



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

Kaupapataka Agenda

NOTICE OF A MEETING OF COUNCIL

Date: Wednesday 10 December 2025

Time: 9:30 am

Venue: Council Chamber

MEMBERSHIP

Chair

Mayor Tapsell

Members

Deputy Mayor Kai Fong (Deputy Chair)

Cr Barker

Cr Brown

Cr Lee

Cr Maxwell

Cr Paterson

Cr Raukawa-Tait

Cr Sandford

Cr Temara-Benfell

Cr Wang

Quorum

6

**Andrew Moraes
Chief Executive**

NGĀ TUKUNGA HAE PAPA A TE KAUNIHERA

COUNCIL DELEGATIONS

Type of Committee	Governing Body
Subordinate Committees	• Infrastructure Committee • Audit & Risk Committee • Te Arawa 2050 Vision Committee • Chief Executive Performance Review Committee • District Licencing Committee • Dog Control Panel
Legislative Basis	Section 11, Local Government Act 2002 Schedule 7, Clause 32 (1), Local Government Act 2002
Purpose	The purpose of the Council is to make decisions on all matters that cannot be delegated, that it has not delegated, or that it has had referred to it by staff or a committee.
Membership	Mayor (Chair) Deputy Mayor (Deputy Chair) All councillors
Quorum	6
Meeting frequency	Monthly
Delegations	Powers Council is prohibited from delegating: • the power to make a rate. • the power to make a bylaw. • the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-term Plan. • the power to adopt a long-term plan, annual plan, or annual report. • the power to appoint a chief executive. • the power to adopt policies required to be adopted and consulted on under the LGA 2002 in association with the long-term plan, or developed for the purpose of the local governance statement. • the power to adopt a remuneration and employment policy.

	Responsibilities retained by Council include: • The power to set and support strategies in measures related to emergency matters. • All the powers, duties and discretions under the Civil Defence Act. • The development and approval of long-term plans, annual plans, bylaws and council policies, through hearings, deliberations and adoption. • The power to make resolutions required to be made by a local authority under the Local Electoral Act 2001. • The power to acquire property in accordance with the Long-term Plan. • The power to carry out disposals in accordance with the Long-term Plan. • All duties in regard to Council-Controlled Organisations, including making and removing appointments, advising on the content of Statements of Expectations and Statements of Intent, and monitoring the financial and non-financial performance of CCO's. • The management of council's planning, monitoring, education and enforcement activities. • The development and approval of district plan reviews and changes. • The development and implementation of economic strategies and frameworks. • The development and implementation of a destination management plan. • The revitalised growth and development of the Central Business District. • The management of district growth and development. • Any decision required by resolution of the local authority, not already delegated.
Relevant Statutes	All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.
Limits to Delegations	Powers that cannot be delegated to committees a per the Local Government Act 2002 Schedule 7 S32.

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1 KARAKIA WHAKAPUAKI – OPENING KARAKIA

TŪTAWA MAI

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

TŪTAWA MAI

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

2 NGĀ WHAKAPĀHA – APOLOGIES

The Chair invites notice from members of:

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

3 WHAKAPUAKITANGA WHAIPĀNGA – DECLARATIONS OF INTEREST

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

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

Items of business not on the agenda which cannot be delayed

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

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

The Chair shall state to the meeting.

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

The item may be allowed onto the agenda by resolution of the Rotorua Lakes Council.
s.46A (7), LGOIMA

Discussion of minor matters not on the agenda.

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

The Chair shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Rotorua Lakes Council for further discussion
s.46A (7), LGOIMA

5 TE WHAKAŪ I NGĀ MENETI – CONFIRMATION OF MINUTES**5.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 NOVEMBER 2025****RECOMMENDATION**

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

Minutes (Draft)

Council meeting
held Wednesday 26 November 2025 at 9:30 am
Council Chamber, Rotorua Lakes Council

MEMBERS PRESENT: Mayor Tapsell (Chair)
Deputy Mayor Kai Fong (Deputy Chair), Cr Barker, Cr Brown, Cr Lee,
Cr Paterson, Cr Raukawa-Tait, Cr Sandford, Cr Temara-Benfell, Cr Wang

APOLOGIES: Cr Maxwell

STAFF PRESENT: A Moraes, Chief Executive;
J-P Gaston, Group Manager, Destination Development;
S Michael, Group Manager, Infrastructure and Assets;
A Wilson, Group Manager, Community Experience;
P Warbrick, Manahautū Te Arawa Hourua;
D Jensen, Chief Financial Officer;
M Overbeek, Director of Finance;
G Kieck, Manager - Governance, Strategy & Compliance;
V Cawte, Senior Communications Advisor;
N Michael, Executive of Communications – Mayor's Office;
R Griffith, Governance & Democracy Advisor;
G Konara, Governance & Democracy Advisor.

The meeting opened at 9.30am.

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

1 KARAKIA WHAKAPUAKI – OPENING KARAKIA

Cr Wang opened the meeting with a Karakia.

2 NGĀ WHAKAPĀHA – APOLOGIES

RESOLVED C 25/11-186

Moved: Mayor Tapsell

Seconded: Cr Paterson

1. That the apologies from Cr Maxwell be received.

CARRIED

3 WHAKAPUAKITANGA WHAIPĀNGA – DECLARATIONS OF INTEREST

Nil

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

The Chair noted that the Notice of Motion that was received did not meet the criteria to be included in the agenda and noted that the Councillors could raise any concerns when the agenda item on the Night Market was under discussion.

Cr Lee requested that declined Notices of Motions and the reasons for decline be publically available.

Action Point

- Greg Kieck, Manager – Governance, Strategy and Compliance to investigate a mechanism to make declined Notices of Motions publically available.

5 TE WHAKAŪ I NGĀ MENETI – CONFIRMATION OF MINUTES

5.1	MINUTES OF THE COUNCIL MEETING HELD ON 27 AUGUST 2025
5.2	MINUTES OF THE INAUGURAL COUNCIL MEETING HELD ON 29 OCTOBER 2025
RESOLVED C 25/11-187 Moved: Deputy Mayor Kai Fong Seconded: Cr Wang 1. That the minutes of the Council Meeting held 27 August 2025 be confirmed as a true and correct record. 2. That the minutes of the Inaugural Council Meeting held 29 October 2025 be confirmed as a true and correct record. CARRIED	

6 MAKING AND ATTESTING OF A COMMUNITY BOARD MEMBER'S DECLARATION

The Chair ruled to consider this agenda item later in the agenda.

7 TE PAPA KŌRERO MŌ TE TŪMATAWHĀNUI – PUBLIC FORUM

Nil

8 HE PUKA INOI TŪMATAWHĀNUI – PUBLIC PETITIONS

Nil

9 NGĀ WHAKAMŌHIOTANGA MŌTINI – NOTICES OF MOTION

Nil

10 NGĀ TĀPAETANGA – PRESENTATIONS

Nil

11 PŪRONGO KAIMAHI – STAFF REPORTS**11.1 APPOINTMENT OF COUNCIL REPRESENTATIVE TO THE ROTORUA RURAL COMMUNITY BOARD FOR 2025-2028****RESOLVED C 25/11-188**

Moved: Cr Temara-Benfell

Seconded: Cr Wang

- 1. That the report 'Appointment of Council Representative to the Rotorua Rural Community Board for 2025-2028' be received.**

CARRIED

The report was taken as read.

RESOLVED C 25/11-189

Moved: Cr Brown

Seconded: Deputy Mayor Kai Fong

2. That the Council appoint Cr Karen Barker as the Council representative to the Rotorua Rural Community Board for the triennium 2025-2028.
3. That the Council note that a council representative to the Rotorua Lakes Community Board will be appointed after the by-election in March 2026.

In Favour: Mayor Tapsell, Deputy Mayor Kai Fong, Cr Brown, Cr Lee, Cr Paterson,
Cr Raukawa-Tait, Cr Sandford, Cr Temara-Benfell and Cr Wang

Against: Nil

Abstained: Cr Barker

CARRIED 9/0

6 MAKING AND ATTESTING OF A COMMUNITY BOARD MEMBER DECLARATION

The Chair invited Mr Colin Guyton, Rural Community Board elected to make his declaration.

Mr Guyton made his declaration and Mayor Tapsell witnessed the declaration.

11.2 MAYORAL ESTABLISHMENT OF COMMITTEE STRUCTURE, AND COUNCIL DELEGATIONS TO COMMITTEES 2025-2028

RESOLVED C 25/11-190

Moved: Cr Raukawa-Tait

Seconded: Cr Brown

1. That the report 'Mayoral Establishment of Committee Structure, and Council Delegations to Committees 2025-2028' be received.

CARRIED

Mayor Tapsell overviewed the report.

MOTION

Moved: Mayor Tapsell

Seconded: Deputy Mayor Kai Fong

2. That the Council affirms the following Council committee structure and membership as follows:

Decision-Making Body	Chairperson (Deputy Chairperson)	Membership
Council	Mayor Tania Tapsell (Deputy Mayor Kai Fong)	Mayor and All Councillors
Infrastructure Committee	Cr Barker (Cr Brown)	Mayor and All Councillors
Audit and Risk Committee	(Independent) (Deputy Mayor Kai Fong)	Mayor, All Councillors, and an Independent Member
Te Arawa 2050 Vision Committee	Cr Raukawa-Tait (Cr Temara-Benfell)	Mayor, All Councillors, and 5 Te Tatau o Te Arawa Board Members
Chief Executive Performance Review Committee	Mayor Tania Tapsell (Deputy Mayor Kai Fong)	Cr Barker, Cr Brown, Cr Raukawa-Tait
District Licensing Committee	Ms Ana Morrison	Mr Owen, Mr Carrucan, Ms Abbott, Ms Eldridge, x 5 Vacancies
Dog Control Panel (Committee)	Cr Fisher Wang	Mayor Tapsell, Cr Barker, Cr Sandford
Rotorua Lakes Community Board	N/A	Mr MacMillan, Ms Rothwell, x2 Vacancies, 1x General Ward/Māori Ward Councillor
Rotorua Rural Community Board	N/A	Mrs Forlong, Mr Guyton, Mrs Marshall, Mrs Rose, Cr Barker

3. That the Council delegate the following duties, responsibilities and powers, as per the Local Government Act, Schedule 7, Clause 32:

COMMITTEE	DELEGATIONS
Council	As per Attachment 1
Infrastructure Committee	As per Attachment 2
Audit and Risk Committee	As per Attachment 3
Te Arawa 2050 Vision Committee	As per Attachment 4

Chief Executive Performance Review (Committee)	As per Attachment 5
District Licensing Committee	As per Attachment 6
Dog Control Panel (Committee)	As per Attachment 7
Rotorua Lakes Community Board	As per Attachment 8
Rotorua Rural Community Board	As per Attachment 9

4. That the Council:

- a) Establishes the Rotorua Development Joint Committee with the Bay of Plenty Regional Council;
- b) Notes the Bay of Plenty Regional Council has approved the establishment of the Rotorua Development Joint Committee;
- c) Appoints Deputy Mayor Kai Fong, Cr Brown, and Cr Barker to the Rotorua Development Joint Committee; and
- d) Notes the Terms of Reference for the Rotorua Development Joint Committee will be brought to council for approval, once agreed between the parties.

Cr Lee requested the recommendation for establishment of the Te Arawa 2050 Vision Committee be considered separately.

Mayor Tapsell, as the Chair, acknowledged the above request.

RESOLVED C 25/11-191

Moved: Cr Raukawa-Tait

Seconded: Mayor Tapsell

2 That the Council affirms the following Council committee structure and membership as follows:

Decision-Making Body	Chairperson (Deputy Chairperson)	Membership
Te Arawa 2050 Vision Committee	Cr Raukawa-Tait (Cr Temara-Benfell)	Mayor, All Councillors, and 5 Te Tatau o Te Arawa Board Members

In Favour: Mayor Tapsell, Cr Kai Fong, Cr Barker, Cr Brown, Cr Paterson, Cr Raukawa-Tait, Cr Sandford, Cr Temara-Benfell and Cr Wang

Against: Cr Lee

CARRIED 9/1

RESOLVED C 25/11-192

Moved: Mayor Tapsell

Seconded: Deputy Mayor Kai Fong

3. That the Council affirms the following Council committee structure and membership as follows:

Decision-Making Body	Chairperson (Deputy Chairperson)	Membership
Council	Mayor Tania Tapsell (Deputy Mayor Kai Fong)	Mayor and All Councillors
Infrastructure Committee	Cr Barker (Cr Brown)	Mayor and All Councillors
Audit and Risk Committee	(Independent) (Deputy Mayor Kai Fong)	Mayor, All Councillors, and an Independent Member
Chief Executive Performance Review Committee	Mayor Tania Tapsell (Deputy Mayor Kai Fong)	Cr Barker, Cr Brown, Cr Raukawa-Tait
District Licensing Committee	Ms Ana Morrison	Mr Owen, Mr Carrucan, Ms Abbott, Ms Eldridge, x 5 Vacancies
Dog Control Panel (Committee)	Cr Fisher Wang	Mayor Tapsell, Cr Barker, Cr Sandford
Rotorua Lakes Community Board	N/A	Mr MacMillan, Ms Rothwell, x2 Vacancies, 1x General Ward/Māori Ward Councillor
Rotorua Rural Community Board	N/A	Mrs Forlong, Mr Guyton, Mrs Marshall, Mrs Rose, Cr Barker

4. That the Council delegate the following duties, responsibilities and powers, as per the Local Government Act, Schedule 7, Clause 32:

COMMITTEE	DELEGATIONS
Council	As per Attachment 1
Infrastructure Committee	As per Attachment 2
Audit and Risk Committee	As per Attachment 3
Te Arawa 2050 Vision Committee	As per Attachment 4
Chief Executive Performance Review (Committee)	As per Attachment 5
District Licensing Committee	As per Attachment 6
Dog Control Panel (Committee)	As per Attachment 7

	Rotorua Lakes Community Board	As per Attachment 8
	Rotorua Rural Community Board	As per Attachment 9

5. That the Council:

- Establishes the Rotorua Development Joint Committee with the Bay of Plenty Regional Council;
- Notes the Bay of Plenty Regional Council has approved the establishment of the Rotorua Development Joint Committee;
- Appoints Deputy Mayor Kai Fong, Cr Brown, and Cr Barker to the Rotorua Development Joint Committee; and
- Notes the Terms of Reference for the Rotorua Development Joint Committee will be brought to council for approval, once agreed between the parties.

CARRIED

Acknowledgement

Cr Wang acknowledged the passing of Phill Thomass, former Chair of Rotorua Lakes Community Board, and acknowledged his advocacy on behalf of the lakes communities.

11.3 COUNCIL REPRESENTATION ON OTHER ENTITIES AND ROTORUA LAKES COUNCIL WORKING GROUPS 2025 - 2028 RESOLVED C 25/11-193 Moved: Cr Barker Seconded: Cr Temara-Benfell 1. That the report 'Council Representation on Other Entities and Rotorua Lakes Council Working Groups 2025 - 2028' be received. CARRIED

Mayor Tapsell overviewed the report.

Chief Executive (CE), Andrew Moraes clarified the terminology used for project steering groups and working groups and noted that there were some errors in the report that would be corrected.

Action Points

- Deputy Mayor Kai Fong asked whether the protocol committee meetings could be opened for non-member councillors to attend only to sit in and listen to the discussions. The Deputy Mayor also asked whether the agendas for those meetings could be made available to all councillors.

Paul Warbrick, Manahautū Te Arawa Hourua, asked for time to look in to the arrangements of the protocol committees and have discussions with the partners regarding opening these meetings for non-member councillors.

Greg Kieck, Manager – Governance, Strategy and Compliance informed that the protocol committee agendas are already available to all councillors to view.

Points of Order

- During the discussion, a point of order was raised under Standing Order 26.2a (disorder), which was sustained.

RESOLVED C 25/11-194

Moved: Cr Temara-Benfell

Seconded: Cr Barker

2. That the Council appoint representatives to other entities as follows:

External Committees and Trusts	Council representative/s
BOPRC Public Transport Committee	Mayor Tapsell Alternate – Deputy Mayor Kai Fong
BOPRC Regional Transport Committee	Mayor Tapsell Alternate – Deputy Mayor Kai Fong
BOPRC Civil Defence Emergency Management Group	Mayor Tapsell Alternate – Deputy Mayor Kai Fong
Friends of the Library	Cr Wang
Friends of the Rotorua Museum of Art and History	Cr Raukawa-Tait
Kaituna Catchment Control Scheme	Cr Temara-Benfell
Kauae Cemetery Trust Board	Mayor Tapsell, Cr Maxwell, Cr Raukawa-Tait, Cr Temara-Benfell
Ngāti Rangiteaorere Protocol Committee	Mayor Tapsell, Cr Maxwell, Cr Raukawa-Tait, Cr Temara-Benfell
Ngāti Rangiwehewhi Protocol Committee	Mayor Tapsell, Cr Maxwell, Cr Raukawa-Tait, Cr Temara-Benfell
Ngāti Waoku Protocol Committee	Mayor Tapsell, Cr Maxwell, Cr Raukawa-Tait, Cr Temara-Benfell

Ngāt Whakaue Gifted Reserves Protocol Committee	Mayor Tapsell, Cr Maxwell, Cr Raukawa-Tait, Cr Temara-Benfell
Pukaki ki Rotorua Charitable Trust	Mayor Tapsell
Raukawa Settlement Trust	Mayor Tapsell, Cr Maxwell, Cr Raukawa-Tait, Cr Temara-Benfell
Road Safety Promotion Governance Group	Cr Paterson
Rotorua Development Joint Committee	Deputy Mayor Kai Fong, Cr Brown, Cr Barker
Rotorua Geothermal Liaison Group (BOPRC)	Mayor Tapsell, Deputy Mayor Kai Fong
Rotorua Te Arawa Lakes Strategy Group	Mayor Tapsell, Cr Brown
Tapuika Protocol Committee	Mayor Tapsell, Cr Brown, Cr Temara-Benfell
Tarawera Awa Restoration Strategy Group	Cr Brown
Te Arawa River Iwi Trust Joint Management Committee	Mayor Tapsell, Cr Barker, Cr Raukawa-Tait, Cr Temara-Benfell
Te Maru o Kaituna/Kaituna River Authority	Mayor Tapsell
Te Rūnanga o Ngāti Kearoa / Ngāti Tuarā, Te Paiaka Land Trust	Mayor Tapsell, Cr Barker, Cr Maxwell
Tūhourangi Committee	Mayor Tapsell, Cr Maxwell, Cr Raukawa-Tait, Cr Temara-Benfell
Waikawau/Hannahs Bay Reserve Committee	Mayor Tapsell

3. That the Council note the representatives on Rotorua Lakes Council internal and joint working groups and project steering groups as follows:

Rotorua Lakes Council Project Steering Groups and Working Groups	Council representatives
Infrastructure Investment for Growth PSG	Deputy Mayor Kai Fong, Cr Temara-Benfell
Local Water Done Well Working Group	Mayor Tapsell, Cr Barker, Cr Sandford
Museum Construction PSG	Cr Barker, Cr Brown
Museum Exhibition & Funding PSG	Mayor Tapsell, Cr Brown, Cr Raukawa-Tait
Recovered Water Management Solution Steering Group	Mayor Tapsell, Cr Brown, Cr Temara-Benfell

	Short-Term Rental Accommodation Working Group	Deputy Mayor Kai Fong, Cr Lee
	Wastewater Treatment Plant PSG	Cr Sandford, Cr Lee
<u>In Favour:</u> Mayor Tapsell, Cr Kai Fong, Cr Barker, Cr Brown, Cr Paterson, Cr Raukawa-Tait, Cr Sandford, Cr Temara-Benfell and Cr Wang <u>Against:</u> Cr Lee CARRIED 9/1		

Action Point

- Information in regards to appointment of council representation to other entities not listed above will be provided in response to Cr Paterson's query.

11.4 ADDITIONAL RESPONSIBILITIES REMUNERATION 2025-2026**RESOLVED C 25/11-195**

Moved: Deputy Mayor Kai Fong

Seconded: Cr Brown

- That the report 'Additional Responsibilities Remuneration 2025-2026' be received.

CARRIED

Mayor Tapsell overviewed the report.

RESOLVED C 25/11-196

Moved: Mayor Tapsell

Seconded: Cr Raukawa-Tait

- That the Council set the councillor base salary rate at \$84,000 for 2025-2026.
- That Council adopts the following additional responsibilities remuneration:

Councillor	Council/Committee Name	Role	Base salary	\$ above base salary	Total Salary (\$)

Deputy Mayor Kai Fong	Council Audit and Risk Committee Chief Executive Performance Review Committee	Deputy Chair Deputy Chair Deputy Chair	\$84,000	\$71,254	\$155,254
Cr Barker	Infrastructure Committee	Chair	\$84,000	\$26,250	\$110,250
Cr Brown	Infrastructure Committee	Deputy Chair	\$84,000	\$26,250	\$110,250
Cr Raukawa-Tait	Te Arawa 2050 Vision Committee	Chair	\$84,000	\$4,500	\$88,500
Cr Temara - Benfell	Te Arawa 2050 Vision Committee	Deputy Chair	\$84,000	\$4,500	\$88,500
Cr Maxwell	Cultural Ambassador		\$84,000	\$6,000	\$90,000
Cr Wang	Community Ambassador		\$84,000	\$6,000	\$90,000
CARRIED					

11.5 ADOPTION OF STANDING ORDERS

RESOLVED C 25/11-197

Moved: Cr Brown

Seconded: Cr Wang

1. That the report 'Adoption of Standing Orders' be received.

CARRIED

Greg Kieck and Robert Griffith overviewed the report and spoke to a presentation titled " Standing Orders" (ECM – 21908312).

2. That Council agree to the following:

- a) Mayor as a Member of a Joint Committee

- i) That Standing Orders include provision for the Mayor as a Member of a Joint Committee as per attachment 3.

OR

- ii) That Standing Orders do not include provision for the Mayor as a Member of a Joint Committee.

Deputy Mayor Kai Fong moved recommendation 2(a)(i)

RESOLVED C 25/11-198

Moved: Deputy Mayor Kai Fong

Seconded: Cr Brown

2. That Council agree to the following:

a) Mayor as a Member of a Joint Committee

- i) That Standing Orders include provision for the Mayor as a Member of a Joint Committee as per attachment 3.

CARRIED

b) Urgent Meetings:

- i) That Standing Orders include provision for Urgent Meetings as per attachment 4.

OR

- ii) That Standing Orders do not include provision for Urgent Meetings.

Mayor Tapsell moved recommendation 2(b)(i)

RESOLVED C 25/11-199

Moved: Mayor Tapsell

Seconded: Cr Barker

2. That Council agree to the following:

b) Urgent Meetings:

- i) That Standing Orders include provision for Urgent Meetings as per attachment 4.

CARRIED

c) Attendance via Audio-Visual Link:

- i) That Standing Orders 13.7-13.16 are retained as per attachment 9. (Status Quo)

OR
- ii) That Standing Order 13.7 be removed. (No Right to Attend by Audio-Visual Link)

OR
- iii) That Standing Orders 13.7-13.16 are removed. (No Provisions for Attending by Audio-Visual Link)

Deputy Mayor Kai Fong moved recommendation 2(c)(ii)

RESOLVED C 25/11-200

Moved: Deputy Mayor Kai Fong

Seconded: Mayor Tapsell

2. That Council agree to the following:**c) Attendance via Audio-Visual Link:**

- ii) That Standing Order 13.7 be removed. (No Right to Attend by Audio-Visual Link)

CARRIED

d) Procedures for Speaking and Moving Motions:

- i) That Option A be adopted as the default option for Council Meetings (Status Quo)

OR
- ii) That Option B be adopted as the default option for Council Meetings.

OR
- iii) That Option C be adopted as the default option for Council Meetings.

Deputy Mayor Kai Fong moved recommendation 2(d)(i)

RESOLVED C 25/11-201

Moved: Deputy Mayor Kai Fong

Seconded: Cr Wang

2. That Council agree to the following:

d) Procedures for Speaking and Moving Motions:

- i) That Option A be adopted as the default option for Council Meetings (Status Quo)**

CARRIED

e) Casting Vote:

- i) That Standing Order 19.3 be retained, allowing the Chair a casting vote. (Status Quo)**

OR

- ii) That Standing Order 19.3 be removed, meaning in the case of a tied vote the motion is lost.**

Deputy Mayor Kai Fong moved recommendation 2(e)(i)

RESOLVED C 25/11-202

Moved: Deputy Mayor Kai Fong

Seconded: Cr Wang

2. That Council agree to the following:

e) Casting Vote:

- i) That Standing Order 19.3 be retained, allowing the Chair a casting vote. (Status Quo)**

CARRIED

f) Public Forums:

- i) That Standing Order 15 be amended, only to include the restriction of public forums during the election period, as per option A, attachment 5.

OR

- ii) That Standing Order 15 be amended as per option B, attachment 6.

OR

- iii) That Standing Order 15 be amended as per option C, attachment 7.

OR

- iv) That Standing Order 15 be amended as per option D, attachment 8.

Cr Lee Moved recommendation 2(f) (iv),

MOTION

Moved: Cr Lee

f) Public Forums:

- iv) That Standing Order 15 be amended as per option D, attachment 8.

The motion was not seconded. Therefore, the motion did not proceed.

Mayor Tapsell Moved recommendation 2(f) (ii) with an amendment.

RESOLVED C 25/11-203

Moved: Mayor Tapsell

Seconded: Deputy Mayor Kai Fong

2. That Council agree to the following:**f) Public Forums:**

- ii) That Standing Order 15 be amended as per option B, attachment 6, to be held at Council Meetings only.

In Favour: Mayor Tapsell, Cr Kai Fong, Cr Barker, Cr Brown, Cr Raukawa-Tait, Cr Sandford, Cr Temara-Benfell and Cr Wang

Against: Cr Lee and Cr Paterson

CARRIED 8/2

RESOLVED C 25/11-204

Moved: Deputy Mayor Kai Fong

Seconded: Cr Raukawa-Tait

- 3. That the Council adopt Standing Orders for the 2025-2028 Triennium as per attachment 9, with the amendments and inclusions as per the above.**

CARRIED

The meeting adjourned at 11.31am and resumed at 11.48am.

11.6 CODE OF CONDUCT ADOPTION

RESOLVED C 25/11-205

Moved: Cr Barker

Seconded: Cr Lee

- 1. That the report 'Code of Conduct Adoption' be received.**

CARRIED

Greg Kieck overviewed the report.

2. That the Council:

- A) Retain the current Rotorua Lakes Council Code of Conduct 2019-2022 as per attachment 1.**

OR

- B) Adopt the Local Government New Zealand Code of Conduct Template as per attachment 2.**

OR

- C) That Council request the Chief Executive to provide opportunities for Council to develop a new Code of Conduct.

Cr Lee moved recommendation 2 (B)

RESOLVED C 25/11-206

Moved: Cr Lee

Seconded: Mayor Tapsell

- 2. That the Council adopt the Local Government New Zealand Code of Conduct Template as per attachment 2.**

In Favour: Mayor Tapsell, Cr Kai Fong, Cr Barker, Cr Brown, Cr Lee, Cr Raukawa-Tait, Cr Sandford, Cr Temara-Benfell and Cr Wang

Against: Nil

Abstained: Cr Paterson

CARRIED 9/0

11.7 FINANCIAL UPDATE - OCT 2025

RESOLVED C 25/11-207

Moved: Cr Barker

Seconded: Cr Brown

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

CARRIED

David Jensen and Michelle Overbeek overviewed the report and spoke to a presentation titled "Financial Update – October 2025" (ECM 21907799)

11.8 PRE-ELECTION PERIOD PROJECT REPORT**RESOLVED C 25/11-208**

Moved: Cr Lee

Seconded: Cr Brown

1. That the report 'Pre-Election Period Project report' be received.

CARRIED

Andrew Moraes overviewed the report.

Points of Order

- During the discussion, a point of order was raised under Standing Order 26.2d (misrepresentation).

Action Point

- Cr Temara-Benfell asked to arrange for Emerge Aotearoa to present to the Council regarding the nature of service provided to pensioner housing units.

12 HE WHAKATAUNGA KIA HOKI ATU TE ARONGA O TE HUI HAI HUI TŪMATAWHĀNUI – RESOLUTION TO MOVE INTO PUBLIC EXCLUDED (TO CONSIDER AND ADOPT CONFIDENTIAL ITEMS)

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

12.1 CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 27 AUGUST 2025**RESOLVED C 25/11-209**

Moved: Cr Wang

Seconded: Cr Paterson

1. That the confidential minutes of the Council Meeting held 27 August 2025 be confirmed as a true and correct record.

CARRIED

13 TE KARAKIA WHAKAMUTUNGA – CLOSING KARAKIA

Cr Wang closed the meeting with a Karakia.

The Meeting closed at 1.01pm.

To be confirmed at the Council meeting on 10 December 2025.

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

6 TE PAPA KŌRERO MŌ TE TŪMATAWHĀNUI – PUBLIC FORUM

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

7 HE PUKA INOI TŪMATAWHĀNUI – PUBLIC PETITIONS

Nil

8 NGĀ WHAKAMŌHIOTANGA MŌTINI – NOTICES OF MOTION

Nil

9 NGĀ TĀPAETANGA – PRESENTATIONS

Nil

10 PŪRONGO KAIMAHI – STAFF REPORTS

10.1 LOCAL ALCOHOL POLICY 2025 AMENDMENT

Doc ID: 21919635

Prepared by: Colleen Litchfield, Corporate Strategy & Compliance Lead

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

Attachments:

1. Clean - Draft Local Alcohol Policy 2025 (under separate cover)
2. Tracked change - Draft Local Alcohol Policy 2025 (under separate cover)
3. Draft Statement of Proposal Local Alcohol policy Amendment (under separate cover)

1. TE PŪTAKE PURPOSE

A draft Statement of Proposal (SOP) proposing an amendment to the Local Alcohol Policy 2025 (LAP) is presented to Council for its approval. The Council is additionally asked to approve the proposed SOP for formal public consultation.

Accompanying the SOP is a draft copy of the proposed policy. This document will be published alongside the SOP during consultation.

2. TE TUHINGA WHAKARĀPOPOTOTANGA EXECUTIVE SUMMARY

The Sale and Supply of Alcohol Act 2012 (SASA) require Councils to review their LAP every six years. Rotorua's LAP was reviewed and adopted in June 2025, and the LAP came into force 1 August 2025.

Following feedback, further input from the community is sought to amend the LAP 2025 to consider changes to the maximum off-licence trading hours current wording in clause 3.4.1.

HE TŪTOHUNGA RECOMMENDATION

1. That the report 'Local Alcohol Policy 2025 Amendment' be received.
2. That the Council approve the recommended options in the proposed SOP as outlined in appendix
3. That the proposed Draft Statement of Proposal on the Local Alcohol policy 2025 Amendment: Draft Local Alcohol Policy 2026 be adopted for consultation.

- 4. That the Council approve a public consultation on the proposed Draft Statement of Proposal on the Local Alcohol Policy 2025 amendment: Draft Local Alcohol Policy 2026 to commence on Tuesday 6 January 2026 until Friday 13 February 2026.**

3. TE TĀHUHU BACKGROUND

The Sale and Supply of Alcohol Act 2012 (SASA) provide the legislative basis for the Council's Local Alcohol Policy 2025 (LAP). The SASA 2012 has two primary objectives:

- The sale, supply and consumption of alcohol occurs safely and responsibly, and
- alcohol-related harm is minimised.

The SASA 2012 gives territorial authorities the ability to meet these objectives and have greater influence on alcohol licensing decisions in their geographic area via the adoption of a LAP.

A LAP can contain provisions on:

- Location of licensed premises with the reference to broad areas
- Location by proximity to sensitive sites
- Whether further licences should be issued
- Maximum trading hours
- One-way door restrictions
- Discretionary conditions for licences.

Rotorua has had an LAP since 2019 and as per the requirements of the SASA 2012, was reviewed in 2025, adopted in June 2025 and came into force 1 August 2025.

The adopted LAP 2025 reduced maximum off-Licence trading hours from 10:15pm to 9:00pm

4. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

As part of the 2025 Local Alcohol Policy review one of the changes made and currently in force is: Maximum trading hours for off-licences have been reduced to operate between 7am to 9pm.

Currently, off-licences such as supermarkets, dairies, and bottle stores, are subject to different maximum trading hours due to different licence timing renewals.

Current clause wording:

- clause 3.4.1 states: *No off-licence may be issued or renewed with trading hours that exceed Monday to Sunday 7:00am to 9:00pm (subject to section 48 of the Act).*

The maximum trading hours applicable to each premises depend on when their alcohol licence is due for renewal and an off-licence renewal is typically issued for a maximum of three years: therefore, it may not be until 2028 that all off-licence premises are subject to the same maximum close time of 9pm if the LAP remains as it is currently written. This time extends to 11pm during the Christmas period.

Following feedback, legal advice was sought to propose amending the wording of clause 3.4.1 to have all off-licence premises subject to the maximum trading hours of 7am - 9pm regardless of individual license renewal dates.

Proposed clause wording:

- *3.4.1 Pursuant to sections 77(1)(e) and 45 of the Act, the maximum trading hours for off-licences in Rotorua are 7am to 9pm, Monday to Sunday.*

If the proposed amendment to clause 3.4.1 is approved the Sale of Alcohol and Supply Act 2012 section 90 (2)(a) provides that the LAP does not take effect for three months after the changes have been publicly notified. At that time all off-licences will be required to comply with the new trading hours.

It is important to note that not all off-licence premises are guaranteed these maximum trading hours as each application is considered by the DLC on its own merits. This depends on the nature of the business, its trading history and other factors considered by the DLC in deciding whether to grant an application to renew an off licence.

Therefore, we are proposing to re-consult on the LAP 2025 to amend the wording of the policy to ensure that all off-licence premises are subject to the same maximum trading hours of 9pm, regardless of individual licence renewal dates.

Other proposed minor amendments to the Policy include:

Clause 1.1.5 minor amendment to wording to reflect an amended Policy document.

Clause 3.4.2 minor amendment to incorporate into one clause the requirements of section 48 and 49 of the Act.

Current clause wording:

- *Clause 3.4.2 In accordance with section 48 of the Act, alcohol sold remotely must not be delivered on Good Friday, Easter Sunday, Christmas Day, or before 1pm Anzac Day.*

Proposed clause wording:

- *In accordance with section 49 of the Act, the maximum trading hours specified under clause 3.4.2 do not apply to remote sales but delivery of remote sales must comply with sections 48 and 59(1) of the Act*

5. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

This section assesses the significance of adopting the proposed amendment SOP for the LAP 2025 for consultation against the Councils Significance and Engagement (SE) Policy. Under the SE policy, it is deemed to have high significance under the criterion Community Interest.

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

A special consultative procedure will be carried out in line with section 83 of the Local Government Act (LGA) 2002 as required by the SASA 2012 S79 and S95. The consultation is proposed to run between Tuesday 6 January 2026 and Friday 13 February 2026.

To meet Councils legal obligations as stipulated in the LGA 2002, the proposed SOP will be publicly notified in the newspaper and directly emailed to all licenced premises. The consultation will be a largely digital campaign to elicit responses from the general public as well as several targeted

stakeholder communications with those who will be primarily impacted by this policy including licence holders, iwi, health providers, police, inspectors and community groups.

7. HE WHAIWHAKAARO CONSIDERATIONS

7.1. Mahere Pūtea Financial/Budget Considerations

All costs have been accounted for within the existing Governance, Strategy and Compliance budget relating to the amendment of LAP including consultation.

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

The SASA 2012 requires Councils to review their LAP every six years. Rotorua's LAP was reviewed and adopted in 2025 in line with the requirements of the SASA 2012. Due to a technicality on how this policy should be legally applied an amendment is proposed. A consultation on the proposed SOP is due to take place in January and February 2026, following this, hearings will take place ahead of formal adoption in March.

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

Engagement with mana whenua during the consultation process with support and advice from the Te Amorangi Unit will ensure any views and impacts of any proposed policies are fully understood.

7.4. Tūraru Risks

There is a legal risk that an amended LAP will be subject to judicial review if the appropriate procedures and processes of consultation and implementation are not carried out, and if the provisions within the policy are deemed unreasonable considering the act.

To mitigate against a possible judicial review, the team have sought advice from legal to ensure due process has been followed.

7.5. Te Whaimana Authority

Council has the authority to make, amend or revoke Policies and Bylaws.

10.2 DRAFT PARKING - POLICY, BYLAW AND INNER-CITY PARKING REVIEWS

Doc ID: 21919613

Prepared by: Kurt Williams, Principal Advisor - Community Safety & Regulatory Services

Approved by: Jean-Paul Gaston, Group Manager, Destination Development

Attachments:

1. Draft Performance Based Parking Management Practices - Policy Tracked changes (under separate cover)
2. Draft parking policy Clean (under separate cover)
3. Draft Traffic Bylaw 2025 Tracked changes (under separate cover)
4. Draft Traffic Bylaw Clean (under separate cover)
5. Draft Parking Management Guidelines Clean (under separate cover)
6. Draft Statement Of Proposal Parking - Policy, Bylaw and Inner-City Parking reviews (under separate cover)

**1. TE PŪTAKE
PURPOSE**

A draft Statement of Proposal (SOP) providing information on the proposed inner-city parking approach, and proposed amendments to the Performance Based parking Management Practices – Policy and Guidelines, and Traffic Bylaw 2025 is presented to Council for its approval.

The Council is additionally asked to approve the proposed SOP for formal public consultation.

Accompanying the draft SOP are the tracked changes and clean copies of the Parking Policy, Parking Management Guidelines and Traffic Bylaw.

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Draft Parking - Policy, Bylaw and Inner-City parking reviews' be received.

2. That the proposed draft Statement of Proposal Parking - Policy, Bylaw and Inner-City parking reviews be adopted for consultation.
3. That the Council approve the recommended options in the proposed SOP as outlined in Appendix 1.
4. That draft copies of the amended Bylaw, Policy and Guidelines be received and approved for publishing alongside the SOP during consultation, namely:
 - I. Parking Policy (name change from Performance Based parking Management Practices – Policy and Guidelines)
 - II. Traffic Bylaw 2025
 - III. Parking Management Guidelines (separated from the Parking Policy to be a standalone document)

5. That the Council approve public consultation on the proposed Draft Statement of Proposal Parking - Policy, Bylaw and Inner-City parking reviews to commence on Monday 15 December 2025 until Friday 13 February 2026 via a special consultative procedure.

**2. TE TĀHUHU
BACKGROUND**

The Local Government Act 2002 and the Land Transport Act 1998 provide the legislative basis for the Councils Performance Based Parking Management Practices – Policy (The Policy) and Guidelines (The Guidelines) and the Traffic Bylaw 2025 (The Bylaw).

Council is required under the above acts to manage and ensure parking compliance for our District. Consideration of the National Parking Management Guidance issued by the New Zealand Transport Agency (NZTA) is also undertaken.

In July 2025 Council made the decision to bring parking services back in-house and initiated a review of required amendments to The Bylaw. The decision also included approval of the base Parking Management Policy Principles as part one of a two part review of Councils Performance Based Parking Management Practices –Policy.

This is part two of the Policy review and includes the subsequent Bylaw review.

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

The existing Parking Policy and Traffic Bylaw provisions are proposed to be amended to provide the necessary guidance and rules to enable the effective management and compliance of inner-city parking. Both will be consulted on at the same time under the same process as per the Local Government Act 2002. Legal Counsel has been obtained on both sets of proposed updates.

The Policy and Guidelines Review

This is part two of The Policy review.

The Policy is currently comprised of the Policy itself (which outlines the Policy principles) and the Performance Based Parking Management Guidelines (**Guidelines**). The purpose of the Guidelines is to support the Policy by providing detailed guidance on how Council will give effect to the Policy principles.

Policy proposal:

Guidelines to be separated from the Policy to create two standalone, but interconnected, documents. This approach will ensure a clear distinction between the guidelines and the policy, also allowing each to be reviewed and updated individually as required.

Renaming the Performance Based Parking Management Practices Policy to the “The Parking Policy” to reflect its separation from the guidelines, and to simplify its title.

Renaming The Guidelines to the “Parking Management Guidelines” to reflect its separation from the parking policy and rename appropriately.

Guideline proposal:

Amending wording within the principles to improve alignment with the NZTA National Guidelines.

Clause 3.5 - clarifying wording to support the scope and benefits of refreshed technology approach.

Clause 3.3 clarifying wording supporting a mixture of free parking periods followed by paid parking up to a maximum time limit as the primary method for managing parking in the center of the inner city
Refresh the parking layout map.

Adding a new Clause in both the Policy and The Guidelines as follows

“This Policy/Guideline) may be amended, rescinded, or reinstated by a further resolution of Council. The latest resolution of Council shall be deemed to be the operative resolution”.

Other Amendments

Further minor amendments to improve clarity, wording, grammar or flow.

Traffic Bylaw 2025 Review

Under the Land Transport Act 1998 and the Local Government Act 2002, Councils can establish traffic Bylaws. The main purpose of a traffic bylaw is to manage and regulate traffic flow, ensure public safety and promote efficient use of roads and parking facilities. The Bylaw also considers the National Parking Management Guidance issued by NZTA. The current review of the Bylaw has a specific focus on the alignment of parking activities and enforcement.

Bylaw proposal:

This Bylaw is proposed to be updated to better support the inner-city parking activity. Amendments to the interpretations and parking sections of the Traffic Bylaw are intended to:

- Update and modernise content.
- Ensure alignment with the proposed Inner-City parking layout.
- Accommodate design updates and technological progress.
- Strengthening enforceability.

Key changes include:

- Interpretation section wording reviewed and updated.
- Outdated content removed i.e. Pay and display parking meter areas, meter hoods which are no longer used.
- Clarification of terminology i.e. using permit rather than coupon.

Other Amendments

Further minor amendments to improve clarity or wording and grammar thus improving word flow.

Inner-City Parking review

Alongside the Policy and Bylaw review, the Statement of Proposal includes content to consult with community on the inner-city parking adjustments. This content provides an overview of the work underway, and the proposed improvements under review:

- review of technology: parking machines, apps, and meterless payment options.
- Flexible permit options for inner-city workers.
- Review of parking fees.
- Parking layout, changes to parking zones and timings.
- Refresh for the parking building.

Feedback questions for the inner-city parking review asked are:

Do you agree or disagree with the proposed improvements to the inner-city parking- system?
Is there any feedback you would like to share with us?

4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

Under the Councils Significance and Engagement Policy, the review of The Parking Policy, The Traffic Bylaw and proposed inner city parking approach is of high public interest therefore it is deemed to have high significance under the criterion Community Interest.

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

This review and consultation are conducted in accordance with the:

- *Local Government Act 2002*
section 83 (special consultative procedure)
section 156 (Consultation requirements when making, amending, or revoking Bylaws made under this act)
section 86 (use of special consultative procedure in relation to making, amending, or revoking bylaws)
- *Land Transport Act 1998, section 22AD (consultation requirements for traffic bylaws).*

The consultation will be a largely digital campaign to elicit responses from the general public as well as several targeted stakeholder meetings with those who will be primarily impacted by the Policy, Guidelines and Bylaw including but not limited to the Chamber of Commerce, Central Business District business sectors, specific interest groups such as Disability NZ, Grey power, community and community groups and Iwi.

Pre-consultation engagement has already occurred with the Chamber Commerce/Inner-City retailers, and Parkside Community Centre.

Consultation has been extended beyond the statutory timeframes to enable maximum participation

An engagement plan is under development, and extensive material, Q&A's and information will be available for our community to access.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

All costs have been accounted for within existing budgets relating to the renewal of the Parking Policy, Parking Management Guidelines and the Traffic Bylaw.

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

To achieve the intent of the proposed parking approach, amendments are required for the Parking Policy and the Traffic Bylaw 2025. These changes are required to reflect the importance of providing suitable solutions for parking in the heart of the Central Business District.

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

The initial proposal has been presented to the Gifted Reserves Protocol group who have provided their feedback on our proposed elements located within the gifted reserves.

6.4. Tūraru Risks

Parking activities and management present a significant risk profile due to widespread public interest and differing perspectives. It remains a crucial regulatory function that contributes directly to the operation and success of the inner city.

To mitigate risks, clear communication, early engagement, and consultation with affected groups will provide transparency, build trust, and support effective implementation.

The Parking Policy and the Traffic Bylaw have been subjected to Legal review to ensure it is legally robust and fit for purpose

6.5. Te Whaimana Authority

Council has the authority to make, amend or revoke policies and Bylaws.

10.3 GARDEN BED HEALTH AND SAFETY MITIGATION OPTIONS

Doc ID: 21919633

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

Approved by: Alex Wilson, Group Manager Community Experience

Attachments:

1. Near miss records in inner city gardens by financial year
2. South CBD gardens assessed as High Risk sites

**1. TE PŪTAKE
PURPOSE**

To consider changes to some inner-city gardens that have been assessed as high risk work areas for Council gardening teams and identify appropriate mitigation options for these risks.

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Garden bed health and safety mitigation options' be received.
2. That the Council adopts:
 - (a) Option B: Removal of high risk gardens and replacement with hard surfaces or grassed areas.
 - OR
 - (b) Option C: Replace high risk gardens with a combination of grass and lower maintenance natives, AND undertake offset planting with new flower bed gardens within the inner city (recommended).
3. That the Council:
 - (a) Does not seek community feedback on the selected option.
 - OR
 - (b) Does seek community feedback on the preferred option before deciding on which option to adopt at a later meeting.
 - OR
 - (c) Authorizes the CE to proceed with the selected option, and include a community consultation topic for a future suitable time, noting that this change may be reversed following that consultation (recommended).

2. TE TĀHUHU BACKGROUND

The Council has 644 garden beds in the inner city. These are located on street corners, median strips in the centre of roads, on roundabouts and beside footpaths in adjoining parks or road corridor areas. These gardens need to be maintained and replanted at varying frequencies depending on whether they are annual flower bed/rose garden or bark/shrub gardens. Annual flower bed and rose gardens are maintained on a 21 day rotation while bark/shrub gardens are maintained on a 40 day rotation.

The work required to maintain some of these gardens requires gardening staff to work in the road corridor of inner-city streets. This exposes staff to traffic related risks and hazards.

There are a number of risk mitigation measures that have already been implemented in the inner city to reduce the risks faced by gardening staff while maintaining the city's gardens. These include Traffic Management Plans (TMP's) for the establishment of Temporary Traffic Management sites at worker locations and Site Traffic Management Supervisors (STMS) maintaining the sites. There have also been changes to some garden bed planting types to make gardens more easily maintained from safe "footpath side" areas rather than having to work in the road corridor.

More recent changes to mowing equipment has occurred to enable grass areas to be mown much quicker and the use of grass growth suppressants has also meant less mowing of some turf areas. The timing of gardening operations has been altered where possible to coincide with reduced traffic flows.

During garden maintenance work in the road corridor, TMP's for Temporary Traffic Management (TTM) sites are put in place to identify work area boundaries, notify drivers of activity underway and delineate safety zones for workers and traffic. These TMP's are considered by RLC's Transport Corridor staff and approved for garden maintenance requirements. Recent changes in 2023 in Traffic Management requirements from the Code of Practice for Temporary Traffic Management, to the new New Zealand Guide to Temporary Traffic Management, has resulted in a need to focus more on a risk-based approach to plan and mitigate the risks to staff working in road corridors.

A review of the inner-city gardens was carried out by RLC Transport Corridor, Open Spaces Operations and STMS staff early in 2025. Under Section 30 of the HSW Act (2015), there is a duty to eliminate risks so far as reasonably practicable and if this is not possible, then minimising the risks is required.

Section 6 of the Health and Safety at Work Regulations (2016) describes the hierarchy of control measures that should be considered in minimising risks. This starts with considering substituting the hazard, isolating the hazard, implementing engineering controls, administrative controls and then individual PPE. These requirements have been included in the risk assessment work that was undertaken for the inner-city garden sites.

In this process of assessing risks, hazards and potential elimination and controls, a consideration of near misses is also appropriate to understand what is happening. Open Space Operations staff have been recording near misses across many activities over the last several years. TTM sites in the inner-city are set up to provide a minimum 1m safety area between gardens and traffic. An analysis of the near-miss records for the inner-city gardening team when working in these sites has shown that near misses are being recorded at an increasing frequency each year (Attachment 1).

A table of near-miss incidents recorded on inner city garden TTM sites over the period from April 2024 to August 2025 has been reviewed in more detail and is shown below.

Near Miss Description	Frequency
TTM Site cones run over by Bus/Truck	23
TTM Site cones run over by Camper/Trailer	4
TTM Site cones run over by Car	14
TOTAL	41

Common notes in the near miss reports are of large vehicles being unable to corner around TTM sites or having trouble with space for larger vehicles moving along the road when parked vehicles are edging out of parks or temporary loading is occurring. Speed and inattention are also frequently noted in the records. There were four records that noted cones or gardening equipment being hit on the edge of the immediate garden that was being worked on by gardeners at the time.

Locations of these near miss incidents are tabulated below.

Near Miss Locations	Frequency
Fenton St	10
Pukuatua St	9
Tutanekai St	5
Whakaue St	4
Arawa St	4
Amohia St	4
Hinemoa St	3
Eruera St	2
TOTAL	41

The conclusion of the risk assessment of the inner-city gardens identified 59 gardens (9% of inner-city garden sites) that were assessed as very high risk for gardening workers. These garden locations are shown in Attachment 2. The risk factors at these sites include multi-directional traffic flows at intersections, two lane roads and vehicle speed, no working borders between gardens and road, corner shrub gardens impeding visibility and locations close to parking areas, loading zones and vehicle diversions.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

The direction for bringing our Open Space Operations in-house from Infracore was to provide increased flexibility, retain levels of service and look for options to reduce costs. We also have a legislated obligation under the HSW Act to provide a primary duty of care to our workers by eliminating or controlling risks. These principles have been considered in the assessment of these options.

3.1 Option A: Increased Traffic Management.

Traffic Management is currently contracted out to external contractors and comes at a significant cost to RLC. Recruitment is underway to employ STMS staff that are able to manage TTM sites and so reduce external Traffic Management contractor needs. Maintaining the current garden levels of service (LOS)

through Increased traffic management at high risk garden sites could be implemented to improve worker safety but this would come at a higher cost and greater disruption to inner city traffic.

Elimination of the vehicle hazards would be possible through temporary road closures although this would have significant effects on inner city vehicle use due to the frequency of maintenance required to retain the current levels of service.

Other TTM measures such as increasing isolation through temporary hard barriers would add costs and traffic disruption as well. Further controls such as temporary speed reductions have been considered and could potentially reduce severity of harm from vehicle hazards, but the near miss reports show that there would still be a range of uncontrollable residual risks to vehicles inadvertently entering worker areas.

While this option would maintain the existing levels of service for inner city gardens, the costs of providing this service would increase and there would still be residual risks to workers. This is not the recommended option.

3.2 Option B: Removal of high risk gardens and replacement with hard surfaces or grassed areas.

An assessment of the high risk garden sites has identified a number of sites that could be replaced with cobbles as is typical of a number of existing, inner-city intersections. There are also areas of gardens that adjoin grassed sections in median strips and these gardens could be removed and the area over sown with grass to create a continuous mowing area.

There would be a capital cost required for these changes although it would significantly reduce the need for both traffic management and ongoing operational maintenance costs. This capital investment would be covered by operational savings within 2-4 years. This is the greatest cost saving option and would effectively eliminate the risks to workers for hard surfaced sites and also significantly reduce risks for grassed sites that can be maintained quickly with a mower at low traffic volumes rather than many hours of staff time with a gardening team.

This option would present the lowest all-of life cost and greatest worker risk reduction. It would reduce levels of service for the amount of garden beds in the inner city. An analysis of this is shown in the Table below and shows this would be a 2% reduction for bark/shrub garden areas and a 37% reduction for annual bedding plant areas. This option of increasing hard surface areas would have a minor negative impact on storm water attenuation in the inner city (<456m², or <0.1% of inner city area).

This option does however reduce the levels of service that would be experienced with the provision of garden beds in the inner city. We know from past consultation on garden bed reductions that these levels of service are important to our local community (Section 5) so there may be a need to engage with the community if this option is preferred.

3.3 Option C: Replace high risk gardens with a combination of grass and lower maintenance natives, AND undertake offset planting with new flower bed gardens within the inner city (recommended).

Open Space Operations staff have looked at options of removing annual flower beds in high risk TTM areas and recreating/offsetting them elsewhere within the inner city at sites that have lower risk factors such as buffer zones to roads and lower traffic volumes and speeds.

These offsetting sites include larger grass areas and also some current rose garden sites that are within wider median strips that have buffer zones to the road and are very difficult to maintain healthy roses.

It is suggested that these poor-performing rose garden sites be replaced with annual flower beds that can be better managed with seasonal soil disturbance improvements that can't be done with roses.

The removal of these poor-performing rose beds would equate to a <24% reduction in rose garden areas in the inner city. The inner-city roses only account for 6% of the public rose garden areas in the city. The significant rose garden areas in Rotorua are located in the Government Gardens and Fenton Park which are not in the inner-city streets.

The offsetting grass areas that have been identified within the inner city for annual flower beds include the roundabouts in Amohia St that are mainly grass and with the change to the poor-performing rose beds, would provide enough annual flower bedding areas to offset the high risk flower bed sites removed.

There are also a few narrow high risk bark/shrub gardens that would be unsuitable to grass and could be planted with different species to reduce the frequency of maintenance required from a 40 day maintenance rotation to at most a 6 monthly maintenance rotation. These are gardens on Pukaki, Whakaue, Amohia and Tutanekai Street that would remain as gardens but be planted differently. Shrub gardens on Eruera, Hinemoa, Hinemaru and some on Fenton would be removed and grassed like the rest of the median strips adjoining these sites. This change would reduce less than 1% of the inner city shrub gardens and these would be changed to grass.

Option C is the recommended option because it removes the majority of high risk sites and significantly reduces the risk at a few small shrub garden sites. It also retains the level of service for the inner city annual flower beds and will have a minimal impact on a few poor-performing rose beds.

Reducing shrub garden requirements will save some operational maintenance costs estimated to be approximately \$5-10k per year.

A table of the areas in m² of high risk sites in each street and the corresponding garden types with the impacts of Options B and C is shown below:

Street	Eruera	Hinemoa	Pukuatua	Tutanekai	Hinemaru	Fenton	Haupapa	Arawa	Pukaki	Whakaue	Amohia	Total	Inner city total	Inner city % change
Option B (remove)														
Annuals m ² high risk TTM	32		33			55	24	67				210	569	-37%
Shrub m ² high risk TTM	5	43		92	54				13	22	19	247	13041	-2%
Total beds Removed m ²	37	43	33	92	54	55	24	67	13	22	19	457	13785	-3%
Option C (relocate)														
Annuals m ² high risk TTM	32		33			55	24	67				210	569	-37%
Shrub m ² high risk TTM	5	43		46	54							148	13041	-1%
Roses m ² removed						12		31				42	175	-24%
Annuals m ² created						-12		-31			-167	-210	569	+37%
<i>Annuals net loss</i>												0	569	0%
<i>Shrub net loss</i>												148	13041	-1%
<i>Roses net loss</i>												42	175	-24%
Total beds removed m ²												289	13785	-1%

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

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

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

During the consultation on the 2023/24 Annual Plan a proposal was put to the community to reduce levels of service for city beautification. This included reducing the maintenance of bark/shrub gardens, reducing amenity mowing standards, removing all the inner city annual flower beds and removing the hanging baskets in Ngongotaha. The Annual Plan consultation resulted in 1360 submissions on this proposal with 81% against reducing levels of service for city beautification. Key themes from this feedback were that locals appreciate these gardens and they make Rotorua an attractive city to visit. There was also support for considering alternative cheaper ways to keep the city neat and attractive.

This 2023/24 consultation was on a much larger suite of changes than this matter addresses. This proposed change would affect 2% of the bark/shrub gardens and 37% of the annual flower bed gardens in the inner city. If relocation and offsetting of annual flower beds occurred, then the net effect on the annual flower beds is zero. Putting some flower beds into rose gardens may reduce roses in the inner city by as much as 24% but these rose beds are the poorest performing and there are much larger rose displays in dedicated rose gardens in parks close to the city.

Given the 2023/24 Annual Plan consultation showing that inner city beautification and cheaper ways to keep the city neat and attractive is important to ratepayers, the Option C would most align with this feedback.

Timing of options

Seeking community feedback on these options prior to any decision will result in continued staff exposure risks associated with this activity.

Council may wish to consider an interim solution, should they resolve to consult on the options presented in this paper. This is presented as recommendation 3.b of the paper.

6. **HE WHAIWHAKAARO CONSIDERATIONS**

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

The current cost associated with contracted Traffic Management for the inner city is approximately \$228k per year and 20% of TTM time is associated with the 59 high risk sites identified. With in-house provision of this service, the cost for TTM work is estimated to reduce to approximately \$110k per year and the high risk sites will still occupy 20% of the time needs.

Increasing Traffic Management and no changes to the gardens has been estimated to require a capital investment of at least \$90k for the necessary minimum support vehicle and signage. More robust isolation controls such as mobile hard barriers would require more investment in vehicles and

equipment. The operational requirements for increased TTM has been estimated as a 15% increase in the time required to manage these sites.

Removing the high risk sites and replacing them with hard surfaces and grass beds as per Option B would require approximately \$80k of capital work. It would also save approximately \$35k of operational garden maintenance needs each year. With the annual saving of \$35k of garden maintenance, the capital investment for these changes would recoup costs in 2-3 years and then save \$35k per year thereafter.

Removing high risk gardens and offsetting into alternative safer sites within the inner city as per Option C will require a smaller capital investment of approximately \$40k to disestablish the high risk sites and establish alternative sites. There would be a reduction in TTM required but this would not be as great as under Option B. There would only be slight savings in operational costs related to shrub beds as the ongoing maintenance of annual beds is the larger proportion of inner city garden costs and this would remain with the offset sites.

Creating higher TTM needs would decrease the efficiency of inner city gardening in general as it would push out rotation times to get around all the sites. So while there is not a direct cost implication, there would be potential level of service changes as gardens were attended to less frequently. Having a full gardening team increasingly dependent on TTM site set-ups also reduces resilience and flexibility for overall day-to-day working. Conversely changes that reduce the TTM and STMS requirements creates more flexibility and would increase levels of service with the gardening team being able to move more quickly around the many inner city sites.

Cost estimate summary table

Option	Capital	Operational	LOS Notes
A: Increased TTM	> \$ 90k	+15% TTM time	No LOS loss
B: Remove high risk	\$ 80k	-20% TTM time -\$35k/yr gardening cost	LOS loss annual beds, shrub gardens & roses
C: Remove & offset/replace	\$ 40k	- \$14% TTM time -\$5-\$10k/yr gardening cost	Minor LOS loss in shrubs and rose gardens

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

There are no policy or planning considerations associated with the recommendations of this report

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

This proposal does not affect tāngata whenua in ways that are different to, or more intensive than, other parts of our community.

6.4. Tūraru Risks

There are potential risks under the Health and Safety at Work Act 2015 in decisions on the recommendations in this report. High risks have been identified and options for eliminating them and/or controlling them outlined. An adoption of Option A will leave residual risks and also cost risks in managing the necessary levels of controls that will be required to retain appropriate maintenance

levels of service in high risk TTM sites. Option A is the most disruptive and expensive and therefore is not recommended.

There is some publicity/reputational risks associated with Option B as we have seen past Annual Plan consultation on extensive garden changes receive opposition from the public. The potential loss of inner-city gardens without replacement/offsetting is relatively small at only 3% but it is clear that inner city flower beds in particular are important to a number of Rotorua residents.

Option C presents the least risk option in increasing our duty of care, minimising any reputational impacts by the least overall change to inner city amenity and all of life cost implications.

Any decision delays on this matter leaves the risk without the necessary controls to implement our duty of care. Council could consider a phased approach to decision-making, by proceeding with an interim approach that is reversible. For example, remove high risk garden beds and replace with grass while community consultation is undertaken. This option would address the immediate safety risk, while allowing Council to consider feedback from consultation.

6.5. Te Whaimana Authority

The Council has the authority to make this decision under the Local Government Act 2002.

AGENDA

Attachment 1 - Near miss records in inner city gardens by Financial Year

Near misses recorded	Frequency
2022-23	1
2023-24	14
2024-25	21
2025-26 YTD (to 17 Nov 2025)	13

AGENDA

Attachment 2 - South CBD Gardens assessed as High Risk sites**North CBD Gardens assessed as High risk sites**

10.4 LOCAL WATER DONE WELL WATERS WORKING GROUP - HEADS OF AGREEMENT

Doc ID: 21919637
Prepared by: Debbie Cossar, Governance and Democracy Lead
Approved by: Stavros Michael, Group Manager, Infrastructure and Assets
Attachments: Nil

**1. TE PŪTAKE
PURPOSE**

The purpose of this report is to table the Local Water Done Well Waters Working Group (LWDW WWG) Heads of Agreement for councillors information.

**HE TŪTOHUNGA
RECOMMENDATION**

- 1. That the report 'Local Water Done Well Waters Working Group - Heads of Agreement' be received.**
- 2. That the council note the tabling of the Local Water Done Well Waters Working Group (LWDW WWG) Heads of Agreement.**

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

The Rotorua Lakes Council, Kawerau District Council, Opotiki District Council and Whakatane District Council decided during 2025 to pursue the investigation of a joint multi-council Water Service Delivery entity which complies with their respective Water Service Delivery Plans that have been submitted and approved by the Secretary for Local Government (Department of Internal Affairs) under the Local Governance (Water Services Preliminary Arrangements) Act 2024.

These plans outline how water services will be delivered within each Council's district and outline a multi-staged delivery model. Under this model, water services will continue to be delivered in-house until 1 July 2028, while a regional Waters Working Group investigates the potential establishment of a multi-council water services council-controlled organisation (WSSCO) for future delivery.

The "Investigation of WSSCO Heads of Agreement" sets out the Councils' shared commitment to work together and collaboratively explore an optimum joint operating model for the delivery of water services to their respective communities.

Each Council agrees to undertake the activities and responsibilities assigned to it under this agreement to support the achievement of the collective stated objectives.

The Councils have entered into this agreement to record the terms of their collaboration and commitment to achieving the shared objectives.

3. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

The matter of this specific report is part of a process to arrive at a decision that will be significant in accordance with Council's Significance Policy and meet the requirements of the Local Government (Water Services) Act 2025. (See Sections 23 (2a), 24 and Sections 30 to 32).

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

The level of consultation required on this matter will be determined in accordance with councils' Significance and Engagement Policy and the requirements of the Local Government (Water Services) Act 2025.

Councils will create engagement and communications plans to support the Water Services Delivery Plan in the first quarter of 2026.

5. HE WHAIWHAKAARO CONSIDERATIONS

5.1. Mahere Pūtea Financial/Budget Considerations

The costs associated with this project will be outlined in future reports to the Council/Infrastructure Committee from or on behalf of the LWDW WWG.

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

The establishment of the LWDW WWG follows the resolution by Council (25 June 2025) to set up a working group with the purpose of evaluating and delivering a working model of a Multi-Council Water Services Council-Controlled Organisation.

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

The recommendation to receive the Heads of Agreement and note its tabling presents low immediate impact on tangata whenua but high long-term significance.

The action is procedural and signals collaboration rather than implementation of a new structure. However, the subsequent phases, particularly entity design, governance, and investment planning will carry substantial implications for iwi rights, responsibilities, and relationships with water.

Ensuring that the next steps are undertaken in genuine partnership with mana whenua will be critical to:

- meeting Local Water Done Well obligations,
- maintaining trust and strong relationships,
- embedding Te Ao Māori perspectives, and

- achieving sustainable, culturally aligned water service delivery for the region.

5.4. Tūraru Risks

The risks associated with this project will be outlined in future reports to the Council/Infrastructure Committee from or on behalf of the LWDW WWG.

5.5. Te Whaimana Authority

The Council is responsible for ensuring that water services are provided in the Rotorua district and may discharge this responsibility by entering into a transfer agreement with a water organisation in accordance with Section 9 (1 and 2) of the Local Government (Water Services) Act 2025.

10.5 SCHEDULE OF COUNCIL AND COUNCIL COMMITTEE MEETINGS FOR YEAR 2026

Doc ID: 21919641
Prepared by: Debbie Cossar, Governance and Democracy Lead
Approved by: Greg Kieck, Manager, Governance, Strategy & Compliance
Attachments: 1. Schedule of Council and Council Committee Meetings for Year 2026

**1. TE PŪTAKE
PURPOSE**

This report proposes a schedule of meetings for council and committees for the period 1 January 2026 to 31 December 2026.

**HE TŪTOHUNGA
RECOMMENDATION**

1. That the report 'Schedule of Council and Council Committee Meetings for Year 2026' be received.

2. That the Council resolves to adopt the schedule of Council and Council Committee Meetings for year 2026.

**2. TE TĀHUHU
BACKGROUND**

The Chief Executive must give notice in writing to each member of the time and place of a meeting as required by the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meeting Act 1987 (LGOIMA). If a local authority adopts a schedule of meetings, the schedule may cover any future period that the local authority considers appropriate and may be amended (LGA, Schedule 7, Clause 19(6)). Notification of the schedule or any amendment constitutes a notification of every meeting (LGA, Schedule 7, Clause 19(6)(b)).

The approval of a meetings calendar also provides the ability for councillors, the executive team and the staff to structure future issues for decision-making. The calendar also ensures, that statutory timeframes are met in terms of adoption of annual plans, annual reports etc.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

It is proposed that Council continues with a 4-Weekly cycle for Council and Infrastructure Committee Meetings, and a quarterly cycle for the Audit & Risk, Te Arawa 2050 Vision, and CE Performance Review Committees, for the following reasons:

- better coordination with workplan reporting cycles.
- management of agendas to ensure appropriate time frames are met.

For consistency, it is proposed that each meeting will commence (unless otherwise advised) at the following times:

- Council meetings – 9.30am
- Infrastructure Committee – 9.30am
- Te Arawa 2050 Vision Committee – 9.30am
- CE Performance Review Committee – 1.30pm
- Audit & Risk Committee – 1.30pm

4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

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

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

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

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

Not applicable.

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

Not applicable.

**6.3. Tūraru
Risks**

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

Not adopting a schedule of meetings does not impact the council's ability to schedule and hold meetings.

Part 7, Section 46 of LGOIMA, which sets out requirements for the notification of meetings still applies.

**6.4. Te Whaimana
Authority**

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

YEAR PLANNER 2026																																						
ECM - 21695226		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER																									
 ROTORUA LAKES COUNCIL Te Kaunihera o ngā Roto o Rotorua	SAT								1					SAT																								
	SUN		1	1					2			1		SUN																								
	MON		2	DLC	2	DLC		1	Statutory Holiday	3	DLC	2	DLC	MON																								
	TUE		3	Working Groups	3	LAKES BY-ELECTION		2		4	Working Groups	1		TUE																								
	WED		4	Annual Plan W/Shop	4	PSGs	1	PSGs	3	PSGs	5	Workshop	Protocol	2	PSGs	4	Workshop	Protocol	2		WED																	
	THU	1	Statutory Holiday	5		5		2		4		2		6		3		1		5		3		THU														
	FRI	2	Statutory Holiday	6	Statutory Holiday	6		3	Statutory Holiday	1		5		3		7		4		2		6		4		FRI												
	SAT	3		7		7		4		2		6		4		8		5		3		7		5		SAT												
	SUN	4		8		8		5		3		7		5		9		6		4		8		6		SUN												
	MON	5		9	DCP	9	DCP	6	Statutory Holiday	4		DLC	8	DLC	6	DLC	10	DCP	7	DLC	5	DLC	9	DCP	7		MON											
Rotorua Lakes Council is the operating name of Rotorua District Council	TUE	6		10	Working Groups	Rural Board	10	Working Groups	Rural Board	7	Working Groups	5		Plan Change & Hearings	Protocol Workshop	9	Working Groups	Rural Board	11	Working Groups	Rural Board	8	Working Groups	Rural Board	6	Working Groups	10	Working Groups	Rural Board	8		TUE						
	WED	7		11	IC	PSGs	11	Workshop	Protocol	8	Workshop	Protocol	6			10	Workshop	Protocol	8	Workshop	Protocol	12	IC	PSGs	9	Workshop	Protocol	7	Workshop	Protocol	11	IC	PSGs	9		WED		
	THU	8		12		12		9		7						11			9			13			10			8			12		10			THU		
	FRI	9		13		13		10		8						12			10	Statutory Holiday	14			11			9			13		11			FRI			
	SAT	10		14		14		11		9						13			11			15			12			10			14		12			SAT		
	SUN	11		15		15		12		10						14			12			16			13			11			15		13			SUN		
	MON	12		16		16		13	DLC	11	DCP	15	DCP	13	DCP	17			14	DCP	12	DCP	16			14			12			16		14			MON	
	TUE	13		17	Working Groups	17	Working Groups	14	Working Groups	Rural Board	12	Working Groups	Rural Board	16	Working Groups	Lakes Board	14	Working Groups	Rural Board	18	Working Groups	Lakes Board	15	Working Groups	Lakes Board	13	Working Groups	Rural Board	17	Working Groups	Lakes Board	15			15			TUE
	WED	14		18	Council	18	IC	PSGs	15	IC	PSGs	13	Council Hearing Annual Plan			17	IC	PSGs	15	IC	PSGs	19	Council	16	IC	PSGs	14	IC	PSGs	18	Council	16			16			WED
	THU	15		19		19		16		14						18			16			20			17			15			19			17			THU	
Rotorua Lakes Council Year Planner 2026	FRI	16		20		20		17		15					19			17			21			18			16			20			18			FRI		
	SAT	17		21		21		18		16					20			18			22			19			17			21			19			SAT		
	SUN	18		22		22		19		17					21			19			23			20			18			22			20			SUN		
	MON	19		23		23		20	DCP	18					22			20			24			21			19			23			21			MON		
	TUE	20		24	Council Hearing	CE Review Committee	24	Working Groups	Lakes Board	21	Working Groups	Lakes Board	19	Working Groups	Lakes Board	23	Working Groups	21	Working Groups	Lakes Board	25	CE Review Committee	22	Working Groups	20	Working Groups	Lakes Board	24	CE Review Committee	22			22			TUE		
	WED	21		25	TA2050 Vision	Audit & Risk	25	Council	22	Council	20	Council Meeting Annual Plan			24	Council	22	Council	26	TA2050 Vision	Audit & Risk	23	Council	21	Council	25	TA2050 Vision	Audit & Risk	23			24			WED			
	THU	22		26	Citizenship	26	Citizenship	23		21					25	Citizenship	23	Citizenship	27	Citizenship	24	Citizenship	22			26	Citizenship	22			26			THU				
	FRI	23		27		27		24		22					26			24			28			25			27			27			25			FRI		
	SAT	24		28		28		25		23					27			25			29			26			28			28			26			SAT		
	SUN	25				29		26		24					28			26			30			27			29			29			27			SUN		
Tentative - Coucil Closed from mid-day - 22nd December 2026 to 04th January 2027	MON	26	Statutory Holiday			30		27	Statutory Holiday	25				29			27			31			28			26	Statutory Holiday	30			28			26			MON	
	TUE	27				31		28		26	CE Review Committee	30			28			28						29						27			29			TUE		
	WED	28	Annual Plan W/Shop	PSGs				29	PSGs	27	TA2050 Vision	Audit & Risk				29			29			30TH JULY	PSGs				30	PSGs	28	PSGs			30			WED		
	THU	29						30		28					30													29	Citizenship						THU			
	FRI	30						29						31														30							FRI			
	SAT	31						30																											SAT			
	SUN							31																											SUN			
			JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER																								
		School Holidays			Workshops			CE Performance Review Committee			Audit and Risk Committee	Note that additional / extraordinary meetings may be scheduled from time to time																										
		Statutory Holidays			Working Groups			Citizenship Ceremony		TA2050 Vision	Te Arawa 2050 Vision Committee																											
	Council Meetings			Weekly Look Aheads, and Wrap Ups			Lakes Community Board			Commissioner Hearings																												
IC	Infrastructure Committee			Project Steering Groups			Rural Community Board																															
	District Licencing Committee			Dog Control Panel			LGNZ Events																															

11 HE WHAKATAUNGA KIA HURI ATU TE ARONGA O TE HUI KI TE HUI TŪMATAITI – RESOLUTION TO MOVE INTO PUBLIC EXCLUDED (TO CONSIDER AND ADOPT CONFIDENTIAL ITEMS)

PUBLIC EXCLUDED

1. Exclusion of the Public
2. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

RECOMMENDATION		
That Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:		
General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
11.1 - Parking Services - Parking Supplier Tender Decision	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
11.2 - Approval to progress the development and disposal of 61 Kawaha Point Road on revised terms and conditions	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

11.3 - Inner City Development	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
11.4 - Appointment of Board Members of the Mountain Bike Events Ltd	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
Plain English	Withholding of the information is necessary to protect information due to commercial position of the person who supplied or who is the subject of the information, to carry out commercial and industrial negotiations without prejudice and to protect privacy of a person.	
Consideration has been given to public interest in these matters and officers' advice is that the above reasons for confidentiality outweigh the public interest in these matters.		

12 TE KARAKIA WHAKAMUTUNGA – CLOSING KARAKIA

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

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