



ROTORUA LAKES
COUNCIL
Te Kaunihera o ngā Roto o Rotorua

Te Kāpuinga Kupu – Whakahaere ā-Rohe
Local Governance Statement
2022 - 2025

NGĀ WHAKAPĀTANGA O NGĀ RATONGA KAUNIHERA COUNCIL SERVICES CONTACT DETAILS

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TE KĀPUINGA KUPU – WHAKAHAERE Ā-ROHE LOCAL GOVERNANCE STATEMENT

The Local Governance Statement is a collection of key policies and information about how Rotorua Lakes Council conducts its affairs in carrying out its role in the community.

It outlines how Council makes decisions and shows how residents can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

It will be updated from time to time as policies and information are updated or new policies and information become available.

4	Section 1 - Functions, Responsibilities & Activities
5	Section 2 - Local Legislation (including bylaws)
6	Section 3 - Electoral System & Opportunity To Change It
7	Section 4 - Representation
7	Section 5 - Māori Wards
8	Section 6 - Councillor Roles and Responsibilities
12	Section 7 - Code of Conduct
15	Section 8 - Council Decision Making Committees
27	Section 9 - Management Structure
27	Section 10 - Meeting Processes
29	Section 11 - Consultation Policies
29	Section 12 - Policies for liaising with, and memoranda or agreements, with Māori
31	Section 13 - Equal Employment Opportunity (EEO)
32	Section 14 - Key Approved Planning and Policy Documents
34	Section 15 - Elected Members
35	Section 16 - Requests for Official Information

NGĀ ĀHUATANGA, NGĀ KAWENGA ME NGĀ MAHI FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

Rotorua Lakes Council's primary role is to enable democratic local decision-making and action by, and on behalf, of communities and to meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Good quality, in relation to local infrastructure, local public services and performance of regulatory functions means infrastructure, services and performance that are efficient, effective and appropriate to present and anticipated future circumstances.

GENERALLY THE COUNCIL'S ROLES ARE TO:

- Set major policy including the long-term plan, annual and district plan, long term strategies and funding policies.
- Appoint and monitor the performance of the chief executive.
- Make decisions on matters that it has not delegated to committees or staff.

WHEN CARRYING OUT THESE ROLES THE COUNCIL MUST FOLLOW THESE PRINCIPLES:

- Conduct its business in an open, transparent, accountable and efficient manner.
- Take into account the views and diversity of the community for now and in the future.
- Provide opportunities for Māori to contribute to the decision-making process.
- Collaborate and co-operate with other local authorities and other bodies.
- Use sound business practices in its commercial activities.
- Ensure prudent stewardship and the efficient and effective use of its resources.
- Take a sustainable development approach, taking into account:
 - the social, economic and cultural interests of people and communities; and
 - the need to maintain and enhance the quality of the environment; and
 - the reasonably foreseeable needs of future generations.

THE COUNCIL WORKS WITH A VARIETY OF LEGISLATION, THE MAIN ACTS BEING:

- Building Act 2004
- Burial and Cremation Act 1964
- Dog Control Act 1996
- Health Act 1956
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Act 1974
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Public Bodies Leases Act 1969
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012

NGĀ TURE Ā-ROHE LOCAL LEGISLATION (INCLUDING BYLAWS)

In addition to the legislation that applies to all local authorities, the Rotorua Lakes Council is also bound by five pieces of local legislation (acts that apply specifically to it). These are:

- **Rotorua Borough Reclamation Empowering Act 1931**

This empowers the former Rotorua Borough Council to reclaim such portions and to authorise the vesting of lands reclaimed from the bed of Lake Rotorua in the Borough of Rotorua.

- **Rotorua City Geothermal Energy Empowering Act 1967**

This enables the former Rotorua City Council to make provision for the control of the tapping and use of geothermal energy in the City of Rotorua.

- **Rotorua City Empowering (Information Centre and Public Relations Office) Act 1972**

This gives powers to the former Rotorua City Council to establish, operate and manage an information centre and public relations office.

- **Rotorua City Empowering (Ōhinemutu Streets) Act 1974**

This vests the private streets and footways at Ohinemutu in the City of Rotorua.

- **Rotorua District Council (Sale of Liquor) Empowering Act 1996**

This authorises the Council to hold on-licences and special licences under the Sale of Liquor Act 1989 in respect of the following premises owned by the Council:

- Rotorua Lakes Council Civic Administration Building, Hinemaru Street
- Rotorua Convention Centre, Fenton Street
- Tourism Rotorua Centre, Fenton Street
- Rotorua Public Library, Haupapa Street
- Rotorua Museum of Art & History, Government Gardens, Queens Drive
- Energy Events Centre, Government Gardens, Queens Drive
- Rotorua Soundshell, Lakefront Reserve, Memorial Drive
- Rotorua International Stadium, Ray Boord Park, Devon Street

BYLAWS

The Rotorua Lakes Council also has a number of bylaws, which are as follows:

Air Quality Control Bylaw 2017
 Dog Control Bylaw 2005
 Food Safety Bylaw 2013
 Class IV Gambling and Board Venue Policy
 General Bylaw 2017
 Geothermal Safety Bylaw 2016
 Livestock Movement Bylaw 2012
 Alcohol Ban Bylaw 2018
 Signs on Roads Bylaw 2015
 Solid Waste Bylaw 2016
 Speed Limit Bylaw 2014
 Traffic Bylaw 2018
 Water Services and Trade Waste Bylaw 2019
 Local Alcohol Policy 2019

NGĀ PŪNAHA ME TE ĀHEINGA PANONITANGA ELECTORAL SYSTEM AND OPPORTUNITIES FOR CHANGE

Council's electoral system is governed by the Local Electoral Act 2001. This Act provides a choice of two electoral systems for the election of mayor, councillors and community board members. The choices are "First Past the Post" (FPP) or "Single Transferable Vote" (STV) system.

FPP allows electors to tick as many candidates names as they want, up to the number of vacancies to be filled. The candidate(s) that receive the most votes is declared the winner.

STV, instead of putting a tick beside a candidate's name, requires the elector to put a number. Electors are in effect ranking candidates in order of preference. The number of votes required for each candidate to be elected is called the quota and the quota is calculated on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved initially by counting of first preferences, then by transferring a portion of votes received by any candidates where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidate and the transfer of these votes in accordance with voter's second preference. This system is mandatory for District Health Board elections and has been adopted by some councils.

Rotorua Lakes Council currently uses the First Past the Post electoral system. Under the Local Electoral Act 2001, the Council can resolve to change the electoral system to be used at the next two elections to the Single Transferable Vote (STV) system or stay with First Past the Post (FPP) for the next election. Council can conduct a binding poll on the question or electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition demanding that a poll be held.

If the electoral system is changed, the new electoral system must be used for at least the next two triennial general elections; that is, we cannot change our electoral system for one election and then change back for the next triennial election.



NGĀ WHAKARITENGA WHAKAAHUAHANGA REPRESENTATION ARRANGEMENTS

Council is required to review its representation arrangements at least once every six years. This review was completed in 2021 for the 2022 and 2025 election. The next review will be undertaken in 2027.

The outcomes of the last review resulted in changes to the representation in 2022; with the introduction of a Māori Ward and a Rural Ward.

The representation model that was in place for the 2022 election was:

- 1 Mayor
- 1 Māori ward with 3 seats
- 1 general ward with 6 seats
- 1 Rural ward with 1 seat
- 1 Lakes Community Board
- 1 Rural Community Board

Our district is led by a mayor and councillors, who are elected by the electors of the district. The two community boards; one for the lakes area and one for the rural area, each comprise four elected members and one appointed member.

NGĀ WĀRI MĀORI ME ŌNA KAIPŌTI MĀORI WARDS AND CONSTITUENCIES

Councils can decide on whether to include Māori wards in their arrangements – it is not a mandatory requirement. A Council can vote on whether to establish Māori wards for their city or district.

On 2 March 2021, the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (the Amendment Act) came into effect. The Amendment Act:

- Ended all mechanisms for binding polls on whether to establish Māori wards or Māori constituencies, which the bill’s explanatory note described as “an almost insurmountable barrier”.
- Created a transition period ending 21 May 2021. The transition period enabled local authorities to make a decision on Māori wards in time for the 2022 local elections.

On 19 March 2021, Te Tatau o Te Arawa Charitable Trust began a wide consultation process seeking feedback from Te Arawa peoples, communities and entities. The process allowed an extensive range of opportunities to participate including hui , social media, and online surveys.

On 11 May 2021, Te Tatau o Te Arawa provided their report “Consideration of Māori Wards and Māori Representation for Rotorua District”. The report records that Te Arawa supported the establishment of Māori wards.

On 21 May 2021, Council accepted the recommendation from Te Tatau o Te Arawa to establish a Māori ward.

The Māori Ward represents three seats of the Council Membership of ten.

NGĀ TŪRANGA ME NGĀ KAWENGA O NGĀ MANU MĀTĀRAE COUNCILLOR ROLES AND RESPONSIBILITIES

REPRESENTATION AND GOVERNANCE ROLE

The representation role involves 'representing' the views of citizens. The governance role involves making decisions for the overall benefit of the community, not only for the current generation but for generations to come.

Governance is primarily about setting the future direction of organisations and communities and ensuring assets and resources are suitable for achieving that direction. This involves setting priorities and making trade-offs as few organisations can afford to meet all the demands made upon them. Elected members must learn to balance the needs and interests of their voters, residents and interest groups with those of their council.

Key aspects of the governance role are strategic planning; decision making; policy and strategy review; scrutiny of management's performance and community leadership and engagement.

The below outlines the key expectations for the roles within the Rotorua Lakes Council governing body.

MAYOR

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles:

- Presides over all Council meetings, ensuring that the Members act within the guidelines of the code of conduct
- Advocates on behalf of the community. This role may involve promoting the community and representing its interests
- Is the Ceremonial head of Council
- Assists in providing leadership and feedback to other elected members
- Is a Justice of the Peace, while the Mayor in office

Under the Local Government Act 2002, Amendment Act 2012. Clause 3 of the new section 41A which came into force on 12 October 2013 the Mayor also has the following roles and powers:

- (1) The role of a mayor is to provide leadership to –
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
- (2) Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
- (3) For the purposes of subsections (1) and (2), a mayor has the following powers:
 - (c) to appoint the deputy mayor;
 - (d) to establish committees of the territorial authority;
 - (e) to appoint the chairperson of each committee established under paragraph (b), and for that purpose, a mayor-
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action.

DEPUTY MAYOR

The role of the Deputy Mayor is to:

- represent the views of citizens
- make decisions for the overall benefit of the community
- participate in the development of a vision for the community
- set the direction and priorities to achieve the vision
- adopt comprehensive plans and strategies
- make decisions about which programmes and services should be provided
- adopt long-term budgets
- support council at civic functions including citizenship ceremonies, delegations, pohiri, etc
- support stakeholder identification and engagement
- genuine understanding of Te Ao Māori, the Treaty and Rotorua Township agreement
- encourage locals to be part of the decision-making processes
- show a genuine interest for issues faced by local communities
- address, community groups, ratepayer etc at public speaking occasions including public meetings, engagement session, information evenings, opening etc – good public speaking skills
- understand, analyse and resolve complex issues
- commit to elected members' Code of Conduct
- undertake research, read reports & agendas – be prepared
- be engaged and present
- be flexible – evening and weekend work required
- support the delivery of the strategic work programme of each committee
- is informed and understands the issues/risks facing the council and district
- participates in the lifecycle development and key milestones achievements of projects and programmes within the strategic work programme
- prepares for and attends agenda setting/report approval meetings with CE and staff to ensure information is relevant and timely for the committee
- undertake meeting/decision making follow ups to ensure keys themes/decisions are being clearly communicated to the public and media
- guide committee members around strategic direction, policy recommendations
- facilitate informal discussions between councillors and staff on key issues related to strategic work programme.
- represent council on working groups locally, regionally and nationally.
- chair when required committee meetings
- act as committee spokesperson when communicating with the media, when required.

In addition to the roles and responsibilities listed above the Deputy Mayor:

- provides strategic support to the Mayor
- acts in the full capacity of the Mayor in the mayor's absence with full delegation
- works closely with councillors to ensure understanding of issues and best decision making outcomes are achieved
- supports Mayor and CE in monitoring and progressing the council's strategic work programme
- maintains watching overview and guidance to the Mayor on key issues/risks facing the council and district
- advocates on behalf of the local community with central government, other local authorities and other agencies
- represents Council at various local, national and international settings both informal and formal.
- addresses the media on Council issues
- represents Council to a high standard recognising that conduct in the role of Deputy Mayor reflects on Council as a whole.

DEPUTY CO-CHAIR

The role of a Deputy Co-Chair is to:

- represent the views of citizens
- make decisions for the overall benefit of the community
- participate in the development of a vision for the community
- set the direction and priorities to achieve the vision
- adopt comprehensive plans and strategies
- make decisions about which programmes and services should be provided
- adopt long-term budgets
- support council at civic functions including citizenship ceremonies, delegations, pohiri, etc
- support stakeholder identification and engagement
- genuine understanding of Te Ao Māori, the Treaty and Rotorua Township agreement
- encourage locals to be part of the decision-making processes
- show a genuine interest for issues faced by local communities
- address, community groups, ratepayer etc at public speaking occasions including public meetings, engagement session, information evenings, opening etc – good public speaking skills
- understand, analyse and resolve complex issues
- commit to elected members' Code of Conduct
- undertake research, read reports & agendas – be prepared
- be engaged and present
- be flexible – evening and weekend work required

In addition to the roles and responsibilities of the councillor the Deputy Co-chairs will:

- support the delivery of the strategic work programme of each committee
- is informed and understands the issues/risks facing the council and district
- participates in the lifecycle development and key milestones achievements of projects and programmes within the strategic work programme
- prepares for and attends agenda setting/report approval meetings with CE and staff to ensure information is relevant and timely for the committee
- undertake meeting/decision making follow ups to ensure keys themes/decisions are being clearly communicated to the public and media
- guide committee members around strategic direction, policy recommendations
- facilitate informal discussions between councillors and staff on key issues related to strategic work programme.
- represent council on working groups locally, regionally and nationally.
- chair when required committee meetings
- act as committee spokesperson when communicating with the media, when required.



COUNCILLOR

The role of a Councillor is to:

- represent the views of citizens
- make decisions for the overall benefit of the community
- participate in the development of a vision for the community
- set the direction and priorities to achieve the vision
- adopt comprehensive plans and strategies
- make decisions about which programmes and services should be provided
- adopt long-term budgets
- support council at civic functions including citizenship ceremonies, delegations, pohiri, etc
- support stakeholder identification and engagement
- genuine understanding of Te Ao Māori, the Treaty and Rotorua Township agreement
- encourage locals to be part of the decision-making processes
- show a genuine interest for issues faced by local communities
- address, community groups, ratepayer etc at public speaking occasions including public meetings, engagement session, information evenings, opening etc – good public speaking skills
- understand, analyse and resolve complex issues
- commit to elected members' Code of Conduct
- undertake research, read reports & agendas – be prepared
- be engaged and present
- be flexible – evening and weekend work required.

CHIEF EXECUTIVE

The Chief Executive (CE) is appointed by the Council in accordance with Section 42 of the Local Government Act 2002.

The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of Section 42 of the Act, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council
- providing advice to the Council
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- managing the activities of the local authority effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing staff on behalf of the local authority.

NGĀ TIKANGA MATATIKA CODE OF CONDUCT

All elected members are required to adhere to a Code of Conduct. Adopting such a code is a requirement of Schedule 7 of the Local Government Act 2002.

Once adopted, the code of conduct continues in force until amended by council. The code can be amended at any time but cannot be revoked unless council replaces it with another code of conduct. Once adopted, amendments to the code require a resolution supported by 75 per cent or more of the members of council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for their consideration and vote.

Council adopted a Code of Conduct on 12 December 2019.

APPLICABLE STATUTORY REQUIREMENTS

Elected representatives have specific obligations as to their conduct in the following legislation:

Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders.

Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).

LOCAL AUTHORITY (MEMBERS' INTERESTS) ACT 1968

This Act regulates situations where members' personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest.

Members may also contact the Audit Office for guidance as to whether that member has a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Audit Office for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another Councillor is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the Council, other Councillors, and any employee of the Council or any member of the public.

SECRET COMMISSIONS ACT 1910

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to 2 years, or fines up to \$1000, or both. A conviction therefore would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the member from office.

CRIMES ACT 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.
- These offences are punishable by a term of imprisonment of 7 years or more. Elected members convicted of these offences will also be automatically ousted from office.

SECURITIES ACT 1978

The Securities Act 1978 essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.



Photo credit Paul Michael

NGĀ KOMITI WHAIMANA O TE KAUNIHERA

COUNCIL DECISION MAKING COMMITTEES

TE KAUNIHERA O NGĀ ROTO ROTORUA

COUNCIL

Type of Committee	Council Committee
Subordinate to	Not applicable
Subordinate Committees	<ul style="list-style-type: none"> • District Licensing Committee • Audit and Risk Committee
Legislative Basis	Schedule 7 s30 (1) (A), Local Government Act 2002 Committee delegated powers by the Council as per Schedule 7, s32, 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.
Reference	01-15-016
Membership	Mayor (Chair) Deputy Mayor (Deputy Chair) All Councillors
Quorum	6
Meeting frequency	Monthly
Delegations	<ul style="list-style-type: none"> • 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 • the power to set and support strategies in measures related to emergency matters. • all the powers, duties and discretions under the Civil Defence Act for the proper operation and administration of the approved Civil Defence Plan; such delegation to be executed solely within the defined policy guidelines as determined from time to time by the Council and subject to the Financial limits imposed by the approved Council estimates. <p>Additional responsibilities retained by the Council committee:</p> <ul style="list-style-type: none"> • Advise and support the mayor on the development of the long-term plan and annual plans • Approval of long-term plan or annual plan consultation documents, and supporting information and consultation process prior to consultation

- Approval of a draft bylaw prior to consultation
- Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of the electoral officer
- Adoption of, and amendment to the Committee Terms of Reference, Standing Orders and Code of Conduct
- Relationships with the Te Tatau o te Arawa board, including the funding agreement
- Monitor the overall financial management and performance of the council
- Make financial decisions required outside of the annual plan budgeting processes
- Approve the council's insurance strategy and annual insurance placement for Council
- Write-offs
- Acquisition of property in accordance with the Long-term Plan
- Disposals in accordance with the Long-term Plan
- Review the Chief Executive's performance annually and establish performance targets for each year
- Undertake a performance review at the end of the first term of appointment as required by Schedule 7, clause 35 of the Local Government Act 2002. Undertaken no less than 6 months before the date on which the chief executive's contract of employment for the first term expires.

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.



TE KOMITI TUPU WHAKARITORITO COMMUNITY AND DISTRICT DEVELOPMENT COMMITTEE

Type of Committee	Whole of Council Committee
Subordinate to	Not applicable
Subordinate Committees	Not applicable
Legislative Basis	Schedule 7, clause 30 (1) (a), Local Government Act 2002.
Purpose	To oversee planning, monitoring, education and enforcement activities, and guide the economic and physical development and growth of the Rotorua District.
Reference	01-15- 019
Membership	Mayor Deputy Mayor All Councillors
Quorum	6
Meeting frequency	Monthly
Delegations	<ul style="list-style-type: none"> • Oversee the management of council’s planning, monitoring, education and enforcement activities, including: <ul style="list-style-type: none"> ○ Community safety ○ Regulatory and compliance ○ Environmental health ○ Animal Control ○ Parking Enforcement ○ Noise control ○ Food Act ○ Building Control ○ Consents and inspections ○ Resource Consents ○ Subdivision, land use and development control ○ District Plan ○ Plan Changes ○ Arts and Culture ○ Community wellbeing • Lead and oversee District Plan reviews and associated plan changes • Encourage engagement with the business community, economic agencies and major economic sectors that enables and attracts smart investment • Monitor Council’s contribution to the Te Arawa Vision (specifically in relation to Community and District Development outcomes) • Development and implementation of Economic Development Strategy/Framework • Development and implementation of a Destination Management Plan • Central business district - revitalised growth and development included focus on Fenton Street Corridor • District growth and development

- Council controlled organisations (CCO's) - advising on the content of the annual Statement of Expectations, agreement on Statement of Intent, monitoring against the Statement of Intent the financial and non-financial performance of CCO's
- Make appointments and authority to remove appointments to Council-Controlled Organisations (CCO's).

Relevant Statutes All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.



TE KOMITI TŪĀNUKU TŪĀRANGI INFRASTRUCTURE AND ENVIRONMENT COMMITTEE

Type of Committee	Whole of Council Committee
Subordinate to	Not applicable
Subordinate Committees	Not applicable
Legislative Basis	Schedule 7, clause 30 (1) (a), Local Government Act 2002.
Purpose	To develop, implement, monitor and review strategies, policies, plans and functions associated with Infrastructure and environment activities.
Reference	01-15-018
Membership	Mayor Deputy Mayor All Councillors
Quorum	6
Meeting frequency	Monthly
Delegations	<ul style="list-style-type: none"> • Oversee the management of council’s infrastructure assets, utility services and public facilities including: <ul style="list-style-type: none"> • Transportation • Three waters • Land drainage • Laboratory services • Waste collection, landfill, recycling • Sports, Reserves and Recreation • Cemetery • Civil Defence Emergency Management • Accountable for the development and implementation of the Infrastructure Strategy, Asset Management Plan and inputs on infrastructure related projects associated with Development Contributions Policy • Oversight of progress of design and build projects such as, but not limited to: <ul style="list-style-type: none"> ○ Waste water treatment plant ○ Sewerage schemes (Rotoiti/Rotoma/Rotoehu, Tarawera) ○ Development of major facilities for example Museum, Aquatic Centre, Libraries ○ Water storage and drainage for growth ○ Infrastructure provision for growth ○ Major transport projects, cycleways ○ Reticulation of water supplies • Undertake master planning of strategic facilities and spaces • Encourage engagement with organisations within the sector to consider environmental matters including: <ul style="list-style-type: none"> ○ Climate change response, both mitigation and adaptation ○ Biodiversity ○ Waste Minimisation ○ Environmentally sustainable practices

- Environmental aspects of energy, transport and water
 - Monitoring and reporting against action within the Climate Action Plan
 - Monitor Council's contribution to the Te Arawa Vision (specifically in relation to Infrastructure and Environment outcomes)
 - The provision and maintenance of facilities and space for the general use of the public for recreation of all kinds including sporting activities, passive enjoyment, open spaces, play areas, toilets and changing sheds, flower beds, trees and shrubs, and display areas
 - The production of Management Plans and the general management of reserves in compliance with the Reserves Act 1977 and the general administration of the Reserves Act 1977 with the exception of the Hearings of Objections to the Classification of Reserves and Management Plans
 - The leasing of recreational land for commercial recreational purposes
 - The beautification of public gardens and parks
 - Street trees
- Council controlled organisations (CCO's) - advising on the content of the annual Statement of Expectations, agreement on Statement of Intent, monitoring against the Statement of Intent the financial and non-financial performance of CCO's
 - Make appointments and authority to remove appointments to Council-Controlled Organisations (CCO's).

Relevant Statutes All the duties and responsibilities listed above must be carried out in accordance with the relevant legislation.



COMMITTEES

TE KOMITI AROTAKE ME TE HAUMARU AUDIT AND RISK COMMITTEE

Type of Committee	Standing Committee
Subordinate to	Council
Subordinate Committees	Not applicable
Legislative Basis	Schedule 7 s30 (1) (A), Local Government Act 2002 Committee delegated powers by the Council as per Schedule 7, s32, Local Government Act 2002
Purpose	<p>The purpose of the Audit and Risk Committee is to:</p> <ul style="list-style-type: none"> • monitor and report to the Council on: <ul style="list-style-type: none"> ○ The Council’s external and internal audit process ○ The performance of Council’s legal responsibilities (within the ambit of the Committee’s delegated authority) ○ The independence and effectiveness of Council’s internal audit processes ○ Existing corporate policies (including recommending new corporate policies to prohibit unethical, questionable or illegal activities) • provide a communication link between management, internal auditors/ external auditors and Council • support measures to improve management performance and internal controls • support the professional independence, effectiveness and accountability of the Risk Management Framework.
Reference	01-15-217
Membership	<p>Chair – (Independent) Deputy Chair – (Independent) Mayor Deputy Mayor Deputy Co-chair (2) – Community and District Development Deputy Co-chair (2) – Infrastructure and Environment</p> <p>External members will be appointed for an initial term of no more than three years that aligns with the triennial elections, after which they may be eligible for extension or reappointment.</p> <p>External membership contracts are to be reviewed and assessed no later than two months after each triennial election to allow for transition and continuity.</p>
Quorum	4
Meeting frequency	Four times a year

Delegations

The Audit and Risk Committee will have responsibility and authority to:

External Audit

- Engage with Council’s external auditors regarding the external audit work programme and
- Review engagement letters and management reports
- Recommend to Council the terms and arrangements for the external audit programme
- Monitor management response to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented.

Internal Audit

- In conjunction with the CE, agree the scope of the annual internal audit work programme
- Approve Council’s internal audit charter
- Monitor the delivery of the internal audit work programme
- Assess whether all significant recommendations of the Internal Audit have been properly implemented by management. Any reservations the Internal Auditor may have about control risk, accounting and disclosure practices should be discussed by the committee
- Review the Annual Internal Audit Plans and assess whether resources available to Internal Audit are adequate to implement the Plans.

Risk Management

- Review the effectiveness of the control environment established by management including computerised information systems controls and security. This also includes a reviewing/monitoring role of the documentation of all policies and procedures.
- Review the effectiveness of the risk assessment/management policies and processes.
- Engage with internal and external auditors on any specific one-off audit assignments.
- Consider matters referred to the committee by the CE, Council or other Council committees.
- Review the appropriateness of accounting policies adopted by Council
- Civil Defence hazard and preparedness policies and procedures.

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

DISTRICT LICENSING COMMITTEE

Type of Committee	Standing Committee
Subordinate to	Council
Subordinate Committees	Not applicable
Legislative Basis	Sections 186 to 195, Sale and Supply of Alcohol Act 2012
Purpose	The purpose of the District Licensing Committee is to deal with items related to Sale and Supply of Alcohol Act 2012
Reference	33-49-192
Membership	Chair - Ms Karen Hunt Council representative - Mr Phill Thomass Member - Mr Trevor Owen Member - Mr Alastair Gibson Member - Mrs Jane Eynon-Richards
Quorum	No objection or opposition applications – Chair alone All other matters – Chair plus 2 members
Meeting frequency	Scheduled for monthly
Delegations	<ul style="list-style-type: none"> • to consider and determine applications for licences and manager’s certificates; and • to consider and determine applications for renewal of licences and manager’s certificates; and • to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136; and • to consider and determine applications for the variation, suspension, or cancellation of special licences; and • to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280; and • with the leave of the chair for the licensing authority, to refer applications to the licensing authority; and • to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and • any other functions conferred on licensing committees by or under this Act or any other enactment.
Relevant Statutes	Sale and Supply of Alcohol Act 2012 Sale and Supply of Alcohol Regulations 2013 Sale and Supply of Alcohol (Fees) Regulations 2013 Commission of Inquiry Act 1908

COMMUNITY BOARDS

RĀNGAI KOROTO MOANA

LAKES COMMUNITY BOARD

Type of Committee Independent Board

Subordinate Committees Not applicable

Legislative Basis Schedule 7 s30, Local Government Act 2002

PURPOSE The purpose of the Community Board is to:

- Represent and act as an advocate for the interest of its community
- Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- Maintain an overview of services provided by the territorial authority within the community
- Prepare an annual submission to the territorial authority for expenditure within the community
- Communicate with community organisations and special interest groups within the community
- Undertake any other responsibilities that are delegated to it by the territorial authority.

Reference 01-14-472

Membership 4 elected representatives
1 Council representative

Quorum 3

Meeting frequency Monthly

Delegations

- Make submissions (as a Community Board) to any organisation relating to matters of interest to the Board in respect of the Board's area (a copy of any such submission is to be given to the Council's Chief Executive);
- Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers being of particular interest to the residents within its community;
- Consider matters referred to it by Officers of the Council, the Council, including reports relating to the provision of Council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This will include:
 - a) monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided;
 - b) providing input to the Council's Long-term Plan and Annual Plan;
 - c) providing input to proposed District Plan changes;
 - d) providing input to strategies, policies and plans that impact on the Board's area; and
 - e) Providing input to bylaw changes that impact on the Board's area.
- Council shall consult with the Board on issues that impact on the Rotorua Lakes Community Board's area and allow sufficient time for the Board's comments to be considered before a decision is made.

RĀNGAI TAIWHENUA RURAL COMMUNITY BOARD

Type of Committee Independent Board

Subordinate Committees Not applicable

Legislative Basis Schedule 7 s30, Local Government Act 2002

PURPOSE The purpose of the Community Board is to:

- Represent and act as an advocate for the interest of its community
- Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- Maintain an overview of services provided by the territorial authority within the community
- Prepare an annual submission to the territorial authority for expenditure within the community
- Communicate with community organisations and special interest groups within the community
- Undertake any other responsibilities that are delegated to it by the territorial authority.

Reference 01-14-012

Membership 4 elected representatives
1 Council representative

Quorum 3

Meeting frequency Monthly

Delegations

- Make submissions (as a Community Board) to any organisation relating to matters of interest to the Board in respect of the Board's area (a copy of any such submission is to be given to the Council's Chief Executive);
- Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers being of particular interest to the residents within its community;
- Consider matters referred to it by Officers of the Council, the Council, including reports relating to the provision of Council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This will include:
 - a) monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided;
 - b) providing input to the Council's Long-term Plan and Annual Plan;
 - c) providing input to proposed District Plan changes;
 - d) providing input to strategies, policies and plans that impact on the Board's area; and
 - e) Providing input to bylaw changes that impact on the Board's area.
- Council shall consult with the Board on issues that impact on the Rotorua Rural Community Board's area and allow sufficient time for the Board's comments to be considered before a decision is made.



ROTORUA LAKES COUNCIL

Te kaunihera o ngā roto o Rotorua

TE HANGANGA KAIWHAKAHAERE MANAGEMENT STRUCTURE

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

NGĀ TIKANGA WHAKAHAERE HUI MEETING PROCESSES

There are legal requirements determining how the Council, community board and committee meetings run. The meeting rules are set out in the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the Council's Standing Orders.

TRIENNIAL (INAUGURAL) MEETING OF THE GOVERNING BODY

The Chief Executive calls the first meeting following the triennial elections as soon as practicable after election results are known. Notice of at least seven days before the meeting is required.

The first meeting of the Rotorua Lakes Council was 21 October 2022

The first meeting of the Lakes Community Board was 12 December 2022

The first meeting of the Rural Community Board was 12 December 2022

The Chief Executive presides over the meeting of the governing body until the Mayor makes the declaration required by Schedule 7 of the LGA Act 2002.

Business that must be conducted at the first meeting after general elections must include:

- A general explanation of:
 - the Local Government Official Information and Meetings Act 1987
 - other laws affecting members, including:
 - the appropriate provisions of the Local Authorities (Members Interest) Act 1968
 - Sections 99, 105, 105A of the Crimes Act 1961
 - the Secret Commissions Act 1910
 - the Securities Act 1978
- The fixing of the date and time of the first meeting of the local authority or the adoption of a schedule of meetings.

ORDINARY MEETINGS

Rotorua Lakes Council meetings are held on a monthly cycle. Upcoming meetings are published monthly in the Daily Post. Meeting dates are also available on the Council's website.

The public are welcome to attend all Council, community board and committee meetings.

Occasionally confidential matters will be discussed. The public are not able to attend those parts of the meetings. There are limited reasons for excluding the public from a meeting. The reasons are set out in the Local Government Official Information and Meetings Act 1987, and generally relate to protection of personal privacy, professional or legal privilege, commercial negotiation or commercial sensitivity.

Meeting agendas and minutes are available online. Reports and minutes containing confidential information will not be available online.

All open sessions of meetings are live streamed.

EXTRAORDINARY MEETINGS

An extraordinary meeting can be called by the Mayor, chair or the chief executive (if the mayor/chair is absent) if there are matters which must be dealt with and require shorter notice.

FORUMS

From time to time council will hold forums. Forums or briefings are to inform elected members on emerging issues, or get an indication of councillor preference before initiating a policy or project, or provide an opportunity for the council to develop ideas and to be informed of the options and issues the council may face. Forums cannot be used to make decisions. These sessions are not open to the public or the media. The Local Government Official Information and Meetings Act in relation to meeting establishment does not apply to forums.

ADMISSION OF PUBLIC TO MEETINGS

Members of the public can participate in the democratic process by:

- attending meetings
- making deputations to meetings
- presenting petitions
- making written submissions to hearings
- presenting evidence or submissions at hearings
- public forums.

ATTENDING MEETINGS

All hearings and meetings of council are open for public attendance unless a resolution has been passed to exclude the public under section 48(1) of the LGOIMA.

If members of the public are in the room when a resolution to exclude is passed, the chair will ask the public to leave the room for the duration of the item.

Once the item has been completed, the meeting will move out of the public-excluded session. The public can then be invited back in to the meeting.

STANDING ORDERS

Standing orders provide the basis for the orderly conduct of meetings and contain rules defining the rights of chairs and members to address meetings. Elected members must adhere to the standing orders adopted by Council under the Local Government Act 2002. These standing orders are subject to the same legal requirements as a code of conduct with regard to their adoption and amendment. Council also uses the standing orders to deal with the many matters they manage that are not covered by legislation.

NGĀ KAUPAPA HERE I NGĀ UIUINGA CONSULTATION POLICIES

Community engagement is important to enable participation in decision making and to understand the views and preferences of people who are likely to be affected by or interested in an issue, proposal, decision or other matter.

The Council's Significance and Engagement Policy provides clarity to the Rotorua Lakes Council community on how they can expect to be engaged in Rotorua district decision-making processes.

NGĀ KAUPAPA HERE ME NGĀ TOHU WHAKAAHUA I TE MAHI TŪTAKITAKI I TE MĀORI POLICIES FOR LIAISING WITH, AND MEMORANDA OR AGREEMENTS, WITH MĀORI

In a fully functioning Treaty relationship, local government and iwi are natural partners. Both are intimately concerned with the wellbeing of people and places, and both have intergenerational responsibilities.

At Rotorua Lakes Council, our approach is genuine partnership with Māori and this partnership approach is one of a range of mechanisms we use to broaden input into decision making, thereby leading to more robust and enduring outcomes.

Our focus on partnership arises for a number of reasons, we have statutory obligations, we have entered into formal relationship agreements, and fundamentally because effective working relationships are necessary in order to deliver council's work programme for the whole of our community.

Māori and iwi organisations in our district are important contributors as tāngata whenua with hundreds of years of history, whakapapa and mātauranga. They comprise more than 40% of our district population are users of council services, and are local developers, business owners and rate payers. Māori also hold significant resources as owners, managers and kaitiaki for land, water and natural resources, that council seeks to secure public access and public use (for example, the Whakarewarewa forest and the lakes), while upholding mana whenua in their role as kaitiaki and as rangatira.

The Local Government Act 2002 (LGA) requires councils to have good systems for engaging with Māori. Section 81 of that Act requires councils to establish and maintain processes for Māori to contribute to decision making, as well as to plan for how to support Māori capacity to contribute. Section 77 of the LGA requires that when councils are making significant decisions, they must take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.

In addition to the general obligations that apply to all councils, there is specific Treaty settlement legislation that applies to the Rotorua Lakes Council and imposes obligations:

- Te Arawa Lakes Settlement Act 2006.
- Affiliate Te Arawa Iwi and Hapū Claims Settlement Act 2008.
- Central North Island Forests Lands Collective Settlement Act 2008.
- Ngāti Tūwharetoa, Raukawa, Te Arawa River Iwi Waikato River Act 2010.
- Raukawa Claims Settlement Act 2014.
- Ngāti Rangiwewehi Claims Settlement Act 2014.
- Tapuika Claims Settlement Act 2014.
- Ngāti Rangiteaorere Claims Settlement Act 2014.
- Ngāti Rangitihī Claims Settlement Act 2022.

RELATIONSHIP/PARTNERSHIP AGREEMENTS WITH IWI AND HAPŪ

Over the years, previous Councils have entered into agreements with mana whenua that require regular, formal meetings between the governance of the mana whenua groups and Council. Council staff report on our relevant activities at these meetings. These meetings are a good forum to raise awareness of an issue or project.

Those agreements and protocols include:

- Joint Management Agreement (JMA) with Raukawa. This JMA has legislative effect requiring joint decision-making for specific RMA planning decisions.
- JMA with Te Arawa River Iwi, which has similar effect to the Raukawa JMA
- Protocol agreements with Ngāti Rangiwewehi, Tapuika and Ngāti Rangiteaorere, which were all negotiated as part of their respective Treaty settlements. These require regular meetings of iwi and Council leadership.
- Tūhourangi Agreement. This is an early agreement negotiated outside of Treaty settlement. It requires regular meetings and is an important leadership mechanism because of the range of council projects affecting Tūhourangi (currently including the Tarawera reticulation network, public mountain-bike trails across their lands, and upgrades of council lakeside reserves affecting their lands and taonga).
- Gifted Reserves Protocol with Ngāti Whakaue. In 1994, the Crown agreed to return reserves to Ngāti Whakaue if those reserves are no longer needed for their gifted purpose. The Gifted Reserves Protocol was agreed in 1995, and requires that council (as manager of the reserves) seek Ngāti Whakaue approval before any lease, easement or similar transaction is entered into over the reserves.
- Kauae Cemetery. Ngāti Whakaue have vested a large portion of their land for use as a public cemetery. The Trustees of the cemetery are appointed by Ngāti Whakaue and Council.

TE ARAWA PARTNERSHIP AGREEMENT

The Te Arawa Partnership Agreement was signed in December 2015, between Te Tatau o Te Arawa and Rotorua Lakes Council. The partnership model was proposed by Te Arawa, and then subject to extensive consultation. Te Tatau is an independent charitable trust established by Te Arawa that Council makes a funding contribution to alongside many other funding agencies. As part of its Te Arawa 2050 vision, Te Tatau invests in a range of projects.

STAFF RESOURCES

Council staff are on a journey to become more effective in engagement with Māori through the Te Amorangi unit. Its purpose is to build bicultural organisational capability that ensures integrated responsiveness to Māori and excellence of engagement in the Te Arawa Partnership.

WHAKAŌRITE WHIWHINGA MAHI EQUAL EMPLOYMENT OPPORTUNITIES

EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Rotorua Lakes Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees. The Council will provide a welcoming positive environment and will implement a purposeful programme of action to ensure its activities and services are carried out with an awareness of, and an intent to eliminate discrimination in the areas of sex, marital status, religious beliefs, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation.

REMUNERATION POLICY

A total rewards policy was approved in 2022.

EQUITY POLICY STATEMENT

The Rotorua Lakes Council recognises the right of all employees to work in a safe and respectful environment where they are protected from all forms of violence, harassment and unlawful discrimination.

The Rotorua Lakes Council will not tolerate violence, harassment and unlawful discrimination whether it be by supervising personnel, co-workers and members of the public toward staff, or by staff toward members of the public. Appropriate action will be taken against those who offend.

To ensure these goals the Rotorua Lakes Council will:

- Ensure that all policies, procedures and processes support these goals.
- Ensure all staff have adequate training and understand this policy.
- Provide staff with access to support and advice through both external and internal persons.

This policy covers all workplace environments including external venues arranged through the Rotorua Lakes Council and all relationships between staff, customers and contractors involved with this organisation.

Every staff member is responsible to support this policy and to ensure it is supported.

EMPLOYEE ASSISTANCE PROGRAMME POLICY

The Rotorua Lakes Council, together with staff representatives, will assist those employees who have personal problems that affect their work performance. It is in the best interest of the employer, unions and employee that a person with impaired work performance should receive early assistance and at the same time be assured that this will in no way be detrimental to their career.

NGĀ PEPA WHAKAMAHERE, KAUPAPA HERE HOKI RĀ KUA MĀTUA WHAKAAETIA KEY APPROVED PLANNING AND POLICY DOCUMENTS

SPATIAL PLAN - PLANNING FOR THE FUTURE OF ROTORUA

Looking at how Rotorua may grow in the future commenced with the development of the Spatial Plan in 2018. Council is now required to develop what is called a future development strategy. This will consider options for where growth could occur in the future, with a 30 to 50 year focus. This new strategy will go further in terms of investigating potential growth areas, and whether these areas could grow and sustain more development in a viable way.

LONG-TERM PLAN (LTP)

The Long-Term Plan is the Council's main strategic document, setting out the long-term direction for the Council. The plan provides a forecast of the Council activities expected to be delivered in the next three years. It also indicates Council activities in the following seven years.

The plan provides the basis for the Council's work detailing the:

- Council outcomes the activities contribute to
- Costs associated with providing activities
- Indicators used to measure the Council's performance.

The plan is reviewed every three years following extensive public consultation, which is an ideal opportunity for the public to participate in local decision making.

The current LTP was adopted in 2021 and will be reviewed in 2023/24.

ANNUAL PLAN

The Annual Plan is the Council's work programme and budget for the current year (including setting rates). The annual plan is developed from the LTP. It includes information on Council's policies, actions, and funding that is to be undertaken for the coming financial year. Any significant changes from the Long-term plan's policies, objectives, significant services and performance measures are explained.

The annual plan is Council's main means of communicating its projects and programmes to the public, and is a link to the rate-setting process. Annual plans must be adopted by 30 June each year. If a council's annual plan makes no material changes to the budget and work programme set out in the LTP there is no requirement for council to consult or seek the community's views.

ANNUAL REPORT

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. Annual reports must be audited and adopted by 31 October each year. The Council is required to publish its annual report no later than 4 months after the end of the financial year which is 30 June.

Council is also required to produce an annual report summary. The summary of the annual report aids accountability, accessibility and understanding of the full document.

DISTRICT PLAN

The District Plan provides guidance and rules about how land can be used and developed. The Plan helps determine where activities can take place, what restrictions might be put in place and what natural and cultural features should be protected.

The District Plan is a statutory document required by the Resource Management Act 1991. The current Plan became operative in June 2016.

Previously the District Plan was reviewed no later than 10 years after it became operative. To keep pace with the change (environmental, economic, social and cultural), rolling reviews are now undertaken as required.

ASSET MANAGEMENT PLANS

Asset Management Plans bring together all of the data and information about the assets. This helps the Council to make effective decisions throughout the lifecycle of each asset. The assets are important as they are required to deliver the Council's activities and meet the levels of service adopted in the LTP.

The Council holds property, plant and equipment assets of approximately \$1.5 billion.

REVENUE AND FINANCING POLICY SUMMARY

This policy explains how the Council's activities are funded. The policy indicates which groups and/or individuals the Council sees as benefitting from each of the Council's activities. The Revenue and Financing Policy is reviewed once every three years as part of the development of the LTP.

SIGNIFICANCE AND ENGAGEMENT POLICY

This policy tells the community about Rotorua Lakes Council's approach to determining the significance of a matter and how they can expect to be engaged in the decision making processes. The policy also lists the Council's strategic assets and activities.

NGĀ MANU MĀTĀRAE ELECTED MEMBERS

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GENERAL WARD

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RURAL WARD

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HE TONO RAPU MŌHIOTANGA ŌKAWA REQUEST FOR OFFICIAL INFORMATION

Rotorua Lakes Council holds a wide range of information. The majority of the information is publicly available on request or available on the Council's website. Information requests should be sent to the Council by emailing **info@rotorualc.nz** or by calling the Council on **07 348 4199**. Members of the public can request information at any time. When responding to information requests, Council staff will consider the request under the requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Information requests should be as specific as possible so information can be found quickly. Council staff will contact requesters if clarification of a request is necessary.

The Council has 20 working days to respond to requests. In some circumstances that timeframe can be extended.

If a request will require a lot of staff time to research and compile, or a lot of information is required, the requester may be asked to pay some or all of the cost in advance. The Council always contacts requesters before a charge is incurred.

Sometimes the information requested cannot be released. When the Council decides to withhold information, the requester is provided with the reasons why. The reasons for withholding information are set out in the LGOIMA. The most common reasons for withholding information are to:

- protect people's privacy
- enable the Council to carry out its commercial activities
- protect confidential or commercially sensitive information
- maintain legal privilege

Individuals have the right to ask for any information about themselves, without charge. Special rules govern the right of access to personal information and Council can be asked to correct information which is inaccurate or incomplete or misleading. If Council believes that its information is accurate, it must nevertheless note on its file that an objection has been made as to the accuracy of the information and the reasons for it.

All requests to Council, whether verbal or in writing, are deemed to be requests under the Local Government Official Information and Meetings Act 1987. However, in the course of Council's day to day business operations, staff are constantly involved in giving out information to the public from records held. Some legislation directs that certain information must be released and conversely also may direct that information is not to be released. It is only in such cases where doubt exists as to whether any particular information that is held can or should be released, that a formal process is adopted and followed to deal with such requests. In all other cases the information is provided in the course of day to day business.

All such requests are directed internally to the Deputy Chief Executive for District Leadership and Democracy, who is Council's delegated Official Information and Privacy Officer and responsible for the decision on the release, after consultation with the appropriate department head.





ROTORUA
LAKES COUNCIL