



**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, 8 May 2024

**Time:** 2.30pm

**Venue:** Council Chamber

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### MEMBERSHIP

**Chair** Mayor Tapsell

**Deputy Chair** Cr Kai Fong

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

**Quorum** 6

## NGĀ TUKUNGA HAEPAPA A TE KAUNIHERA

### COUNCIL DELEGATIONS

<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>

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

# Order of Business

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- 1. Karakia Whakapuaki - Opening Karakia..... 5**
- 2. Ngā Whakapāha - Apologies ..... 5**
- 3. Whakapuakitanga Whaipānga - Declarations of interest ..... 5**
- 4. Ngā Take Whawhati tata kāore i te Rārangi Take - Urgent Items not on the Agenda.. 5**
- 5. Pūrongo Kaimahi - Staff Reports ..... 6**
  - 5.1 Adoption of Council’s Annual Report for the Year Ended 30 June 2023 .....6
- 6. Te Karakia Whakamutunga - Closing Karakia..... 9**

## 1. Karakia Whakapuaki - Opening Karakia

### TŪTAWA MAI

Tūtawa mai i runga  
Tūtawa mai i raro  
Tūtawa mai i roto  
Tūtawa mai i waho  
Kia tau ai te mauri tū  
Te mauri ora, ki te katoa  
Hāumi e. Hui e. Tāiki e!

### TŪTAWA MAI

I summon from above  
I summon from below  
I summon from within  
I summon the surrounding environment  
The universal vitality and energy to infuse and  
enrich all present  
Enriched, unified and blessed

## 2. Ngā Whakapāha - Apologies

The Chair invites notice from members of:

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

## 3. Whakapuakitanga Whaipānga - Declarations of interest

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

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

### Items of business not on the agenda which cannot be delayed

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

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

The Chair shall state to the meeting.

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

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

s.46A (7), LGOIMA

### Discussion of minor matters not on the agenda.

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

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

s.46A (7), LGOIMA

## 5. Pūrongo Kaimahi - Staff Reports

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### ROTORUA LAKES COUNCIL

Mayor  
Members  
COUNCIL

#### 5.1 Adoption of Council's Annual Report for the Year Ended 30 June 2023

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

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

**Report approved by:** Andrew Moraes, Chief Executive

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#### 1. TE PUTAKE PURPOSE

The purpose of this report is to adopt the audited Annual Report of the Rotorua Lakes Council for the year ended 30 June 2023.

#### 2. HE TŪTOHUNGA RECOMMENDATION

1. That the report "Adoption of Council's Annual Report for the year ended 30 June 2023" be received.
2. That Council resolves to adopt the audited Annual Report and the Audited Summary for the Rotorua Lakes Council for year ended 30 June 2023.
3. That the Mayor and Chief Executive be authorised to sign the Letter of Representation and Statement of Compliance section of the Annual Report.
4. That the Chief Executive be authorised to make minor editorial changes, if any, as agreed with Council's auditors.

#### 3. TE TĀHUHU BACKGROUND

The Local Government Act 2002 requires that Council adopt an Annual Report within four months of the end of the financial year. Council was unable to meet this timeframe for the adoption of the 2023 Annual Report due to audit delays, complexities arising from asset revaluations, and staff shortages which have subsequently been filled. The auditor's report on the financial statements and overall compliance of the document will note the late adoption of the Annual Report.

Alongside the Annual Report, Council is also required to prepare a summary of the annual report which must contain a separate auditor's report relating to its compliance. Within one month of adoption, copies of the annual report and the summary must be forwarded to the Secretary of Local Government, the Auditor-General and the Parliamentary Library. The report must also be made available to the public.

The adopted annual report and summary consists of:

- Year in review containing - The Chief Executive's report
- Highlights and major achievements for the year
- Statements of service performance and achieved targets
- Financial prudence regulations
- Financial statements and accompanying notes
- Report of the Auditor General

On 8 May 2024, the Group Manager – Corporate Services will provide the final financial position on which Audit New Zealand have based their audit opinion. Audit New Zealand may also be in attendance at the meeting.

Upon adoption, Audit New Zealand will provide the final opinion in a form that can be included into the final annual report document for full distribution. This is the best practice process.

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

Rotorua Lakes Council has shown consistent financial management this past year with the continued retention of our AA- credit rating from Fitch supporting this.

Council earned \$167.2 million in income in 2022/23 including \$25.6 million in subsidies and grants, and invested \$94.4 million in capital projects. Capital expenditure was \$49.2 million lower than our planned budget of \$143.6 million, largely driven by under budget expenditure in key projects such as the Aquatic Centre and Wastewater Treatment Plant, or projects that were delayed until future years such as the Museum refurbishment.

Overall, Council achieved a full year deficit of \$3.1m, reflecting lower than budgeted development contribution revenue, the impact of inflation adjustments on service delivery contracts and the write-off of certain assets through the revaluation process. Council also recorded asset revaluation movement of \$112.5m, related to water supply, wastewater and roading assets.

#### **5. 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.

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

##### **6.1 Tūraru Risks**

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

## **6.2 Te Whaimana Authority**

Council approves all matters required to finalise the Annual Report.

The Chief Financial Officer will carry out measures to ensure the timing of the publication meets the legislative requirements following adoption of the Annual Report 2023.

## **7. NGĀ ĀPITI HANGA ATTACHMENTS**

Attachment 1: Annual Report (Doc ID: 20279605- Distributed separately).



## 6. Te Karakia Whakamutunga - Closing Karakia

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Kia whakairia te tapu  
Kia wātea ai te ara  
Kia turuki whakataha ai  
Kia turuki whakataha ai  
Hāumi e. Hui e. Tāiki e!

Restrictions are moved aside  
So the pathway is clear  
To return to every day activities  
To return to every day activities  
Allied, enriched, unified, and blessed