ROTORUA
LAKES COUNCIL
Te Kaunihera o ngā Roto o Rotorua

Kaupapataka

Agenda

NOTICE OF A MEETING

OF

COUNCIL

Date:	**Wednesday 25 March 2026**
Time:	**9:30 am**
Venue:	**Council Chamber**

MEMBERSHIP

Chair	Mayor Tapsell
Members	
Deputy Mayor Kai Fong (Deputy Chair)	Cr Maxwell
Cr Barker	Cr Paterson
Cr Brown	Cr Raukawa-Tait
Cr Lee	Cr Sandford
Cr Wang	Cr Temara-Benfell
Quorum	6

Andrew Moraes
Chief Executive

NGĀ TUKUNGA HAEPAPA 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.

Order of Business

1 KARAKIA WHAKAPUAKI – OPENING KARAKIA

TŪTAWA MAI	**TŪTAWA MAI**
Tūtawa mai i runga	I summon from above
Tūtawa mai i raro	I summon from below
Tūtawa mai i roto	I summon from within
Tūtawa mai i waho	I summon the surrounding environment
Kia tau ai te mauri tū	The universal vitality and energy to infuse and enrich all present
Te mauri ora, ki te katoa	
Hāumi e. Hui e. Tāiki e!	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 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.

6 HE PUKA INOI TŪMATAWHĀNUI – PUBLIC PETITIONS

Nil

7 NGĀ WHAKAMŌHIOTANGA MŌTINI – NOTICES OF MOTION

Nil

8 NGĀ TĀPAETANGA – PRESENTATIONS

Nil

9 PŪRONGO KAIMAHI – STAFF REPORTS

9.1 DRAFT NON-FINANCIAL PERFORMANCE MEASURES FOR 2025-2026 FINANCIAL YEAR

Doc ID:	**22569011**
Prepared by:	**Alex Barrett, Strategic Advisor, Corporate Planning**
Approved by:	**Greg Kieck, Manager, Governance, Strategy & Compliance**
Attachments:	**1. Q1 and Q2 draft non-financial performance measures (under separate cover)**

1. TE PŪTAKE
PURPOSE

The purpose of this report is to provide elected members with interim results of the non-financial performance measures for both quarter one and quarter two for the 2025/26 financial year.

2. TE TUHINGA WHAKARĀPOPOTOTANGA
EXECUTIVE SUMMARY

Within the Long-term Plan, the Council together with the community agrees on the level of service it will deliver. The Local Government Act 2002 requires councils to report on how effectively they are delivering these services, using non-financial performance measures (KPIs).

The draft KPIs in this report relate to year two of the 2024/2034 Long-Term Plan.

HE TŪTOHUNGA
RECOMMENDATION

1. **That the report 'Draft Non-Financial Performance Measures for 2025-2026 Financial Year' be received.**

3. TE MATAPAKI ME NGĀ KŌWHIRINGA
DISCUSSION AND OPTIONS

This report presents both the quarter one and two results of the second year of the Long-Term Plan performance measurement framework. There is a total of 65 measures within the framework.

Of these 65 measures, 25 are mandatory measures.
Under section 261B of the Local Government Act 2002, councils must report on standard performance measures so the public can compare levels of service across the following activities:

• Water supply
• Sewerage treatment and disposal of sewage
• Stormwater drainage
• Provision of roads and footpaths.

It is noted that a number of performance measures rely on annual data and therefore cannot be reported on quarterly. There are six that are an unable to be reported on at this time, final results will be available at the end of the financial year.

There are 23 measures across three waters. These continue to have strong performance with 100% of the measures achieved to date.

In the previous financial year of 2024/2025, the final results for the 65 measures were 71% achieved and 29% not achieved. This is compared to the current interim results of 65% achieved and 26% not achieved, with 9% not measured at reporting date.

There are 17 (26%) measures that are currently not on track to meet the 2025/2026 year-end targets.

Of these 17, five are likely to not be achieved for the full year. These measures require 100% (or near) achievement and therefore, if they were not met in one quarter then they will likely not be achieved by year end.

These measures are:

- Urgent animal requests,
- LIM services,
- Inspection of new food control plans,
- CCTV monitoring, security in open spaces, and

Three resident satisfaction measures show results that are not on track. These reflect small sample sizes from the Residents' Experience Monitor in the areas of Planning and Resource Consents, and Food and Alcohol Licensing. A targeted survey of customers in these areas is planned to ensure a more accurate year-end measure.

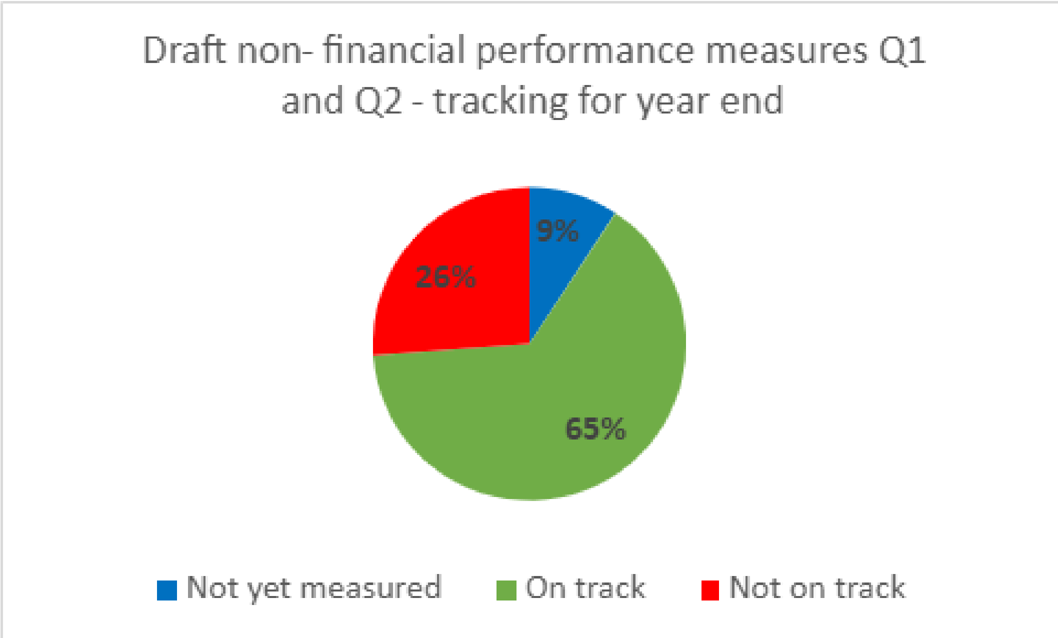
Within the Waste and Sustainability group, the amount of waste being sent to landfill is currently not on track. This is expected to significantly improve with the introduction of Food Organic and Green Organic (FOGO) waste collection in July, with the impact reflected in next financial year's results.

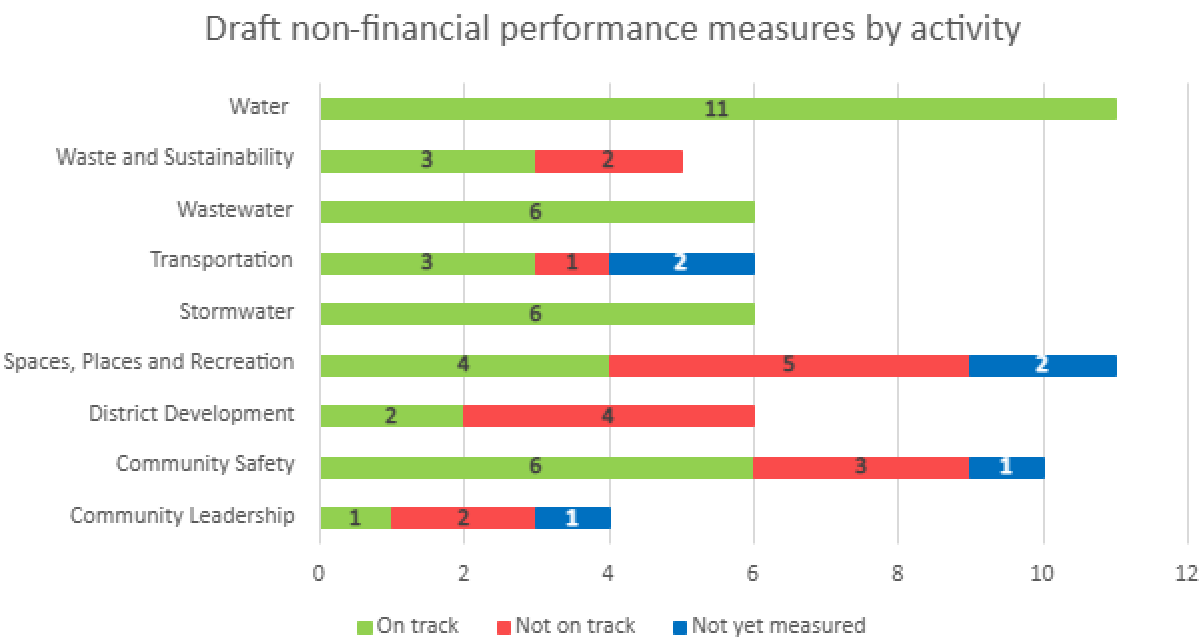
In the Spaces, Places and Recreation group, two measures relating to the Energy Events Centre are not on track due to the venue's shutdown period for maintenance and kitchen upgrades.

Participation in learn to swim programmes is tracking as unachieved at this stage. Numbers were affected by weather and cancellations from school groups due to competing school activities during the summer months.

Within the District Development group, ongoing staffing challenges have affected performance for consent processing measures. Results remain higher than last year although they are unlikely to meet the year-end target.

The draft results for the first and second quarters of this financial year are presented as follows:





4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

The contents of this report are not considered significant in accordance with Council's Significance and Engagement Policy.

Back to Index

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

Community consultation is not considered necessary in relation to this item.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

No financial/budget considerations have been identified.

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

No policy and planning considerations have been identified.

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

No impacts on tāngata whenua have been identified.

6.4. Tūraru Risks

The primary risk associated with this item is that reliance on performance information that is incomplete or subject to interpretation may influence future Council decisions or monitoring. This risk is managed through established reporting processes, officer review, and Council oversight.

6.5. Te Whaimana Authority

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

Back to Index

9.2 LOCAL ALCOHOL POLICY 2026 AMENDMENT

Doc ID: **22599080**

Prepared by: **Colleen Litchfield, Corporate Strategy & Compliance Lead**

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

Attachments:
1. **Final - Local Alcohol Policy 2026 (under separate cover)**
2. **Tracked Changes - Local Alcohol Policy 2025 (under separate cover)**
3. **LAP 2025 Amendment full submisson catalogue - Redacted (Distributed seperately)**

1. TE PŪTAKE PURPOSE

The purpose of this report is to seek Council approval to adopt the draft Local Alcohol Policy 2026, which incorporates the amended off-licence trading hours following public consultation and the hearing of submissions.

2. TE TUHINGA WHAKARĀPOPOTOTANGA EXECUTIVE SUMMARY

The Sale and Supply of Alcohol Act 2012 requires Councils to review their Local Alcohol Policy every six years, and Rotorua's Local Alcohol Policy 2025 (LAP) was reviewed and adopted in June 2025.

Following public feedback on clause 3.4.1 within the LAP which reduced maximum off-licence trading hours from 10:15pm to 9:00pm, further consultation was undertaken on proposed wording to ensure all off-licence premises are subject to the same 7:00am–9:00pm trading hours regardless of licence renewal dates.

Legal advice supports this amendment, and if approved, section 90(2)(a) of the Act provides that the change will take effect three months after public notification, after which all off-licences must comply with the revised hours.

HE TŪTOHUNGA
RECOMMENDATION

1. **That the report 'Local Alcohol Policy 2026 Amendment ' be received.**

2. **That the Council approves the proposed amendment to the off-licence trading hours and adopts the draft Local Alcohol Policy 2026.**

3. **That the Council notes, pursuant to section 90(2)(a) of the Act, that any approved amendment will take effect three months after public notification coming into effect on 13 July 2026 and will thereafter apply to all off-licences.**

Back to Index

4. That the Council notes, the proposed amendments to the policy do not give rise to any implications under the New Zealand Bill of Rights Act 1990.

3. TE TĀHUHU BACKGROUND

The Sale and Supply of Alcohol Act 2012 (SASA) provides 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 geographical 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. As part of the adopted LAP the maximum off-Licence trading hours were reduced from 10:15pm to 9:00pm under clause 3.4.1.

Following feedback, further consultation and community input was sought on amending the clause to ensure all off licence premises are subject to the same 7:00am–9:00pm trading hours regardless of licence renewal dates.
Under the current wording, the maximum trading hours only apply when a licence is issued or renewed. As renewals are typically granted for up to three years, some premises may not be required to comply with the 9:00pm close time until 2028. During the Christmas period, this maximum extends to 11:00pm.

Legal advice supports amending clause 3.4.1 so that all off-licence premises must comply with the maximum trading hours of 7:00am–9:00pm irrespective of individual renewal dates.

Council approved the Statement of Proposal and draft LAP for consultation at its 10 December 2025 meeting.

Consultation ran from 6 January to 13 February 2026, and hearings were held on 24 February 2026.

4. TE MATAPAKI ME NGĀ KŌWHIRINGA
DISCUSSION AND OPTIONS

To ensure the LAP operates effectively and in response to feedback received, an amendment to clause 3.4.1 was proposed so all off-licence premises are subject to the same maximum trading hours.

Under the current clause:
"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)," meaning trading hours only change when a licence is renewed.

Because renewals are typically granted for up to three years, supermarkets, dairies, and bottle stores may not all be required to close at 9:00pm until 2028, with extended hours applying over the Christmas period.

Legal advice supported revising the clause, so the maximum hours apply consistently across all premises, with the proposed wording stating:

"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."

This proposed amendment was then released for public consultation.

Engagement:
Early engagement with key stakeholders and notification to off-licence holders occurred prior to Christmas 2025 ahead of consultation opening on Monday 6 January 2026. Further follow-up took place in January 2026, including reminder emails about the consultation and confirmation of the hearing date.

- Early engagement was held with both the Police and Health NZ /Te Whatu Ora via emails sent early November 2025 advising of the upcoming consultation.
- The District Licensing Committee (DLC) was notified via email in November 2025.
- A meeting with Health NZ staff was held December 2025.
- Off- licence holder's notified via email of the consultation December 2025, including the consultation start date.
- A reminder email to all off-licence holders was sent in January 2026.

Responses to the Consultation questions:

Question	Responses	Result
Option one: Should the 9pm maximum closing time apply to all off-licence holders?	21	100% yes
Option Two: Should the reduction to 9pm apply only at licence renewal?	0	No support (all chose option one)

Participate consultation page	Statistics
Views	189
Visits	164
Submissions	21
File downloads	100

Hearings:
Two submitters attended the hearings to speak to their submissions, one in person and one attending via zoom. Both submissions were in support of the change to the Local Alcohol Policy wording in clause 3.4.1.

What has been proposed?
Amending clause 3.4.1 of the LAP so that all off-licence premises must comply with the maximum trading hours of 7:00am–9:00pm irrespective of individual renewal dates.

Options and Analysis:
Option One: (Preferred option) Adopt the amended Local Alcohol Policy 2026 (with the revised clause 3.4.1).

This option adopts the proposed amendment, so all off-licence premises are subject to consistent maximum trading hours of 7:00am–9:00pm, regardless of licence renewal dates.

Benefits	Risks/Considerations
Aligns with 100% support received during consultation (21/21 submissions).	Some off-licence operators may oppose the change once implementation begins.
Ensures consistent trading hours across all supermarkets, dairies, and bottle stores.	Requires clear communication to licence holders about the three-month commencement period under s90(2)(a) SASA.
Addresses identified inequity created by staggered licence renewals.	
Supported by legal advice.	
Provides earlier realisation of harm-minimisation objectives.	

Option Two: (status quo) roll over the current Local Alcohol Policy 2025 wording.

Under this option, clause 3.4.1 would remain unchanged, meaning maximum trading hours only apply when licences are issued or renewed.

Benefits	Risks/considerations
No immediate change required by off-licence operators.	Creates inconsistent trading hours across the district until 2028.
No additional implementation work for Council.	Undermines the intent of the LAP and SASA harm-minimisation objectives.
	Contradicts the clear consultation outcome (100% support for Option One).
	May be viewed as disregarding community input and evidence.

If approved, section 90(2)(a) of the Act provides that the change will take effect three months after public notification, after which all off-licences must comply with the revised hours.

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 was 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 ran between Tuesday 6 January 2026 and Friday 13 February 2026.

To meet Council's legal obligations under the Local Government Act 2002, the Statement of Proposal was publicly notified, and consultation was conducted using the special consultative procedure. In addition to public notification, the link for the SOP and consultation webpage was directly emailed to all off-licence holders. The consultation was primarily delivered through digital channels to encourage broad public participation, alongside targeted engagement with health providers, and Police.

6.1. 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.

6.2. 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 accordance with these requirements. During the review, a technical issue was identified regarding how clause 3.4.1 should be applied in practice, and an amendment was subsequently proposed to ensure the policy operates as intended. The amended draft Local Alcohol Policy 2026 reflects this correction and remains consistent with Council's wider policies and plans.

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

Maori experience disproportionately higher levels of alcohol related harm so any measures that reduce alcohol availability can support improved wellbeing outcomes for whanau and communities.
The proposed amendment is technical in nature and is not expected to impact iwi settlements or treaty rights.

6.4. Tūraru
Risks

The primary risk associated with this item is that the policy amendment may be subject to legal or implementation challenge if statutory process, consultation, or communication were inadequate. This risk is managed through completion of the special consultative procedure, reliance on legal advice, and clear public notification of the amendment and its commencement.

6.5. Te Whaimana

Authority

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

9.3 PROPOSED TRAFFIC BYLAW 2026 AND PROPOSED PARKING POLICY 2026 ADOPTION

Doc ID: **22569007**

Prepared by: **Ashton Mismash, Strategic Policy Advisor**

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

Attachments:

1. **Proposed Rotorua District Council Traffic Bylaw 2026 (under separate cover)**
2. **Proposed Parking Policy 2026 (under separate cover)**
3. **Proposed Parking Management Guidelines 2026 (under separate cover)**
4. **Summary of submissions themes not directly related to the regulatory documents (under separate cover)**
5. **Operative Rotorua District Council Traffic Bylaw 2025 (under separate cover)**
6. **Operative Performance Based Parking Management Practices - Policy and Guidelines 2016 (under separate cover)**
7. **Submission Catalogue - Parking – Policy, Bylaw and Inner-City Parking Reviews (Distributed Separately)**

1. TE PŪTAKE
PURPOSE

This report’s purpose is to decide on the adoption of the Proposed Traffic Bylaw 2026, the Proposed Parking Policy 2026 and the new Proposed Parking Management Guidelines 2026.

2. TE TUHINGA WHAKARĀPOPOTOTANGA
EXECUTIVE SUMMARY

This report seeks a decision on the adoption of the proposed bylaw, policy and guidelines governing inner-city parking. Council previously directed staff to bring parking operations and enforcement back into Council control. Today's decision advances that direction by establishing the regulatory foundation needed to support further operational changes.

Staff have completed public consultation on the proposed bylaw, policy and guidelines and are now seeking a formal decision to adopt the new regulatory documents.

HE TŪTOHUNGA
RECOMMENDATION

1. **That the report ‘Proposed Traffic Bylaw 2026 and Proposed Parking Policy 2026 Adoption’ be received.**

2. That the Council:

- **(a) Adopt the Proposed Traffic Bylaw 2026 (with a commencement date of July 1, 2026)**
- **(b) Adopt the Proposed Parking Policy 2026 and replace the Operative Performance Based Parking Management Practices – Policy and Guidelines**
- **(c) Adopt the Proposed Parking Management Guidelines 2026**

3. TE TĀHUHU BACKGROUND

In July 2025 Council made the decision to bring parking services back in-house and initiated a review of required amendments to the Traffic Bylaw. The decision also included approval of the base Parking Management Policy Principles as part one of a two part review of Council's Performance Based Parking Management Practices - Policy and Guidelines 2016.

Here is a summary of the changes to the proposed documents that Council staff introduced after Council made the decision to review the parking regime:

Proposed Traffic Bylaw 2026:

The proposed Bylaw contains several modifications to better support inner-city parking within the policy boundaries. 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.

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. This is part two of the Policy review and includes the subsequent Bylaw review.
- Further minor amendments to improve clarity or wording and grammar thus improving word flow.

Proposed Parking Policy 2026:

- 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 2026" to reflect its separation from the guidelines, and to simplify its title.

- Renaming the guidelines to the "Parking Management Guidelines 2026" to reflect its separation from the parking policy and rename appropriately.

Changes include:

- Clarification to specific clauses in the policy.
- Minor amendments for wording, grammar or flow.

Approval of Consultation

In December of 2025 Council approved staff to begin consulting the public on the Proposed Parking Policy 2026 (which is a renamed policy replacing the Performance Based Parking Management Practices – Policy and Guidelines), the Proposed Traffic Bylaw 2026 and the new Proposed Parking Management Guidelines 2026.

Decision for Adoption

Today's decision on the outcome of adoption is another step in the process to move forward with decisions Council made in July 2025 regarding reintegrating parking operations and enforcement back into Council. If Council chooses not to adopt the proposed documents today it is likely Council staff will have to re-present these regulatory documents again to Council to ensure Council staff can fully accomplish the task of rehousing parking enforcement.

4. TE MATAPAKI ME NGĀ KŌWHIRINGA
DISCUSSION AND OPTIONS

Recommendation

We recommend the adoption of option 1 due to the community feedback, with their overwhelming support for the new documents. Furthermore, the improvements to the documents will enable future operational changes to align with Council direction to reintegrate parking operations back to Council Control.

Option 1 (recommended):

- **Adopt the Proposed Traffic Bylaw 2026 (with a commencement date of July 1, 2026) and;**
- **Adopt the Proposed Parking Policy 2026 (immediate commencement date) and replace the Operative Performance Based Parking Management Practices – Policy and Guidelines and;**
- **Adopt the Proposed Parking Management Guidelines 2026.**

Advantages	Disadvantages
• The new parking policy will enable the new Council parking strategy and pave the way for future improvements to the parking system. • From community engagement the wider community is looking for	• If the new strategy for targeted occupancy rates does not meet Council expectations or receives community backlash, Council may need to amend the regulatory documents again; although, this is perceived to be a low risk.

improvement to the parking system, which this may enable. • Removing the guidelines from the Proposed Parking Policy 2026 would allow for more Council flexibility when designing and implementing the new parking system. • Modifications to the Proposed Traffic Bylaw 2026 will allow for increased clarity for operators and will allow for easier enforcement. • The new parking regulatory changes could potentially enable increased parking availability for businesses within the inner-city through the new strategy of managing occupancy rates so there is predictable parking in the inner-city. • Proposed changes will allow for parking permits, a new way to manage inner-city long-term parking.	• The new regulatory strategy may have some unforeseen consequences which may require Council staff action to mitigate; although, this is common and expected with any new regulatory change.

Discussion

Under this option Council would be adopting all the new regulatory documents associated with reintegrating parking enforcement back into Council control. Some of the key changes to the documents include:

- The introduction of parking permits will allow Council to introduce zones or areas into the parking regime enabling long term parking for inner-city workers and others who need long term parking solutions. Without this parking permitting regime Council will not be able to proceed with this long term parking solution.
- Clarity in terminology, and general clarity improvements in all documents, will improve enforcement and operations. Without these changes there could be increased friction with implementing the parking system.
- A new approach for occupancy-based targets, in an independent guidelines document, for parking in metered areas will allow for a fees and charges system that is malleable towards the needs of community and Council.

The advantages and disadvantages for option 1 was developed by analysing the proposed documents, and understanding their impact to the delivery of parking in the inner-city.

One of the advantages with the implementation of these documents is the prospect that adoption of the documents will lead to systematic improvements to the parking system. In the consultation submitters, in their written feedback, indicated they wanted broad based improvements to the parking system. These submission details are outlined in *Attachment 4: Summary of submissions themes not directly related to the regulatory documents*.

These new regulatory changes, and the subsequent reintegration of the parking operations provide the opportunity for the improvements to the parking system.

Back to Index

The overwhelming majority of the public support option 1, with 80-85% of submitters supporting the adoption of the Proposed Parking Policy 2026, the Proposed Traffic Bylaw 2026, and the Proposed Parking Management Guidelines.

<table>
<tr><td colspan="2">Option 2 (status quo):
Do not adopt the Proposed Traffic Bylaw 2026 and retain the Operative Traffic Bylaw 2025 and;
Do not adopt the Proposed Parking Policy 2026 and retain the Operative Performance Based Parking Management Practices – Policy and Guidelines and;
Do not adopt the Proposed Parking Management Guidelines 2026.</td></tr>
<tr><td>Advantages</td><td>Disadvantages</td></tr>
<tr><td>The current regulatory system is currently operating, so the status quo will enable the parking system to continue operating as is allowing Council to proceed with its statutory obligations.</td><td>Council would not be able to enable parking permits, requiring Council to re-evaluate current operational approach to managing parking.
Any improvement to the parking strategy will be stopped, and this could styme attempts to address community concerns.
Council will not have any improved clarity to the regulatory documents to help with the operation of the parking system.
Current work to implement improvements to the parking system may be delayed leading to potentially a gap in implementation or a gap in enforcement, including any new parking zone changes which is contained in the operative Performance Based Parking Management Practices, Policy and Guidelines.
If Council staff need to develop a new or amended version of both regulatory documents this will increase the costs associated with the project.</td></tr>
</table>

Discussion

Under this option, Council would not adopt the proposed documents, and the current operative documents would remain in place. This would allow Council to continue operating as it currently does, retaining the existing strategic approach to parking. However, submitters have indicated through their written feedback that they are dissatisfied with the current approach and are seeking improvements.

Any future proposals to reform the zoning framework or parking structure would be significantly constrained if the Performance Based Parking Management Practices – Policy and Guidelines remains unchanged. Submitters specifically called for a simplified zoning system, which may not be achievable under the current policy.

The Proposed Parking Policy 2026 includes a change to Principle 9 – Effective Utilisation, which would require each parking area to be more likely to be used by its intended users. This change aims to ensure parking is appropriately located and allocated to support the activities it serves. Without adopting the new policy, improvements such as this would not be possible, and parking may continue to be misaligned with the activities it is meant to support.

These are among the more notable consequences of choosing this option, though further adverse outcomes would likely follow from not adopting the proposed documents. More broadly, this option does not support the wider goal of reintegrating parking operations under Council control. For these reasons, staff do not recommend this option.

5. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

Significance Indicator	Significance Level
Effect on Community	High
Impact of Decision	Medium
Financial Implications	Low
Reversibility	Medium
Degree of Controversy	High
Flow-on from Previous Decisions	Low
Transfer of Ownership	N/A
Level of Service	Low

The matters addressed in this report have been assessed as significant under Council's Significance and Engagement Policy. Under that policy, a matter is considered significant when two or more significance criteria are rated as high. In this case, two criteria have been assessed as high: the effect on the community, and the degree of controversy.

As a significant decision or matter, Council must apply greater diligence to the decision-making requirements of the Local Government Act 2002 section 76-82. This includes, but is not limited to, the degree to which different options are identified and assessed and the extent to which community views are considered, including whether consultation is required.

Council has considered community views and has consulted with the public on the proposed changes, which is outlined below. No further consultation is necessary as the public view aligns with what Council proposed in the consultation. We have acted in accordance with the Significance and Engagement Policy and have undertaken the steps needed when a decision is significant.

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

The consultation period for both the Proposed Parking Policy 2026 and the Proposed Traffic Bylaw 2026 began on December 15, 2025 and ended on February 13, 2026. During this consultation period Council received 547 official submissions on the proposed changes.

To support the consultation Council's Communications, Marketing and Engagement teams focussed on a heavily digital strategy including paid advertising through Google and Facebook/Instagram, as well as a number of organic and boosted posts.

Council utilised the Business Chamber and RotoruaNZ's newsletter to reach the business community as well as hard copy flyers direct to stores and businesses across the inner-city. Direct emails were also sent to key stakeholders, interest groups and community organisations.
Specifically, Council consulted with the public on the changes to the Proposed Traffic Bylaw 2026, the Proposed Parking Policy 2026, and the Parking Management Guideline 2026. We asked the public if they approved of the proposed changes, while asking for their general thoughts on the parking system.

<u>Submission Summary on the Proposed Parking Policy 2026 and Proposed Traffic Bylaw 2026:</u>

Overall, the submissions show that there was strong support from the community regarding the two regulatory documents:

- 84.6% of the submissions approved of the changes to the Proposed Traffic Bylaw 2026
- 80.59% of the submissions approved of the changes to the Proposed Parking Policy 2026
- 85.49% of the submissions approved of the improvements to the parking system

The overwhelming approval of the proposed parking regulatory documents gives a clear indication that the community is supportive of the regulatory changes proposed by Council. This level of approval may be surprising to some, as parking changes can often be controversial in the community.

Currently Council staff are viewing the Proposed Policy, Guidelines and Bylaw approval as a general desire from the community for improvements to the parking system in Rotorua. Submitters saw these new regulatory changes as a step in the process to improve the parking system. There were several comments from submitters that they were supportive of the changes if this led to positive change for the city.

Submitters provided feedback on several other specific elements of the parking system:

- 49.11% want to keep the current number of coin machines, 24.6% wanted to reduce the number of coin machines to high use areas, and 26.43% wanted to remove coin payment options.
- 69.01% of submitters used the inner-city for shopping or recreation, 41% of submitters worked in the inner city, 55.51% of submitters visit the inner city for appointments, 2.66% of submitters were inner-city business owners, and 2.09% of submitters live in the inner-city.

These results show that Council was able to reach a diverse set of parking users and as a result may have a robust view of how constituents interact with the parking system. This boosts our confidence in the submission results. Feedback on the coin machines was informative and is influencing future Council considerations.

Submitters additionally provided general feedback on the parking system. These comments were not directly connected or were slightly related to the changes to the Proposed Parking Policy 2026, Guidelines and the Proposed Traffic Bylaw 2026. We do not see comments as relevant to the decision of adoption but have provided some analysis below on how these comments are being considered by Council staff on operational changes to the system.

Back to Index

Council held a hearing on the proposed changes on February 24, 2026 where four speakers presented. Submitters spoke about a range of themes including but not limited to; the need for equity and adequate distribution of mobility parking spaces particularly their proximity to health service providers, the availability of coin meters, QR code accessibility. Favourable comments were also made on ‘pink zone’ (reduced-price all-day parking zone) patronage but noted pressures due to backpackers also using this zone.

Some submitters expressed dissatisfaction with their ability to contest parking infringements under the current fully contracted out parking services arrangement, particularly where in their view technology glitches had contributed. A desire for parking technology to ‘serve the community’ and ensure a visitor friendly approach going forward was also expressed.

Additionally, suggestions were made to consider the provision of bi-lingual signs, conduct regular signage audits, build in fail safes around technology and ensure technology is accessible for all.

7. HE WHAIWHAKAARO CONSIDERATIONS

7.1. Mahere Pūtea Financial/Budget Considerations

The work associated with implementing the new Proposed Parking Policy 2026 and Proposed Traffic Bylaw 2026 has been completed, and as a result most of the budgetary considerations are minimal. If Council decides to not adopt there could be additional costs associated with reconsidering the approach to parking.

The new policy and bylaw approach will allow Council to potentially recover more costs associated with the parking in the inner city, potentially reducing the proportion of funds from the general rates budget to cover the parking system. There is no larger review of fees or charges in this report, as decisions associated with the specific financial elements of a parking fees are still underweigh and not directly connected with the proposed changes.

Choosing to adopt the proposed changes may require future spending by Council to enable operational changes to the parking system in the inner-city, but this is an indirect financial consideration that should be covered by other Council reports on operational matters.

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

As mentioned elsewhere in the report the proposed changes will enable Council to proceed with the new priorities and rehousing of the enforcement of parking back to Council staff. While this is not directly addressed in the proposed changes, the new strategy of management of occupancy rates, long term parking permits, and effective utilisation indicates a change in operational context.

The largest change presented today is the separation of the parking guidelines from the parking policy creating 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.

Removing the guideline element from the Proposed Parking Policy will enable for more flexibility in amending or changing the guidelines. For example, the occupancy rate is set in the guidelines, which could be amended to reflect the interest of Council more efficiently compared to if it was contained in the Parking Policy. This will enable for a more adaptive parking system, potentially leading to more responsive approach to parking in the inner-city.

Comparatively to the described changes above the remaining changes to the Traffic Bylaw 2025 and the Performance Based Parking Management Practices – Policy and Guidelines are minimal in nature.

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

Before consultation commenced the initial proposal was presented to the Gifted Reserves Protocol group which provided feedback on the proposed elements located within the gifted reserves.

The adoption of the Proposed Parking Policy 2026, Proposed Traffic Bylaw 2026 and the Proposed Parking Management Guidelines 2026 is currently not considered to have a disproportionate effect or more intensive impact on Tāngata Whenua. As the current policy applies entirely to the inner city uniformly, and the proposed regulatory approach is not taking a drastic departure from previous regulatory methods any increased effect on Tāngata Whenua is considered low.

7.4. Tūraru Risks

The primary risk associated with this item is that adoption and implementation of the proposed regulatory framework may result in unintended community, operational, or reputational impacts if changes are not clearly communicated or effectively managed. This risk is mitigated through the positive consultation outcomes, staged implementation, legal review of the instruments, and ongoing monitoring and reporting to Council.

Parking activities and management present a significant risk profile due to widespread public interest and differing perspectives. We expect the risk of opposition to the Proposed Parking Policy 2026, the Proposed Traffic Bylaw 2026 and the Proposed Parking Management Guidelines 2026 to be minimal based on the overwhelmingly positive reception to the proposed changes.

There may be some particular concern with the community on the specific, operational elements of the changes proposed by Council, but we consider those reputational risks as indirect for this report. There is nothing specifically within the proposed documents that may increase the reputational risk profile.

If Council decides to adopt or reject the proposed changes with recommendations an analysis may be required to determine if another consultation is required to fulfil section 156 of the Local Government Act 2002. This may increase the Council staff time needed to pass the changes to all documents. Furthermore, these documents underpin the operational effectiveness of rehousing the parking enforcement into Council and this may cause disruptions to that workstream.

With any change to a local Bylaw there is a risk of a judicial review on the decision to adopt a new or amend a new Bylaw or policy. However, this risk is considered minimal, notably as this is present with every Bylaw or Policy review process regardless if Council decides to adopt or reject the proposed changes today. To reduce this risk, Council staff have engaged a legal review of the Parking Policy and the Traffic Bylaw to ensure it is legally robust and fit for purpose.

The bylaw proposed does not give rise to any implications under the NZ Bill of Rights Act 1990.

7.5. Te Whaimana Authority

The Local Government Act 2002 and the Land Transport Act 1998 provide the legislative basis for the review and adoption of the new Proposed Parking Policy 2026, the Proposed Parking Management Guidelines 2026 and the Proposed Traffic Bylaw 2026.

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

9.4 LOCAL GOVERNANCE STATEMENT 2025-2028

Doc ID: **22580375**

Prepared by: **Debbie Cossar, Governance and Democracy Lead**

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

Attachments: **1. Local Governance Statement 2025-2028 (Distributed Separately) (under separate cover)**

1. TE PŪTAKE PURPOSE

The purpose of this report is to approve the Rotorua Lakes Council Local Governance Statement 2025-2028 for public release.

HE TŪTOHUNGA
RECOMMENDATION

1. That the report 'Local Governance Statement 2025-2028' be received.

2. That the Council resolves to approve for public release the Rotorua Lakes Council Local Governance Statement 2025-2028.

3. That the Council notes that minor amendments will be made following finalisation of the terms of reference for the Rotorua Future Development Joint Committee.

2. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

The Local Government Act 2002 requires all local authorities to prepare and make publicly available a Local Governance Statement within six months following a triennial election.

The Local Governance Statement helps the community understand how the Council operates, makes decisions, and engages with residents. By clearly outlining governance structures, roles, and decision-making processes, it supports transparency and accountability. The statement also explains how the public can participate in and influence Council decisions, helping to build trust in local democracy and strengthen the relationship between the Council and its community.

Back to Index

Section 40 of the Local Government Act 2002 prescribes the specific information which must be included in a Local Governance Statement:

- Council's functions, responsibilities and activities
- Legislation and Bylaws
- Representation arrangements, electoral system and processes
- Elected Members' roles and conduct
- Governance structure, membership and ToR/delegations
- Meeting processes
- Consultation policies
- Policies for liaising with, and memoranda/agreements with Māori
- Management structure and the relationship between management and Elected Members
- Equal Employment Opportunities Policy
- Key planning and policy documents
- Systems for public access to council and Elected Members
- Requests for official information.

Once the Local Governance Statement has been approved for public release it will be uploaded to the Rotorua Lakes Council website.

3. TE TINO AROMATAWAI
ASSESSMENT OF SIGNIFICANCE

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

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

Once the Local Governance Statement has been approved for public release it will be available to the Rotorua community and others via the Council website.

5. HE WHAIWHAKAARO
CONSIDERATIONS

5.1. Mahere Pūtea
Financial/Budget Considerations

There are no ongoing costs associated with the publication of this report.

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

Publishing a Local Governance Statement is a requirement of the Local Government Act 2002. As a freely available document, it provides information to the community to enable them to understand Council procedures, policies and strategies and on how to engage with elected members and the council.

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

The publication of the Local Governance Statement is legislated and does not in itself give rise to direct impacts on Māori. The significance lies in how the systems, policies and processes described in the document are implemented, as this will influence the extent to which the Council upholds Te Tiriti o Waitangi and settlement obligations and engages effectively with iwi and hapū in the district.

5.4. Tūraru Risks

There are no major risks associated with the publication of this document.

5.5. Te Whaimana Authority

The Local Governance Statement is a requirement of the Local Government Act 2002 and must be prepared and made publicly available within six months of the election.

9.5 COUNCIL SUBMISSION TO TOI MOANA BAY OF PLENTY REGIONAL COUNCIL'S ANNUAL PLAN 2026/27 & LONG-TERM PLAN AMENDMENT

Doc ID: **22608317**

Prepared by: **Robert Griffith, Governance and Democracy Advisor**

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

Attachments: **1. Draft Submission to Toi Moana Bay of Plenty Regional Council's Annual Plan 2026/27 & Long-term Plan Amendment (under separate cover)**

1. TE PŪTAKE PURPOSE

The purpose of this report is to recommend that council adopt the draft submission of Rotorua Lakes Council to the Toi Moana Bay of Plenty Regional Council's Annual Plan 2026/27 and Long-term Plan Amendment.

HE TŪTOHUNGA
RECOMMENDATION

1. **That the report 'Council Submission to Toi Moana Bay of Plenty Regional Council's Annual Plan 2026/27 & Long-term Plan Amendment' be received.**

2. **That the Council approves the submission to Toi Moana Bay of Plenty Regional Council's Annual Plan 2026/27 & Long-term Plan Amendment. (Attachment 1)**

2. TE TĀHUHU BACKGROUND

The Bay of Plenty Regional Council (BOPRC) has adopted its draft Annual Plan 2026/27 and a proposed amendment to its Long-term Plan 2024–2034 for public consultation. Consultation on both documents is occurring concurrently due to the significance of the matters being proposed, particularly changes to the management of the Regional Council's long-term investments.

The Annual Plan outlines BOPRC's proposed activities, budgets, and funding arrangements for the 2026/27 financial year and forms the basis for setting regional council rates. The Long-term Plan amendment seeks community feedback on proposed changes to previously adopted long-term financial and investment settings where BOPRC considers further public direction is required.
Public consultation is open from 25 February to 2 April 2026, with final decisions on both the Annual Plan and Long-term Plan amendment expected to be adopted by BOPRC by 30 June 2026.

Back to Index

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

The consultation focuses on three primary matters.

The first relates to a proposed amendment to the Long-term Plan concerning the management of BOPRC's investment portfolio, valued at approximately $3 billion and held on behalf of the region through its council-controlled organisation, Quayside Holdings. BOPRC is seeking feedback on whether the current investment structure remains fit for purpose and how investment returns should be used over time to balance rate affordability, funding for council and environmental activities, and potential investment in regionally significant infrastructure, while protecting intergenerational assets.

The second matter relates to the draft Annual Plan 2026/27, including proposed priorities and expenditure for the coming year. This includes consultation on a potential regional infrastructure funding approach intended to support projects that deliver benefits across the Bay of Plenty. The Annual Plan also sets out BOPRC's proposed rates requirement for 2026/27, which is lower than previously forecast in the current Long-term Plan.

The third matter seeks feedback on future investment in indigenous biodiversity, including whether current funding levels should be reduced, maintained, or increased. Feedback will inform the 2026/27 Annual Plan, the development of a Regional Indigenous Biodiversity Strategy, and future long-term funding decisions.

In addition to these key topics, submitters may provide feedback on any other BOPRC activities, services, or policies, including fees and charges and overall service delivery.

4. TE TINO AROMATAWAI ASSESSMENT OF SIGNIFICANCE

The Toi Moana Bay of Plenty Regional Council, Annual Plan 2026/27 & Long-term Plan Amendment is significant to our district and our communities.

However, Rotorua Lakes Council providing a submission to the consultation does not specifically reach the threshold, contained within the Rotorua Lakes Council's Significance and Engagement Policy, in order to be considered a significant decision.

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

Community input was not sought as part of the submission attached to this report, as the decision of this report is not considered significant. Consultation is open to the community from 25 February to 2 April 2026.

6. HE WHAIWHAKAARO CONSIDERATIONS

6.1. Mahere Pūtea Financial/Budget Considerations

Providing a submission to Toi Moana Bay of Plenty Regional Council does not require any additional financial or budget considerations.

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

Providing a submission to the Toi Moana Bay of Plenty Regional Council's Annual Plan 2026/27 & Long-term Plan Amendment does not contradict any of council's policies or plans.

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

The decision to submit on the Toi Moana Bay of Plenty Regional Council's Annual Plan 2026/27 & Long-term Plan Amendment does not require a Tāngata Whenua Impact Assessment.

However, the matters addressed in the draft submission have potential implications for tangata whenua across the Bay of Plenty, particularly iwi and hapū within the Rotorua district who maintain strong cultural and historical relationships with local waterways, lands, and natural resources.

Several issues raised in the draft submission intersect with areas of cultural significance and existing iwi partnership arrangements. In particular, the protection and restoration of Lake Rotorua and the wider Te Arawa lakes catchments are of significant importance to Te Arawa iwi and hapū.

Overall, the submission supports outcomes that contribute to the protection of the region's natural environment and the restoration of waterways, which are consistent with tangata whenua values and existing partnership approaches with iwi across the Rotorua district.

6.4. Tūraru Risks

There are no risks with the associated decisions of this report.

6.5. Te Whaimana Authority

Council has the authority to approve the draft submission attached to this report.

9.6 CIVIL DEFENCE EMERGENCY MANAGEMENT (CDEM) - RECOMMENDATION TO APPOINT ADDITIONAL ALTERNATE LOCAL CONTROLLER

Doc ID: **22607527**

Prepared by: **Bruce Horne, Manager, Emergency Management**

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

Attachments: **Nil**

1. TE PŪTAKE PURPOSE

This report seeks the endorsement of Council to the nomination of Sam Fellows to the position of Alternate Local Controller, Civil Defence and Emergency Management. In the past 12 months two of the five CDEM Controllers at Rotorua Lakes Council have left the organisation. Bay of Plenty CDEM protocols recommend that at Rotorua Lakes Council maintain a core of at least four local Controllers.

HE TŪTOHUNGA
RECOMMENDATION

1. **That the report 'Civil Defence Emergency Management (CDEM) - Recommendation to Appoint Additional Alternate Local Controller' be received.**

2. **That the Council endorse the nomination of the following staff member to the appointment of Alternate Local Controller:**

   Sam Fellows, Group Manager – Organisational Performance and Innovation

2. TE TĀHUHU BACKGROUND

Council is responsible under the Civil Defence Emergency Management Act 2002 to participate in Civil Defence Emergency Management Groups and to carry out any duties and functions conferred on members of this group. Rotorua Lakes Council is part of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group. Each Territorial Local Authority (TLA) within a CDEM Group is expected to work collaboratively with other Territorial Authorities in respect of emergency response arrangements.

Similarly, each Territorial Local Authority is required by the Civil Defence Emergency Management Act 2002 to ensure that it has a cadre of suitably experienced and qualified people appointed to the role of Local CDEM Controller. The experience, skills and attributes of a CDEM Controller are outlined in the *Policy for the Appointment and Development of Controllers and Recovery Managers*, Bay of Plenty CDEM Group (2024). That policy is designed to ensure the requirements of both the Civil Defence Emergency Management Act 2002 and the National CDEM Plan 2015 are met.

A Local Controller leads the Emergency Operation Centre (EOC) during an emergency event, coordinating the response amongst multiples parties. Those parties include the Police, Fire and Emergency New Zealand (FENZ) and St. John ambulance service; as well as other government agencies, Iwi and community service organisations. Critical skills for a Local Controller include the ability to effectively lead and manage an emergency response, make sound decisions under pressure, build and maintain relationships with both the EOC team and community partners, and fulfil the statutory responsibilities of the role. A Local Controller also needs to be able to maintain critical relationships at a senior level with the Group Controller and with the other agencies.

Sam Fellows is part of the Executive at Rotorua Lakes Council and meets all of the criteria outlined above. Prior to taking up his current appointment at Rotorua Lakes Council, he held a senior management role with Tauranga City Council (TCC) and was also a local CDEM Controller for TCC. Sam has substantial experience in both governance and executive management. He has also received a number of awards for his leadership abilities. His current governance roles include being a member of both the Sports Tribunal of New Zealand and the Waste Investment Panel. He is also a certified member of the Institute of Directors in New Zealand. Sam's academic qualifications include a Masters degree in Sports and Leisure Studies (1st Class Honours), a Bachelor of Laws (Honours) and a Bachelor of Sport and Leisure Studies. He has been actively involved in leadership roles for a number of charities and has been a Rugby Union referee for more than 20 years.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA DISCUSSION AND OPTIONS

As outlined above, Rotorua Lakes Council has a statutory obligation pursuant to the CDEM Act to ensure that it has appropriately experienced and qualified staff to perform the role of CDEM Controller and CDEM Recovery Manager.

The importance of ensuring that every TLA has sufficient capability and capacity in respect of the Controller function has been highlighted in a number of recent Government reviews, including the North Island Severe Weather Event report (NISWE, 2023) authored by Sir Jerry Mateparae.

Furthermore, provisions within the Emergency Management Bill (no 2) that is currently before parliament will further strengthen the statutory responsibility of TLA's in respect of ensuring they have the appropriate capability to respond to emergency events. In particular, Clause 44 places an explicit statutory duty upon every CEO of a TLA to ensure there are sufficient personnel, equipment and other resources in place even when no state of emergency is in force. The purpose of this clause is to ensure that CE's are focused on managing both preparedness and readiness activities before an emergency occurs. A CE may delegate the role, but will remain personally accountable for its performance.

Whenever a State of National or Local Emergency is declared, an Emergency Operations Centre (EOC) must be activated. There are two key leadership roles in the EOC structure - the Controller and the Recovery Manager - that can only be filled by people who have been appointed to those roles by a statutory process. When a State of Emergency is declared, both the Controller and Recovery Manager are enabled to use emergency statutory powers pursuant to the CDEM Act. For these reasons, people who are suitably qualified and experienced to fulfil the role of Controller and Recovery Manager must be appointed and in place before an emergency occurs.

Due to the nature of emergencies, contingencies also need to be put in place to mitigate the risk of one or more Controllers not being able to respond and perform that role in a timely manner. Similarly, there needs to be sufficient capacity in the Controller function to provide cover for more than one

shift. For those reasons, every TLA needs to develop a cadre of Controllers to ensure there is both the capacity and capability to lead an EOC in an emergency event.
Council endorsement of nominations is required prior to agreement by Chief Executive and acceptance of nomination by Group Controller in order for these staff to be endorsed by the Bay of Plenty CDEM CEG, and then appointed by Joint Committee.

The appointment of Sam Fellows as a local CDEM Controller will strengthen both the capability and capacity of the Rotorua CDEM team; and therefore also mitigate the risk of Council not being able to fulfil its statutory obligations under the CDEM Act.

Given that Sam Fellows has already completed all of the national training requirements for the Controller role and has previous experience as a local Controller, there are no establishment costs in respect of his appointment.

His appointment will also satisfy the requirements of Section 10 (1) of the Local Government Act 2002 in respect of providing a solution that is efficient, effective and appropriate to present and anticipated future needs.

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.

The proposal does not adversely affect the community. On the cotrary, it has significant community benefit. The financial implications of the proposal are minimal; and there is no risk of this proposal creating any degree of controversy in the community.

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

Consultation on this matter is not being undertaken. No implications to Maori/ Te Arawa/ tangata whenua have been identified.

6. HE WHAIWHAKAARO
CONSIDERATIONS

6.1. Mahere Pūtea
Financial/Budget Considerations

There are no budgetary considerations arising from this proposal.

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

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

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

It is not considered that this decision will affect tāngata whenua more than other parts of the community.

6.4. Tūraru Risks

As outlined earlier, the purpose of this proposal is to mitigate risk to both Council and the Community in respect of emergency preparedness and response; and to ensure that Council is able to meet its statutory responsibilities under the CDEM Act 2002 and Local Government Act 2002.

6.5. Te Whaimana Authority

In accordance with the BOP CDEM Group policy on the recruitment and development of Controllers, the first step in appointing a new controller involves formally obtaining the support of the Mayor and elected Councillors for the proposed appointment. Once that support has been confirmed, the matter is referred to the CDEM Chief Executive Group (CEG) by the CE of Rotorua Lakes Council. If CEG are satisfied the nomination of Sam Fellows meets policy and statutory requirements, they will make a recommendation to the BOP Joint Committee for the appointment to be confirmed.

9.7 FINANCIAL UPDATE - FEBRUARY 2026

Doc ID: **22607811**

Prepared by: **Michelle Overbeek, Director of Finance**

Approved by: **David Jensen, Chief Financial Officer**

Attachments: **Nil**

1. TE PŪTAKE
PURPOSE

The purpose of the report is to provide information on Council's financial performance for the eight months ended 28 February 2026.

HE TŪTOHUNGA
RECOMMENDATION

1. That the report 'Financial Update - February 2026' be received.

2. TE TĀHUHU
BACKGROUND

This report provides an overview of Council's core operating position as at 28 February 2026, along with the impact of capital subsidies and development contribution revenue.

Rate revenue is tracking ahead of budget, primarily due to higher-than-expected lump sum payments related to the Tarawera wastewater scheme, with fees & charges trailing slightly below budget due to lower fees than expected from lease rental income and parking.

Operating costs are below the year-to-date budget, largely due to the lower interest costs than planned, which is largely driven by delays within the capital programme.

Capital spending is currently below the year-to-date budget, mainly due to delays in the growth capital programme, particularly stormwater works.

3. TE MATAPAKI ME NGĀ KŌWHIRINGA
DISCUSSION AND OPTIONS

Financial Position as at 28 February 2026

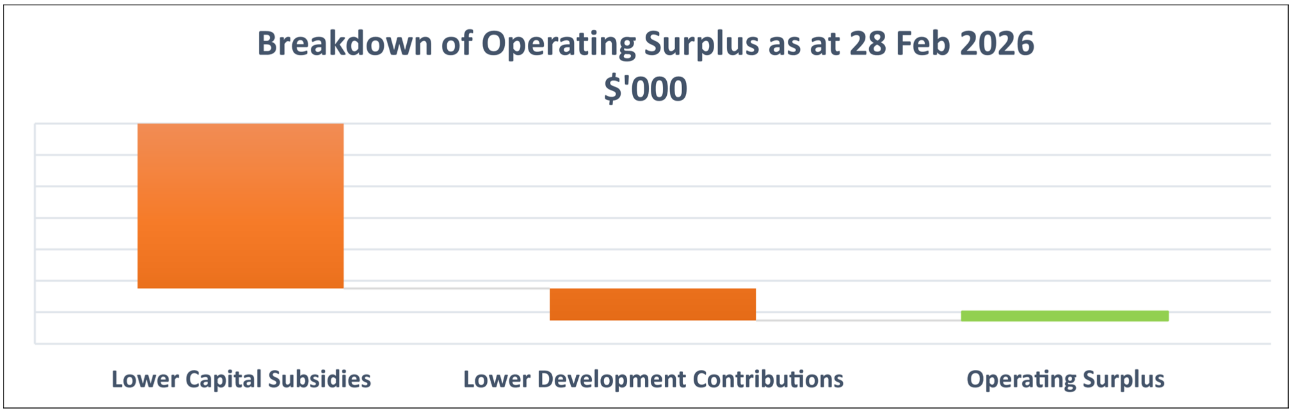
Council has an operating surplus of $1.4m, after normalising for capital subsidies and development contributions.

Rates revenue and user fees are tracking largely in line with budget expectations, providing stability in core income streams.

Operating expenditure is currently under budget, largely due to a combination of lower interest expenses—resulting from reduced debt drawdowns linked to delays in the capital programme—and ongoing staff vacancies across the organisation.

Capital revenue is currently delayed, driven by the timing of milestone achievements within key growth capital programmes, many of which are in planning phase. These are being closely monitored to ensure alignment with long-term objectives.

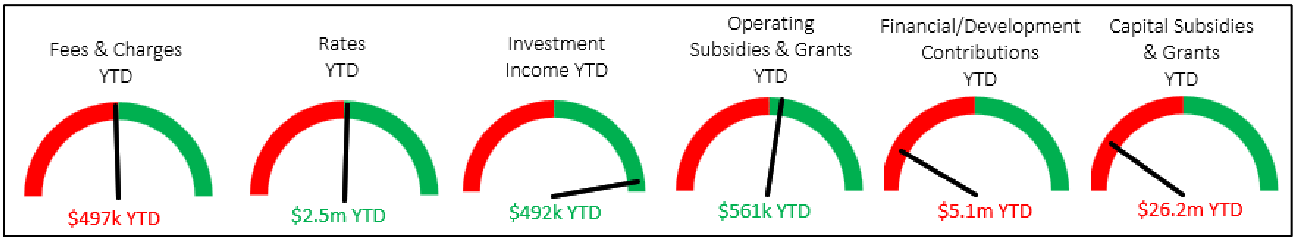
Council's overall financial health remains sound, and is compliant with our financial strategy.



Year to Date Financial Performance

Figures in $000's	Year To Date Actual	Year To Date Budget	Variance - Favorable / (Unfavorable)
Income			
Fees & Charges	12,283	12,780	(497)
Rates	122,292	119,821	2,471
Investment Income	878	386	492
Development & Financial Contributions	2,198	7,307	(5,108)
Subsidies & Grants - Capital	14,857	41,052	(26,195)
Subsidies & Grants - Operational	5,550	4,990	561
Total Income	**158,060**	**186,336**	**(28,276)**
Opex			
Administration Expense	3,018	2,925	(93)
Finance Cost	176	175	(1)
Maintenance	1,072	1,545	473
Operating Expenses	50,197	48,729	(1,467)
Staff Costs	30,778	31,676	898
Utilities	2,106	1,988	(118)
Depreciation	32,263	32,663	400
Interest Cost	13,059	14,570	1,510
Total Opex	**132,669**	**134,270**	**1,602**
Total Operating Surplus / (Deficit)	**25,391**	**52,065**	**(26,674)**

Income



Total Income is tracking unfavourably to budget, with a $28.3m negative variance to budget. This is primarily driven by the Capital Grants and Subsidies.

- Fees and charges are direct charges to customers for specific Council services. Council's core fees and charges are $497k below year-to-date budget, driven primarily by lower than anticipated revenue for Parking fees, lease rental income and inspection fees.

- Rate revenue remains $2.5m higher than year-to-date budget partially due to number of ratepayers paying the Tarawera Wastewater Capital Rate as a lump sum, in addition rates penalties are higher than plan and rates remissions remain below budget.

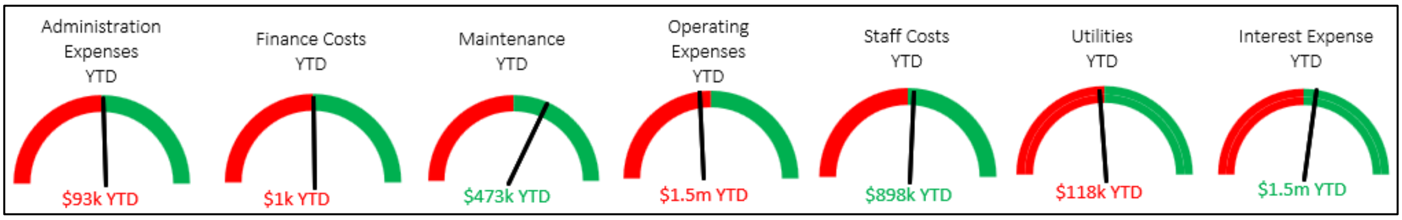
- Investment income is revenue received by Council through dividends, and interest received on term deposits. Investment Income is currently $492k ahead of year-to-date budget due to Council placing funds on term deposit at a rate more favourable than the debt servicing.

- Operating Subsidies and Grants are funds provided from external parties towards Council's operating expenditure. Operating Subsidies and Grants are $561k higher compared with budget largely due to MFE waste disposal levy and operational grants received for activities which were previously not budgeted.

- Financial and Development Contributions is revenue paid by developers towards the capital costs required to enable their development. Financial and Development Contributions are $5.1m behind year-to-date budget, and are forecast to remain behind budget at year end.

- Capital Subsidies and Grants are funds provided by external parties towards Council's capital projects. Capital Subsidies and Grants are $26.2m behind year-to-date budget due to the timing of completion of capital works and relevant key milestones.

Operating Expenses



Operating Expenses are tracking positively to budget, with a $1.6m variance to budget.

- Administration Expenses cover the day-to-day running expenses of Council. Administration Expenses are $93k negative compared with year-to-date budget primarily related to additional audit and asset revaluation expenses.

- Finance Costs are the fees payable on banking facilities and debt management. Finance Costs are on budget at the end of February.

- Maintenance expenses are the budget provided for planned and reactive maintenance of Council buildings. Maintenance is $473k positive compared with year-to-date budget, primarily due to the seasonality of planned maintenance and lower than expected demand for reactive maintenance.

- Operating expenses are the costs directly associated with the delivery of Council's operational services. Core operating Expenses are $1.5m negative when compared with year-to-date budget, driven primarily by materials and consumables and contractor fees in relation to geothermal monitoring. Water supply consents are also tracking over budget. Legal fees are tracking higher due to cost of compliance in Animal control and Parking infringements, and addition legal fees incurred in relation to Rotokakahi have been expensed through February.

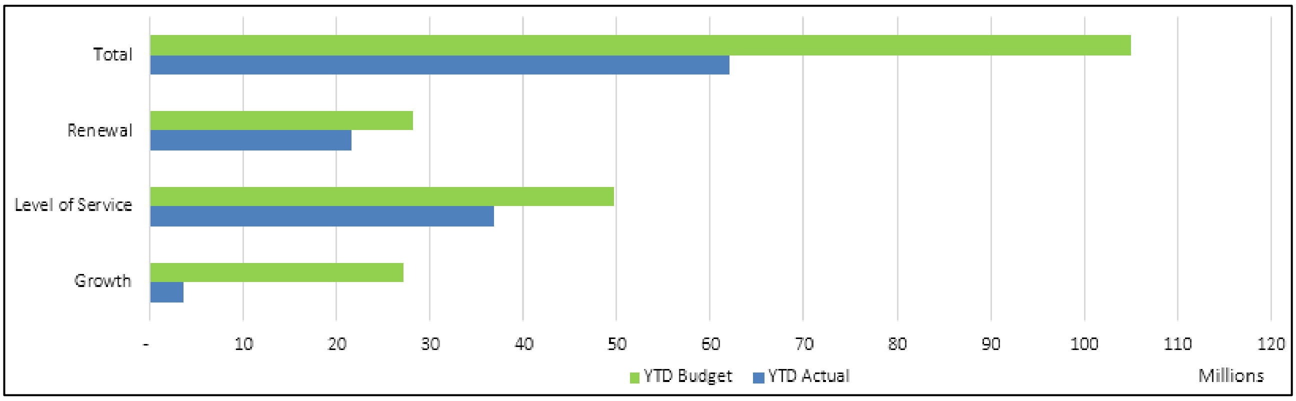
- Staff costs cover the salaries and wages of Council employees. Staff Costs are $898k positive when compared with year-to-date budget. This is largely driven by vacancies across the organisation and slightly offset by higher than planned overtime and recruitment fees.

Back to Index

- Utilities cover the water, power and gas expenses involved in Council operations. Utilities were $118k negative compared with year-to-date budget. This is largely driven by increased cost of power and gas, where possible these fees are on charged.

- Interest Expense is the external interest payable to Council's lenders. Interest expense is currently $1.5m positive compared with year-to-date budget as Council's net borrowings are lower year-to-date than budgeted for due to delays in the capital program.

Capital Expenses



As at 28 February 2026, Council had spent $62m (39%) against the full year budget of $160m.

Capital spending is currently below budget, primarily due to delays in the stormwater growth programme. Council has been working proactively to progress the variation agreement with Central Government.

Expenditure on key projects YTD is as follows:

(i) Wastewater Treatment Plant Upgrade: $6m. Completion is expected to be in 2026, this project remains in execution phase with mechanical and electrical construction still underway. Further work required to regarding the recovered water management which is being investigated.

(ii) Rotorua Museum: $15.1m. The project remains on track and aligned with the overall programme timelines. The current programme of works includes basement foundation works, construction activities across Zones 2–5, gib stopping and wall sealing, installation of steel braces to the jetty walls, wall linings, and the installation of Villaboard within heritage areas. External roof works are also continuing as planned.

(iii) Tarawera Wastewater Project: $6.3m. Stage 2 is well underway, with the installation of low-pressure grinder pumps progressing as properties connect to the network. Detailed contingency plans are being developed to address more complex installations, alongside the initiation of resource consent processes for the remaining properties. Continued efforts to engage and make contact with outstanding property owners remain a key focus.

(iv) Infrastructure Investment for Growth (IIG) Stormwater program: has continued to progress, with key focus on resolve of the V03 approval and preparation for the V04 framework and scope to align with NIFF (National Infrastructure Funding & Financing).

4. TE TINO AROMATAWAI
ASSESSMENT OF SIGNIFICANCE

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

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

There are no community input/engagement and publicity issues associated with this report.

6. HE WHAIWHAKAARO
CONSIDERATIONS

6.1. Mahere Pūtea
Financial/Budget Considerations

There are no financial/budget issues associated with this report.

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

There are no policy or planning considerations associated with this report.

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

There are no Tāngata Whenua considerations associated with this report.

6.4. Tūraru
Risks

There are no risks associated with this report.

6.5. Te Whaimana
Authority

This report is presented to Council in accordance with the Delegated Financial Authority policy.

9.8 COMMUNITY EXPERIENCE DASHBOARD

Doc ID: **22599100**

Prepared by: **Alex Wilson, Group Manager Community Experience**

Approved by: **Alex Wilson, Group Manager Community Experience**

Attachments: **1. Community Experience Dashboard (distributed separately) (under separate cover)**

1. TE PŪTAKE PURPOSE

The purpose of this report is to receive a presentation on Community Experience Dashboard.

HE TŪTOHUNGA
RECOMMENDATION

1. That the presentation 'Community Experience Dashboard' be received.

9.9 CCO QUARTERLY REPORT - ROTORUA REGIONAL AIRPORT YTD JAN FY26

Doc ID: **22598166**

Prepared by: **Nicole Brewer, Chief Executive-Rotorua Regional Airport**

Approved by: **Nicole Brewer, Chief Executive-Rotorua Regional Airport**

Attachments: **1. CCO Quarterly Report - Rotorua Regional Airport YTD Jan FY26**

1. TE PŪTAKE PURPOSE

The purpose of this report is to present the quarterly update from Rotorua Regional Airport Limited as per the Statement of Intent.

HE TŪTOHUNGA
RECOMMENDATION

1. **That the report 'CCO Quarterly Report - Rotorua Regional Airport YTD Jan FY26' be received.**

ROTORUA AIRPORT

ROTORUA REGIONAL AIRPORT LIMITED
CCO QUARTERLY REPORT

YTD Jan 2026 (Jul 2025 to Jan 2026)

Report writer: Nicole Brewer, Chief Executive

Report approver: Nicole Brewer, Chief Executive

WHAT WE'RE WORKING TOWARDS

Purpose Statement

RRA's purpose is to be **"Rotorua's runway to a thriving future"**

and its vision is **"To be a uniquely Rotorua hub our community can be proud of".**

RRA's core business is to maintain a safe and efficient Airport operation in a commercially viable manner, whilst optimising the use of its assets to facilitate and grow tourism and trade, other commercial activity, and Airport profitability. RRA is responsible for the ongoing capital development and maintenance of the Airport assets and infrastructure.

Strategic Objectives

The board and management have identified five key priorities for the airport to deliver its vision:

- Excelling Today
- Ready For Tomorrow
- Quality Asset Management
- Stronger Together
- Be Financially Sustainable

Critical elements in delivering the vision and realising these priorities include:

- A continuous improvement culture that embraces best practice Safety Management System, compliance and aeronautical practices
- Future ready capability that seeks to adopt emerging aviation technologies and adapt with climate change
- Plan and maintain assets to a high standard including a mature asset management system with maintenance, renewals and clear future financial forecasting
- Deliver value from people, partnerships and customer experience and drive positive community outcomes
- Drive commercial success and reduce the financial reliance on RLC by unlocking under-utilised airport land and growing non-aeronautical revenue

PROGRESS AGAINST SOI

Financial Performance

Rotorua Regional Airport's (RRA) Net Surplus (after depreciation) for the period July '25 to Jan '26 was 86% ahead of budget, driven by lower than forecast operating expenses. Total revenue, including both aeronautical and non-aeronautical revenue for the period was in line with budget.

Air NZ carried 4% more passengers in Jul-Jan than forecast, however it is important to note that total passenger numbers for the period were -12% behind the same period last year.

Operating expenses for Jul-Jan were -16% below budget due to the timing of apron maintenance work which was completed in February and will be reflected in the next CCO report. Overheads were 1% ahead of budget.

RRA is in the process of consulting with Air NZ on aeronautical charges. We are approximately half-way through this process, and new charges will be in place from 1 July 2026. This will be followed by a review of general aviation aeronautical charges.

Non-Financial Performance

RRA is on track with regards to all non-financial performance measures.

Operations and Compliance

Engagement with Air NZ, and supporting and growing air connectivity, remains a focus for airport management. The Air NZ cancellation rate has been disappointingly high at an average rate of 8.6% for the 12 months to February '26. We are aware these reliability challenges are resulting in some travellers choosing to fly from other ports. Both Air NZ and RRA are very focussed on improving operational performance, and this is one of the drivers for the introduction of ATR services on AKL-ROT from late March. Trained ATR pilots have access to a new RNP approach path, which means they can land in lower cloudbase and visibility conditions.

Obstacle management, in particular trees, remains a big focus. We are grateful to neighbouring landowners who continue to work with the airport and our arborist to remove identified trees. As well as ensuring compliance, the goal of this ongoing project is to improve operational performance for Air NZ aircraft. Blackmaps won the inaugural NZ Airports Aeronautical Excellence Award for their role in this project. Charlie the RRA Operations Dog received special recognition from the awards judges.

Following weather delays, surface treatment work, with new updated line markings, was completed on the apron in February. A car park lighting upgrade is underway, which will improve nighttime safety.

Looking Forward

The RRA board have approved Stage 1A of the airport business park. Management is continuing iwi consultation and working with RLC to access LGFA borrowing.

RRA is exploring the possibility of a Solar Array Project with RLC, RRA and airport tenants as off-takers. If successful, this project will provide RRA with future energy security and revenue diversification.

FINANCIAL MANAGEMENT

	Jul - Jan Target	Jul - Jan Actual	FY26 Target
a. Aircraft			
Aircraft movements	3,246	2,965	5,364
b. Passengers			
Domestic	107,830	112,442	182,881
c. Financial			
Aeronautical Revenue	*$2,929,520*	*$2,969,760*	*$4,964,943*
Non-Aeronautical Revenue	*$864,710*	*$870,750*	*$1,486,031*
Service Funding Agreement	*$1,050,000*	*$1,050,000*	*$1,800,000*
Total Revenue	***$4,844,230***	***$4,890,511***	***$8,250,974***
Operating expenses	*$1,643,260*	*$1,383,881*	*$2,842,612*
Overheads	*$1,293,863*	*$1,301,032*	*$2,301,217*
Interest	*$206,185*	*$171,804*	*$353,460*
Total Expenses (excl Depreciation)	***$3,143,308***	***$2,856,717***	***$5,497,289***
Net Surplus (before Depreciation)	*$1,700,922*	*$2,033,794*	*$2,753,685*
Depreciation	*$1,486,037*	*$1,633,087*	*$2,547,492*
Net Surplus / Loss (after Depreciation & before tax)	***$214,885***	***$400,707***	***$206,193***
Capital expenditure		$442,352	$2,302,500
Shareholders' funds to total assets			77%
d. RRA Term Borrowings			
(with LGFA via RLC)			
As at 31 Jan	$9,750,000	$9,750,000	$8,350,000

NON-FINANCIAL PERFORMANCE MANAGEMENT

	Jul - Jan Target	Jul - Jan Actual	FY26 Target
e. Aviation Compliance			
RRA has a current Part 139 Operating Certificate	Yes	Yes	Yes
f. Legal Compliance			
5 year compliance calendar		Attached	
h. Asset Management			
High-level Asset Management Plan to RLC			Due by 30 Dec

ROTORUA REGIONAL AIRPORT LIMITED | CCO QUARTERLY REPORT

10 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
10.1 - Business Park – Stage 1A	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.2 - Parking Progress Report and Next Steps in Change	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
10.3 - Pensioner Housing - Proposed Redevelopment of Lucas Place Pensioner Housing and Options for Rental Increase	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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

10.4 - Rotorua District Licensing Committee List Member and Chairperson Appointments	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	• To carry out commercial activities without prejudice or disadvantage, • To carry on negotiations without prejudice or disadvantage, • To protect information which is subject to an obligation of confidence or could be compelled to provide under the authority of any enactment, • To protect the privacy of natural persons.	

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.

11 TE KARAKIA WHAKAMUTUNGA – CLOSING KARAKIA

Kia whakairia te tapu	Restrictions are moved aside
Kia wātea ai te ara	So the pathway is clear
Kia turuki whakataha ai	To return to every day activities
Kia turuki whakataha ai	To return to every day activities
Hāumi e. Hui e. Tāiki e!	Allied, enriched, unified, and blessed