



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

Kaupapataka Agenda

NOTICE OF AN EXTRAORDINARY MEETING OF COUNCIL

Date: Wednesday 4 October 2023

Time: 2.30pm

Venue: Council Chamber

MEMBERSHIP

Chair Mayor Tapsell

Deputy Chair Cr Kai Fong

Members
Cr Barker
Cr Brown
Cr Kereopa
Cr Lee
Cr Maxwell
Cr O'Brien
Cr Paterson
Cr Wang
Cr Waru

Quorum 6

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 councillors
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 Rotorua Lakes Council; or
2. Apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

3. Whakapuakitanga Whaipānga - Declarations of interest

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

4. Ngā Take Whawhati tata kāore i te Rārangi Take - Urgent Items not on the Agenda

Items of business not on the agenda which cannot be delayed

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

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

The Chair shall state to the meeting.

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

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

s.46A (7), LGOIMA

Discussion of minor matters not on the agenda.

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

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

s.46A (7), LGOIMA

5. Pūrongo Kaimahi - Staff Reports

Doc ID: 20000311

ROTORUA LAKES COUNCIL

Mayor
Members
COUNCIL

5.1 Appointment of Rotorua Lakes Council Interim Chief Executive (Decision Required)

Report prepared by: Oonagh Hopkins, Executive Director Corporate Planning and Governance

Report approved by: Tania Tapsell, Mayor

1. TE PŪTAKE PURPOSE

The purpose of this report is to confirm, by resolution of Council, the appointment of Gina Rangi as acting Chief Executive of Rotorua Lakes Council for a period of up to six months.

2. HE TŪTOHUNGA RECOMMENDATION

1. That the report 'Appointment of Rotorua Lakes Council Interim Chief Executive' be received.
2. That Council appoint Ms Gina Rangi to the position of Chief Executive for an interim period of up to 6 months commencing 23 September 2023.
3. That Council confirms that in the course of Ms Rangi acting as the Chief Executive, the powers of the Chief Executive as set out in the Originating Delegation to Chief Executive dated 4 November 2010 are delegated to Ms Rangi, subject to the following limitations:
 - Acting CE role will be business as usual, with any significant decisions to be discussed with Mayor and/or Council before any actions occur.
 - Acting CE does not have ability to make other staff changes eg roles or remuneration, current structure of roles and staff.
 - Any agreed strategic activities and/or action, are to be undertaken as determined by the Council, and formally recorded at Council meetings.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

On 22 September 2023 the position of Chief Executive, Rotorua Lakes Council, became vacant.

While the Council undertake the necessary advertised recruitment process, Council must, under Section 42(1) of the Local Government Act, resolve to appoint another suitably qualified person to the position of Chief Executive.

Ms Gina Rangi is to act in the role of interim Chief Executive following this resolution until such time as a new Chief Executive has been resolved, or for a period of up to six months.

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Council will need to, by way of resolution, confirm the appointment of a new Chief Executive at the commencement of the recruitment process and before a new Chief Executive can act in that position.

Secondly, a resolution is required by Council to delegate to Ms Rangi the powers of the Chief Executive as set out in the Originating Delegation to Chief Executive dated 4 November 2010. In negotiating the terms of employment during the interim period a set of limitations have been added upon the Originating Delegation to the Chief Executive as follows:

- Acting CE role will be business as usual, with any significant decisions to be discussed with Mayor and/or Council before any actions occur.
- Acting CE does not have ability to make other staff changes eg roles or remuneration, current structure of roles and staff.
- Any agreed strategic activities and/or action, are to be undertaken as determined by the Council, and formally recorded at Council meetings.

4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

The Council has the authority to employ a Chief Executive (Section 42(1) LGA).

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

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

Consultation on this matter is not being undertaken as the Council has the authority to employ a Chief Executive (Section 42(1) LGA).

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1 Mahere Pūtea Financial/budget considerations

Not applicable.

6.2 Kaupapa Here me ngā Hiraunga Whakariterite Policy and planning implications

Approval of this recommendation is not inconsistent with Council's policies.

6.3 Tūraru Risks

There are no significant risks associated with the decision of this report.

6.4 Te Whaimana Authority

The Council has the authority to employ a Chief Executive (Section 42(1)).

6. 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