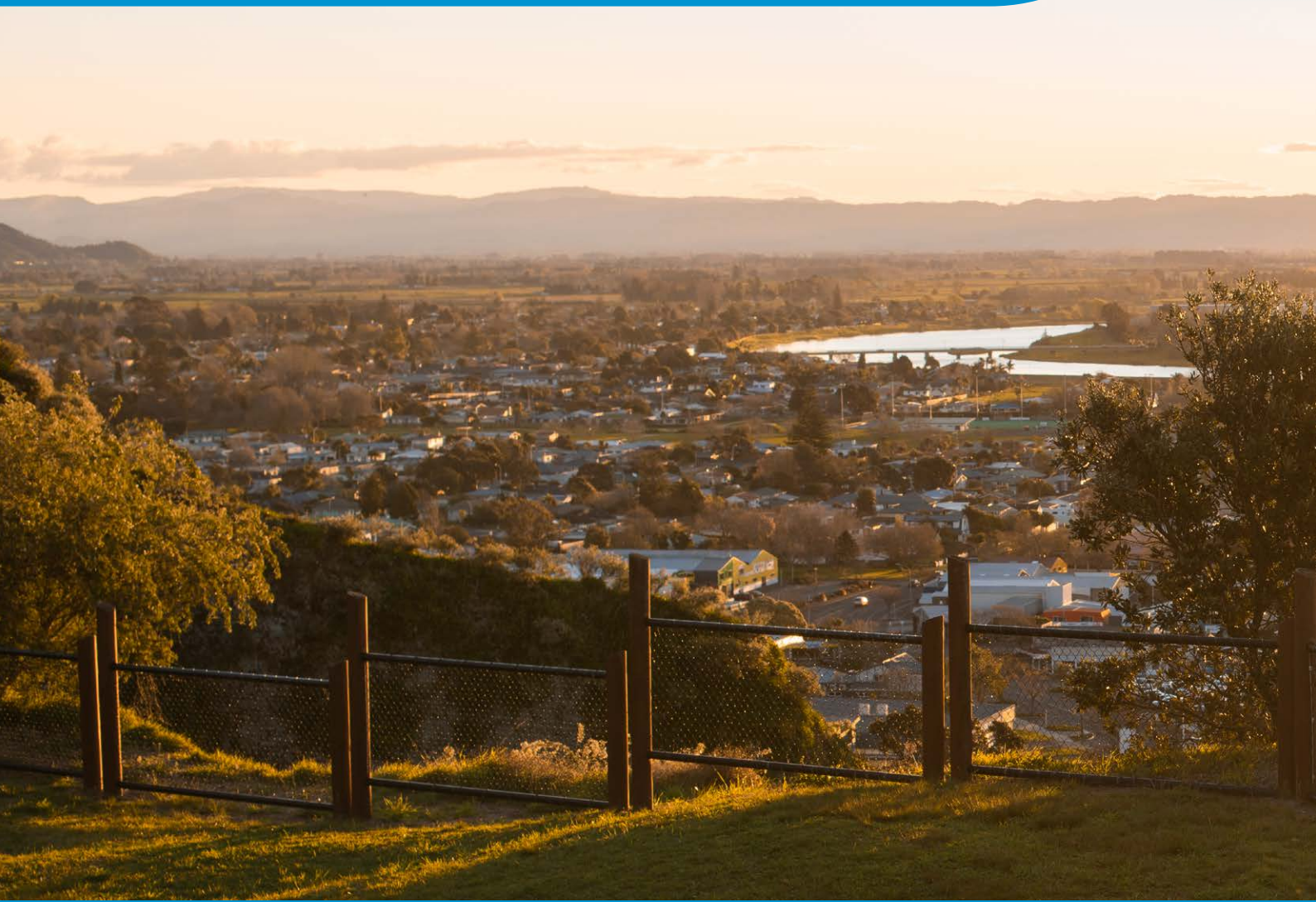




A guide to Whakatāne District Council

LOCAL GOVERNANCE STATEMENT 2023

*TE WHAKAPUAKANGA KĀWANATANGA A
TE KAUNIHERA Ā-ROHE O WHAKATĀNE*



whakatane.govt.nz



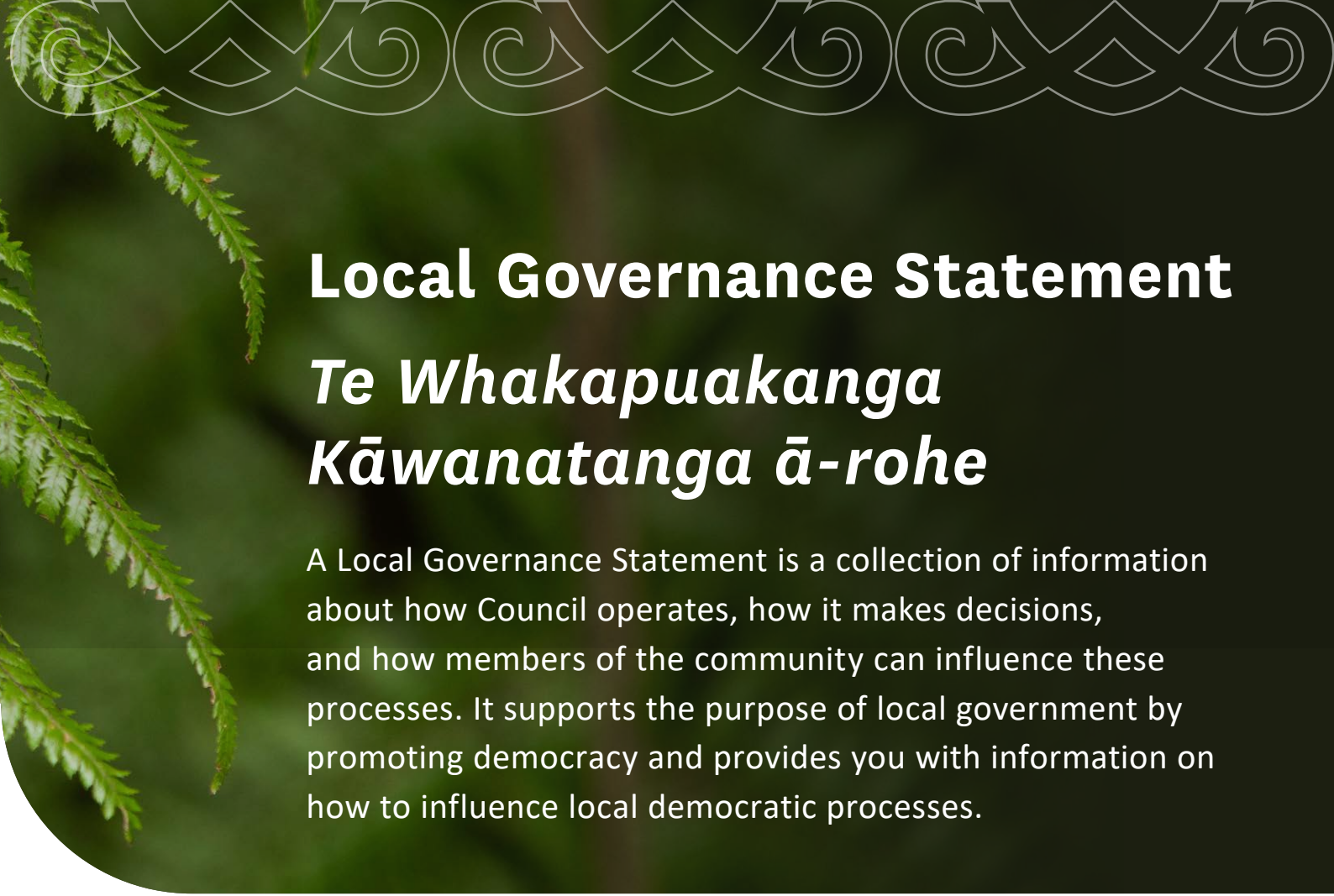
WHAKATĀNE
District Council
Kia Whakatāne au i ahau





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Local Governance Statement

Te Whakapuakanga Kāwanatanga ā-rohe

A Local Governance Statement is a collection of information about how Council operates, how it makes decisions, and how members of the community can influence these processes. It supports the purpose of local government by promoting democracy and provides you with information on how to influence local democratic processes.

Section 40 of the Local Government Act 2002 requires the Council to produce a local governance statement within six months of each local government election. This statement must include the following:

- (a) the functions, responsibilities, and activities of the local authority; and
- (b) any local legislation that confers powers on the local authority; and
 - (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and
- (c) the electoral system and the opportunity to change it; and
- (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
- (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
- (f) governance structures and processes, membership, and delegations; and
- (g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
- (h) consultation policies; and
- (i) policies for liaising with, and memoranda or agreements with, Māori; and
- (j) the management structure and the relationship between management and elected members; and
 - (ja) the remuneration and employment policy, if adopted; and
- (k) equal employment opportunities policy; and
- (l) key approved planning and policy documents and the process for their development and review; and
- (m) systems for public access to it and its elected members; and
- (n) processes for requests for official information.

A message from our **Chief Executive**

Tēnā koutou me ngā
āhuatanga o te wā.

Our District is a place we can be proud of. We have a rich history, a strong cultural identity and a diverse and beautiful natural landscape. The Whakatāne District Council is here to look after residents' interests and endeavour to create an environment in which current and future generations will want to live, work, play and invest.



The Council is responsible for providing families, households and businesses with key facilities, leadership and District support they can rely on.

We deliver 37 internal and external activities under 11 activity groups and manage approximately \$700 million worth of community assets.

At the top of our list of priorities is providing services that ensure the health and safety of our community, such as clean drinking water, appropriate treatment and disposal of sewage, and a local roading network that allows people to move safely about the District. We also manage a range of community facilities, parks, swimming pools, libraries and recreation spaces that add value to people's quality of life.

The Council regulates a number of different activities such as building, liquor licensing, parking and dog ownership. We take an active role in economic development, tourism and events- we plan for our District's future and provide leadership and governance roles – all with the aim of making this a great place now and an even better one in the future.

This guide to the Whakatāne District Council will help you understand what we do and how we do it.

Ngā manaakitanga.

A handwritten signature in black ink that reads "Steph". The signature is written in a cursive, flowing style.

Steph O'Sullivan
CHIEF EXECUTIVE, WHAKATĀNE DISTRICT COUNCIL

The District at a glance

He kōrewaha ki te rohe nei

The population Stats NZ



Total estimated population (2020)



Made up of



Whakatāne/Ōhope and Coastlands



Other towns and rural communities

Murupara, Edgecumbe, Tāneatua, Matatā, Galatea, Waimana, Te Teko and surrounding rural areas

TOTAL ESTIMATED POPULATION
BY 2033

42,500

Seven Iwi in the
Whakatāne District

- NGĀTI AWA
- NGĀTI MANAWA
- NGĀTI RANGITIHI
- NGĀI TŪHOE
- NGĀTI WHARE
- NGĀTI MĀKINO
- NGĀTI TŪWHARETOA KI KAWERAU

We're diverse

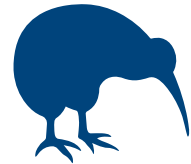
PEOPLE IN THE DISTRICT
IDENTIFY THEMSELVES AS

63.2% EUROPEAN

46.8% MĀORI

3.0% PACIFIC

3.4% ASIAN 2018 census



**KIWI
CAPITAL**
of the world

District
area

433,000ha

91% of the swimming sites
are safe to swim at.

**WHAKATĀNE
DISTRICT**

2,332

AVERAGE
ANNUAL
SUNSHINE
HOURS



Whakatāne records the highest
temperature in New Zealand
about 55 days each year.

**ŌHOPE
BEACH**

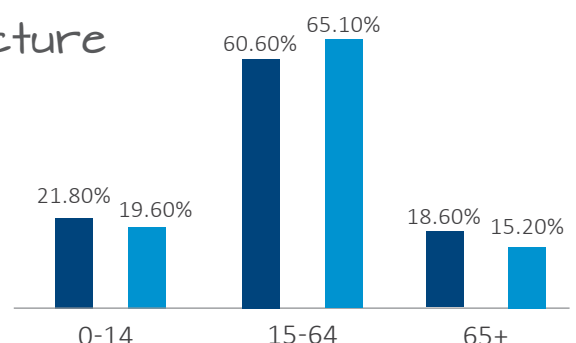


2 x Voted NZ's
favourite beach

Age structure

2018 Census

Whakatāne
District
NZ



WHAKATĀNE TOWNS AND CITIES SUPREME WINNER

BEAUTIFUL AWARDS 2021

For partnership initiatives in:

Litter prevention, waste minimisation, community water bottle refill station and voluntary clean up events. We have also implemented a seed library to promote gardening, adopted a Climate Change Strategy and support sustainable tourism such as Kiwi Night Walks.

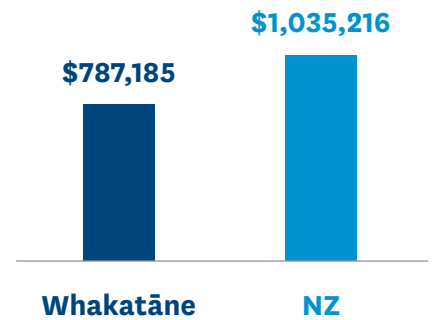
13,827

Total dwellings



Average house value

Infometrics, March 2022



Home

ownership

Census 2018

WHAKATĀNE

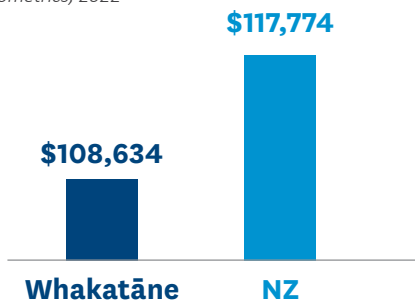
43%

NEW ZEALAND

64.5%

Mean household income

Infometrics, 2022



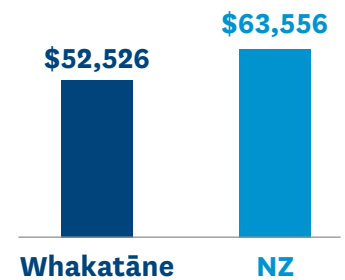
\$1.9 MILLION

Whakatāne District
GDP

The Gross Domestic Product (GDP) in Whakatāne District measured \$1.9 million in the year to March 2021, up 1.1% from a year earlier. New Zealand's GDP decreased by -1.2% over the same period. *Infometrics, 2021*

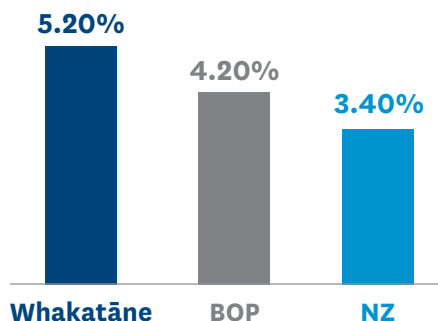
GDP per capita

MBIE, 2020



Unemployment rate

Infometrics, March 2022



TOURISM CONTRIBUTED

\$51.5

million to GDP

in 2021 *Infometrics, 2021*

Key industries:

- DAIRY PRODUCT MANUFACTURING
- FORESTRY AND LOGGING
- MANUFACTURING

Average annual rainfall is

1,207mm



48%

OF THE DISTRICT
IS COVERED BY

INDIGENOUS FOREST

TE UREWERA COVERS APPROX 41%

Discover the spectacular scenery and pristine lakes of Whirinaki Te Pua-a-Tāne Conservation Park and Te Urewera



The Region

Te rohe nei

Total population

There are approximately 38,400 people in the Whakatāne District based on population growth. 51% of the population are female and 49% are male. The population growth in our District is expected to reach 40,980 by 2028 (medium forecasts from Statistics NZ) and has already surpassed previous projections for 2022. It is expected that the percentage of older people in our District will continue to increase while the percentage of people in the younger cohorts will decline. People aged 65+ are expected to make up 30% of the population by 2043.

Ethnicity and Language

The Whakatāne District has a high Māori population; approximately 47% compared to 16.5% nationally. Te Ao Māori is a strong and vibrant aspect of the Whakatāne community with many Iwi and hapū groups within the District.

Apart from English, the most common language spoken in the Whakatāne District is Te Reo Māori. At 17.6% this is substantially higher than the New Zealand average of 4%. In the Whakatāne District 76.9% of people speak only one language. This compares to 77.7% nationally. Other ethnicities and language groups have a much lower representation in the District compared to New Zealand as a whole although this is steadily increasing, adding to the diversity and cultural richness of our communities.

Education

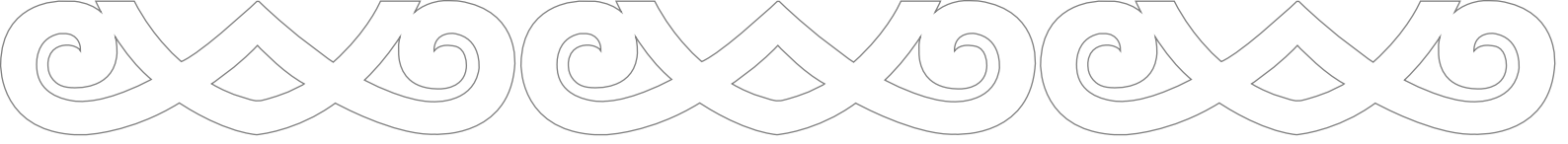
26.3% of residents do not hold a qualification, compared with 25.3% of the people in New Zealand. 10.2% of people hold at least a bachelor's degree as their highest qualification, compared with 14.6% for New Zealand as a whole.

Deprivation

The New Zealand Deprivation index ranks areas from zero to 10, with 10 being the highest level of deprivation. Factors that increase the score include low income, high unemployment, no academic qualifications, overcrowding, no access to a car or phone, living in rental accommodation and single parent families. The Whakatāne District has an average deprivation rating of eight. 7 out of our 17 statistical areas (SA2) (2018) have the highest deprivation score of 10 (amongst the 10% most deprived areas of NZ). Areas that have the highest level of deprivation include Trident, Te Teko, Whakatāne East, Waimana, Galatea and Murupara, and Waingarara – Waimana. A further 2 have the next highest deprivation level of 9. Areas with the lowest level of deprivation include Mokorua Bush, Ōhope, Coastlands and Manawahe.

Income

38.2% of people have an annual income of \$20,000 or less, compared with 34.5% of people for New Zealand as a whole. 25.9% of people in the Whakatāne District have an annual income of more than \$50,000, compared with 31.5% of people in New Zealand.



Industry

The Whakatāne District is fortunate to have diverse industry base. The main industries by employment are in the areas of health care and social assistance, and those by GDP contribution are agriculture (mostly dairy and beef farming), forestry and wood processing, and fishing. The region's fertile soils support a variety of horticultural activities, including kiwifruit orchards, market gardens, berry fruit, olive groves and citrus and avocado orchards.

With the region's unique landscapes and proximity to rivers, harbours and the coast, the tourism industry continues to expand internationally and domestically. Tourism expenditure was approximately \$95 million in 2022.

The Features

The total area of the District is approximately 4,450km² encompassing a variety of natural characteristics and landscapes. In the north, the coastline is dominated by sandy beaches including Otamarakau, Matatā, Thornton and Ōhope. Major river mouth systems found along the coast are the Tarawera, Rangitāiki, and Whakatāne Rivers. Significant estuary systems are located at the Whakatāne River mouth and Ōhiwa Harbour. The coastal lowlands centred on the Rangitāiki Plains have better quality soils than in other parts of the District and are used for primary production. The total area of the Rangitāiki Plains is approximately 30,000 hectares. About 45% of this area (14,000 hectares) has high quality soil and has potential for market gardening, cash cropping or fruit production.

Low, rolling hill country reaches to the sea west and east of the plains. The largest part of the District rises to the south into the Central Volcanic Plateau.

The environment plays an important part in the Whakatāne lifestyle. The District boasts many outdoor activities centring on forests, rivers, streams and the coast. Surfing, Stand Up Paddle Boarding (SUP) and kayaking are popular activities, enticing visitors from across the globe. The offshore islands, and Motuhourā (a bird sanctuary). Motuhourā can be visited by scheduled tour. Whakatāne's premier game fishing waters also extend to offshore islands, offering a range of species to anglers.

Another unique aspect of Whakatāne is the abundance of indigenous wildlife, including kiwi – our endangered national icon. Over many years, multiple organisations have actively managed the kiwi population in the area, which has led to the recognition of Whakatāne as the 'Kiwi Capital of the World™'.

As a result of the wide variety of landscape features, the District hosts many sporting and cultural events.

The Rangitāiki, Tarawera and Whakatāne/Waimana Rivers offer recreational opportunities for rafting, canoeing, swimming and fishing. Lake Aniwhenua and Lake Matahina, both formed as a result of hydroelectricity dams, are also popular for recreation. A number of rare and protected water bird species have been seen in the wetland at the southern shallow end of Lake Aniwhenua.

Inland, a significant proportion of the District (41%) is native forest within Te Urewera. Along with Whirinaki forest, this is part of the largest remaining indigenous forest tract left in the North Island. Bush and forests in the District provide opportunities for hunting, tramping and outdoor adventures. To the south of our District, Murupara hosts a range of dairy and logging activities. The planting of exotic trees began early in the 1900s on the surrounding scrubland and is now known as the Kaingaroa Forest. Changes to the forestry industry brought about a decrease in the number of permanent residents, but Murupara remains a well-serviced township with a strong community spirit. The town is also the main accessway to Te Urewera and there are a number of outdoor activities and tours available.

What we do and why we do it

Ā mātau mahi, ā, he aha mātau e mahi ai

Our vision

Tō mātau matakite

Our vision recognises that the Whakatāne District offers a great quality of life. It also embraces Council's role in supporting our communities to flourish, fulfil their potential and live life to the fullest.

More life in life

Working together to make living better for our communities, now and in the future



Strong, resilient Council organisation focused on continuous improvement

Our Priorities

Ngā whakaarotau matua

There are eight strategic priorities to help Council work towards its vision. Each priority is supported by significant strategies, programmes of work and key projects:



**STRENGTHENING
WHĀNAU,
HAPŪ AND IWI
PARTNERSHIPS**



**BUILDING CLIMATE
CHANGE AND
NATURAL HAZARD
RESILIENCE**



**PREPARING FOR
POPULATION GROWTH
AND HOUSING DEMAND**



**ENHANCING THE
VIBRANCY OF OUR
COMMUNITIES**



**ENHANCING THE
ENVIRONMENTAL
OUTCOMES
OF OUR ACTIVITIES**



**FACILITATING ECONOMIC
REGENERATION
AND EMPLOYMENT
OPPORTUNITIES**



**IMPROVING THE
SAFETY, SECURITY
AND RESILIENCE OF
INFRASTRUCTURE**



**ENSURING COUNCIL
IS ENABLED AND FIT
FOR THE FUTURE**

Our purpose

Tō mātau take

We will lead the Whakatāne District to sustainable economic, social environmental and culture well-being and.

The Local Government Act 2002 states that the purpose of local government is:

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Our work

Ā mātau mahi



STRATEGY POLICIES, BYLAWS & PLANNING
for our future



STRATEGIC MĀORI PARTNERSHIPS



VISITOR CENTRE

YOUR TRANSPORTATION NETWORK

ROADS
FOOTPATHS
STREETLIGHTS
BRIDGES



CORPORATE SERVICES



your ANIMAL CONTROL SERVICES



your PARKS AND RESERVES

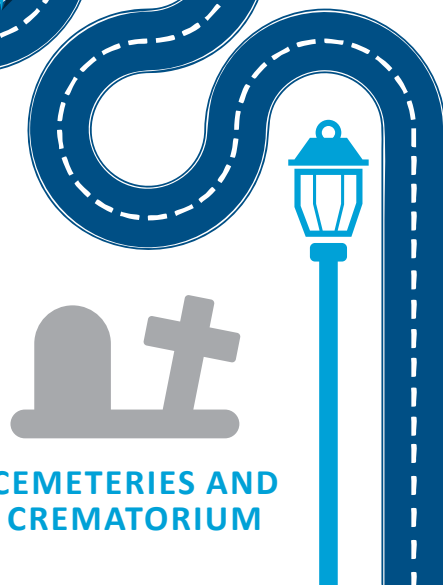


— YOUR —

Museum & Te Kōputu EXHIBITIONS SPACES

— YOUR —

Libraries



CEMETERIES AND CREMATORIUM



ECONOMIC DEVELOPMENT



EMERGENCY MANAGEMENT



Our role

Tā mātau tūranga

The Whakatāne District Council delivers 37 internal and external activities under 11 activity groups and manages approximately \$700 million worth of community assets. The total annual cost of delivering those activities is typically around \$61 million in operating costs and \$28 million in capital costs .

Council activities make an important contribution to our community, providing essential services and recreational opportunities that are used every day.

Many Council functions are guided by legislation, including the Local Government Act 2002, the Resource Management Act 1991 and the Local Government Rating Act 2002. Within this framework, there is a considerable degree of flexibility in deciding what activities are undertaken and how they are carried out.

The elected Council representatives are responsible for making key policy decisions that guide our activities and provide the direction for our District's future.

The Whakatāne District Council carries out a number of functions, responsibilities and activities, which include:

- Constructing, managing and maintaining local infrastructure on behalf of the community. This infrastructure includes: roads, water supply, sewage disposal, refuse collection and disposal, and stormwater drainage.
- Providing and maintaining recreational facilities and community amenities, which include: parks and gardens, reserves, libraries, community halls, museum, cemeteries, crematorium, swimming pools, public conveniences, airport and harbours.
- Planning for the future needs of the District.
- Managing the environment for present and future residents.
- Undertaking a regulatory role to ensure that residents have a safe, desirable and healthy environment in which to live.
- Advocacy on behalf of the local community with central government, other local authorities and other agencies.
- Promoting and facilitating development of the district that will benefit residents, and providing a comprehensive information service.



Groups of activities

Ngā rōpū mahi

- Leadership and community
- Strategy and futures
- Transport connections
- Water supply
- Sewage and treatment disposal
- Stormwater drainage
- Waste management and minimisation
- Community experience
- Community safety
- Corporate services





What guides us?

He aha e ārahi nei i a mātau?

The key pieces of government legislation that set out what we do and how we do it are:

The Local Government Act 2002: sets out the purpose of local government in New Zealand.

It gives us a framework and empowers us to decide which activities we undertake, how we undertake them, and makes us accountable to our communities. It states that our overall role is to ensure democratic local decision-making and action by, and on behalf of, communities. We must 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.

- **The Resource Management Act 1991 (RMA):** is New Zealand's main legislation governing how we manage our environment and controls how we prepare plans and policies, specifically the District Plan which controls the way we use, subdivide and develop land in the District.
- **The Local Government Rating Act 2002:** provides local authorities with flexible powers to set, assess, and collect rates to fund local government activities. It ensures that rates are set in accordance with decisions that have been made in a transparent and consultative manner and provides for processes and information to enable ratepayers to identify and understand their liability for rates.
- **The Local Electoral Act 2001:** provides sufficient flexibility to accommodate new technologies and processes and to adopt uniform rules outlining all procedures relating to local body elections.
- **Local Government Official Information and Meetings Act 1987 (LGOIMA):** the key principle of LGOIMA is that Official Information must be made available unless there is good reason for withholding it. Providing Official Information to the public is a fundamental obligation for local authorities and is an important part of good governance and promotes transparency and accountability of local government decision making.

The following local Acts confer authority specifically on the Whakatāne District Council:

- Whakatāne County Act 1899
- Whakatāne Harbour Act 1921-22
- Whakatāne Borough Empowering Act 1924
- Whakatāne County Council Empowering and Loan Money Diversion Act 1927
- Whakatāne Harbour Board Vesting Act 1933
- Whakatāne District Council Empowering Act 1987
- Whakatāne District Council (Rates Assessment Validation) Act 1995

Bylaws

Ngā ture ā-rohe

Certain Acts of Parliament, including the Local Government Act 2002 and the Bylaws Act 1910, authorise the making of bylaws to control or regulate activities within the District. The following table briefly outlines the Whakatāne District Council Bylaws at January 2020, their purpose and the dates each was established. Bylaws are required to be reviewed every ten years. Full copies of these Bylaws are available on the Council's website whakatane.govt.nz.

Bylaw title	Description	Date established
Alcohol Control	Promote a safe environment for the use and enjoyment of the public by reducing the incidence of alcohol related offences, particularly those of a violent and/or destructive nature, by providing for alcohol control in specified public areas of the Whakatāne District.	7 June 2018
Beaches	Protect the beach environment from damage, and to control activities that may impact adversely on public use and safety.	7 June 2018
Cemeteries and Crematoria	Regulate the use of cemeteries and crematoria, and in particular to provide for the purchase of plots, internment, erection of structures and the maintenance of cemeteries and crematoria.	24 June 2020
Combined Waters	Manage, regulate and protect from misuse or damage the Council's water supply, wastewater, trade waste and stormwater systems. Protect the public from nuisance and ensure effective health and safety.	1 September 2017
Control of Animals (excluding Dogs), Bees and Poultry	Outline the requirements for the keeping of animals, poultry and bees; to ensure these do not become a nuisance to people in the community, and for the protection and maintenance of public health and safety.	8 March 2018
Dog Control	Regulate the control of dogs so they do not cause danger, distress or nuisance to the community.	7 June 2018
Ports and Wharves	Regulate and control the use of all port structures owned by the Council, generally within the Whakatāne Port Zone, Rangitāiki River mouth, and the Ōhiwa Harbour, and all Council owned assets contained within the Bay of Plenty Regional Council: Harbour Development Zone.	7 June 2018
Public Places	Protects the public from nuisances, to promote and maintain public health and safety and to minimise the potential for offensive behaviour in public places.	17 December 2015
Traffic and Speed Limit	Set the requirements for parking and control of vehicular and other traffic on all roads under the control or ownership of the Whakatāne District Council.	7 June 2018
Waste Management and Minimisation	Promotion and implementation of effective and efficient waste management and minimisation plans in Whakatāne; regulation of the collection, transport, and processing of waste; health and safety of waste collectors, waste operators and the public; management of litter and nuisance in public places.	8 March 2018
Parks and Reserves	Regulate the use of parks and reserves in the Whakatāne District to ensure that they can be used for their intended purpose without users being subject to hazard, annoyance or activities affecting health, safety or wellbeing; provide for the protection of all Council infrastructure associated with parks and reserves from damage or loss.	12 December 2018



Key strategies and documents

Ngā rautaki me ngā tuhinga matua

Some of our key strategic documents are directly related to the above Acts and Bylaws, including the following:

- Long Term Plan
- Annual Plan
- District Plan

Planning and policy documents are reviewed and developed in consultation with the community and according to consultation policy.



Long Term Plan

The Long Term Plan (LTP) provides an overview of Council’s direction, priorities and work programme for 10 years. It sets out the projects and services the Council intends to deliver for the community, the cost of undertaking that work, how it will be paid for, how finances will be managed and how performance will be monitored. The current LTP covers the period 2018-28. To ensure it stays up-to-date, the LTP is reviewed every three years.



Annual Plan

In each of the two intervening years between LTP reviews, an Annual Plan is produced along with the Annual Budget. This allows for any adjustments which need to be made to the LTP and provides an updated programme for the year ahead.



District Plan

The District Plan sets out the rules that Council will apply to control the way land is used, subdivided and developed in the District. It identifies where activities can take place (e.g. zones), what land can be developed and what features (such as landscapes) should be protected.

Other important documents

Ētahi atu tuhinga whakahirahira

A number of other strategies, plans and policies outline the Council's position, direction and priorities in relation to specific matters. These include but are not limited to:

- Annual Report
- Asset Management Plans
- Climate Change Strategy and Action Plans
- Infrastructure Strategy
- Community Strategy
- Integrated Urban Growth Strategy
- Ports Operational Plan
- Revenue and Financing Policy
- Significance and Engagement Policy
- Sustainability Strategy
- Walking and Cycling Strategy
- Waste Management and Minimisation Plan
- Water Supply-Water Safety Plans
- Whakatāne Airport Plans
- Whakatāne Town Vision Plan

Full details of these and other strategies, plans and policies, is available from Council offices and on our website whakatane.govt.nz.

The Bay of Plenty Mayoral Forum

The Bay of Plenty Mayoral Forum is a joint forum of the Bay of Plenty Regional Council, the Kawerau, Ōpōtiki, Taupō, Western Bay of Plenty and Whakatāne District Councils, Rotorua Lakes and Tauranga City Councils. The Local Government Act 2002 requires the Council to enter into an agreement with all local authorities within each region, no later than 1 March after each triennial general election. The agreement sets out the protocols for communication and co-ordination amongst the Councils.



How Council operates

Ngā whakahaerenga a te Kaunihera

How are councillors elected?

I pēhea ngā Kaikaunihera i kōwhiri?

Every three years a postal election is held, with voting concluding on the second Saturday of October. Whakatāne District Council currently operates its elections under the 'first past the post' (FPP) electoral system. Electors vote by indicating their preferred candidate(s). The candidates (depending on the number required) who receive the most votes are declared the winner(s), regardless of the proportion of votes those candidates have obtained.

The alternative option permitted under the Local Electoral Act 2001 is the 'Single Transferable Vote' (STV) system. This system is used in by some local authorities. Under the Local Electoral Act 2001, the Council can resolve to change the electoral system used. Once changed, an electoral system must be used for at least the next two elections.

The STV system involves voters ranking the candidates in their order of preference. Votes are then reallocated from the least successful candidates until all seats are filled. STV can be introduced as an alternative to FPP if Council resolves to do so, or it could conduct a binding poll of electors who would choose their preference of either STV or FPP. For information on how the STV electoral system works, refer to the Department of Internal Affairs website (stv.govt.nz).

Electoral Representation Review

Te Arotake Whakaahuatanga pōti

A representation review is required to be undertaken by the Council at least once every six years. The review must decide

- the total number of councillors
- the number of wards, their boundaries, names and number of councillors elected to each
- Community boards – how many, names, boundaries, subdivisions, number elected or appointed to each

The Council must follow a legal process set out in the Local Electoral Act 2001 when conducting representation reviews, that includes the opportunity for residents to make a written submission to the Council on an initial representation proposal and the right to be heard in support of their written submission.

The Council undertook a Representation Review in 2021-to determine the representation for the 2022 Triennial Elections.




As part of its representation review considerations, in May 2021 the Council decided unanimously to establish Māori Wards. This required Council to make changes to its representation structure and consider new design options. After weighing up some design options the Council undertook a public consultation process on an initial representation proposal for a total of ten councillors comprising three Māori Ward and seven General Ward Councillors (plus the Mayor) and maintaining its four community boards. The key changes from the previous representation structure were:

- Separate general wards and Māori wards
- General ward boundary adjustments
- Seven general ward councillors elected from three general wards
- Three Māori ward councillors elected from three Māori wards
- Six elected members for each community board.

The following ward and community board representation structures were implemented for the 2022 Triennial Election:






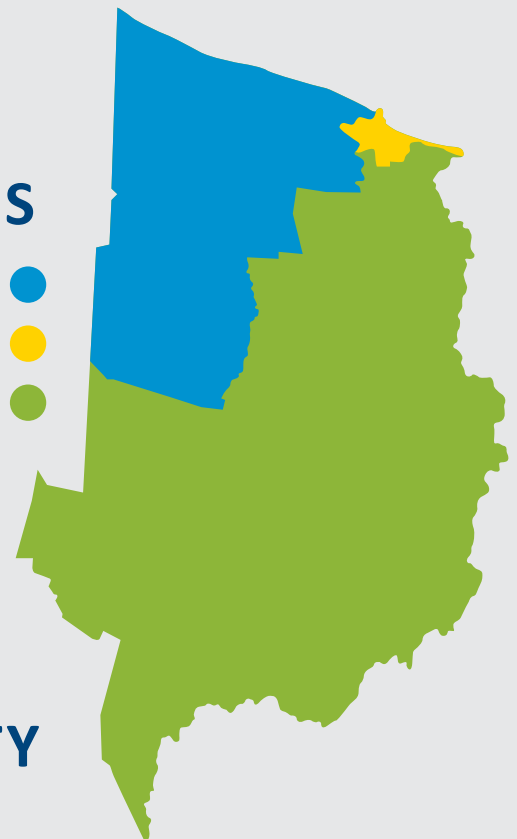
GENERAL WARDS

-  Rangitāiki General Ward (two Councillors)
-  Whakatāne-Ōhope General Ward (four Councillors)
-  Te Urewera General Ward (one Councillor)







MĀORI WARDS

-  Rangitāiki Māori Ward (one Councillor)
-  Kapu te rangi Māori Ward (one Councillor)
-  Toi ki uta Māori Ward (one Councillor)



COMMUNITY BOARDS

SIX MEMBERS EACH

-  Rangitāiki
-  Whakatāne/Ōhope
-  Murupara
-  Tāneatua



Roles and responsibilities

Ngā tūranga me ngā takohanga

The Whakatāne District Council consists of the Mayor, elected by the District at large, and ten Councillors, elected from four six wards, including three Māori wards. The Mayor and Councillors are elected to govern, make decisions and manage the interests of our District on behalf of all residents and ratepayers.

Mayor

The Mayor Victor Luca was elected in October 2022 for the 2022-2025 Triennium. The Mayor shares the same responsibilities as other members of the Council with additional duties as outlined in Section 41A of the Local Government Act 2002. These state that the role of a Mayor is to:

- Provide leadership to other members of the Council and to the people in the Whakatāne District;
- Lead the development of the Council's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the Council.

The Mayor also has the authority to:

- Appoint the Deputy Mayor;
- Establish committees of the Council and their terms of reference;
- Appoint the chairperson of each committee, and to do so prior to the other members of the committee being determined.

The Mayor is a member of each committee. The Mayor may also decline to exercise the powers outlined above.

The Mayor acts as the ceremonial head of the Council and is responsible for:

- Chairing Council meetings and ensuring the conduct of meetings is in accordance with Standing Orders;
- Keeping the Council informed of matters brought to his/her attention and formally presenting to Council those matters which need to be considered;
- Advocacy on behalf of the community. This role involves promoting the community and representing its interests; such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- Providing leadership and feedback to other elected members on teamwork, information sharing and chairpersonship.

Deputy Mayor

The Deputy Mayor may either, be appointed by the Mayor or, if the Mayor declines to use the powers to appoint, the Members of Council shall then elect the Deputy Mayor. This must occur at the first meeting of the Council.

At its inaugural meeting for the 2022-2025 Triennium, The Mayor appointed Councillor Lesley Immink as Deputy Mayor.

The Deputy Mayor exercises the same role as any other members. If the Mayor is on a leave of absence or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor and may exercise the powers of the Mayor. The Deputy Mayor may be removed from office by resolution of the Council.



Councillors

- Councillors, acting as the Council, are responsible for:
- The development and adoption of Council policy;
- Monitoring the performance of the Council against its stated objectives and policies;
- Prudent stewardship of Council resources;
- Employment and appraisal of the Chief Executive's performance and monitoring the implementation of policy by him/her;
- Representing the interests of the residents and ratepayers of the entire Whakatāne District;
- Ensuring overall compliance by the Council with its obligations and responsibilities under the Local Government Act 2002 and all other legislation which prescribe statutory duties for territorial authorities; and
- Promoting good relationships with neighbouring local authorities.

Refer to the Council's website for photos and contact details of the Mayor and Councillors.

Committee Chairpersons

A Committee Chairperson exercises the same role as any other member but has additional responsibilities and abilities.

These include to:

- preside over all meetings of the relevant Committee;
- ensure that the Committee acts within the powers delegated to it by the Council (as set out in the Council's Delegations Register);
- ensure that agreed Standing Orders of meetings are adhered to;
- ensure that technology is available and suitable if required;
- decide all procedural questions if these are not provided for in Standing Orders;
- determine speaking order and points of order at meetings;
- give permission for any person wishing to speak at the Public Forum;
- make recommendations regarding any item on the agenda;
- convene additional meetings if required.

Community Boards

Supporting our Council, there are four Community Boards covering the whole District, having been established within the provisions of the Local Government Act 2002.

The four community boards – Whakatāne-Ōhope, Murupara, Rangitāiki and Tāneatua are represented by six elected members and one Councillor representative.

Community Boards provide a link between the Council and the Community and are required to:

- Represent and act as advocates for the interests of their community;
- Consider and report on all matters referred to it by the Council or any matter of interest or concern to the Community Board;
- Consider making an annual submission to the Council on expenditure in its community;
- Maintain an overview of services provided by the Council within the community;
- Act as a channel of communication between the community and Council; and
- Undertake any other responsibilities delegated by the Council.

Code of Conduct

Tikanga whanonga

The Councillor and Community Boards Code of Conduct provides guidance on the standards of behaviour expected from elected members of the Whakatāne District Council. It covers elected members (Councillors and Community Board members) dealings with each other, the Chief Executive, staff, contractors, the media and the general public.

The objectives of the Code are to enhance:

- The effectiveness of the Whakatāne District Council as an autonomous local authority with
- statutory responsibility for good local government in the Whakatāne District;
- The credibility and accountability of the Whakatāne District Council within its community;
- Mutual trust, respect and tolerance among elected members as a group, and the people that Councillors and staff may deal with in the course of their duties.

The Code is also of value as:

- An orientation tool for new Councillors;
- A guide to prospective candidates;
- A support resource for existing Councillors; and
- An aid for the public to evaluate appropriate behaviour in any interaction with the Council.

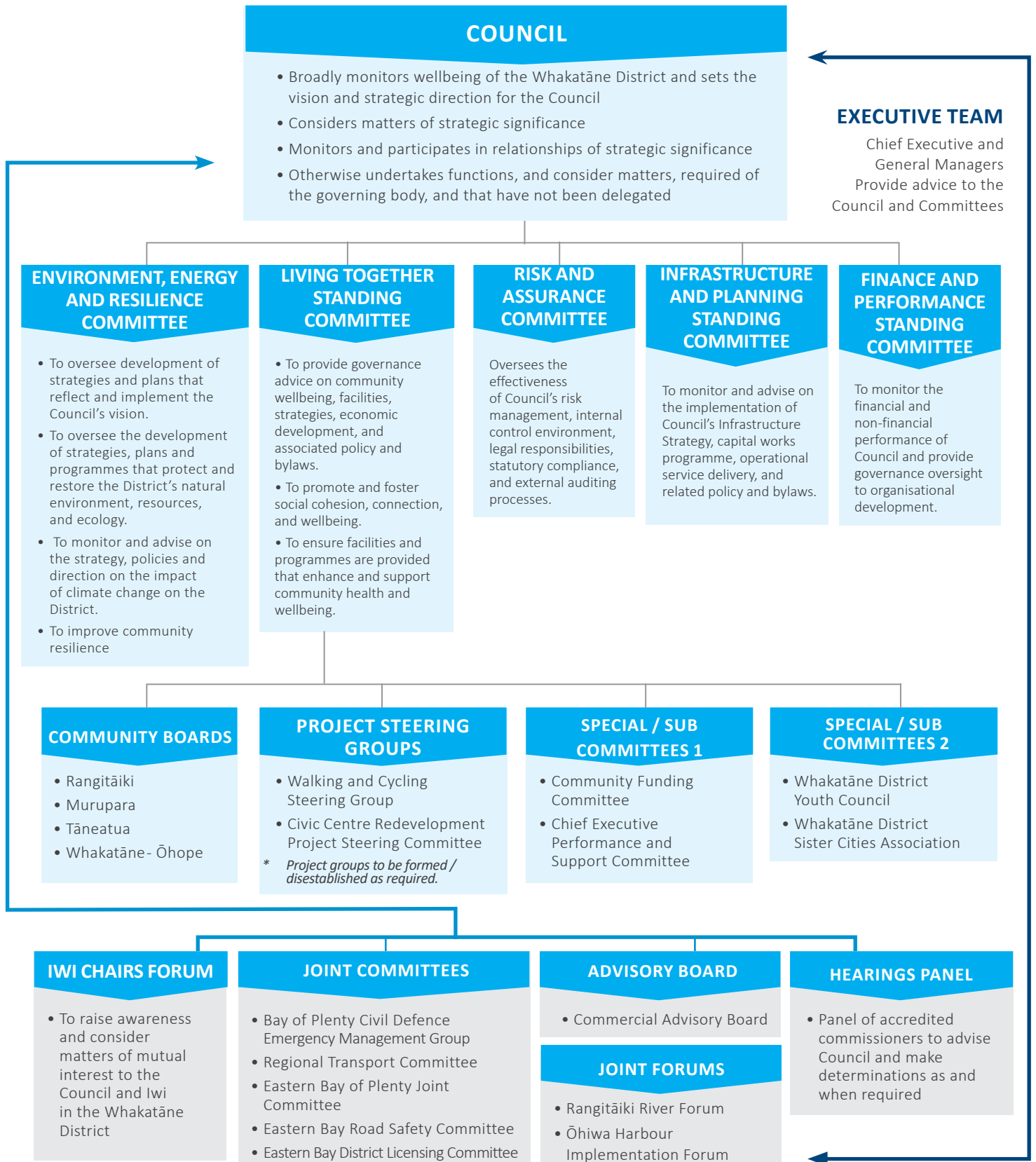
The Council's Code of Conduct is available on the Council's website whakatane.govt.nz



Governance Structure

Te whakatakotoranga kāwanatanga

The governance structure, membership and delegations are determined by the Mayor and/or Council at the beginning of each new triennium.





Council, Committees and Advisory Boards

Te Kaunihera, ngā Komiti, me ngā Poari Tohutohu

The Council has established committees and advisory boards to advise the Council on specific issues and areas of work. These committees and boards make recommendations for consideration and approval by the full Council but are also delegated the power to make decisions. See the description of each Committee below and refer to the Governance Structure diagram above. Full details of delegations of each Committee can be found in the Delegations Register on the Council's website.

Governing Body - Council

Te Mana Whakahaere – Te Kaunihera

Overview

Title	Whakatāne District Council
Chair	Mayor Dr Victor Luca
Deputy Chair	Deputy Mayor Lesley Immink
Membership	Full Council (Mayor and ten Councillors)
Quorum	6
Meeting frequency	<ul style="list-style-type: none">• 8 Weekly• Extraordinary meetings as required
Purpose	<ul style="list-style-type: none">• To broadly monitor wellbeing of the Whakatāne District and set the vision and strategic direction for the Council.• To consider matters of strategic significance.• To monitor and participate in relationships of strategic significance.• To otherwise undertake functions, and consider matters, required of the governing body, and that have not been delegated.



Standing Committees

Ngā Komiti e tū nei

General Delegations to all Standing Committees

All Committees have the delegated power to:

1. Approve the transfer of expenditure to other estimates within the same activity;
2. Receive correspondence and reports;
3. Make decisions that have the effect of furthering investigations or obtaining information that will assist or enable the Committee to decide on a substantive course of action at a later date;
4. Appoint a sub-committee.

Environment, Energy and Resilience Standing Committee

Overview

Title	Environment, Energy and Resilience Committee
Chair	Mayor Dr Victor Luca
Deputy Chair	Councillor Nándor Tánczos
Membership	Committee of the whole (Mayor and ten Councillors)
Quorum	6
Meeting frequency	<ul style="list-style-type: none">• Quarterly• Extraordinary meetings as required
Purpose	<ul style="list-style-type: none">• To oversee development of strategies and plans that reflect and implement the Council's vision.• To oversee the development of strategies, plans and programmes that protect and restore the District's natural environment, resources, and ecology.• To monitor and advise on the strategy, policies and direction on the impact of climate change on the District.• To improve community resilience to environmental threats.



Infrastructure and Planning Standing Committee

Overview

Title	Infrastructure and Planning Committee
Chair	Councillor John Pullar
Deputy Chair	Councillor Andrew Iles
Membership	Committee of the whole (Mayor and ten Councillors)
Quorum	6
Meeting frequency	<ul style="list-style-type: none">• 8 Weekly• Extraordinary meetings as required
Purpose	<ul style="list-style-type: none">• To monitor and advise on the implementation of Council's Infrastructure Strategy, capital works programme, operational service delivery, and related policy and bylaws.

Living Together Standing Committee

Overview

Title	Living Together Committee
Chair	Councillor Wilson James
Deputy Chair	Councillor Gavin Dennis
Membership	Committee of the whole (Mayor and ten Councillors)
Quorum	6
Meeting frequency	<ul style="list-style-type: none">• 8 Weekly• Extraordinary meetings as required
Purpose	<ul style="list-style-type: none">• To provide governance advice on community wellbeing, facilities, strategies, economic development, and associated policy and bylaws.• To promote and foster social cohesion, connection, and wellbeing.• To ensure facilities and programmes are provided that enhance and support community health and wellbeing.

Risk and Assurance Standing Committee

Overview

Title	Risk and Assurance Committee
Chair	Stuart Henderson (Independent)
Deputy Chair	Deputy Mayor Lesley Immink
Membership	<ul style="list-style-type: none"> Independent Chair One further external appointee <ul style="list-style-type: none"> Petra Luciola The Mayor Four Councillors: <ul style="list-style-type: none"> Councillor Wilson James Councillor Tu O'Brien Councillor John Pullar Deputy Mayor Lesley Immink
Quorum	4
Meeting frequency	<ul style="list-style-type: none"> Quarterly Extraordinary meetings as required
Purpose	To oversee the effectiveness of Council's risk management, internal control environment, legal responsibilities, statutory compliance, and external auditing processes.

Finance and Performance Standing Committee

Overview

Title	Finance and Performance Committee
Chair	Councillor Julie Jukes
Deputy Chair	Deputy Mayor Lesley Immink
Membership	<ul style="list-style-type: none"> Committee of the whole (Mayor and ten Councillors) Committee may appoint up to two external appointees
Quorum	6
Meeting frequency	<ul style="list-style-type: none"> Quarterly Extraordinary meetings as required
Purpose	To monitor the financial and non-financial performance of Council and provide governance oversight to organisational development.

Hearings Panel – To be constituted as required

Overview

Title	Hearings Panel
Chair	Councillor Nándor Tánczos
Deputy Chair	N/A
Membership	<p>The Hearings Panel will appoint appropriate commissioners, to be selected at the discretion of the Chief Executive and the Chair, as appropriate to the duties involved.</p> <ul style="list-style-type: none"> Where Commissioners are required, they will be selected from the MfE accredited list.
Meeting frequency	A Hearings Panel will be formed in relation to specific matters as and when required.
Purpose	<ul style="list-style-type: none"> To consider and resolve changes to the Whakatāne District Plan and all other issues associated with or arising from the implementation of the District Plan; To hear and decide resource consent applications referred to the panel when a hearing is required; and To consider and resolve all issues arising from or related to the Council’s regulatory functions, except for the sale and supply of alcohol which is dealt with by the District Licensing Committee.

Special Committees - *Ngā Komiti motuhake*

Community Funding Committee

Overview

Title	Community Funding Committee
Chair	Councillor Gavin Dennis
Membership	<ul style="list-style-type: none"> Two Councillors: Councillor Ngapera Rangiaho and Councillor John Pullar <p>For the purpose of considering applications for grants and funds that are part of Council’s Grants and Funding Portfolio and to make allocations within approved budgets in accordance with the Community Grants and Funding Policy 2023. The Community Funding Committee will appoint up to four and no more than eight community members from the local arts sector to assist the allocation of CCS funding.</p>
Quorum	<p>Half of members present when membership is even. Majority of members present if membership is odd</p>
Meeting frequency	<ul style="list-style-type: none"> Quarterly or as required
Purpose	To administer and allocate funds that Council manages as part of its Grants and Funding Portfolio in accordance with the Community Grants and Funding Policy 2023, and to incorporate additional funding streams as they arise. This includes external funds that Council manages, such as the Creative Communities Scheme and Sport NZ Rural Travel Fund.

Chief Executive Committee

Title	Chief Executive Performance and Support Committee
Chair	Councillor Nándor Tánczos
Deputy Chair	Deputy Mayor Lesley Immink
Membership	Membership of the committee is the Mayor, Deputy Mayor, and Chairperson of the standing committees.
Quorum	4
Meeting frequency	Quarterly
Purpose	<p>The purpose of this sub-committee is:</p> <ul style="list-style-type: none"> • To provide guidance and support to the Chief Executive to deliver on their role • To consider and prepare correspondence and address other matters relating to performance and remuneration associated with the Chief Executive; and • To be responsible for addressing performance issues as they arise as well as making recommendations to the Council for wider consideration.

Project steering groups - *Ngā Rōpū Whakahaere Kaupapa* Overview

Title	Project Steering Groups
Membership	Project Steering Groups may be formed and disestablished from time to time as required. Project Steering Groups may include external stakeholders and Council elected members alongside staff. Any appointment of Council elected members to Project Steering Groups will be made by the Mayor.
Purpose	To provide oversight to specific projects or work programmes of Council.

Project Steering Groups as at December 2022 that have Council elected member representation:

Walking and Cycling Steering Group

The purpose of this Steering Group is to provide strategic direction to the Council's walking and cycling initiatives. The group will coordinate cross-departmental walking and cycling projects and initiatives across the Council and provide strategic oversight to ensure effective project prioritisation and alignment. Key projects include Active Whakatāne, Ōpōtiki to Whakatāne Mōtū Trail Extension, Mountain Bike Park Initiative, Skate Park Development, and specific accessibility initiatives.

The Steering Group membership is comprised of two elected members, as well as representation from various Council departments, and one Walking and Cycling Group representative. While not members of the Steering Group, Bike Whakatāne is identified as a key stakeholder partner, with common objectives.

This Project Steering Group reports to the Living Together Committee. The Mayor has appointed Councillors Nándor Tánczos and Ngapera Rangiaho as Whakatāne District Council representatives on this Steering group.

Civic Centre Redevelopment Project Steering Committee

This steering committee provides guidance to the Civic Centre seismic strengthening and betterment project. The broader governance structure for the project structure comprises four main committees/groups including the Ngā Awa Puheke Steering Committee and Technical Working Group, Relocation and Accommodation Committee and the Staff Reference Group.

This Project Steering Group reports to the Infrastructure & Planning Committee.

The Mayor has appointed Councillors John Pullar and Wilson James to this Committee.

Joint Committees - *Ngā Komiti Hononga*

Bay of Plenty Civil Defence Emergency Management Group

Title	Bay of Plenty Civil Defence Emergency Management Group
Administering Entity	Bay of Plenty Regional Council
Membership	<p>The Membership of this Joint Committee is one representative from each of the following:</p> <ul style="list-style-type: none"> • Bay of Plenty Regional Council • Kawerau District Council • Ōpōtiki District Council • Rotorua District Council • Tauranga City Council • Western Bay of Plenty District Council • Whakatāne District Council • The Whakatāne District Council representative is: <ul style="list-style-type: none"> • Mayor Dr Victor Luca, and • Deputy Mayor Lesley Immink as alternate member.
Meeting frequency	The Joint Committee meets quarterly.
Purpose	<p>The purposes of this Committee are to oversee the identification, assessment and management of relevant hazards and risks in accordance with the 4R's (reduction, readiness, response, and recovery).</p> <p>The Emergency Management Group Constitution is available from the Bay of Plenty Regional Council.</p>

Regional Transport Committee

Title	Regional Land Transport Committee
Administering Entity	Bay of Plenty Regional Council
Membership	<p>The membership of this Committee is as follows:</p> <ul style="list-style-type: none"> • Bay of Plenty Regional Council (2 persons) • Kawerau District Council (1 person) • Ōpōtiki District Council (1 person) • Rotorua District Council (1 person) • Tauranga City Council (1 person) • Western Bay of Plenty District Council (1 person) • Whakatāne District Council (1 person) • New Zealand Transport Agency (1 person) <p>The Whakatāne District Council representative is:</p> <ul style="list-style-type: none"> • Mayor Dr Victor Luca, and • Deputy Mayor Lesley Immink as alternate member.
Meeting frequency	The Joint Committee meets quarterly.
Purpose	<p>The primary purpose of this Committee is to oversee preparation of the regional Land Transport plan or any significant variation to it.</p> <p>The Regional Land Transport Committee Terms of Reference are available from the Bay of Plenty Regional Council.</p>

Eastern Bay of Plenty Joint Committee

Title	Eastern Bay of Plenty joint Committee (EBOPJC)
Administering Entity	Determined annually in keeping with the selection of the chair
Chair	Determined annually – shared between member entities
Membership	<p>This is a joint committee of the Bay of Plenty Regional Council, Kawerau District Council, Ōpōtiki District Council and the Whakatāne District Council. Membership comprises of two elected members appointed by, and representing, each participating Council.</p> <p>The Whakatāne District Council representatives are:</p> <ul style="list-style-type: none"> • Mayor Dr Victor Luca, • Deputy Mayor Lesley Immink
Meeting frequency	By agreement of members
Purpose	<p>To form, explore and make recommendations for strategic collaborative initiatives between the partner councils.</p> <p>The EBOPJC Terms of Reference are available from the Whakatāne District Council.</p>

Eastern Bay District Licensing Committee

Title	Eastern Bay District Licensing Committee (EBDLC)
Administering Entity	Whakatāne District Council
Membership	<p>There are two Shared Eastern Bay of Plenty District Licensing Committees known as Committee A' and 'Committee B'. Matters are referred to Committee A by default, or to Committee B with Alan Scascia as Commissioner if Russell Orr is absent or unavailable.</p> <p>Committee A:</p> <ul style="list-style-type: none"> • Commissioner Russell Orr • List Members: • Jenny Mahoney • Alan Scascia • Aaron Rangihika • Tony Gardiner • Duane Taiapa <p>Committee B:</p> <ul style="list-style-type: none"> • Alan Scascia • List Members: • Jenny Mahoney • Alan Scascia • Aaron Rangihika • Tony Gardiner • Duane Taiapa
Meeting frequency	Subject to application, or at the Commissioner's discretion.
Purpose	<p>The Eastern Bay District Licensing Committee (EBDLC) is a Shared Committee of the Kawerau, Ōpōtiki and Whakatāne District Councils set up under the Sale and Supply of Alcohol Act 2012 to make decisions on all licences and managers certificates.</p> <p>The Terms of Reference for this Committee are included in the schedules to this Delegations Register.</p>

Eastern Bay of Plenty Road Safety Operations Group

Title	Eastern Bay of Road Safety Operations Group
Administering Entity	Whakatāne District Council
Membership	<p>The Eastern Bay of Plenty Operational Road Safety Group ('the Group') is a collaborative and inter-organisational forum and response to contribute to and plan the co-ordinated delivery of road safety in the area. The Group shall comprise of at least the following member organisations:</p> <ul style="list-style-type: none"> • ACC • NZ Police • Waka Kotahi (NZ Transport Agency) • Whakatāne District Council (staff) • Ōpōtiki District Council (staff) • Kawerau District Council (staff) • Bay of Plenty Regional Council (staff) • Elected-member representation: <ul style="list-style-type: none"> • One elected member from each of Bay of Plenty Regional Council, Kawerau District Council, Ōpōtiki District Council, Whakatāne District Council. • Eastern Bay of Plenty Road Safety Co-ordinator <p>The Whakatāne District Council representative is:</p> <ul style="list-style-type: none"> • Councillor Gavin Dennis
Quorum	<ul style="list-style-type: none"> • Four member organisations – in person or on video call • Two of these must be Council organisations.
Meeting frequency	The Group meets bi-monthly.
Purpose	<p>To provide oversight, strategic leadership and pragmatic solutions to ensure that Eastern Bay of Plenty roads are increasingly free of death and serious injury.</p> <p>To give effect to the national 'Road to Zero 2020-2030' strategy.</p>

Iwi Chairs Forum - *Te Wānanga Heamana ā-iwi*

Title	Whakatāne District Iwi Chairs Forum.
Administering Entity	Hosting of meetings is shared between member entities. Whakatāne District Council provides Secretariat support to the Forum.
Membership	The Chairpersons of the Rūnanga and post settlement governance entities in the Whakatāne District, the Mayor Dr Victor Luca, Deputy Mayor Lesley Immink, and Councillor Nándor Tánczos of the Whakatāne District. The Chief Executive of the Whakatāne District Council, the Rūnanga and post settlement governance entities in the Whakatāne District are also invited to attend.
Meeting frequency	Quarterly
Purpose	To raise awareness and consider matters of mutual interest to the Council and Iwi.

Joint Forums - *Ngā Wānanga Hononga*

Ōhiwa Harbour Implementation Forum

Title	Ōhiwa Harbour Implementation Forum
Administering Entity	Bay of Plenty Regional Council
Chair	Elected by the Committee at its first meeting each Triennium
Deputy Chair	n/a
Membership	The OHIF is made up of politicians or elected representatives from each of the partner organisations. The OHIF specifically invite attendance by organisations/groups which they believe will be interested such as the Department of Conservation, Ministry of Fisheries, Nukuhou Salt Marsh Care Group. The partnership includes: <ul style="list-style-type: none"> • Ōpōtiki District Council (1 member) • Whakatāne District Council (1 member) • Bay of Plenty Regional Council (1 member) • Four appointees (Tangata Whenua) representing Whakatohea, Upokorehe, Ngāti Awa and Ngāi Tūhoe The Whakatāne District Council representatives are: <ul style="list-style-type: none"> • Councillor Andrew Iles • Councillor Nándor Tánczos as alternate member
Quorum	4
Meeting frequency	Every six months or as required
Purpose	To oversee implementation of the Ōhiwa Harbour Strategy by the Ōhiwa Harbour Strategy Coordination Group (OHSCG)- an operational group made up of staff representatives from the OHS partner organisations. The Ōhiwa Harbour Implementation Forum Terms of Reference are available from the Bay of Plenty Regional Council who administers this group.

Rangitāiki River Forum Statutory Joint Committee

Title	Rangitāiki River Forum
Administering Entity	Bay of Plenty Regional Council
Chair	In accordance with Rangitāiki River Forum Model Standing Orders
Deputy Chair	In accordance with Rangitāiki River Forum Model Standing Orders
Membership	<p>The Forum is a joint committee of the Bay of Plenty Regional Council, Whakatāne District Council and Taupō District Council. Membership includes representatives from:</p> <ul style="list-style-type: none"> • Te Rūnanga o Ngāti Whare (1 member) • Te Rūnanga o Ngāti Manawa (1 member) • Te Rūnanga o Ngāti Awa (1 member) • Ngāti Tūwharetoa (Bay of Plenty) Settlement Trust (1 member) • Ngāti Hineuru (1 member) • Tūhoe Te Uru Taumatua (1 member) • Bay of Plenty Regional Council (5 members) • Whakatāne District Council (1 member) • Taupō District Council (1 member) <p>The Whakatāne District Council representatives are:</p> <ul style="list-style-type: none"> • Councillor Tu O’Brien, and • Councillor Wilson James as alternate member.
Quorum	6 members- including three members appointed by the iwi appointers; and three members appointed by the local authority appointers; and must include a member appointed by Ngāti Whare and a member appointed by Ngāti Manawa.
Meeting frequency	In accordance with Rangitāiki River Forum Model Standing Orders
Purpose	<p>The Rangitāiki River Forum (the Forum) is a statutory joint committee set up under the Ngāti Whare Claims Settlement Act 2012 and the Ngāti Manawa Claims Settlement Act 2012. The Forum has been established to protect and enhance the environmental, cultural, and spiritual health and wellbeing of the Rangitāiki River and its catchments, for the benefit of present and future generations.</p> <p>The Rangitāiki River Forum Terms of reference are available from the Bay of Plenty Regional Council who administers this group.</p> <p>The Tarawera Awa Restoration Group terms of reference is being developed.</p>

Community Boards of Whakatāne District

Ngā Poari Hapori o te rohe o Whakatāne

Title	Whakatāne District Council has four Community Boards covering the entire district: Murupara Community Board (Councillor Ngapera Rangiaho and Councillor Andrew Iles as alternate member) Rangitāiki Community Board (Councillor Gavin Dennis and Councillor Tu O’Brien as alternate member) Tāneatua Community Board (Councillor Andrew Iles and Councillor Ngapera Rangiaho as alternate member) Whakatāne-Ōhope Community Board (Councillor Toni Boynton and Deputy Mayor Lesley Immink as alternate member)
Chair	Selected by each Community Board at their inaugural meeting of the triennium.
Deputy Chair	As above
Membership	Membership includes: <ul style="list-style-type: none"> • Those elected to each Community Board, plus • One Council elected member appointed to each Community Board and an alternate (as outlined above)
Meeting frequency	• 7 Weekly • Extraordinary meetings as required
Purpose	To represent, engage with, and act as an advocate for the interests of their constituent communities on Council matters

Advisory Groups - *Ngā Rōpū Tohutohu*

Commercial Advisory Board

Title	Whakatāne Commercial Advisory Board
Chair	Steve Franklin (Independent chairperson)
Deputy Chair	Deputy Mayor Lesley Immink
Membership	Membership consists of the Mayor, four Councillors, an independent chairperson and up to two external persons appointed by the Board. The Whakatāne District Council representatives are: <ul style="list-style-type: none"> • Mayor Dr Victor Luca • Deputy Mayor Lesley Immink • Councillor Wilson James • Councillor John Pullar • Councillor Nándor Tánczos
Quorum	4 – one of whom must be an elected member
Meeting frequency	• Quarterly • Additional meetings as required
Purpose	The purpose of the Commercial Advisory Board is to provide strategic advice on Council’s strategic landholdings and broader economic and business development opportunities.

Whakatāne District Youth Council

Title	Whakatāne District Youth Council (WDYC)
Chair	Determined annually at the inaugural meeting of the group
Deputy Chair	As above
Membership	<p>Membership is by application with appointments made for a one year (calendar year) term. Membership includes:</p> <ul style="list-style-type: none"> Between 12-20 young people aged between 14-24 representing various geographic areas, ethnicities, age, gender, and experience. <p>One elected member representative.</p> <ul style="list-style-type: none"> Councillor Toni Boynton. Appointments for the period thereafter will be considered following review of the Youth Council Terms of Reference.
Quorum	Greater than 50% of membership
Meeting frequency	<ul style="list-style-type: none"> Monthly Additional meetings as required
Purpose	The WDYC provides a youth perspective to what the Council does, advocates more broadly on behalf of youth priorities and provides the opportunity for members to gain valuable skills and learn about local government. The WDYC is supported by the Council's Youth Development Officer.

Council appointments and endorsements to outside associations

All elected members of Council are likely to have numerous memberships, connections and affiliations to associations external to the Whakatāne District Council. Those that have been formally appointed by, or endorsed by, the Whakatāne District Council are listed below:

Organisation	Appointee
Keep New Zealand Beautiful National Board	Councillor Andrew Iles
Arts Whakatāne	Councillor Toni Boynton or council staff member
Rural Health Alliance	Councillor Ngapera Rangiaho
Rangitāiki-Tarawera Rivers Scheme Advisory Group	Councillors Tu O'Brien and Wilson James
Whakatāne-Tauranga Rivers Scheme Advisory Group	Councillor Andrew Iles (Alternate Councillor Toni Boynton)
Tarawera Awa Restoration Strategy Group (TARSG)	Mayor Dr Victor Luca (Alternate Deputy Mayor Lesley Immink)



Delegations held by Council

Ngā whakataunga o te Kaunihera

Most Council committees can make decisions without having to take them to the full Council.

However, there are some decisions that need to be made at full Council meetings. These are:

- Making a bylaw;
- Setting rates;
- Borrowing money, or purchasing or disposing of assets, other than in accordance with the Long Term Plan (LTP);
- Adopting an LTP, annual plan or annual report;
- Adopting a plan or plan change under the Resource Management Act 1991;
- Appointing a chief executive;
- Adopting policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTP, or developed for the purpose of the Local Governance Statement;
- Adopting a remuneration and employment policy.
- Approving or amending the Council's Standing Orders;
- Approving or amending the Council's Code of Conduct for elected members;
- Discharging the Deputy Mayor appointed by the Mayor;
- Establishing and determining the structure, areas of responsibility and delegated authorities of committees and appointing and discharging members of committees;
- Establishing a joint committee with another local authority or other public body;
- Making any resolution where in a bylaw the Council has reserved any matter to be regulated, controlled, or prohibited by the Council, by resolution either generally, or for any specified case;
- Making the final decision on a recommendation from the Ombudsman, where it is proposed that Council not accept the recommendation (sections 32 & 42 Local Government Official Information and Meetings Act 1987); and

Any other matters which, from time to time may not legally be delegated to a committee by the Council.

Refer to the Council's Delegation Register on the Council's website whakatane.govt.nz which sets out the delegations to the Council, Committees and Advisory Boards in detail.



Council meetings

Ngā hui Kaunihera

The Council meets every eight weeks, and has a number of committees and joint committees to help it make decisions. The Mayor or Chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with Standing Orders (see Standing Orders below).

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the Local Government Official Information and Meetings Act 1987.

For a meeting (other than an extraordinary meeting) of the Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days' notice, although there is provision for meetings to be called with less notice. However, at least 24 hours' notice has to be given to Members.

Can I attend and speak at meetings?

Ka āhei au ki te haere, ki te kōrero anō hoki i ēnei hui?

All Council and committee meetings must be open to the public unless there is reason to consider agenda items with the public excluded. Members of the public do not have speaking rights unless prior arrangements have been made with the Council.

We strongly encourage people to attend our meetings. Time is set aside near the beginning of each meeting for a public forum. If, as a member of the public you wish to speak at a meeting, you must first get permission from the Mayor or Chairperson of the relevant committee or community board. This can be done by sending an email request to governance@whakatane.govt.nz, stating the topic you wish to speak on and who will be presenting.



Agendas and minutes

Ngā Rārangi take me ngā meneti hui

The Council agenda is a public document that sets out what will be discussed at a meeting and includes information about these topics. Agendas are made publicly available at least two working days before the meeting. Minutes of meetings must be kept and made publicly available, subject to the Local Government Official Information and Meetings Act 1987. Copies of Whakatāne District Council agendas and minutes are available on our website (whakatane.govt.nz).

Standing Orders

Ngā tikanga hui

Standing Orders are a set of rules that provide formal guidelines about the way that a Council conducts its meetings. They also record the Council's agreed principles of behaviour within meetings.

Using Standing Orders helps to promote teamwork by:

- Allowing structured discussion of topics;
- Ensuring respect for the opinions of others;
- Ensuring tact and appropriate language are used to resolve conflict; and
- Promoting the use of persuasion and influencing skills to gain consensus.

All councils are required by the Local Government Act 2002 to adopt a set of Standing Orders that control the way the Council's meetings are conducted. Elected members must abide by the Standing Orders adopted by the Council.

The Council's Standing Orders are available on the Council's website whakatane.govt.nz.

Consultation and Engagement with the Community

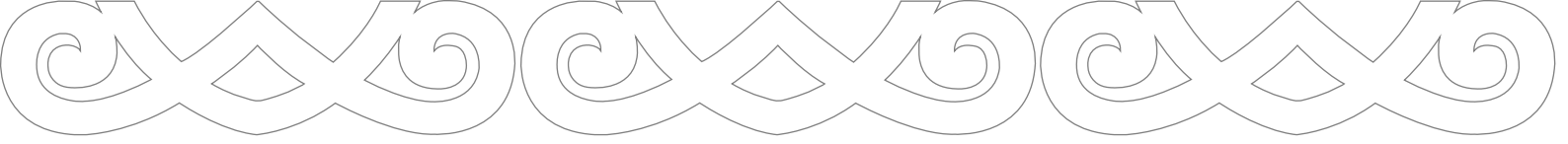
Te uiuinga me te whakapānga atu ki ngā hapori

The Council offers various opportunities for the community to participate in the decision-making processes, including:

- Long Term Plan (three-yearly);
- Annual Plan (where there is substantial change to the Long Term Plan proposed);
- Representation Review; and
- District Plan Review.

We have a Significance and Engagement Policy which provides guidance in terms of whether the Council will consult and engage on a matter, how we will consult, and to what extent. To do this the Council has to consider how important the matter is (significance) and how much community engagement is needed to make a good decision. The purpose of this policy is to ensure that the community has the opportunity for meaningful input into Council decision-making, that the Council considers the community's views in making any decision, and informs the community of decisions made and the implications of those decisions. The policy also ensures that those engaging have a clear understanding about what they can reasonably expect to influence. The policy helps to ensure a consistent and transparent approach across the Council. The Council will involve the community when key plans and policies that require community input or feedback are being developed or reviewed.





Consultation and Engagement with Iwi/Māori

Te uiuinga me te whakapānga atu ki ngā iwi, otirā ki a Ngāi Māori

The Local Government Act 2002 and the Resource Management Act 1991 require us to establish and monitor processes and policies on consultation and engagement with Māori, and to ensure that Māori contribute to decision-making for the wider Whakatāne District. Iwi in the District include:

- Ngāti Awa
- Ngāti Rangitīhi
- Ngāi Tūhoe
- Ūpokorehe hapū
- Ngāti Whare
- Tūwharetoa ki Kawerau
- Ngāti Manawa

The Iwi Chairs Forum was established in May 2014, as a mechanism to allow Iwi and Council to advance common outcomes. Representation on the Forum consists of Iwi Chairs from within the District, with the Mayor representing the Council. Chief Executives of all organisation members also attend the Forum in an advisory capacity. The Forum is a mechanism for sharing information, knowledge and support for individual projects. The Council has found that involvement in the Forum has been invaluable, and that the Forum provides a basis for enhancing relationships, having valuable discussions and identifying issues of relevance for members, where collaboration can lead to better outcomes.

The Council consults directly with Tangata Whenua on a number of issues of specific relevance to an Iwi or hapū. The Council also consults directly in terms of resource consent matters such as the District Plan and specific consent applications.

The Council continues to provide advice and guidance as a member of the Rangitāiki River Forum, which resulted from the Ngāti Manawa and Ngāti Whare Claims Settlement Act 2012.

In 2020, the Council is in a process of review focused on appropriately recognising relationships with Iwi and to ensure consultation and engagement is a natural outcome of the relationship.

The Council recognises that the Whakatāne District has a high Māori population compared with the rest of the country. A continued focus has been the development of the Council's cultural awareness and Te Reo competency to allow better engagement with and contribution from Māori around decision-making at all levels.



Management structure and relationships

Te Whakatakotoranga Whakahaere me ngā hononga

Chief Executive and staff

Te Toihautū me ngā Kaimahi

The Mayor and Councillors appoint a Chief Executive (CE) in accordance with Section 42 and Clauses 33-34, Schedule 7 of the Local Governance Act 2002. The CE leads the Council's administration and operations to fulfil the direction set by Council and within the budgetary constraints established by governance. The CE, in addition to implementing the decisions of Council, also provides advice to the Council and community boards, manages the Council's activities, and provides leadership for staff.

The CE is responsible for the staff employed by the Whakatāne District Council (approximately 315 individuals in January 2020). The Council through seven departments, each led by a General Manager, delivers the wide range of services to the community.

These departments are:

- Development and environmental services
- Strategy and transformation
- Community experience
- People and engagement
- Infrastructure
- Finance and business partnering
- Strategic Māori partnerships

The Chief Executive and the seven General Managers constitute the Executive Team and these provide the link between Elected Members and staff. The Chief Executive is the only person who may lawfully give instruction to a staff member, therefore any complaint about individual staff members should be directed to the Chief Executive rather than to the Mayor or a Councillor.

Refer to the Council's website for photos and details of the Chief Executive and General Managers.



Elected Members (Mayor and Councillors, supported by community boards)

The **Elected Members** are responsible for setting the vision and direction of Council and for monitoring key risks, and organisational performance.

The organisation, led by the **Chief Executive** and supported by the **Executive Team**, is responsible for implementing the direction set by Council and managing day to day operations.

Chief Executive Steph O'Sullivan						
General Manager People and Engagement	Kaihautu Strategic Māori Partnerships	General Manager Strategy and Transformation	General Manager Community Experience	General Manager Development and Environment Services	Chief Financial Officer and General Manager Business Partnering	General Manager Infrastructure
Emlyn Hatch	Paul Warbrick	Steven Perdia	Georgina Fletcher	David Bewley	Gary Connolly	Bevan Gray
People and Capability Health, Safety and Wellbeing Communications and Engagement Governance Services Customer Services Community Development and Road Safety Strategic Change Chief Executive Office Support	Engagement and Partnering Cultural Leadership and Advice Capability and Capacity Building Strategic Advice	Strategic and Corporate Planning Economic Development and Regeneration Climate Change and Futures Strategic Property Tourism and Events Enterprise Project Management Office Organisational Performance	Aquatic Centres Parks Reserves and Gardens Sportsfields Community Facilities Cemeteries and Crematorium Libraries and Galleries Museum Collections and Research Whakatāne Holiday Park and camp grounds	Resource Management Policy Spatial Planning Licensing Liquor and Gambling Regulations Monitoring and Compliance Animal Control Parking Enforcement Resource Management Consents Building Control Emergency Management Strategic Projects	Financial and Investment Strategy Finance & Treasury Internal Audit and Quality Assurance Digital and Information Services Procurement and Contracting Fleet Management Legal and Risk	Asset Management Transport Water Supply Sewage Treatment and Disposal Stormwater Drainage Waste Management and Minimisation Ports and Harbour Facilities Capital Works Whakatāne Airport

Equal Employment Opportunities

Whakaōrite Whiwhinga Mahi

The Council is committed to the principles of Equal Employment Opportunities and has continued to maintain the related policies and programmes over the past term. These seek to eliminate discrimination and ensure its continued absence in the workplace, as well as promote equal opportunity in all aspects of employment, including recruitment, selection and appointment, education, training and development, career path planning and promotions. Full details are set out in the Council's Equal Employment Opportunities Policy. Related policies include the Council's Human Resources and Employment Policies.

Contact us

Whakapā mai

Whakatāne District Council

14 Commerce Street
Whakatāne

P 07 306 0500

Hours

Monday, Tuesday, Thursday, Friday: 8am- 5pm
Wednesday 9am-5pm

POSTAL ADDRESS

Whakatāne District Council
Private Bag 1002
Whakatāne 3158
New Zealand

Murupara Service Centre

Civic Square, Pine Drive,
Murupara, New Zealand

P 07 366 5896 **After Hours** 07 306 0500

Toll free 0800 306 0500

(Murupara, Te Urewera and Galatea residents only)

Hours

Monday- Friday: 10am- 5pm



info@whakatane.govt.nz



whakatane.govt.nz

[whakatedistrictcouncil](https://www.facebook.com/whakatedistrictcouncil) [whkdc](https://www.instagram.com/whkdc) [whakatane-district-council](https://www.linkedin.com/company/whakatane-district-council)

Requesting Council services

Requests for service can be lodged in several different ways including:



Over the Counter at Whakatāne Civic Centre, Commerce Street, Whakatāne or Murupara Service Centre, Civic Square, Murupara;



By **phone**



By **email**



Via the **website**



In **writing**

Where possible, all requests should be directed through either of our Customer Service Centres in Whakatāne or Murupara. All requests will be logged into our system, which will be used to progress the request. A service request number will be issued and can be used to request an update.

If you have information to contribute or areas of concern you wish to discuss, the Mayor, Councillors, the Chief Executive and Council staff may be contacted through the contact details listed above.

Official information

Ngā pārongo ōkawa

Under the terms of the Local Government Official Information and Meetings Act 1987, any person may request that Council make available any particular official information.

Any person who wants access to information held by Council, or who requires assistance in this regard, should contact the Chief Executive.

The Council must answer such requests within 20 working days. The applicant must be advised in writing if the answer is to take longer than 20 days, and the reasons for the delay. The Council may charge for official information under guidelines set down by the Ministry of Justice and these are set out in the Fees and Charges Schedule which can be found on the Council website whakatane.govt.nz. The Council is not automatically obliged to release the information sought as the Act provides certain grounds upon which any request might be refused. Any refusal will be accompanied by specific reasons and it is the right of the person(s) affected to have the Council's decision reviewed by the Ombudsman.

The Local Government Official Information and Meetings Act 1987 states that information may be withheld if for reason set out in section 6 and 7 of that Act including reasons where the release of the information would:

- Endanger the safety of any person;
- Prejudice maintenance of the law;
- Compromise the privacy of any person;
- Reveal confidential or commercially sensitive information;
- Cause offence to tikanga Māori or would disclose the location of wāhi tapu;
- Prejudice public health or safety;
- Compromise legal professional privilege;
- Disadvantage the Council while carrying out negotiations or commercial activities; and
- Allow information to be used for improper gain or advantage.

Wherever possible, it is preferred that such requests for information be in writing, as this will avoid confusion and ensure that the request is actioned by the appropriate officer.

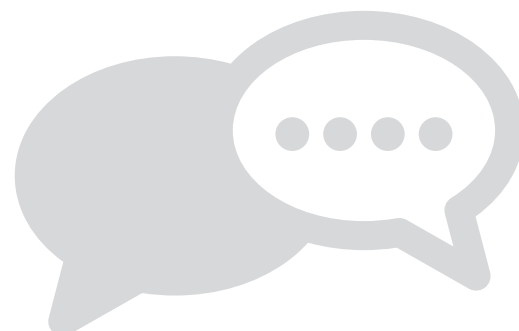
Personal information

An individual has the right to obtain any information about themselves without charge. Special rules govern the right of access to personal information by individuals. The Privacy Act 1993 governs the collection, use and disclosure of personal information.

For more information

If you want to request information under the Act, you should address your request to:

The Chief Executive
Whakatāne District Council
Private Bag 1002
Whakatāne 3158





WHAKATĀNE DISTRICT COUNCIL

Commerce Street, Private Bag 1002,
Whakatāne 3158, New Zealand
P 07 306 0500

MURUPARA SERVICE CENTRE

Civic Square, Pine Drive,
Murupara, New Zealand
P 07 366 5896

info@whakatane.govt.nz
whakatane.govt.nz

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