

Minutes

**Council meeting
held Wednesday 25 March 2026 at 9:30 am
Council Chamber, Rotorua Lakes Council**

- MEMBERS PRESENT:** Deputy Mayor Kai Fong (Chair),
Cr Barker, Cr Brown, Cr Lee, Cr Paterson, Cr Sandford, Cr Temara-Benfell,
Cr Wang,
Mayor Tapsell and Cr Maxwell (via Zoom)
- APOLOGIES:** Cr Raukawa-Tait
- IN ATTENDANCE:** K Ward, Chair, Rotorua Regional Airport (via Zoom);
N Brewer, Chief Executive, Rotorua Regional Airport;
J Southall, Head of Commercial and Business Development, Rotorua Regional Airport.
- STAFF PRESENT:** A Moraes, Chief Executive;
S Fellows, Group Manager - Organisational Performance & Innovation;
J-P Gaston, Group Manager, Destination Development;
S Michael, Group Manager, Infrastructure and Assets;
A Wilson, Group Manager, Community Experience;
D Jensen, Chief Financial Officer;
G Kieck, Manager - Governance, Strategy & Compliance;
A Barrett, Strategic Advisor, Corporate Planning;
S Kelly, Housing, Growth and Partnership Manager;
A Mismash, Strategic Policy Advisor;
K Williams, Principal Advisor - Community Safety & Regulatory Services;
C Litchfield, Corporate Strategy and Compliance Lead;
D Cossar, Governance & Democracy Lead;
M Hingston, Manager - Te Amorangi;
S Brown, Manager – Museum & Heritage;
R Pitkethley, Parks & Open Spaces Manager;
W Tapara, Manager – Partnerships & Programme;
J Wilkinson, Manager – Te Aka Mauri;
P Burgess, Secretary District Licensing Committee;
I Tiriana, Communications Manager;
N Michael, Executive of Communications – Mayor's Office;
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 Lee opened the meeting with a prayer.

2 NGĀ WHAKAPĀHA – APOLOGIES**RESOLVED C 26/03-023**

Moved: Cr Temara-Benfell

Seconded: Cr Brown

- 1. That the apologies from Cr Raukawa-Tait be accepted.**

CARRIED

3 WHAKAPUAKITANGA WHAIPĀNGA – DECLARATIONS OF INTEREST

Cr Sandford noted that he has a conflict of interest for an item in the confidential section of the agenda.

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

Nil

5 TE PAPA KŌRERO MŌ TE TŪMATAWHĀNUI – PUBLIC FORUM

Therese Kean - Spoke on the following topics:-

- placement of rocks at the Lakefront and
- upcoming changes to the rubbish bin collection schedule due to the implementation of FOGO, with red bins moving to fortnightly collection.

Attendance : - Mayor Tapsell joined the meeting at 9.36am.

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****RESOLVED C 26/03-024**

Moved: Cr Brown

Seconded: Cr Barker

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

CARRIED

Greg Kieck and Alex Barrett overviewed the report and spoke to a presentation titled "Draft non-financial Performance Measures" (ECM – 22618612).

9.2 LOCAL ALCOHOL POLICY 2026 AMENDMENT**RESOLVED C 26/03-025**

Moved: Cr Barker

Seconded: Cr Temara-Benfell

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

CARRIED

Greg Kieck and Kurt Williams overviewed the report.

RESOLVED C 26/03-026

Moved: Cr Wang

Seconded: Cr Brown

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.
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.

CARRIED

9.3 PROPOSED TRAFFIC BYLAW 2026 AND PROPOSED PARKING POLICY 2026 ADOPTION**RESOLVED C 26/03-027**

Moved: Cr Temara-Benfell

Seconded: Cr Brown

1. That the report 'Proposed Traffic Bylaw 2026 and Proposed Parking Policy 2026 Adoption' be received.

CARRIED

Kurt Williams and Ashton Mismash overviewed the report.

**HE TŪTOHUNGA
RECOMMENDATION**

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

The motion was moved with an additional recommendation as follows:-

RESOLVED C 26/03-028

Moved: Cr Wang

Seconded: Cr Brown

- 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**
 - (d) Authorise the Chief Executive to make minor changes prior to finalisation of the Proposed Traffic Bylaw 2026.**

CARRIED

9.4 LOCAL GOVERNANCE STATEMENT 2025-2028**RESOLVED C 26/03-029**

Moved: Cr Sandford

Seconded: Cr Barker

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

CARRIED

Debbie Cossar overviewed the report.

RESOLVED C 26/03-030

Moved: Cr Temara-Benfell

Seconded: Cr Barker

- 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.**

CARRIED

9.5 COUNCIL SUBMISSION TO TOI MOANA BAY OF PLENTY REGIONAL COUNCIL'S ANNUAL PLAN 2026/27 & LONG-TERM PLAN AMENDMENT**RESOLVED C 26/03-031**

Moved: Cr Brown

Seconded: Cr Temara-Benfell

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.

CARRIED

The report was taken as read.

RESOLVED C 26/03-032

Moved: Mayor Tapsell

Seconded: Cr Barker

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)

CARRIED**9.6 CIVIL DEFENCE EMERGENCY MANAGEMENT (CDEM) - RECOMMENDATION TO APPOINT ADDITIONAL ALTERNATE LOCAL CONTROLLER****RESOLVED C 26/03-033**

Moved: Cr Wang

Seconded: Cr Brown

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

CARRIED

Stavros Michael overviewed the report.

RESOLVED C 26/03-034

Moved: Cr Wang

Seconded: Cr Paterson

- 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

CARRIED**9.7 FINANCIAL UPDATE - FEBRUARY 2026****RESOLVED C 26/03-035**

Moved: Cr Barker

Seconded: Cr Temara-Benfell

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

CARRIED

David Jensen overviewed the report and spoke to a presentation titled "Financial Update – February 2026" (ECM - 22621933).

9.8 COMMUNITY EXPERIENCE DASHBOARD**RESOLVED C 26/03-036**

Moved: Cr Brown

Seconded: Cr Barker

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

CARRIED

Alex Wilson overviewed the report and spoke to a presentation titled "Community Experience Dashboard" (ECM - 22618602).

Julianne Wilkinson and Rob Pitkethley answered questions on their respective areas.

The meeting adjourned at 11.28am

Attendance: Cr Maxwell left the meeting at 11.28am.

The meeting resumed at 11.45am.

9.9 CCO QUARTERLY REPORT - ROTORUA REGIONAL AIRPORT YTD JAN FY26	
RESOLVED C 26/03-037 Moved: Cr Sandford Seconded: Cr Lee	
1.	That the report 'CCO Quarterly Report - Rotorua Regional Airport YTD Jan FY26' be received.
CARRIED	

Nicole Brewer overviewed the report and spoke to a presentation titled "Rotorua Airport - Quarterly Update – January 2026" (ECM - 22620196).

Kevin Ward was present (via Zoom) for the presentation.

10 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)

RESOLVED C 26/03-038 Moved: Cr Wang Seconded: Cr Barker		
1. 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	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

	disadvantage, commercial activities	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 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
10.4 - 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. CARRIED	

The meeting moved into public excluded at 11.59am.

CLOSED SESSION

The meeting moved out of public excluded at 4.17pm.

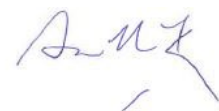
OPEN SESSION

10 TE KARAKIA WHAKAMUTUNGA – CLOSING KARAKIA

Cr Lee closed the meeting with a prayer.

The Meeting closed at 4.19pm.

Confirmed at the Council meeting on 22 April 2026.



Chair

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