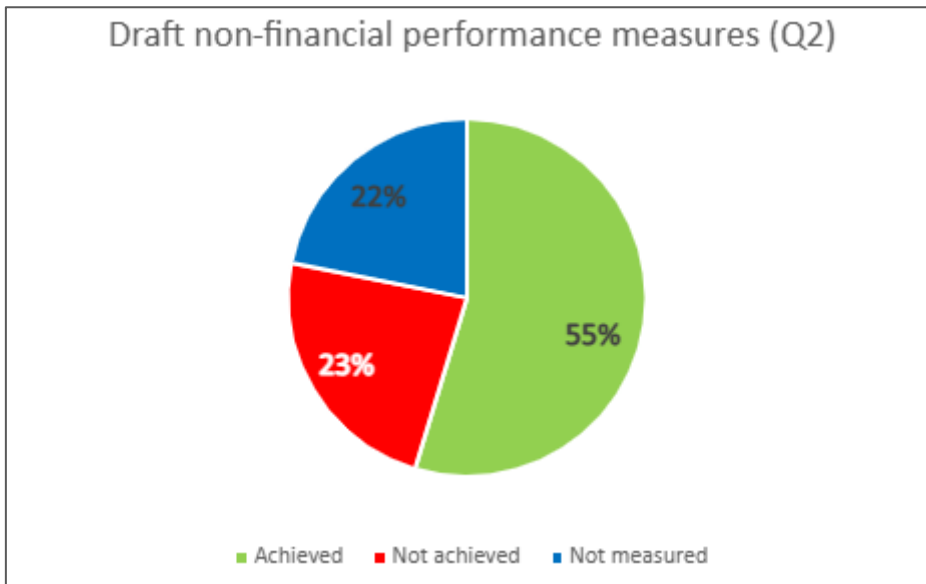
**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Non-Financial Performance Report - Quarter 2 - 2024/25' be received.

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

There are 64 performance measures within the LTP non-financial performance measure framework. Of those, 22 are mandatory as stipulated under section 261B of the Local Government Act 2002.

The draft results for the second quarter are presented as follows:



The three waters continue to perform well over the second quarter with 100% of the performance measures being achieved.

It is noted that a number of performance measures rely on annual data and cannot therefore be reported on quarterly. These will be reported on as they become available as part of the quarterly reporting.

20% of the measures have not been achieved in quarter two. These are currently being worked through to identify areas of improvement before year end (30 June).

Of the 27 mandatory measures, 21 are currently tracking as achieved (78%), 4 not achieved (15%) and 2 not measured (7%)

Those that are not achieved are:

- Percentage of non-notified resource consents processed within statutory timeframes (Land Use).
- Percentage of non-notified resource consents processed within statutory timeframes (Subdivision).
- The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.
- The percentage of customer service requests relating to roads and footpaths which are responded to within five (5) working days.

Those that are not measured are:

- The average quality of ride on a sealed local road network, measured by smooth travel exposure. This is measured annually therefore unavailable at this time.
- The percentage of the sealed local road network that is resurfaced. The resurfacing programme is scheduled to commence in quarter three.

4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

The contents 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

Community consultation is not considered necessary in relation to this item

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

No financial/budget considerations have been identified.

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

No policy and planning considerations have been identified.

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

No impacts on tāngata whenua have been identified

6.4. Tūraru

Risks

While there are no major risks identified with the report, officers will continue to work to implement improvement plans for the non-achieved measures to improve overall non-financial measure results.

6.5. Te Whaimana

Authority

Council under the Local Government Act 2002 have the authority to receive this report

10.9 APPOINTMENT OF DOG CONTROL PANEL

Doc ID: 21236208
Prepared by: Dayla Taljaard, Democracy and Governance Co-Ordinator
Approved by: Greg Kieck, Manager, Governance, Strategy & Compliance
Attachments: Attachments: Nil

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is to table the Mayor's establishment of the Dog Control Panel, appointment of the panel members, and appointment of the Chairperson and Deputy Chairperson, as required under the Local Government Act 2002 (*LGA 2002, 41A(3)*).

**HE TŪTOHUNGA
RECOMMENDATION**

- 1. That the report 'Appointment of Dog Control Panel' be received.**

**2. TE TĀHUHU
BACKGROUND**

The Dog Act 1996 requires Local Authorities to:

- Consider objections relating to the classification as a menacing dog under s33A, s33B, s33C, s33D and s22A under the Dog Control Act 1996.
- Consider objections relating to the classification of a person disqualified from owning a dog under s26 of the Dog Control Act 1996.
- Consider an objection to classification as a menacing dog under s22A and s33C of the Dog Control Act 1996.
- Consider and determine an objection to any notice issued requiring abatement of a barking dog nuisance under s55 of the Dog Control Act 1996.
- Consider and determine an objection to classification as a probationary owner under s22 of the Dog Control Act 1996.
- Consider and determine an objection to classification as a dangerous dog under s31 of the Dog Control Act 1996.

The purpose of this committee is to conduct fair and effective hearings and make determinations on objections as per the Dog Control Act 1996. To enable these functions, Mayor Tapsell has established the Dog Control Panel, and appointed the committee's members, chairperson and deputy chairperson.

The appointments satisfy the requirements of the Local Government Act 2002, and the Rotorua Lakes Council standing orders.

For the purposes of the local government act 2002, the Dog Control Panel is a subordinate decision-making body as per Schedule 7 section 30 of the Act.

Mayoral Establishment of a Committee

"A Mayor has the power to establish committees of the territorial authority." LGA 2002, s41A(3)(b)

"The Mayor may establish committees of the territorial authority. Where a Mayor exercises this right, a list of the committees and their terms of reference must be tabled at the next following meeting of the council." Rotorua Lakes Council Standing Order 5.3

Mayoral Appointment of Committee Members

"A Mayor has the following powers: to appoint the deputy mayor; to establish committees of the territorial authority; to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor: may make the appointment before the other members of the committee are determined, and: may appoint himself or herself." LGA 2002, s41A(3)

"A Mayor may appoint the deputy Mayor, the chairperson and the members of each committee of the territorial authority. The names of any appointments made by the Mayor must be tabled at the first meeting of the council after the appointments are made. The Mayor may also appoint themselves." Rotorua Lakes Council Standing Order 5.1

Mayoral Appointment of Chairperson and Deputy Chairperson

"A Mayor has the power to appoint the chairperson of each committee established under paragraph (b), and, for that purpose a Mayor may make the appointment before the other members of the committee are determined; and may appoint himself or herself." LGA 2002, s41A(3)(c)

"A Mayor may appoint the deputy Mayor, the chairperson and the members of each committee of the territorial authority. The names of any appointments made by the Mayor must be tabled at the first meeting of the council after the appointments are made. The Mayor may also appoint themselves." Rotorua Lakes Council Standing Order 5.1

Terms of Reference

Type of Committee:	Standing Committee
Subordinate to:	Council
Chairperson:	Her Worship Mayor Tania Tapsell
Deputy Chairperson:	Cr Fisher Wang
Membership:	Cr Karen Barker Cr Rawiri Waru
Quorum:	3
Meeting Frequency:	As required
Purpose:	To conduct fair and effective hearings and make determinations on objections under the Dog Control Act 1996.

Delegations

- Power to consider an objection under s33B in relation to classification as a menacing dog under s33A of the Dog Control Act 1996 or an objection under s33D in relation to classification as a menacing dog under s33C of the Dog Control Act 1996.
- Power to consider objections relating to the classification of a person disqualified from owning a dog under s26 of the Dog Control Act 1996.

- Power to consider an objection to classification as a menacing dog under s33A and s33C of the Dog Control Act 1996.
- Power to consider and determine an objection to any notice issued requiring abatement of a barking dog nuisance under s55 of the Dog Control Act 1996.
- Power to consider objections relating to the classification as a probationary owner under s22 of the Dog Control Act 1996.
- Power to consider objections relating to the classification as a dangerous dog under s31 of the Dog Control Act 1996.

3. 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.

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

The Local Government Act 2002 mandates the authority of the Mayor to establish this committee and make these appointments to the Dog Control Panel.

5. HE WHAIWHAKAARO CONSIDERATIONS

5.1. Mahere Pūtea Financial/Budget Considerations

There are no financial implications of this decision.

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

The establishment of the Dog Control Panel and the appointment of a Chairperson and Deputy Chairperson to the Committee is consistent with Council's policies and plans.

5.3. Tūraru Risks

There are no major risks.

5.4. Te Whaimana Authority

Clause 3 section 41A of the Local Government Act 2002 provides the powers to the Mayor to establish this committee, and appoint its members, chairperson and deputy chairperson.

10.10 RECOMMENDATIONS FROM OTHER COMMITTEES - TE ARAWA VISION 2050 COMMITTEE MEETING 16 APRIL 2025

Doc ID: 21244325
Prepared by: Robert Griffith, Governance and Democracy Advisor
Approved by: Greg Kieck, Manager, Governance, Strategy & Compliance
Attachments: Attachments: Nil

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is to provide an opportunity for Council to consider recommendations received from the Te Arawa 2050 Vision Committee meeting held 18 February 2025.

Committee Members: Cr Maxwell (Chair), Mr James Hamiora (Deputy Chair) (Te Tatau o Te Arawa), Mayor Tapsell, Cr Kai Fong, Cr Barker, Mr Potaua Biasiny-Tule (Te Tatau o Te Arawa), Cr Brown, Mrs Waiarangi Hotene (Te Tatau o Te Arawa), Cr Kereopa, Cr Lee, Cr O'Brien, Cr Paterson, Miss Rangitiarua Tibble (Te Tatau o Te Arawa), Cr Wang, Cr Waru, and Mr Te Taru White.

**HE TŪTOHUNGA
RECOMMENDATION**

- 1. That the report 'Recommendations From Other Committees - Te Arawa Vision 2050 Committee Meeting 16 April 2025' be received.**
- 2. That the following recommendations of the Te Arawa 2050 Vision Committee meeting held 16 April 2025 be adopted:**

RECOMMENDATION

TE ARAWA 2050 VISION COMMITTEE – CONFIRMATION OF KEY PROJECTS

- 1. That the Committee recommends to Council that Committee members feedback be provided to council officers on the key projects discussed in this report.**

Reports and attachments relating to the above recommendations were included in the agenda for the Te Arawa 2050 Vision Committee meeting held 16 April 2025. The agenda is available for viewing on Council's website under [Meetings & Livestream - Rotorua Lakes Council](#).

10.11 FINANCIAL UPDATE - MARCH 2025

Doc ID: 21245991
Prepared by: Michelle Overbeek, Director of Finance
Approved by: David Jensen, Chief Financial Officer
Attachments: Attachments: Nil

**1. TE PŪTAKE
PURPOSE**

The purpose of the report is to provide information on Council's financial performance for the nine months ended 31 March 2025.

**HE TŪTOHUNGA
RECOMMENDATION**

- 1. That the report 'Financial Update - March 2025' be received.**

**2. TE TĀHUHU
BACKGROUND**

This report covers Council's core operating position as at 31 March 2025, as well as the impact of capital subsidies and development contribution revenue.

Rate revenue is performing favourably against budget, primarily due to higher than budgeted lump sum rate revenue associated with the Rotoiti/Rotomā wastewater scheme. Core user fee revenues are higher than budget projections, driven by income related to the Works Department which has now been incorporated back into Council, which is offset by higher operating expenses.

Operating expenses are ahead of the year-to-date budget, largely driven by the incorporation of the Works Department operating expenses and the transition costs related to the transfer of Events and Venues to RotoruaNZ.

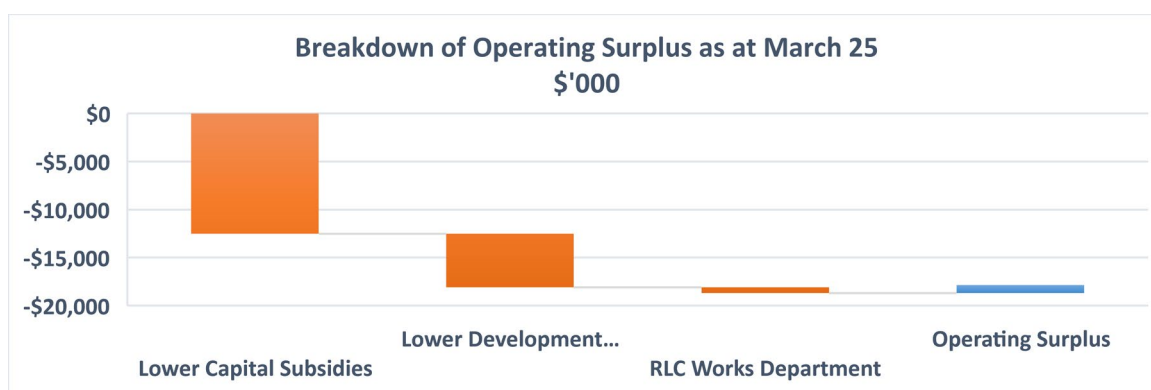
Council's capital expenditure is currently behind the year-to-date budget at the end of the second financial quarter, driven by delays in the renewal programme and growth-related stormwater.

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

Financial Position as at 31 March 2025

Council has a positive operating variance compared to budget of \$221k as at 31 March 2025, primarily related to strong rate revenue year to date. Within this overall Council result is a negative variance of \$623k relating to incorporation of the RLC Work Department and transition costs in relation to the transfer of events activities to RotoruaNZ.

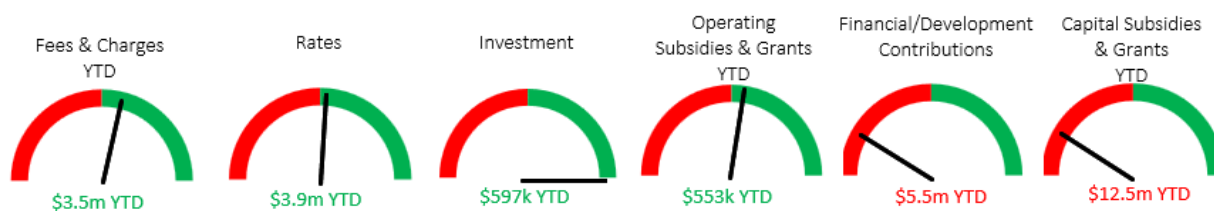
Capital revenues continue to trend below budget with Capital Subsidies \$12.5m; and Development Contributions \$5.5m below budget for the year to date.



Year to Date Financial Performance

Figures in \$000's	Year To Date		
	Actual	Budget	Variance - Favorable / (Unfavorable)
Income			
Fees & Charges	18,962	15,424	3,538
Rates	113,808	109,813	3,995
Investment Income	1,048	451	597
Development & Financial Contributions	2,721	8,267	(5,546)
Subsidies & Grants - Capital	6,376	18,902	(12,526)
Subsidies & Grants - Operational	5,792	5,239	553
Total Income	148,707	158,097	(9,390)
Opex			
Administration Expense	3,112	3,072	(40)
Finance Cost	179	149	(30)
Maintenance	1,370	1,686	316
Operating Expenses	60,589	56,776	(3,813)
Staff Costs	33,181	30,829	(2,352)
Utilities	2,652	2,454	(198)
Depreciation	35,205	33,527	(1,678)
Interest Cost	14,979	14,315	(664)
Total Opex	151,268	142,808	(8,460)
Total Operating Surplus / (Deficit)	(2,561)	15,289	(17,850)

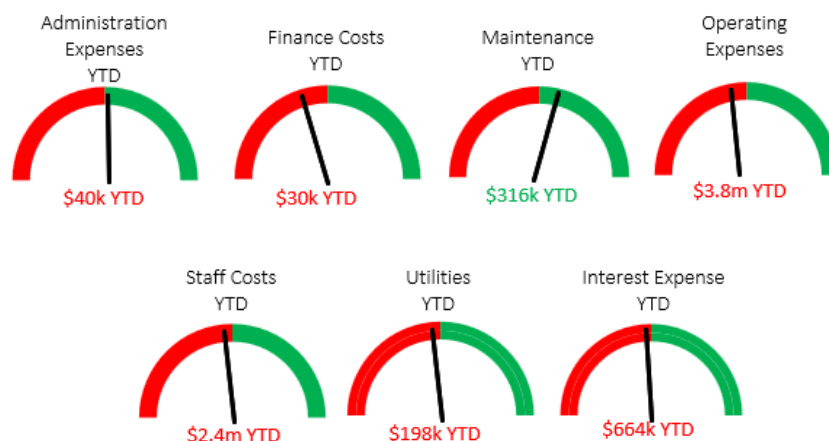
Income



Total Income is tracking unfavourably to budget, with a \$9.4m negative variance to budget. This is primarily driven by the Capital Grants and Subsidies.

- Fees and charges are direct charges to customers for specific Council services. Council's core fees and charges are \$3.5m ahead of year-to-date budget, driven primarily by internal revenue from the RLC Works Department. Fees related to Building services, land use consents and excess wastewater are also higher than planned budget which is in line with prior months trend.
- Rate revenue remains \$3.9m higher than year-to-date budget due number of ratepayers paying the Rotoiti/Rotomā Wastewater Capital Rate as a lump sum. In addition, water billing is higher this quarter due to a warmer summer season and subsequently higher water penalties.
- Investment income is revenue received by Council through dividends, and also interest received on term deposits. Investment Income is \$597k 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 \$553k higher compared with budget largely due to MFE waste disposal levy.
- Financial and Development Contributions is revenue paid by developers towards the capital costs required to enable their development. Financial and Development Contributions are \$5.5m behind year-to-date budget, this is largely dependent on timing of lodgement and issuing of consents which may have a long lead time.
- Capital Subsidies and Grants are funds provided by external parties towards Council's capital projects. Capital Subsidies and Grants are \$12.5m behind year-to-date budget due to the timing of completion of capital works. While Council has received physical cash for a number of these subsidies, a number of them are held on the balance sheet until Council has performed an annual test at the end of each financial year to determine which of these can be recognised as revenue.

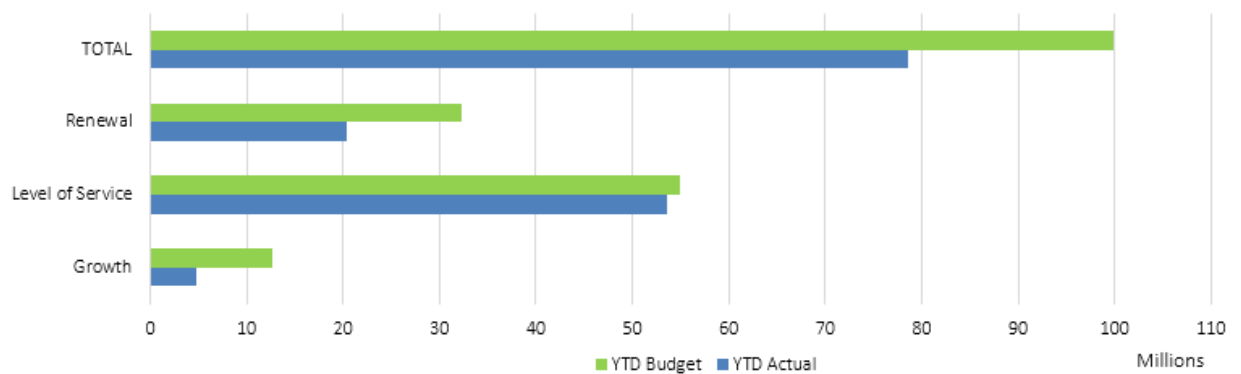
Operating Expenses



Operating Expenses are tracking negatively to budget, with a \$8.4m variance to budget.

- Administration Expenses cover the day-to-day running expenses of Council. Administration Expenses are \$40k ahead of year-to-date budget primarily related to additional audit and asset revaluation expenses.
- Finance Costs are the fees payable on banking facilities and debt management. Finance Costs are \$30k 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 \$316k 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 \$3.8m higher than year-to-date budget, driven primarily by the incorporation of RLC Works Department expenses, additional funding given to RotoruaNZ to enable transition of Events and Venues activity as well as the loss of event revenue for this year. In addition, due to vacancies across the RLC Works department several specialist contractors have been engaged to complete urgent works in relation to water supplies and tree work.
- Staff costs cover the salaries and wages of Council employees. Staff Costs were \$2.4m higher than budget as at 31 March 25 due to incorporation of RLC Works Department salary costs, which were not budgeted for, RLC is currently \$1.8m positive compared to initial budget.
- Utilities cover the water, power and gas expenses involved in Council operations. Utilities were \$198k over budget largely due to the temporary generator requirements for the Energy Events Centre, whilst the Geothermal bore was being renewed.
- Interest Expense is the external interest payable to Council's lenders. Interest expense is currently \$664k higher than year to date budget, this is partially due to higher actual interest rates vs budgeted rates. This has been proportionately mitigated by the offset of interest revenue which is due once the term deposit matures in April.

Capital Expenses



As at 31 March 2025, Council had spent \$78.6m (59%) 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, and property renewals which are expected to be completed by the end of this 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: \$17.3m. Completion is expected to be in 2026, current installations underway of the mechanical equipment (membrane supports and walkways) and all other built concrete structures have been inspected and accepted as complete.
- (ii) Rotorua Museum: \$17m. The project remains on track, with construction work progressing across multiple zones. The iconic stairway has been temporarily removed to make space for seismic strengthening of the floor, walls and central hall.
- (iii) Tarawera Wastewater Project: \$8.4m. Stage 1 is 90% complete with the construction of mains and pump stations, these are being modified to allow for gradual connections and improved redundancy provisions which are being managed within contingencies. There are ongoing communications and updates with RLC staff and resident groups.
- (iv) Stormwater IAF Funded Projects: \$7.3m. Program is progressing following the approval of variation order (V02), which has refined project scope and funding allocations. Development of detailed work is still underway.

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.

10.12 BUSINESS CASE – MAYOR AND KYLE KYDD ATTENDANCE AT CHINA-NEW ZEALAND MAYORAL FORUM FESTIVAL, MAY 2025

Doc ID: 21236236

Prepared by: Tania Togatama, Executive of the Mayor's Office

Approved by: Andrew Moraes, Chief Executive

Attachments:

1. Invitation letter from The Chinese People’s Association for Friendship with Foreign Countries
2. CPAFFC Draft Agenda for the Forum
3. Mayor Tapsell and Kyle Kydd proposed itinerary
4. Mayoral and Elected Representatives International Travel Policy

**1. TE PŪTAKE
PURPOSE**

In February 2025, Mayor Tapsell was advised by the Chair of Global Cities of New Zealand (GCNZ), Mayor Grant Smith (Mayor of Palmerston North), that the 3rd NZ China Mayoral Forum & Festival is to be held in Chengdu, China 19-22 May 2025. Mayor Smith confirmed that eight Mayors from New Zealand will be attending this event and encouraged Mayor Tapsell to attend to present details about the recent RotoruaNZ China Roadshow. The festival is being hosted by the Chinese People’s Association for Friendship with Foreign Countries (CPAFFC), who are offering to accommodate, free of charge, up to six delegates from each Council for the week of the forum.

In addition to the China-Mayoral Forum, Mayor Tapsell will take the opportunity to reestablish discussions with Chengdu trade contacts held during the recent RotoruaNZ Roadshow. For that reason, it is proposed that Kyle Kydd, the International Trade Manager – Eastern Markets (RotoruaNZ) accompany the Mayor during the forum and any other visits in Chengdu. The purpose of this report is to advise Councillors of the upcoming China-New Zealand Mayoral Forum and to seek Council approval for travel costs for the Mayor and Mr Kydd, which will be funded via the Mayor’s international delegation fund.

HE TŪTOHUNGA RECOMMENDATION
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<p>1. That the report ‘Business Case – Mayor and Kyle Kydd attendance at China-New Zealand Mayoral Forum Festival, May 2025’ be received.</p>
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<p>2. That the Council approve the cost of flights and 3 nights’ accommodation for Mayor Tapsell and Kyle Kydd, to attend and promote Rotorua at the China-New Zealand Mayoral Forum for one week from 19 May 2025.</p>
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<p>3. That the Council note income generated by international delegates visiting Rotorua Lakes Council is used to subsidise this travel, so there is no direct cost to ratepayers.</p>

2. TE TĀHUHU BACKGROUND

China-New Zealand Mayoral Forum

The theme of the forum will be “Mapping out for the new decade of Sister City Relationship”, with the objectives being to:

- Demonstrate the achievements of bilateral sister-city relationships
- Promotion of exchanges in fields such as economy and trade
- Enhance the understanding of tourism, education and cultural opportunities between China and New Zealand.

In addition to the China-New Zealand Mayoral Forum, RotoruaNZ are arranging meetings with other key tourism and trade contacts in Chengdu on Thursday and Friday 22-23 May.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

Mayor Tapsell has received a letter from The Chinese People’s Association for Friendship with Foreign Countries detailing the draft programme – attached as Attachment 1.

Council’s Mayoral and Elected Representatives International Travel Policy requires that requests for travel that relate international travel be supported by a business case that outlines the benefits of the travel against the following criterion:

- The travel/activity must support council's vision, business objectives and aspirations for the future as encapsulated in the Long-term Plan, or
- The travel must support council's current priorities and/or flagship projects.

This proposed travel to China has two key objectives, based on renewing our city’s international relationships that have been seriously affected by the closure of Rotorua’s borders during Covid 19.

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

Consultation on this matter is not being undertaken as the policies that relate to this business case gives decision making powers to Council.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

The estimated costs for flights and accommodation related to China are included below:

It should be noted that the current total income from international delegation hosting during this term is currently \$68,412.00. This has been offset with the Mayors 2024 and 2025 international travel (including interpreter travel), and sister-city hosting costs of \$27,760.01, leaving an available balance of \$40,651.99.

Estimate of accommodation costings - China

Sunday 18 May	Accommodation Chengdu	\$250 pp
Monday 19 May	Accommodation Chengdu	Covered by CPAFFC
Tuesday 20 May	Accommodation Chengdu	Covered by CPAFFC
Wednesday 21 May	Accommodation Chengdu	Covered by CPAFFC
Thursday 22 May	Accommodation Chengdu	\$250 pp
Friday 23 May	Accommodation Chengdu	\$250 pp
Accommodation total per person (pp)		\$750.00

Estimate total of airfares & accommodation - China

Airfares	Accommodation	Total
\$1296.00 pp	\$750 pp	\$2,046.00 pp

Total anticipated cost for Mayor Tapsell and Kyle Kydd = \$4,092.00

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

The proposal for travel to China by the Mayor on behalf of Rotorua Lakes Council and Kyle Kydd, on behalf of RotoruaNZ, relates to the "Mayoral and Elected Representatives International Travel Policy" (see attachment 4).

6.3. Tūraru Risks

If travel is approved it is likely that there will be interest from the media and others in the community related to costs. During the travel period indicated the Mayor will join meetings online while traveling. Responsibilities regarding civil defence and emergencies will be delegated to the Deputy Mayor during the Mayors travel.

**6.4. Te Whaimana
Authority**

In accordance with the Mayoral and Elected Representatives International Travel Policy this business case may be approved by a recommendation from the Chief Executive to Council.

Attachment 1: Invitation letter from The Chinese People's Association for Friendship with Foreign Countries



中国人民对外友好协会

THE CHINESE PEOPLE'S ASSOCIATION FOR
FRIENDSHIP WITH FOREIGN COUNTRIES

March 17, 2025

Ms. Tania Tapsell
Mayor of Rotorua
New Zealand

Dear Mayor Tapsell,

It is with great pleasure to inform you that the Chinese People's Association for Friendship with Foreign Countries (CPAFFC) and the Global Cities of New Zealand (GCNZ) will co-host the 3rd China-New Zealand Mayoral Forum and Festival from May 19 to 22, 2025, in Chengdu City, Sichuan Province, China. The People's Government of Chengdu Municipality will be the co-organizer of the event.

The theme of the event will be "Mapping out for the New Decade of Sister City Relationship". Representatives of cities from New Zealand and China will be invited to join in this event, demonstrating the achievements of bilateral sister cities exchanges and cooperation in fields such as economy and trade, tourism, education, culture and urban governance. Attached please find the framework agenda.

Address: 1 Taijichang Street
Beijing 100740
China

Tel: (86-10) 81441000
Fax: (86-10) 81441499
Http://www.cpaffc.org.cn

We wish to cordially invite you to lead a delegation of 6 people from your city to attend the event. We will cover the expenses of your stay in Chengdu City from May 19 to 22 (4 days / 3 nights), including hotel accommodation, local transportation and meals. International air fare will be borne by yourself.

Please confirm your attendance by April 1st. We will keep you updated on detailed arrangements in the coming weeks.

Thank you for your care and support to China-New Zealand subnational cooperation. We look forward to meeting you in Chengdu.

Sincerely,



Yang Wanming

President

The Chinese People's Association for
Friendship with Foreign Countries

Attachment 2: Draft agenda from CPAFFC for the 4-day forum

The 3rd China-New Zealand Mayor Forum
(also The 1st China-New Zealand Sister Cities Festival)

¶

Date: May 19 to 22, 2025 ¶

City: Chengdu City, Sichuan Province, China ¶

Theme: Mapping out for the New Decade of Sister City Relationship ¶

(This year marks the 10th anniversary of the 1st China-New Zealand Mayor Forum dated 2015.) ¶

Participants: 6-8 cities from China and New Zealand respectively ¶

Draft Program: ¶

May 19 (Mon) ¶

All day → → Arrival in Chengdu, registration ¶

Evening → → City-walk in Kuanzhai Alleys ¶

May 20 (Tue) ¶

Morning → → Visit to Chengdu Research Base of Giant Panda ¶

Breeding ¶

Afternoon → → Theme Visits (TBC, possibly on new energy, high-tech

→ → → → industry, city management, etc.) ¶

May 21 (Wed) ¶

Morning → → Opening Ceremony ¶

Thematic Forum 1 — Sister cities open doors for
cooperation (Promotion on trade and investment, etc.) ¶

Afternoon → Thematic Forum 2— **Sister cities enhance mutual understanding** (Display on educational cooperation and cultural exchanges)¶

Thematic Forum 3 — **Sister cities are about the people** (Talk show on friendship stories)¶

Closing Ceremony (Cooperation Agreement Signing)¶

Evening → → Gala Dinner (Talent show and wine tasting)¶

*2-3 performances by participants from each side¶

May 22 (Thu)¶

Morning → → Departure¶

Attachment 3: Mayor Tapsell and Kyle Kydd proposed itinerary

Saturday 17 May 2025	Fly Auckland to Chengdu via Beijing (arrive Sunday 18/5)
Monday 19 May 2025	Registration – CPAFFC and city walking tour
Tuesday 20 May 2025	CPAFFC event – visit planning exhibition centre and Giant Panda research base
Wednesday 21 May 2025	<ul style="list-style-type: none"> • CPAFFC event – presenting at two forum events: <ul style="list-style-type: none"> - Forum 1. Presentation of RotoruaNZ China Roadshow event and opportunities to connect with Chinese tourism agents and world-class Rotorua products. - Forum 2. Presentation on establishing relationships through indigenous culture. <p>CPAFFC gala dinner – Mayor Tapsell to participate in cultural performance, followed by wine tasting (Volcanic Hills wines to be taken by Mayor Tapsell).</p>
Thursday 22 May 2025	Tourism and trade contact meetings with Kyle Kydd (in progress and to be confirmed)
Friday 23 May 2025	Tourism and trade contact meetings with Kyle Kydd (in progress and to be confirmed)
Saturday 24 May 2025	Fly Chengdu to Auckland via Beijing (arrive Sunday evening)

Attachment 4: Mayoral and Elected Representatives International Travel Policy



8.3 MAYORAL AND ELECTED REPRESENTATIVES INTERNATIONAL TRAVEL POLICY

Date Adopted	Next Review	Officer Responsible
8 December 2016	1 December 2019	Group Manager, Strategy

Policy Purpose:

To guide decision making in relation to international travel undertaken by the Mayor and/or councillors as elected representatives of the Rotorua District, that is not covered by 23.1 Sister City Relationship Policy.

Policy:

There are occasions when the Mayor and/or elected representatives may be invited or required to attend international events overseas as representatives of Rotorua at the cost of the ratepayer.

Proposed travel needs to be supported by a business case that outlines the benefits of the travel against the following criterion:

1. The travel/activity must support council's vision, business objectives and aspirations for the future as encapsulated in the Long-term Plan, or
2. The travel/activity must support council's current priorities and/or flagship projects.

The business case to be approved by a recommendation from the CEO to council.

Generally travel costs of accompanying persons will not be paid for.

At the conclusion of the travel the elected representative is required to provide a written report to council.

This policy does not include travel by the Mayor and/or elected representatives that has been undertaken at the request of and paid for by other international, national or local organisations; including Rotorua Economic Development. Such travel may be undertaken at the discretion of the elected representative.

**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:

RECOMMENDATION		
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:		
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
11.1 - Approval to dispose of the land at 61 Kawaha Point Road	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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
Plain English	Council to carry out commercial activities	
Consideration has been given to public interest in this matter and officers' advice is that the above reasons for confidentiality outweigh the public interest in the matter.		

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