



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

# Kaupapataka Agenda

## NOTICE OF AN ORDINARY MEETING OF COUNCIL

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**Date: Wednesday 31 January 2024**

**Time: 9.30am**

**Venue: Council Chamber**

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### MEMBERSHIP

<b>Chair</b>	Mayor Tapsell
<b>Deputy Chair</b>	Cr Kai Fong
<b>Members</b>	Cr Barker Cr Brown Cr Kereopa Cr Lee Cr Maxwell Cr O'Brien Cr Paterson Cr Wang Cr Waru
<b>Quorum</b>	6

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## NGĀ TUKUNGA HAEPAPA A TE KAUNIHERA COUNCIL DELEGATIONS

<b>Type of Committee</b>	Council Committee
<b>Subordinate to</b>	N/A
<b>Subordinate Committees</b>	<ul style="list-style-type: none"> <li>• District Licencing Committee</li> <li>• Audit and Risk Committee</li> </ul>
<b>Legislative Basis</b>	Schedule 7 s30 (1) (A), Local Government Act 2002 Committee delegated powers by the Council as per Schedule 7, s32, Local Government Act 2002
<b>Purpose</b>	The purpose of the Council is to make decisions on all matters that cannot be delegated, that it has not delegated or that it has had referred to it by staff or a committee.
<b>Reference</b>	01-15-016
<b>Membership</b>	Mayor (Chair) Deputy Mayor (Deputy Chair) All councillors
<b>Quorum</b>	6
<b>Meeting frequency</b>	Monthly
<b>Delegations</b>	<ul style="list-style-type: none"> <li>• the power to make a rate</li> <li>• the power to make a bylaw</li> <li>• the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-term Plan</li> <li>• the power to adopt a long-term plan, annual plan, or annual report</li> <li>• the power to appoint a chief executive</li> <li>• the power to adopt policies required to be adopted and consulted on under the LGA 2002 in association with the long-term plan, or developed for the purpose of the local governance statement</li> <li>• the power to adopt a remuneration and employment policy</li> <li>• the power to set and support strategies in measures related to emergency matters.</li> <li>• all the powers, duties and discretions under the Civil Defence Act for the proper operation and administration of the approved Civil Defence Plan; such delegation to be executed solely within the defined policy guidelines as determined from time to time by the Council and subject to the Financial limits imposed by the approved Council estimates.</li> </ul> <p>Additional responsibilities retained by the Council committee:</p> <ul style="list-style-type: none"> <li>• Advise and support the mayor on the development of the long-term plan and annual plans</li> <li>• Approval of long-term plan or annual plan consultation documents, and supporting information and consultation process prior to consultation</li> <li>• Approval of a draft bylaw prior to consultation</li> </ul>

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	<ul style="list-style-type: none"> <li>• Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of the electoral officer</li> <li>• Adoption of, and amendment to the Committee Terms of Reference, Standing Orders and Code of Conduct</li> <li>• Relationships with the Te Tatau o te Arawa board, including the funding agreement</li> <li>• Monitor the overall financial management and performance of the council</li> <li>• Make financial decisions required outside of the annual plan budgeting processes</li> <li>• Approve the council’s insurance strategy and annual insurance placement for Council</li> <li>• Write-offs</li> <li>• Acquisition of property in accordance with the Long-term Plan</li> <li>• Disposals in accordance with the Long-term Plan</li> <li>• Review the Chief Executive’s performance annually and establish performance targets for each year</li> <li>• Undertake a performance review at the end of the first term of appointment as required by Schedule 7, clause 35 of the Local Government Act 2002. Undertaken no less than 6 months before the date on which the chief executive’s contract of employment for the first term expires.</li> </ul>
<p><b>Relevant Statutes</b></p>	<p>All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.</p>
<p><b>Limits to Delegations</b></p>	<p>Powers that cannot be delegated to committees as per the Local Government Act 2002 Schedule 7 S32.</p>

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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

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## 5. Te Whakaū i ngā Meneti - Confirmation of Minutes

### 5.1 Council Meeting Minutes (Draft) 13 December 2023

DOC ID: 20088436

## Minutes (Draft)

Council meeting held Wednesday 13 December 2023 at 9.30am  
Council Chamber, Rotorua Lakes Council

MEMBERS PRESENT:	Cr Kai Fong (Chair) Mayor Tapsell (Via Zoom), Cr Barker, Cr Brown, Cr Lee, Cr Maxwell, Cr Paterson, Cr Kereopa, Cr Waru (Via Zoom).
APOLOGIES:	Cr Wang and Cr O'Brien.
STAFF PRESENT:	G Rangī, Interim Chief Executive; T Collé, Group Manager, Corporate Services; S Michael, Group Manager, Infrastructure & Environmental Solutions; O Hopkins, Executive Director, Corporate Planning and Governance; I Tiriana, Manager, Council Communications; D Cossar, Governance & Democracy Manager; N Michael, Executive of Communications, Mayor's Office; S McNicol, Director of Marketing & Communications; W Wilkinson, Governance & Democracy Advisor.

The meeting opened at 9.32am.

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

#### 1 KARAKIA WHAKAPUAKI OPENING KARAKIA

Cr Barker opened the meeting with a Karakia.

#### 2 NGĀ WHAKAPĀHA APOLOGIES

Resolved;

1. That the apologies from Cr Wang, Cr O'Brien and Cr Kereopa (Early Departure) be accepted.

Moved: Cr Paterson

Seconded: Cr Maxwell

**CARRIED**

#### 3 WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

None.

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

None.

#### 5 TE WHAKAŪ I NGĀ MENETI CONFIRMATION OF COUNCIL MINUTES

##### 5.1 MINUTES OF COUNCIL MEETING HELD 22 NOVEMBER 2023

20063616

#### Resolved

1. That the minutes of the Council meeting held 22 November 2023 be confirmed as a true and correct record with the following amendment raised by Cr Barker.

**Amendment to item 7.2: Rotorua Future Development Strategy Adoption:  
Update 'produced' motion to 'procedural' motion.**

Moved: Cr Barker

Seconded: Cr Paterson

**CARRIED**

#### 6. NGĀ TĀPAETANGA PRESENTATIONS

##### 6.1 CRANKWORX ROTORUA

20088079

Dave Donaldson and Ariki Tibble from Mountain Bike Events Limited spoke to the presentation titled "Crankworx Rotorua" (Attachment 1).

#### 7. PŪRONGO KAIMAHI STAFF REPORTS

##### 7.1 ADOPTION OF COUNCIL'S ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2023

20080454

Thomas Collé spoke to the report.

The Chair advised that the report will be laid on the table until the Audit letter has been received.

##### 7.2 CONFIDENTIAL ITEMS TO BE RELEASED

20033941

#### Resolved

1. That the report titled 'Confidential items to be released' be received.

Moved: Cr Brown

Seconded: Cr Waru

**CARRIED**

Oonagh Hopkins overviewed the report.

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7.3 BUSINESS CASE - MAYOR'S ATTENDANCE AT NRL ALL STARS - 15-16 FEBRUARY 2024 (DECISION REQUIRED)

20077520

**Resolved**

1. **That the report titled 'Business case - Mayor's attendance at NRL All Stars - 15-16 February 2024' be received.**

Moved: Cr Paterson  
Seconded: Cr Maxwell  
**CARRIED**

Oonagh Hopkins overviewed the report.

**Further resolved**

2. **That Council approve the cost of flights and accommodation for Mayor Tapsell, to attend the NRL All Stars event in Townsville, Australia.**

Moved: Cr Maxwell  
Seconded: Cr Paterson  
**CARRIED**

Mayor Tapsell abstained from voting.

7.4 PROGRESS REPORT – CORPORATE SERVICES (INFORMATION ONLY)

20059138

**Resolved**

1. **That the report titled 'Progress Report – Corporate Services' be received.**

Moved: Cr Barker  
Seconded: Cr Lee  
**CARRIED**

Thomas Collé overviewed the report.

7.5 PROGRESS REPORT – CORPORATE PLANNING AND GOVERNANCE (INFORMATION ONLY)

20066356

**Resolved**

1. **That the report titled 'Progress Report – Corporate Planning and Governance' be received.**

Moved: Cr Waru  
Seconded: Cr Barker  
**CARRIED**

Oonagh Hopkins overviewed the report.

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## 7.6 PROGRESS REPORT – TE ARAWA PARTNERSHIPS (INFORMATION ONLY)

20077172

**Resolved**

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

Moved: Cr Barker

Seconded: Cr Paterson

**CARRIED**

Gina Rangi overviewed the report.

## 8 HE WHAKATAUNGA KIA HOKI ATU TE ARONGA O TE HUI HAI HUI TŪMATAWHĀITI RESOLUTION TO MOVE INTO PUBLIC EXCLUDED

**Resolved**

1. That Council move into Public Excluded session.

Moved: Cr Brown

Seconded: Cr Barker

**CARRIED**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing of this resolution
CONFIDENTIAL MINUTES OF PREVIOUS MEETING HELD 22 NOVEMBER 2023	Please refer to the relevant clause/s in the open meeting minutes.	Good reason for withholding exists under Section 48(1)(a).
PLACEHOLDER – CHIEF EXECUTIVE APPOINTMENT	<p>Protect the privacy of natural persons, including that of deceased natural persons.</p> <p>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.</p> <p>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>Section 48(1)(a) Section 7(2)(a)</p> <p>Section 48(1)(a) Section 7(2)(b)(ii)</p> <p>Section 48(1)(a) Section 7(2)(i)</p>

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This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6 or 7 of the Act or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item.

OPEN SESSION

**13 TE KARAKIA WHAKAMUTUNGA  
CLOSING KARAKIA**

Cr Barker closed the meeting with a Karakia.

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The meeting closed at 10.46am

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To be confirmed at a Council meeting on 31 January 2024.

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

## 5.2 Emergency Council Meeting Minutes (Draft) 20 December 2023

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20100548

# Minutes (Draft)

Council meeting held Wednesday 20 December 2023 at 10.30am  
The Boardroom, Rotorua Lakes Council

MEMBERS PRESENT: Mayor Tapsell (Chair)  
Cr Barker, Cr Brown, Cr Kereopa, Cr Maxwell, Cr O'Brien, Cr Paterson,  
Cr Waru.

MEMBERS PRESENT VIA AUDIO VISUAL: Cr Kai Fong, Cr Lee, Cr Wang.

APOLOGIES: None.

The meeting opened at 10.32am.

The Mayor welcomed elected members, and advised that is a formal Council meeting and thanked Councillors for coming in especially for this meeting.

### 1 KARAKIA WHAKAPUAKI OPENING KARAKIA

Cr Waru opened the meeting with a Karakia.

### 2 NGĀ WHAKAPĀHA APOLOGIES

None.

### 3 WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

None.

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

Cr Patterson raised the Lease of Springfield Golf Course, the Golf Club have not received the lease document as yet. Mayor Tapsell will follow up with staff to confirm this is progressing.

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## 5 HE WHAKATAUNGA KIA HOKI ATU TE ARONGA O TE HUI HAI HUI TŪMATAWHĀITI RESOLUTION TO MOVE INTO PUBLIC EXCLUDED

**Resolved;**

### 1. That Council move into Public Excluded session.

Moved: Cr Kai Fong

Seconded: Cr O'Brien

**CARRIED**

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing of this resolution
<b>APPOINTMENT CHIEF EXECUTIVE</b>	<p>Protect the privacy of natural persons, including that of deceased natural persons.</p> <p>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.</p> <p>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>Maintain effective conduct of public affairs through protection of such members, officers, employees and persons from improper pressure or harassment.</p>	<p>Section 48(1)(a) Section 7(2)(a)</p> <p>Section 48(1)(a) Section 7(2)(b)(ii)</p> <p>Section 48(1)(a) Section 7(2)(i)</p> <p>Section 48(1)(a) Section 7(2)(f)(ii)</p>

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6 or 7 of the Act or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item.

OPEN SESSION

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**8 TE KARAKIA WHAKAMUTUNGA  
CLOSING KARAKIA**

Cr Waru closed the meeting with a Karakia.

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The meeting closed at 11.25am.

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To be confirmed at a Council meeting on 31 January 2024.

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

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## 6. Pūrongo Kaimahi - Staff Reports

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Doc ID: 20131017

### ROTORUA LAKES COUNCIL

Mayor  
Members  
COUNCIL

#### 6.1 Financial Performance for the Six Months Ending 31 December 2023 (Information Only)

**Report prepared by:** David Jensen, Director of Finance

**Report reviewed by:** Thomas Collé, Group Manager Corporate Services

**Report approved by:** Gina Rangī, Interim Chief Executive

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#### 1. TE PŪTAKE PURPOSE

The purpose of the report is to provide information on Council's financial performance for the six months ended 31 December 2023.

#### 2. HE TŪTOHUNGA RECOMMENDATION

1. That the report "Financial Performance for the Six Months ended 31 December 2023" be received.

#### 3. TE MATAPAKI DISCUSSION

##### ➤ Council's Operating Environment

This report covers the second quarter of the 2023/24 Financial Year and shows Council's core operating position, as well as the impact of capital subsidies and development contributions.

Council continues to operate in a high inflation environment with costs remaining at elevated levels as we progress through the financial year, particularly within Council's Waste Management and Wastewater service delivery contracts.

User fee revenues remain significantly under budget representing both a quieter summer period through December where venues closed for Christmas and a broader delay in recovery for Rotorua's tourism sector which is recovering from Covid-19 disruptions slower than the national average.

A number of large capital projects yet to fully commence which is reflected in Council's capital expenditure as at the end of December.

Staff continue to monitor these trends as we progress further into the financial year.

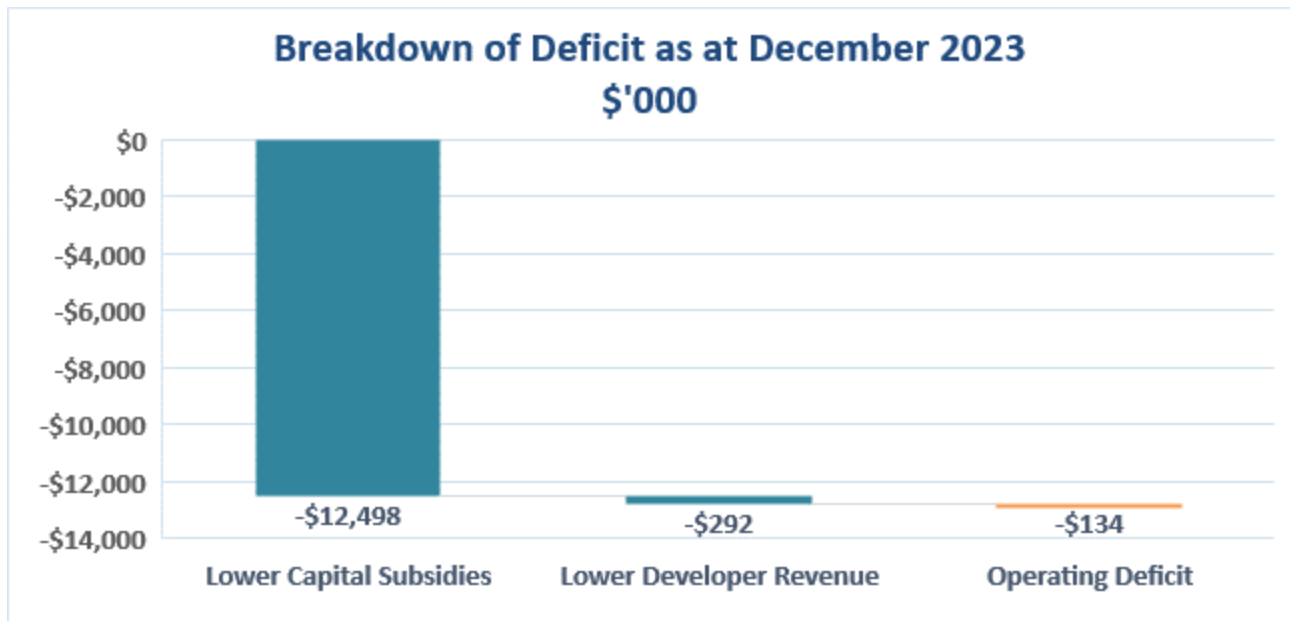
##### ➤ Financial Position as at 31 December 2023

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Council has a negative operating variance of \$134k as at 31 December 2023, reflecting slower user fee revenue through the month of December.

Within the overall \$12.9m year-to-date variance shown for December, \$12.4m relates to the receipt of subsidies attached to capital projects and \$292k relates to lower development contributions year-to-date and \$134k relates to the current operating deficit year-to-date.

Staff are preparing a full year forecast for revenue and expenses for the remaining six months of the financial year with a view to identify opportunities to achieve the full year operating budget set in the Annual Plan.

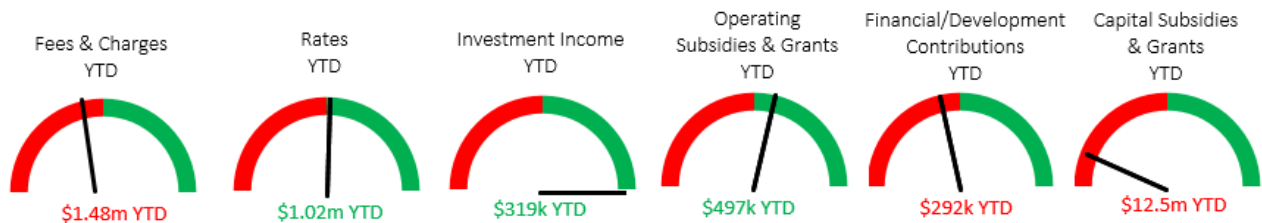


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➤ **Year to Date Financial Performance**

Figures in \$000's	Actual	Budget	Variance - Favorable / (Unfavorable)
<b>Income</b>			
Fees & Charges	8,648	10,130	(1,483)
Rates	65,982	64,963	1,018
Investment Income	607	288	319
Development & Financial Contributions	1,504	1,796	(292)
Subsidies & Grants - Capital	4,010	16,509	(12,498)
Subsidies & Grants - Operational	3,448	2,951	497
<b>Total Income</b>	<b>84,199</b>	<b>96,637</b>	<b>(12,439)</b>
<b>Opex</b>			
Administration Expense	1,728	2,431	703
Finance Cost	98	201	103
Maintenance	842	1,121	279
Operating Expenses	34,986	34,243	(742)
Staff Costs	18,591	18,428	(163)
Utilities	1,609	1,579	(30)
Depreciation	21,864	21,864	
Interest Cost	7,649	7,013	(637)
<b>Total Opex</b>	<b>87,366</b>	<b>86,880</b>	<b>(486)</b>
<b>Total Operating Surplus / (Deficit)</b>	<b>-3,167</b>	<b>9,757</b>	<b>(12,925)</b>

➤ **Income**



Total Income is tracking unfavourably to budget, with a \$12.44m negative variance to budget. This primarily relates to Capital Grants and Subsidies related to Capital Expenditure.

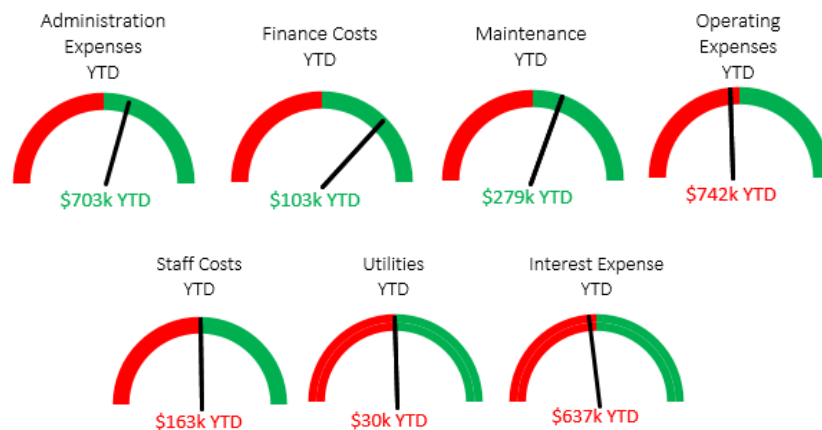
- Fees and charges are direct charges to customers for specific Council services. Council’s fees and charges are \$1.49m behind year-to-date budget due to lower than forecast sales at the Energy Events Centre and Sir Howard Morrison Performing Arts Centre (\$971k lower than budget) and parking fees (\$356k). Building consenting fees are \$424k ahead of year-to-date budget, and waste management fees \$298k ahead of year-to-date budget. User fees collected for December were lower than trend through the Christmas shutdown.
- Rate revenue is \$1.02m ahead of year-to-date budget due to lower than budgeted remissions for the first 6 months of the financial year.
- Investment income is revenue received by Council through dividends, and also interest received on term deposits. Investment Income is \$319k ahead of year-to-date budget.

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- Operating Subsidies and Grants are funds provided from external parties towards Council's operating expenditure. Operating Subsidies and Grants are \$497k ahead of year-to-date budget due largely to the operational subsidies received from Waka Kotahi.
- Financial and Development Contributions is revenue paid by developers towards the capital costs required to enable their development. Financial and Development Contributions are \$292k behind year-to-date budget.
- 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, particularly within the Tarawera Wastewater Scheme, CIP funded Stormwater projects, Infrastructure Acceleration Fund feasibility works and the Aquatic Centre.

### ➤ Operating Expenses



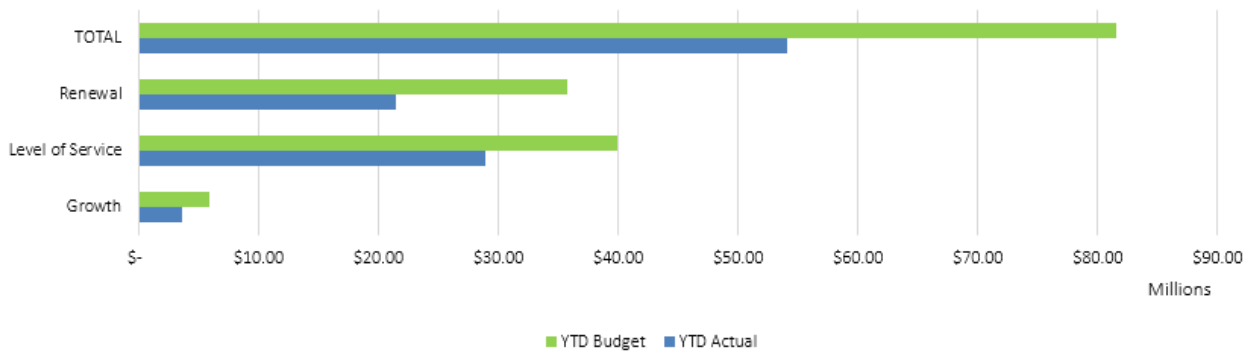
Operating Expenses are tracking unfavourably to budget, with a \$486k negative variance to budget.

- Administration Expenses cover the day-to-day running expenses of Council. Administration Expenses are \$703k below year-to-date budget.
- Finance Costs are the fees payable on banking facilities. Finance Costs are \$103k under budget year-to-date due to lower than forecast external borrowing.
- Maintenance expenses are the budget provided for planned and reactive maintenance of Council buildings. Maintenance is \$279k under budget year-to-date due primarily to the seasonality of when money is spent on Council buildings.
- Operating expenses are the costs directly associated with the delivery of Council's operational services. Operating Expenses are \$742k higher than year-to-date budget driven primarily by cost escalation within our waste management contracts (\$618k higher than year to date budget), transport operational expenditure following adverse weather events (\$400k) and costs relating to wastewater operating costs (\$302k). This is offset by lower expenditure on parks and reserves operating costs (\$213k), corporate services (\$200k), arts and culture (\$158k) and water supply operating costs (\$132k).
- Staff costs cover the salaries and wages of Council employees. Staff Costs are \$163k higher than year-to-date budget due to the timing of staff costs capitalised to projects.

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- Utilities cover the water, power and gas expenses involved in Council operations. Utilities are \$30k higher than year to date budget due to the timing of water billing.
- Interest Expense is the external interest payable to Council's lenders. Interest expense is currently \$637k ahead of year to date budget due to the unfavourable pricing of some loans taken earlier in the financial year.

### ➤ Capital Expenses



As at 31 December 2023, Council had spent \$54.1m against the year-to-date budget of \$81.6m.

Renewals expenditure is behind budget primarily due to the timing of commencement of the Aquatic Centre project (\$6.8m behind year-to-date budget), as well as underspends year-to-date in Water Supply, Active and Engaged Communities activities and Stormwater (which is funded externally by Crown Infrastructure Partners).

Level of Service expenditure is behind budget due to underspends year-to-date on the Tarawera Sewerage Scheme and other wastewater projects as well as CIP funded Stormwater.

Expenditure on key projects YTD is as follows:

- (i) Aquatic Centre: \$11.3m. Work is progressing on stage 2 of the development with steel fabrication and front of house works currently underway.
- (ii) Wastewater Treatment Plant Upgrade: \$8.85m. Council is engaging in a multi-year project to upgrade major Wastewater Treatment Plant infrastructure with works continuing through 2023/24.
- (iii) CIP Funded Stormwater Upgrade: \$5.1m. Council is working alongside CIP's investment in Stormwater management across the district to enable new housing supply.
- (iv) Rotoiti/Rotoma Sewerage Scheme: \$3.49m. The work programme connecting properties to the scheme continues and a capital rate will set in the upcoming Long Term Plan to recover the costs associated.
- (v) Sewage Renewals: \$3.14m.
- (vi) Pukehangi West Stormwater: \$2.6m.
- (vii) Water Supply Renewals: \$1.05k.

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**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.

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ROTORUA LAKES COUNCIL

Chair  
Mayor and Members  
COUNCIL

**6.2 Long-Term Plan 2024-2034 – Supporting Information: Part 1 (Decision Required)**

**Report prepared by:** Greg Kieck, Corporate Planning and Strategy Manager

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

**Report approved by:** Gina Rangī, Interim Chief Executive

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**1. TE PŪTAKE  
PURPOSE**

The purpose of this report is to provide elected members with the first suite of supporting information documentation underpinning the Long-term Plan 2021-2031 development.

**2. NGĀ TŪTOHUNGA  
RECOMMENDATIONS**

- 1. That the report “Long-term Plan 2024-2034 – Supporting Information: part 1” be received.**
- 2. That Council approve in draft a set of supporting information used to guide the development of the Long-term Plan 2024-2034 direction,**
  - a) Significant Forecasting Assumptions**
  - b) Environmental Strategy**
  - c) Asset Management Policy**
- 3. That Council notes that these supporting documents will be published in conjunction with the Long-term plan Consultation Document following its adoption in March.**

**3. TE TĀHUHU  
BACKGROUND**

The Long Term Plan 2024-34 will set out what Rotorua Lakes Council proposes to deliver during the ten years covered by the plan and how it will be funded. The plan is reviewed every three years to ensure it remains relevant and reflects the direction of Council and of the Rotorua District.

As part of the long-term plan process, a number of workshops have been held which have set the overall direction for the 2024-2034 LTP. Elected members have had the opportunity to attend twelve workshops between September – December 2023.

In alignment with the development of an LTP, a number of policies and strategies required to be developed. All of these then guide and become inputs into the final LTP in June. The following attachments are the first set of supporting documentation to be presented. This includes the Significant Forecasting Assumptions, Environmental Strategy and Asset Management Policy.

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These supporting documents have been reviewed in line with the direction set by elected members in the LTP development forums.

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

##### **Significant Forecasting Assumptions:**

*(Attachment 1)*

In preparing forecasts, both financial and non-financial, there is a need to provide assumptions to address the uncertainties of the future. This is important for a number of reasons, including:

- allowing readers of the forecasts to understand the basis the financial information has been prepared on
- providing a means of explaining differences that will inevitably occur between the actual result and that which was forecast
- ensuring risks faced by the organisation in the future have been appropriately identified and evaluated.

The purpose of this section is to:

- comment on the process used to develop assumptions;
- analyse legislation;
- understand best practice;
- set out the major assumptions; and
- outline any continuous improvement that may be required.

##### **Environmental Strategy:**

*(Attachment 2)*

This is RLC's draft strategy for restoring and protecting the environment, and mitigating the environmental impacts and risks, associated with our infrastructure, services and entities.

The Environmental Strategy provides a 30 year blueprint for our district to ensure we are meeting our current and anticipated future legislative obligations in relation to environmental risk mitigation and delivering outcomes for our current and future communities in a way that contributes to environmental wellbeing. This strategy informs the 30 year Infrastructure Strategy and technical Asset Management Plans, both of which are used to implement strategic actions.

##### **Asset management Policy:**

*(Attachment 3)*

The purpose of the Asset Management Policy is to define the principles and responsibilities that RLC applies when managing our core infrastructure assets.

The policy provides the overarching framework for our 30 Year Infrastructure and our Infrastructure Asset Management Plans. It sets the strategic objectives for the management of our core assets and outlines the Council's commitment to continually improving the way we manage our infrastructure. This policy has been developed in accordance with ISO 55001:2015 and the IIMM asset management framework.

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

The decisions or matters of this report are considered significant in accordance with the Council's current Significance and Engagement Policy.

The supporting documents in themselves are significant in that they underpin the LTP and the ability of Council to deliver its LTP once finalised. These will be published alongside the Consultation Document for the community to provide feedback.

## **6. NGĀ KŌRERO O TE HAPORI ME TE WHAKATAIRANGA COMMUNITY INPUT/ENGAGEMENT AND PUBLICITY**

This supporting documentation will be made publically available to inform LTP consultation discussions and the LTP proper. This will occur once the Consultation Document is adopted in March 2024.

## **7. HE WHAIWHAKAARO CONSIDERATIONS**

### **7.1 Mahere Pūtea Financial/budget considerations**

This item has is no financial implications.

### **7.2 Kaupapa Here me ngā Hiraunga Whakariterite Policy and planning implications**

Any significant changes to the supporting documentation could lead to changes in the draft plan that will go for consultation.

### **7.3 Tūraru Risks**

There is a timing risk in not adopting the supporting documentation that underpins the development of the LTP. Any delay in the adoption of the supporting documentation could lead to a delay in the development of the Consultation Document and possible adoption of the LTP by 30 June 2024.

### **7.4 Te Whaimana Authority**

Council has the authority to adopt the draft supporting documentation that will be used in development of the Long-term Plan 2024-2034.

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**8. NGĀ ĀPITIHANGA  
ATTACHMENTS**

Attachment 1: Significant Forecasting Assumptions (DOC ID: 20027763)

Attachment 2: Environmental Strategy (DOC ID: 20127305)

Attachment 3: Asset Management Policy (DOC ID: 20125238)

Attachments are distributed separately.

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ROTORUA LAKES COUNCIL

Chair  
Mayor and Members  
COUNCIL

### **6.3 Long-Term Plan 2024-2034 – Significance and Engagement Policy – Decision-Making (Decision Required)**

**Report prepared by:** Melissa Hollier, Strategic Advisor – Policy and Planning

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

**Report approved by:** Gina Rangī, Interim Chief Executive

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#### **1. TE PŪTAKE PURPOSE**

The purpose of this report is to present Councillors with the results of the community consultation on the draft changes to the Significance and Engagement Policy 2021.

Furthermore, this report seeks that the Council note the feedback and adopt the Significance and Engagement Policy 2024.

#### **2. NGĀ TŪTOHUNGA RECOMMENDATIONS**

- 1. That the report ‘Long-term Plan 2024-2034 - Significance and Engagement Policy – Decision-Making’ be received.**
- 2. That the Committee note the community feedback arising from the consultation process.**
- 3. That Council adopt the Significance and Engagement Policy.**

#### **3. TE TĀHUHU BACKGROUND**

Every local authority is mandated to establish a policy governing when the Council will initiate consultation and engage with the community before making definitive decisions, outlining the degree of engagement required. This determination is based on the perceived significance of the matter and the level of community involvement necessary for informed decision-making. The inaugural policy of this nature was adopted by the Council on December 1, 2014, marking a foundational step in formalising community engagement practices.

The Significance and Engagement Policy has undergone periodic assessments to align with evolving community needs, particularly in anticipation of Long-term Plan development. The original policy, implemented in 2014, set the groundwork for establishing criteria for significance and community engagement. The proposed 2024 policy, currently under consideration, seeks to build on the foundations laid in 2014, aiming for greater clarity in defining the criteria for determining significance. The objective is to streamline the decision-making process and enhance transparency in community engagement practices.

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This review is in line with best practices and ensures that the policy remains relevant, responsive, and effective in guiding the Council's approach to community involvement. While the proposed changes focus on enhancing clarity rather than a significant deviation from the original intent, the continuous review process reflects the Council's commitment to refining its policies to better serve the community and meet contemporary expectations.

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

Section 76AA of the Local Government Act (LGA) sets out the requirements of a Significance and Engagement Policy.

- (1) Every local authority must adopt a policy setting out—
  - (a) that local authority's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters; and
  - (b) any criteria or procedures that are to be used by the local authority in assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences; and
  - (c) how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable; and
  - (d) how the local authority will engage with communities on other matters.
- (2) The purpose of the policy is—
  - (a) to enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities; and
  - (b) to provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters; and
  - (c) to inform the local authority from the beginning of a decision-making process about—
    - i. the extent of any public engagement that is expected before a particular decision is made; and
    - ii. the form or type of engagement required.
- (3) The policy adopted under subsection (1) must list the assets considered by the local authority to be strategic assets.
- (4) A policy adopted under subsection (1) may be amended from time to time.
- (5) When adopting or amending a policy under this section, the local authority must consult in accordance with section 82 unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.
- (6) To avoid doubt, section 80 applies when a local authority deviates from this policy. Section 76AA: inserted, on 8 August 2014, by section 20 of the Local Government Act 2002 Amendment Act.

There have been no challenges made over the last three years as to the application of the existing policy. However at times it has been expressed by staff and elected members that the criteria for assessing significance is difficult to follow and somewhat confusing .

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The review of the policy has been aimed to reduce the uncertainty of assessing significance. The review does not change the intent or the purpose of the policy nor does it suggest that the engagement methodologies used by the Council need to be amended in any way.

### **Community consultation process – 1 November to 30 November 2023**

Consultation was open from 1 November until 30 November 2023. The consultation asked the community:

**Question 1:** Please tell us how you would like to present your views to the Council in their decision-making process?

**Question 2:** Please tell us which are the key issues that you would most like to have your say on for Council decisions?

**Question 3:** What do you think about this policy and is there anything else we need to consider?

### **Results of consultation**

Twenty-one submissions were received. The submissions received on the Significance and Engagement Policy consultation reflect a diverse range of views on how individuals and groups would like to participate in the Council's decision-making process. The suggested modes of communication include in-person presentations, email submissions, representation by organisations, online submissions, and hui-style gatherings for community leaders. Key issues highlighted by participants encompass public feedback having greater weight, concerns related to rates, community issues, spatial planning, arts, housing, and accessibility for people with disabilities. There is a call for more transparency, recognition of advisory groups (especially for disability, youth, and elderly), and a desire for public engagement in decision-making. Concerns are also raised about the influence of council officers, affordability of processes like building permits, and the need for addressing specific community needs. Some participants express dissatisfaction with the consultation process and suggest improvements, emphasising the importance of effective engagement and responsiveness to community concerns. The feedback underscores the significance of diverse perspectives and a comprehensive approach to decision-making that goes beyond financial considerations.

In addition, several submissions express frustration with Te Reo being presented as the first language, citing difficulties for English speakers. Some participants feel that placing Te Reo ahead of English in surveys and communications is perceived as a barrier, making it challenging for non-Te Reo speakers to readily engage and understand the content. Those participants asked for English to be written first to avoid potential alienation of English-speaking participants in the consultation process.

It should be noted that:

1. Te reo Māori is primarily only used in headings.
2. When Council uses te reo Māori, an English translation is always provided.
3. Council never provides material solely in te reo Māori (even when it relates to kaupapa Māori).

### **Key Themes**

#### **1) Modes of Communication**

- In-person presentations using words.
- Email submissions for continuous due diligence.
- Representation by organisations in public hearings.
- Online submissions preferred for convenience.
- Suggestions for a hui-style gathering for community leaders.

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**2) Issues Participants Want to Address**

- Public feedback should carry more weight than council officers.
- Concerns about rates, community issues, spatial planning, and representation efficacy.
- Questions about decision-making processes, particularly in the arts sector.
- Local concerns including housing, zoning, public amenities, and transport.
- Affordability issues in processes like building permits and pensioner housing.
- Disability access, both in design stage and for legacy infrastructure.
- Long-term impact decisions, especially those related to living in the town.
- Desire for fully accessible information and transparency in decision-making.
- Animal registration costs and the suggestion of a direct debit system.

**3) Concerns about Council Processes**

- Concerns about council officers overriding public decisions.
- Calls to end public-excluded workshops and comply fully with the Ombudsman's directions.
- Requests for more consistency in engagement processes and recognition of different groups.

**4) Language and Accessibility**

- Preferences for English as the primary language in decision-making processes.
- Calls for recognition of advisory groups, including disability, youth, and elderly.

**5) Suggestion for Improvements**

- More transparency and public displays of topics/issues for discussion.
- Engage with the public often, and ensure representation from various groups.
- Consider legal requirements, such as the Public Sector Act 2020 and UN Convention on Disabilities.
- Recognition of advisory groups, like the disability advisory group, for ongoing input.

**6) Feedback on the Current Policy**

- Emphasis on the need for effective engagement and responsiveness to community concerns.
- Recognition of the importance of diverse perspectives in decision-making.
- Suggestions for a broader scope, incorporating best practices from the International Association of Public Participation (IAP2).

**7) General Dissatisfaction with Consultation**

- Expressions of dissatisfaction with the consultation process and calls for improvements.
- Concerns about the potential disregard for public opinions in decision-making.

**8) Other Observations and Recommendations**

- Suggestions to prioritise consultation through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
- Recognition of the council's efforts to seek feedback but with suggestions for enhancements.
- Calls for more public displays of topics/issues for discussion.
- Observations about poor engagement and consultation in specific community cases.
- Recommendations to consider the needs of stakeholders and acknowledge the significance of decisions beyond financial impacts.

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

The decisions or matters of this report are not considered significant in accordance with Council's existing Significance and Engagement Policy 2021.

## **6. NGĀ KŌRERO O TE HAPORI ME TE WHAKATAIRANGA COMMUNITY INPUT/ENGAGEMENT AND PUBLICITY**

Councillors have received all of the submissions.

## **7. HE WHAIWHAKAARO CONSIDERATIONS**

### **7.1 Mahere Pūtea Financial/budget considerations**

This item has is no financial implications.

### **7.2 Kaupapa Here me ngā Hiraunga Whakariterite Policy and planning implications**

Adoption of the Significance and Engagement policy will replace Council's current policy. Following adoption there will need to be communication within Council as to the revised criteria and the council/committee report template will be updating to reflect the improved criteria.

### **7.3 Tūraru Risks**

There are no perceived risks as in the event of the amended policy not being adopted, the current policy will remain effective.

### **7.4 Te Whaimana Authority**

Council have the authority to adopt this policy. All staff will need to apply the Significance and Engagement Policy when working through issues that require a decision to be made or have a potential impact on the community.

## **8. NGĀ ĀPITI HANGA ATTACHMENTS**

Attachment 1: Submissions Catalogue - Redacted Version (DOC ID: 20126698)

Attachment 2: Draft Significance and Engagement Policy 2023 – Track changes (DOC ID: 20120799)

Attachment 3: Draft Significance and Engagement Policy 2023 – Clean version (DOC ID: 20120769)

Attachments are distributed separately.

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ROTORUA LAKES COUNCIL

Mayor  
Members  
COUNCIL

## 6.4 Going for Housing Growth - Next Steps (Decision Required)

**Report prepared by:** Jean-Paul Gaston, Group Manager Community & District Development

**Report approved by:** Gina Rangī, Interim Chief Executive

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### 1. TE PŪTAKE PURPOSE

The purpose of this report is to set out a future pathway for urban planning that meets the required housing capacity requirements, post adoption of the Future Development Strategy, and reflects the intent of the new Government's plan 'Going for Housing Growth'.

This report provides background context for subsequent decisions on Plan Change 9 – Intensification, 30 year Infrastructure Strategy and the Long-term Plan. It additionally recommends approaching the new Minister of Housing to establish an agreement on new housing build targets for the district.

### 2. TE TUHINGA WHAKARĀPOPOTOTANGA EXECUTIVE SUMMARY

The Rotorua district population grew by about 9,000 people between June 2013 and August 2022. In the same period, 1,600 homes were consented and fewer than that were built. As a consequence, housing became increasingly unaffordable. From 2013 to 2022, median house prices rose by 148% (compared to 113% nationally), and median weekly rents increased 104% (compared to 59% nationally).

Council has moved quickly to address the planning and zoning constraints that limited housing capacity, restricted typology options and had created unnecessary consenting requirements. These factors contributed to the district's 'acute housing needs' and significant increases in rental and housing costs.

These housing responses were:

- Plan Change 2 – Pukehangi green field residential zoning.
- Request to be considered for application of Medium Density Residential Standards (MDRS) because of 'acute housing need'.
- Plan Change 9 - intensification requirements of National Policy Statement Urban Design (NPS-UD) (high density zone, CBD/commercial zone housing, papakainga, MDRS rules and qualifying matters).
- Council significantly increased support for developers preparing a consent application. In 2020, 250 residential lots/houses were at pre-consent stage, in 2023 that number rose to +4000 (it is important to note that not all consents will be implemented).

The new coalition Government is expected to progress housing policy aligned to the National Party's housing policy 'Going for Growth'. That policy will require councils to immediately zone for long-term growth, but gives more flexibility on how councils meet housing capacity needs.

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This report recommends engaging with Government on an agreement for housing build targets and completing the Housing Business Assessment update post PC9 decisions. Following this, the Council will be in a position to ensure that the Council's Operative District Plan preserves the required housing capacity, enables typology options, protects housing developments from unnecessary consenting requirements and if appropriate, make a decision on opting out of the MDRS requirement.

### 3. HE TŪTOHUNGA RECOMMENDATION

1. **That the report 'Going for Housing Growth - Next Steps' be received.**
2. **That Council note the 'balanced' approach to delivering a compact city, well-functioning urban environment and housing capacity requirements over the next 30 years detailed in the Future Development Strategy, as adopted in December 2023.**
3. **That Council authorise the Mayor to write to the Minister seeking to progress a housing targets agreement.**

### 4. TE TĀHUHU BACKGROUND

#### 4.1 New Government direction

The National Party released its 'Going for Housing Growth' plan prior to the October 2023 election. This document detailed how a National Party in Government would unlock land for housing, build infrastructure and allow communities to share in the benefits of growth.

As part of the coalition Government's 100 day plan the replacement legislation for the Resource Management Act, namely the Strategic Planning Act (SPA) and Natural and Build Environment Act (NBE), were repealed before Christmas under urgency.

The new Government has not proposed or signalled at this stage any changes to the National Policy Statement on Urban Development (NPS-UD).

In terms of housing, the NPS-UD also requires councils to insert in their district plans a housing bottom line for the short-medium and long term. 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.

Importantly, this Policy Statement sets the Council's requirements to deliver a Housing and Business Capacity Assessment (HBA), Future Development Strategy (FDS) and an intensification plan change (for RLC this is PC9), with defined timeframes.

In summary, the 'Going for Housing Growth' document sets out three key policy directions:

1. **Unlocking land for housing** – Councils in major towns and cities will be required to zone land for 30 years' worth of housing demand immediately. Councils will have more flexibility about where houses are built by being able to opt-out of the Medium Density Residential Zone law, however central government will have reserve powers to ensure councils set aside enough land to meet demand targets.

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2. **Infrastructure financing tools** – The Infrastructure Funding and Financing Act (IFF) will be reformed to reduce red tape for developers to support the funding of enabling infrastructure. Combined with targeted rates to fund greenfield developments, this will remove the need for councils to fund greenfield infrastructure from their balance sheets. Enabling housing growth will also become a priority for transport infrastructure funding through NZTA.
3. **Housing performance incentives for councils** – A \$1 billion fund for Build for Growth incentive payments for councils that deliver more new housing – funded by stopping existing programmes like KiwiBuild.

The policy seeks to unlock land for new housing and to encourage more homes, shops and offices to be built close to transport links like train stations and bus hubs. It also seeks to drive the building of more infrastructure (roads, pipes and powerlines) in cities to support of these extra homes.

The new housing growth policy will be asking councils to bring more land forward to build houses on. This might be land which was earmarked for development in the future, or on undeveloped or greenfield feasible sites at the edge of the city. This is intended to bring down the price of land and increase the supply of affordable housing, it says.

In addition, the coalition Government wants to simplify planning rules and to make resource consents and building consents for new houses cheaper and faster for developers.

## 4.2 Rotorua's housing journey to date

Rotorua like many parts of the country has a shortfall of housing and limited options of different housing types. Council has moved quickly to address the planning and zoning constraints that limited housing capacity, restricted typology options and had created unnecessary consenting requirements eg: Council have done this via PC2 (Pukehangi), Medium Density Residential Standards (MDRS) and PC9, and the Rotorua Lakes Council development support function. This programme has been undertaken within the parameters of the appropriate legislation and the direction of the NPS-UD.

In addition, Council sought Government funding for infrastructure to support housing. Specifically the Crown Infrastructure Partnership (CIP) funding of \$55.0m for Eastside stormwater and roading and the Infrastructure Acceleration Fund (IAF) of \$85.0m for stormwater infrastructure in the central land western parts of the city.

### 4.2.1 Future Development Strategy

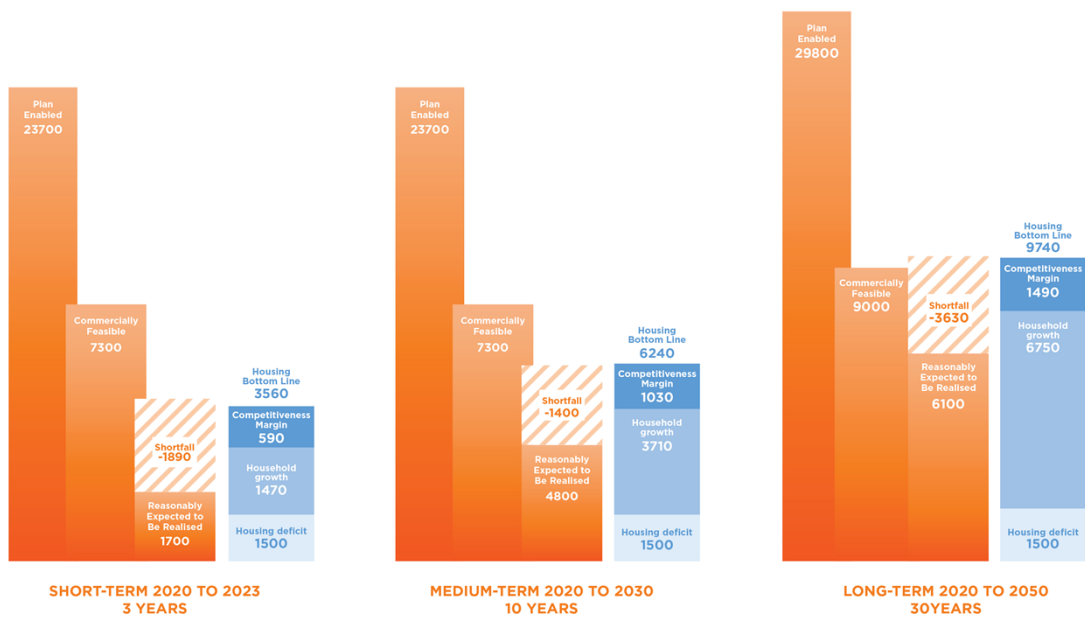
Council recently adopted its Future Development Strategy (FDS) which details how Council plans to provide sufficient zoned land/enabled capacity for projected housing and industrial/commercial growth over the next 30 years.

Capacity requirements are based on the 2021 Housing and Business Capacity Assessment (HBA). The projected housing capacity, and current housing demand deficit. These are detailed in the diagram below.

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## ROTORUA HBA (2021): HOUSING SUFFICIENCY ASSESSMENT

■ HOUSING CAPACITY   
 ■ HOUSING DEMAND   
     HOUSING SUFFICIENCY SHORTFALL   
     HOUSING SUFFICIENCY SURPLUS



The HBA identifies and assesses 'plan enabled capacity', 'commercially feasible' and 'reasonably expected to be realised'. Councils are required review the HBA every three years. Councils are also required to monitor the housing indicators and development uptake in medium- and high-density zones quarterly and publish the results of the monitoring at least annually. These reviews ensure planning can adapt to actual growth, building numbers and the regularly reviewed population projections.

The HBA is constructed off the Infometrics population projections (using StatsNZ projections as a starting point). The HBA looks at growth scenarios (high, medium and low) with the medium growth projection (which the HBA uses) suggesting that household numbers are projected to increase by 27% (7,800 households). The 0.6% compound annual growth which is consistent with the previous 40 plus years of growth in the district (more detail is provided in Attachment 1).

The district's FDS details a strategically 'balanced' approach to delivering sufficient housing capacity in the city and district. This approach recognises the significant constraints and risks associated with new greenfield development in the caldera (infrastructure capacity and physical hazards such as high flooding risk, geological stability) and seeks to balance these constraints with the objectives of the NPS-UD. Specifically, the objectives to promote a compact urban form with higher density provisions around the CBD and available current transport corridors and suburban centres. The way in which greenfield land is released will affect the ability to achieve this, and therefore monitoring results and updates to the timing and staging of greenfield land are a key component of the Implementation Plan of the FDS.

### 4.2.2 Medium Density Housing Standards

The RMA Amendment Bill made the MDRS compulsory for tier 1 (13 TLAs) and an option for tier 2 where 'acute housing need' existed. The MDRS was aimed at increasing supply and choice.

Many tier 1 and tier 2 councils have expressed the view that they do not need the MDRS as their District Plan rules already provide sufficiently for a mix of high and medium density housing across different areas and zones. Many of these councils also argued that they can achieve the outcomes of increasing

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housing supply and housing choice in a more targeted way by focusing on urban centres that will better support high density than large suburban areas, thereby not compromising urban form.

Because of its lack of growth in the late 1990s and the early 2000s, Rotorua did not make any stepped changes/improvements to its residential rules. As a consequence, Rotorua has the most restrictive planning rules of the eight tier 2 councils and this has likely contributed to a lack of infill and our housing supply deficit. It has also limited the development of townhouses and other housing typologies.

RLC requested Government to consider our inclusion in the MDRS, subject to it being assessed as having the required acute housing need. Council was advised of the assessment outcome and Rotorua was subsequently included in the MDRS provisions through a Parliamentary order in council.

The request to be considered for inclusion in the MDRS was intended to deliver immediate change to the District's restrictive planning rules and assist in addressing the housing shortfall identified from the HBA. It was also intended to enable townhouse, duplex and multi-unit housing typologies.

As noted above, the MDRS moved the Rotorua District Plan rules from being the most restrictive of the eight tier 2 councils to a permissive 'envelope' of performance standards which was applied to the thirteen tier 1 councils. These standards applied as a package and were only to be limited in a council area through 'qualifying matters'. Qualifying matters for Rotorua are being identified through PC9.

MDRS had immediate legal effect on 20 August 2021. Concerns about 3-storey developments have not materialised to date because of expected economic factors and constraints associated with locality specific ground conditions.

#### 4.2.3 Plan Change 9 - Housing choice (housing intensification requirements of the NPS-UD)

PC9 further enables housing in some of the commercial/CBD zones and creates a new high density zone. In addition, it is enabling of papakāinga across the city and district to enable whenua Māori development. Though MDRS already has legal effect, PC9 establishes the MDRS standards as rules in the District Plan and stipulates requirements when all required performance standards are not met; as an example, currently a consent is triggered when an existing dwelling does not have sufficient glazing at the street front.

Recommendations from Commissioners are expected early February.

Investment in infrastructure to support PC9 changes are recognised in Council's 30 Year Infrastructure Strategy and proposed 2024-2034 Long-term Plan, including the Development Contributions policy.

### 4.3 Outlook for Rotorua

With the new Government's policy direction to support growth and to provide enhanced options for councils, the Rotorua Lakes Council has a number of strategic options that recognise our physical and financial housing development constraints.

The FDS provides potential capacity for about 12,400 new houses in and around Rotorua. This is more than the projected demand of 9,740 that is required to accommodate this demand over the next 30 years. As such, it is unlikely that the full 12,400 would be realised over the life of this FDS. However, additional capacity is provided over and above the projected demand to take into account the uncertainty of how the market will respond to the existing geotechnical constraints, intensification opportunities, and uncertainty on the densities achieved through new greenfield development.

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The majority of the significant uplift in plan enabled housing capacity across the city (approximately 75% of the 12,400) is provided through additional capacity generated from the MDRS, CBD/commercial zone housing changes and the high density housing zone around the CBD, and will only be taken up by the market at scale in the long term.

The FDS provides for a considerable amount of development capacity providing flexibility, particularly in the medium to long term. If all of this land is developed it would deliver a significantly greater amount of housing land than what is likely to be needed over the long term.

However, some of the land has multiple landowners and/or environmental constraints, which means it might take longer to develop. The intentions of landowners might also change over time, including their willingness and/or ability to develop.

The FDS caters for this uncertainty by providing more opportunities to develop. At the same time, it is important to prioritise how and where Rotorua grows to focus investment on infrastructure. For this reason, the FDS identifies short-, medium- and long-term priorities for Council planning and investment based on the following criteria:

- Ability to service the area easily with existing or planned infrastructure;
- Readiness of the landowner to develop;

providing a range of opportunities for development across Rotorua to promote market competition. In line with the NPS-UD our key objective through the FDS has been to achieve a well-functioning urban environment. This means that the growth pattern needs to enable a variety of homes and sites for business uses, ensure good accessibility for people, enable competitive land and development markets, support reductions in greenhouse gas emissions, and ensure Rotorua can be resilient to the current and future effects of climate change. To achieve this the FDS promotes the concept of a compact city, where people can easily access jobs, services, education and quality open spaces. This means stepping up efforts to enable more people to live within the existing urban area, where there is already good access, and where there is an opportunity to further enhance the quality of the built environment and natural spaces.

The balanced approach taken has been to allow city enablement, recognising that constraints and market conditions will influence uptake. It also ensures options for a wider range of land owners is increased. The approach allows Council to quickly address the short-term housing deficit, consenting enablement with medium- and longer-term decision making to address/maintain capacity. This is reflected in the table below:

<b>Strong focus on objectives/policies of NPS-UD</b>	<b>‘Balanced’ options (wider choice, impacts of change spread, if required/conservative approach)</b>
<ul style="list-style-type: none"> <li>• Intensification focused for ‘well-functioning’ eg. urban form, close to employment, transport corridors, emission reduction:                             <ul style="list-style-type: none"> <li>○ More expansive high density around CBD, suburban centres and transport corridors (impacts on Glenholme/ Fenton Park, Owkata)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intensification for ‘well-functioning’ meeting requirements etc:                             <ul style="list-style-type: none"> <li>○ Residential zone options/enablement Res1 and Res2 zones (MDRS) – market driven/constrained</li> <li>○ Limited high density zone (former Res2 zone only)</li> <li>○ CBD/commercial housing enablement</li> </ul> </li> <li>• Greenfield choice –                             <ul style="list-style-type: none"> <li>○ Ngongotaha and Eastside</li> </ul> </li> <li>• Other enablement –                             <ul style="list-style-type: none"> <li>○ Papakāinga</li> </ul> </li> <li>• Future growth (if required)                             <ul style="list-style-type: none"> <li>○ Future ‘extension’ of high density zones</li> <li>○ Higher density around suburban centres and transport corridors</li> </ul> </li> </ul>

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This approach also optimises the use of existing infrastructure and limits new costs. Required upgrades to existing infrastructure also potentially fully or partly funded by Government Infrastructure Acceleration Fund (IAF) and Crown Infrastructure Fund (CIF). Future greenfield development expansion of infrastructure is not currently part of the 30-Year Infrastructure Strategy (30YIS 2024-2054) and it is likely to be unaffordable to Council in the short to medium term.

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

### **5.1 Next steps – Strategic options available to Council**

#### **5.1.1 FDS and housing capacity**

In terms of capacity this FDS's overall/long-term outcome provides sufficient development opportunity to be able to accommodate a higher growth of about 12,400 additional dwelling demand in and around Rotorua. This is more than the projected demand of 9,740 that is required to accommodate this demand over the next 30 years. If planning changes are appropriately delivered, it will move the district from a deficit position to having a housing sufficiency surplus with a conservative margin.

The expectation that the new Government will aim to ensure councils have 30 years of housing capacity and "... councils set aside enough land to meet demand targets" are important. It is positive that Rotorua will likely be meeting these requirements through the current PC9 process.

PC9, including MDRS, and existing greenfield zoned land are expected to provide sufficient housing capacity to deliver the 9,740 requirement, which means RLC would meet the requirement to zone immediately for 30-year supply. However, it is prudent to complete the 2024 HBA assessment before confirming this sufficiency. This will be the appropriate time to consider opting out of the MDRS, and consider the programming of any further intensification or greenfield plan changes in the medium term. It is important to recognise that plan change processes, outside of streamlined processes, require between three and five years to complete.

#### **5.1.2 Future assessments of capacity and review of tools to support growth**

Post-decisions on PC9, the 2024 HBA review will provide Council with the opportunity to assess whether any additional District Plan changes are needed to be made to ensure sufficient housing capacity for the medium or long-term.

Council could also consider opting out of the MDRS at this time to enable a more targeted approach to providing for medium density ie: a centres-based urban form that is a more sustainable pattern of city growth than dispersed patterns of development. Tweaks/changes to the Operative District Plan provisions could then be considered where they do not significantly reduce capacity or impact on enablement.

The FDS, current plan change processes and infrastructure planning and funding mechanisms provide Council with time to make an informed assessment of the opportunities across 2024/25 and to then make longer-term planning decisions to maintain or increase housing capacity.

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### 5.1.3 Short term actions

In the short term, there is an opportunity to engage directly with the new Minister and Ministry of Housing and Urban Development (HUD) on some form of 'agreement' on housing targets and corresponding incentive funding. This may be usefully linked to a refresh or replacement of the current Housing Accord with a new agreement.

This report recommends that the Mayor utilise the opportunity and be authorised to write to the Minister seeking to progress a housing targets agreement. This agreement could also replace or be a refresh of the current Housing Accord agreement. Council could also signal its interest in gaining greater local choice by exiting the MDRS at an appropriate time, recognising the need to maintain appropriate capacity and providing simplified and enabling consenting.

Council should also acknowledge that in February the recommendations from the Commissioners on PC9 will come to Council for approval.

Subsequent adoption of the Long-term Plan 2024-2034 and 30 Year Infrastructure Plan 2024-2054 with the actions outlined in this report also reflects the strategic alignment of housing for growth deliverables and Council's priorities for housing as per the community outcomes.

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

The decision before Council at this time is not significant in itself. However it does set the context for the significance of future decision-making, namely the decision required on Plan Change 9 and the subsequent Housing and Business Assessment review.

## 7. **NGĀ KŌRERO O TE HAPORI ME TE WHAKATAIRANGA COMMUNITY INPUT/ENGAGEMENT AND PUBLICITY**

This decision of Council does not require community input or engagement at this time.

Council has been informed during the Future Development Strategy and the Plan Change 9 process of all engagement and consultation undertaken in order to make the necessary decisions.

The Mayor and Council continue to discuss the Housing Accord with our iwi partners.

## 8. **HE WHAIWHAKAARO CONSIDERATIONS**

### 8.1 **Mahere Pūtea Financial/budget considerations**

There are no financial or budget considerations required in making this decision. The alignment of HBA, Future Development Strategy, Infrastructure Strategy and Long-term Plan has accommodated the funding required to support the housing capacity identified.

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## **8.2 Kaupapa Here me ngā Hiraunga Whakariterite Policy and planning implications**

No policy implications. Recommendations align with current FDS and current Plan Change processes to meet Council's obligations under NPS-UD.

## **8.3 Tūraru Risks**

The recommendations of this report are low risk. Proposed engagement on a targets agreement supports the Council's approved FDS.

## **8.4 Te Whaimana Authority**

The Council is authorised to make the decisions outlined in this report.

## **9. TE WHAKAKAPINGA CONCLUSION**

The recently adopted FDS and current plan change processes provide an opportunity for Council to provide sufficient housing capacity for the next 30 years. This addresses the district-identified housing shortfall and will enable Council to take a more planned and pro-active approach to future planning requirements in response to growth and housing need.

Council's current action will align effectively with the current NPS-UD and likely changes from the new coalition Government.

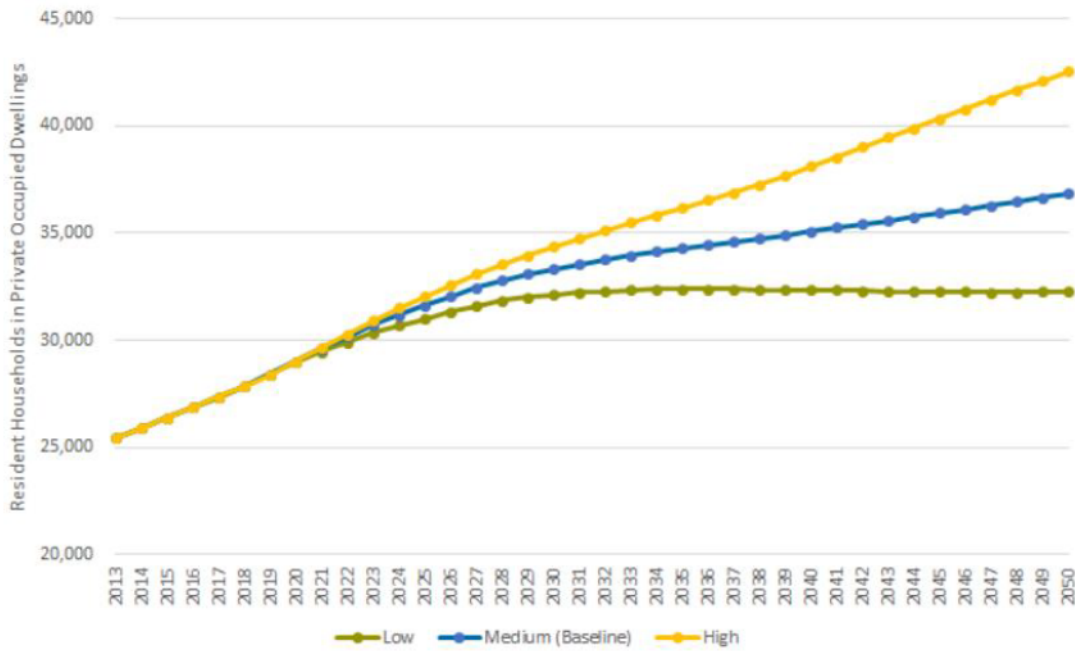
## **10. NGĀ ĀPITI HANGA ATTACHMENTS**

Attachment 1: Population change over time. Long-run information

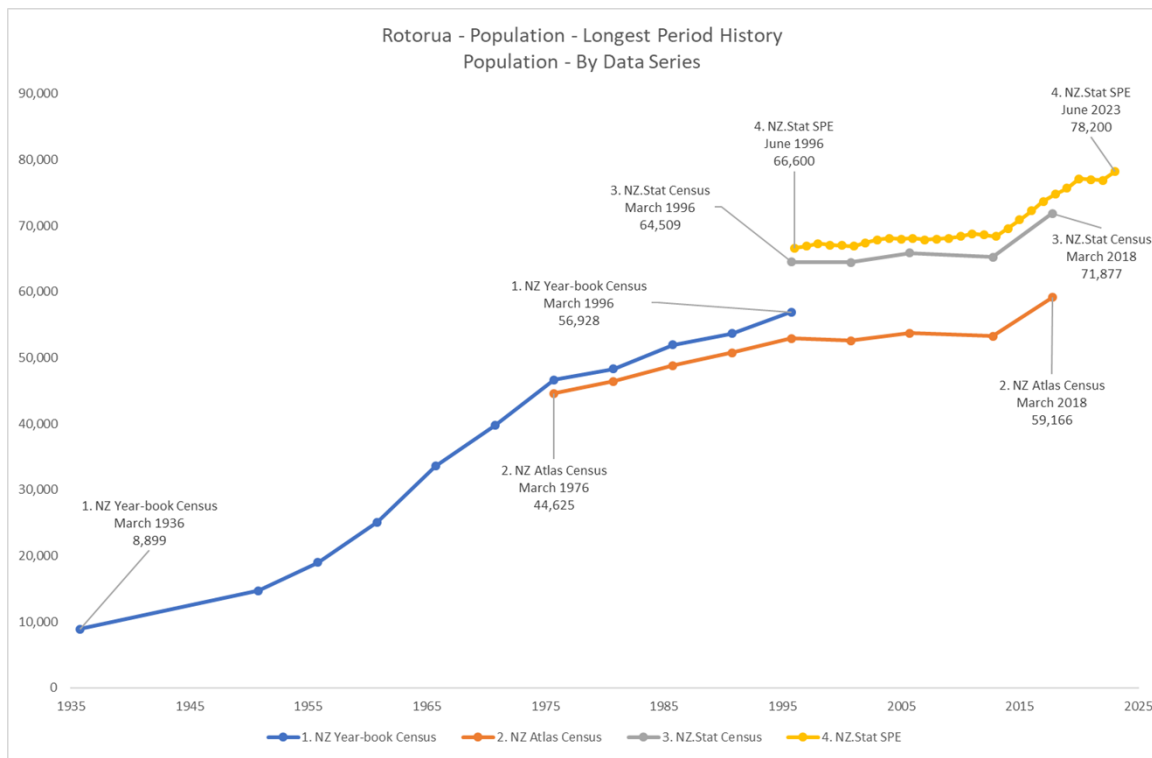
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### Attachment 1: Population change over time

The medium<sup>1</sup> growth projection from Infometrics<sup>1</sup> suggests that household numbers are projected to increase by 27% (7,800 households) in the long term (shown as the middle curve in the graph below):



Long-run historic information:



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**Key phases:**

- In the 42 years (1976 to 2018) there was a 0.7% compound annual growth. (Data series 2. NZ Atlas Census)
- In the 22 years (1996 to 2018) there was a 0.5% compound annual growth. (Data series 3. NZ.Stat Census)
- In the 27 years (1996 to 2023) there was a 0.6% compound annual growth. (Data series 4. NZ.Stat SPE)
- Infometrics (March 2020) Baseline growth projection, for the 33 years (2018 to 2051) is 0.6% compound annual growth.

**Latest StatNZ population estimates for current year:**

- NZ grew by 2.1% in the year ended June 2023
- Rotorua District grew by 1.7%
- Reverses population loss for 2021 and 2022
- Continues longer-term growth trajectory

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ROTORUA LAKES COUNCIL

Mayor  
Members  
COUNCIL

**BUSINESS CASE: REQUEST FOR TRAVEL COSTS TO SUPPORT CR WANG'S ATTENDANCE AT THE 2024 SMART CITY SUMMIT AND EXPO, TAIWAN (DECISION REQUIRED)**

**Report prepared by:** Debbie Cossar, Governance and Democracy Manager

**Report reviewed by:** Oonagh Hopkins, Executive Director Corporate Planning & Governance

**Report approved by:** Gina Rangī, Interim Chief Executive

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**1. TE PŪTAKE  
PURPOSE**

The purpose of this report is to obtain approval for Cr Wang to attend the 2024 Smart City Summit and Expo (SCSE), 19-23 March 2024, in Taiwan as Mayor Tapsell's delegate.

Secondly, the report seeks authorisation for additional travel and accommodation costs for Mayor Tapsell and Cr Wang to extend their time in Taiwan to conduct tourism, business and cultural activities.

**2. TE TUHINGA WHAKARĀPOPOTOTANGA  
EXECUTIVE SUMMARY**

Mayor Tapsell has received an invitation from the Taipei Computer Association to attend the 2024 Smart City Summit and Expo (SCSE), 19-23 March 2024, in Taiwan. Mayor Tapsell's invitation, which has been sent to her via the Director General of the Taipei Economic and Cultural Office in Auckland, covers international travel and accommodation costs for Mayor Tapsell, and accommodation and attendance at the Summit for up to six delegates. Mayor Tapsell would like Cr Wang to attend the Summit as her one delegate.

While the majority of costs for attendance at the Summit are being met by the Taipei Computer Association, the purpose of this report is to seek Council approval for the cost of flights and accommodation for Councillor Wang so that he can support the Mayor at the Summit.

The report also recommends that the Mayor and Councillor Wang be supported to extend their time in Taiwan to enable them to:

- Meet with Taiwanese Government officials at the Ministry of Foreign Affairs, the Ministry of Environment and potentially the Ministry of Education to discuss New Zealand/Taiwanese relations, matters relating to the environment and the potential establishment of international student programmes in Rotorua.
- Attend an event promoting Rotorua as a tourist destination.
- Attend meetings to discuss the establishment of a sister city with Pingtung County, a city in Southern Taiwan.

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### **3 HE TŪTOHUNGA RECOMMENDATION**

- 1. That the report 'Business Case: Request for Travel Costs to Support Cr Wang's Attendance at the 2024 Smart City Summit and Expo, Taiwan' be received.**
- 2. That Council approves the cost of flights for Cr Wang to attend 2024 Smart City Summit and Expo, 19-23 March 2024, in Taiwan with Mayor Tapsell.**
- 3. That Council approves the cost of accommodation for Mayor Tapsell and Cr Wang prior to and following the 2024 Smart City Summit and Expo.**
- 4. That Council support Mayor Tapsell in an undertaking to investigate the establishment of sister city relationship with Pingtung County in Sothern Taiwan.**

### **4. TE TĀHUHU BACKGROUND**

The Smart City Summit and Expo (SCSE) is one of Asia's largest hybrid smart city events. It is recognised as an established business to business, government to government and business to government platform and network with a focus on making urban development smarter and more sustainable.

The SCSE is advertised as bringing together more than 150,000 visitors and representatives from over 100 cities from all over the world. More than 80 forums conducted during the event enable delegates to learn and collaborate on infrastructure, innovation and new technologies, with a focus on enabling local government to transform and adapt using green infrastructure

The 2024 SCSE will include the 2nd edition of the '2050 Net Zero City Expo'. In 2023 the 1<sup>st</sup> 2050 Net Zero City Expo included an opportunity for more than 100 Mayors and city leaders from around the world to meet and exchange opinions on smart city governance, innovative strategies and visions for development via a city leaders' summit. It is expected that this years '2050 Net Zero City Expo' will provide similar opportunities for Mayors and city leaders to meet and collaborate. Mayor Tapsell has also indicated to the Summit hosts that she intends to accept an offer to speak about Rotorua at the Summit.

Supported by the Taipei Economic and Cultural Office in Auckland, the Mayor and Cr Wang have identified opportunities to promote Rotorua and enable business and cultural relationships that could have significant benefits to Rotorua.

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

#### **5.1 Cr Wang's attendance at the 2024 Smart City Summit and Expo**

Mayor Tapsell has requested that Cr Wang attend the 2024 Smart Summit and Expo as:

- Councillor Wang has significant knowledge of infrastructure and sustainable practices in urban development through his current role as Deputy Chair of the Infrastructure and Environment Committee, through his responsibilities in previous trienniums as the lead of Council's Environment/Sustainability portfolio and his involvement in the Global Covenant of Mayors on Climate and Energy as a member of the Oceania Committee.

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- The only Taiwanese councillor in local government in New Zealand, Cr Wang has also established strong working relationships with both the Auckland Taipei Economic and Cultural Office and the New Zealand Commerce and the Industry Office in Taipei. Having lead delegations to Taiwan in 2023, Cr Wang is in a strong position to support the Mayor during the conference as an advisor and translator.

## **5.2 Additional opportunities to support and promote New Zealand–Taiwan/Rotorua-Taiwan relationships**

In accepting the invitation to the 2024 Smart Summit and Expo in Taiwan Mayor Tapsell and Cr Wang are aware that, beyond attending the Summit and Expo, there is also the opportunity to promote Rotorua, seek mutually beneficial business and cultural relationships and learn more about urban planning, environmental and innovative practices in Taiwan in a number of areas where the country is seen as a world leader.

### Ministry of Foreign Affairs, Ministry of Environment and Ministry of Education - meetings

Meetings have been arranged with officials in the Ministry of Foreign Affairs, the Ministry of Environment and potentially the Ministry of Education on matters that are seen as being directly relevant to Rotorua.

- The focus of discussion at the Ministry of Foreign Affairs will be on overall Taiwan NZ relations.
- At the Ministry of Environment the focus will be on an exchange views on carbon reduction, environment protection, recycling, and clean energy, including Taiwan's focus on harnessing geothermal resources as the country transitions away from fossil fuels to reach net-zero emissions by 2050.
- The proposed meeting with the Ministry of Education will focus on opportunities that have arisen recently for Rotorua schools to host Taiwanese students as part of an international education programme. The meeting follows an earlier visit from Taiwanese Ministry of Education officials to New Zealand regarding student exchange programmes. The delegation is scheduled to spend two days in Rotorua during February to visit schools likely to host students from Taiwan.

### New Zealand Commerce and Industry Office in Taipei - meeting

Mayor Tapsell and Cr Wang will meet with the Director and Deputy Director of the New Zealand Commerce and Industry Office in Taipei. Topics of discussion will focus on Rotorua as a tourist destination, opportunities in international education and opportunities for Rotorua businesses to export to Taiwan.

### Rotorua Tourism Promotion Introduction Event

The New Zealand Commerce and the Industry Office in Taipei has offered to facilitate an event to promote Rotorua as a tourist destination to travel agents and outbound tourism operators. The Mayor and Cr Wang will attend as joint hosts. Air NZ will also have a presence at the event to promote the airline's direct flights between Auckland and Taipei (every two days).

The event will be supported by RotoruaNZ who will provide collateral.

### Pintung County Government – Sister City discussion

The Auckland Taipei Economic and Cultural Office and the New Zealand Commerce and Industry Office in Taipei have organised an opportunity for Mayor Tapsell and Cr Wang to travel to Pintung County in Southern Taiwan to meet with the Magistrate (Mayor Tapsell's equivalent) and members of the Pintung County Government to conduct preliminary discussions on the potential of establishing a sister city relationship between Pintung County and Rotorua.

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Southern Taiwan is recognised as the place of origin of the Polynesian migration pathway from Taiwan to New Zealand via the Pacific Islands. In seeking a sister city relationship with Pintung County, Mayor Tapsell is seeking to more firmly establish a cultural link between the indigenous people of Taiwan and Rotorua. As the home of the Atayal people, Pintung is a centre of indigenous culture in Taiwan.

The County is the home the 'Indigenous People Culture Development Centre', which has been a contact centre for Māori delegations who have visited Taiwan over many years to re-establish the original links between Taiwan's indigenous people and Māori.

Should the initial discussion result in an agreement to further investigate establishing a sister city relationship between the two districts, Mayor Tapsell will report back to Council and ask the Te Amorangi Unit to support discussions with the Pintung County Government and the Indigenous People Culture Development Centre towards setting up an agreement.

## 6. 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.

## 7. NGĀ KŌRERO 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.

## 8. HE WHAIWHAKAARO CONSIDERATIONS

### 8.1 Mahere Pūtea Financial/budget considerations

It is intended that the funding for international travel comes from revenue received through the RLC hosting of international delegations. At this time expenditure will exceed revenue generated, however it is forecast for this to balance out by the end of the financial year.

The estimated costs for flights and accommodation to and from Taiwan are included in the table below.

Date	Travel/accommodation	Mayor Tapsell	Cr Wang
Saturday 16/3	Auckland – Taipei (flights)	Host cost	\$788
	Accommodation	\$275 est	\$275 est
Sun 17/3	Accommodation	\$275 est	\$275 est
Mon 18/3	Accommodation	\$275 est	\$275 est
Tue 19/3	Accommodation	Host cost	Host cost
Wed 20/3	Accommodation	Host cost	Host cost
Thu 21/3	Accommodation	Host cost	Host cost
Fri 22/3	Accommodation	Host cost	Host cost
Sat 23/3	Accommodation	\$275 est	\$275 est
Sun 24/3	Taipei-Auckland (flights)	Host cost	

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Date	Travel/accommodation	Mayor Tapsell	Cr Wang
	Accommodation	n/a	Self cost
Mon 25/3	Accommodation	n/a	Self cost
Tue 26/3	Accommodation	n/a	Self cost
Wed 27/3	Accommodation	n/a	Self cost
Thu 28/3	Accommodation	n/a	Self cost
Fri 29/3	Accommodation	n/a	Self cost
Sat 30/3	Accommodation	n/a	Self cost
Sun 31/3	Taipei- Auckland	n/a	\$798
		SUBTOTAL \$1,100	SUBTOTAL \$2,686
		<b>TOTAL \$3,786</b>	

Note: These costs do not cover incidentals such as food, taxis etc.

## 7.2 Kaupapa Here me ngā Hiraunga Whakariterite Policy and planning implications

The proposal for travel to China by the Mayor and the Interpreter on behalf of Rotorua Lakes Council relates to the following council policies:

- Sister City Relationship Policy (see attachment 3)
- Mayoral and Elected Representatives International Travel Policy (see attachment 4)

## 7.3 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.

## 7.4 Te Whaimana Authority

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

## 8. NGĀ ĀPITI HANGA ATTACHMENTS

- Attachment 1: Invitation to Mayor Tapsell to attend the 2024 Smart City Summit & Expo (SCSE)
- Attachment 2: Draft travel itinerary
- Attachment 3: Mayoral and Elected Representatives International Travel Policy
- Attachment 4: Sister City Relationship Policy

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**Attachment 1: Invitation to Mayor Tapsell to attend the 2024 Smart City Summit & Expo (SCSE)****Taipei Economic and Cultural Office in Auckland, New Zealand**

*Tel: 09 303-3903 Fax: 09 302-3399 Level 15, Tower 2, 205 Queen St. Auckland*

5 Jan 2024

Tania Tapsell  
Mayor  
Rotorua Lakes Council  
1061 Haupapa Street  
Rotorua 3010

Dear Mayor Tapsell,

I hope this letter finds you well. I am writing this letter to share with you the exciting information about the upcoming 2024 Smart City Summit & Expo (SCSE), scheduled to take place in Taiwan in March 2024. This event will align with the 2050 Net Zero City Expo, providing a platform to showcase cutting-edge technologies and innovations in urban development.

Being Asia's largest hybrid smart city tradeshow featuring IoT solutions, SCSE has been offering marketing opportunities for the applications from home and abroad for the past ten years. SCSE is not only a B2B platform for business but one of largest G2G and G2B network, it continues to serve online and offline with co-located events for industries such as smart healthcare, transportation, building sustainability, and startup communities. 2024 SCSE featuring "Digital & Green Transformation" will take place both in Taipei and Kaohsiung from 19<sup>th</sup> to 23<sup>rd</sup>, 2024 that expected to bring together 150,000+ visitors and 800+ exhibitors, with 1000+ matchmaking sessions and 80+ forums while the 2<sup>nd</sup> edition of 2050 Net Zero City Expo will demonstrate our ambitions and the strategic approach to achieve the goal of net zero. Event details can be found in the website: <https://en.smartcity.org.tw/index.php/en-us/>

Given the significance of this summit, the host of the event, Taipei Computer Association, would like to invite you, your deputy or your designate to participate in the 2024 Smart City Summit & Expo. The host will be pleased to provide the head of delegation with one round-trip air ticket, and members of delegation up to 6 persons four-night accommodation during the stay in Taiwan. We very look forward to your participation in the event, where we can share experiences and exchange technologies with each other to make our urban development smarter and more sustainable. For further details, please do not hesitate to contact my colleague Mr. Shawn Yeh before 23 Jan 2024 at our office: 09-3033903 or e-mail: [cyyeh02@mofa.gov.tw](mailto:cyyeh02@mofa.gov.tw).

Yours sincerely,



Kendra Chen  
Director General

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## Attachment 2: Draft travel itinerary

### Draft Taiwan trip schedule

Saturday, 16 March

- Mayor Tapsell and Cr Wang flight departs Auckland at 9:55am local time and arrives in Taipei at 7:20pm local time. (NZ81 AKL – HKG, BR856 HKG – TPE)

Sunday, 17 March

Taipei City

- Visit National Palace Museum
- Visit the Sheng Ye Museum of Formosan Aborigines
- Visit Yangmingshan National Park

Monday, 18 March

Taipei City

- Call in to Ministry of Foreign Affairs for overall Taiwan NZ relations
- Call in to Ministry of Environment for exchange views on carbon reduction, clean energy, recycling, environment protection
- Call in to the New Zealand Commerce and Industry Office in Taipei, meeting with Director/Deputy Director.
- Rotorua Tourism Promotion Introduction
- Visit Taipei City Government
- Visit Taipei 101

Tuesday, 19 March

Taipei City

- Smart Cites Summit & Expo
- Visit Taipei Zoo, visit Maokong Gondola

Wednesday 20 March

Taipei City-Kaohsiung City

- Smart Cites Summit & Expo
- High Speed Rail to Kaohsiung
- Kaohsiung Port, Love River, Kaohsiung Music Centre, The Pier 2 Art Centre

Thursday, 21 March

Kaohsiung- Pingtung County

- Smart Cites Summit & Expo
- Meet with Kaohsiung City Government
- National Kaohsiung Center for the Arts (Weiwuying)
- Travel to Pingtung County, visit Taiwan Indigenous Culture Park

Friday, 22 March

Pingtung County

- Meet with Indigenous People Culture Development Center
- Meet with Pintung County Government
- Tour around Pintung County
- Kenting National Park

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## Saturday, 23 March

### Pingtung County

- Visit Eluanbi Lighthouse, Longpan Park, Hengchun township
- Visit National Museum of Marine Biology
- High Speed Rail back to Taoyuan

## Sunday, 24 March

- Mayor Tapsell departs Taipei for New Zealand

## Monday, 25 March

- Mayor Tapsell's flight arrives in Auckland

**Attachment 3: 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.

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**Attachment 4: Sister City Relationship Policy****8.5 SISTER CITY RELATIONSHIP 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 council's sister city relationships.

**Policy:**

Rotorua Lakes Council (Council) has four sister cities: Beppu (Japan), Klamath Falls (USA), Lake Macquarrie (Australia) and Wuzhong District of Suzhou City, China. These relationships are long standing and were undertaken via the international Sister Cities programme between 1962 and 2000. The international programme seeks to foster communications across borders to promote the mutual exchange of ideas, people and materials in cultural, educational, youth, sports, municipal, professional and technical projects.

Over recent years Council has seen a decline in active contact with the majority of its sister cities. As part of the 2016 review all relationships are considered null and void unless contact is initiated and sustained by current sister cities and when that contact is considered beneficial to Council.

Proposed travel that relates to a sister city relationship needs to 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/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/staff member is required to provide a written report to council.

This policy does not include travel by 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.

## 7. He whakataunga kia hoki atu te aronga o te hui hai hui tūmatawhānui - Resolution to move into public excluded (to consider and adopt confidential items)

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing of this resolution
CONFIDENTIAL MINUTES OF PREVIOUS MEETING HELD 13 DECEMBER 2023	Please refer to the relevant clause/s in the open meeting minutes.	Good reason for withholding exists under Section 48(1)(a).
CONFIDENTIAL MINUTES OF PREVIOUS MEETING HELD 20 DECEMBER 2023	Please refer to the relevant clause/s in the open meeting minutes.	Good reason for withholding exists under Section 48(1)(a).

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6 or 7 of the Act or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item.

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